

St Thomas of Canterbury

Catholic Primary School

Where every child is special



Welcome back!

*Parent and Family Guide
to the new school year 2021-22*

Making **S=P+A+C+E** for learning



Making **S=P+A+C+E** for learning



Welcome back to School!



😊 Once again, we **cannot wait** to start again in September and to be able to welcome back all of the children in to school 😊

The aim of this booklet is to bring together all the information you will need to help your child make a happy and successful transition back to school in September.

As always, the principles that we are working by are those shared across the whole Xavier Catholic Education Trust of which we are a part:

1. **To do our utmost to ensure everyone attending our schools is kept safe**
2. **To focus on the emotional, spiritual and physical well-being of our children**
3. **To support the well-being of our staff and our community**
4. **To be aware of, and adapt to, the challenges each family face**
5. **To prioritise any gaps in learning whilst ensuring all children make progress**
6. **To ensure proper transition arrangements are in place for each year group**

Over the summer the COVID situation has fluctuated but the guidance for schools has been clear – get on with it! We intend to! Our focus is on ensuring the children get the very best that we can offer and in a safe and loving environment. Accordingly, our Main School improvement priorities for the year ahead are:

Improvement Priority 1 - Raising the bar and Closing the Gap: Making **S=P+A+C+E for **EVERYONE****

Improving outcomes for all children (and staff) by developing effective and successful whole school strategies for a fully inclusive school:

- to improve and protect mental health and wellbeing To continue to develop and embed a programme of taught strategies and habits for all children (and staff) which promote a growing resilience and healthy lifestyle through further development and embedding of our **Making S=P+A+C+E for ME** initiative.
- To embed inclusion for children with SEND with a change to low sensory classrooms and learning spaces and to introduce music based learning and interventions in EYFS and KS1 classes
- To develop high quality intervention across the school to close any learning gaps from the COVID legacy
- To ensure that every child feels they belong through a focus on celebrating and embedding a culture of valued diversity



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S=P+A+C+E for **EVERYONE**

EVERYONE is...

Different and unique
Equal and respected
Loved and belongs

I am **EVERYONE**

Improvement Priority 2 – Raising the bar and Closing the Gap: Ensure the best possible outcomes for all children in English – including all pupil groups

- **Phonics:** research and implement new Systematic synthetic phonics programme to replace Letters and Sounds and extend phonics teaching through KS2 to assist in spelling strategies
- **Reading:** continue development of reading resources to ensure good selection of first decodable books and texts and class readers
- **Writing:** changes to link with phonics programme, replacement of cursive script at EYFS with OT friendly font and writing programme

Improvement Priority 3 – Raising the bar: Continue to develop a creative, continuous and consistent mastery curriculum preparing for life - To continue to develop a whole school overview of learning so that children thrive across and throughout key stages whilst also ensuring a broad and balanced curriculum that is engaging for all.

- Embedding maths gains
- Continued development of the St Thomas' Curriculum, including:
 - o Additional Teaching and learning leadership time
 - o Embedding RSHE changes
 - o History changes
 - o Computing (including hardware)
 - o Links back to all elements of **S=P+A+C+E** for **EVERYONE**
 - o Best use of Google classroom

Improvement Priority 4 – Raising the bar: EYFS – embedding the new Statutory Framework and new baseline

More details about each of these Main priorities will be introduced at the Curriculum evening later in September and developed as the year progresses.

Please read this guide carefully. As ever, if, having read everything twice, you still have a question please do contact me in the first instance: mrlewin@st-thomas.surrey.sch.uk

Please remember, we have put all of these plans in place but they may need to change at very short notice if circumstances change. Please bear with us and obviously I will communicate any changes with you if the need arises.

As you read the guidance please remember that the changes we have introduced are in line with Government guidance for what will keep you, your children and our staff safe. COVID-19 has not gone away and it isn't going to any time soon and so the measures we are taking and will enforce around social distancing around the school are not meant in any way to be excluding or cold, they are there to ensure everyone can stay as safe and healthy as possible and I ask you all please to respect the measures in their entirety. I know that you will.



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Thank you again for all your support and encouragement for everything we do. This September start really does feel like a huge and significant step back towards the old normal and we will embrace it, as ever, with determination and a big smile!

With my love and prayers
Neil Lewin
Headteacher
September 2021

**PLEASE DO NOT SEND YOUR CHILD INTO
SCHOOL IF THEY HAVE COVID-19
SYMPTOMS**

The new term

Term starts on Monday but with two staff INSET days. The children (other than EYFS) will therefore all return to school on **Wednesday 6th September**.

The term dates and INSET dates are those previously announced and publicised. (See the website: <https://www.st-thomas.surrey.sch.uk/term-dates-2021-22/>. The INSET tbc for Wednesday 16th March will not happen but the 24th June date is confirmed)

A school calendar for the year has been sent to all parents and is available on the website. We very much hope and pray that this year we will get to do everything we have planned! Please keep reading the weekly News and email messages for any changes and additions to the calendar.

Travelling to and from school

We encourage you to walk, cycle or scoot to school if you can and avoid driving and the awful congestion that ensues. If you do scoot or cycle, please use the bike racks behind the Year 5 classes – remember bikes and scooters must be **walked** on to and around the school site. Families using public transport should refer to the Government's [safer travel guidance for passengers](#).

If you have to drive, please park as far away from the school site as possible and walk the last part of the journey. The drop off lane **will be open** each morning from 8.30am – you **MUST** turn left out of the gate onto Horseshoe Lane West to avoid creating even worse congestion. Please always drive and park carefully and sensitively and legally.

Drop off and collection times and arrangements

As ever the gates will open at 8.30 – children **MUST NOT** be left on site any earlier than this unless they are booked in to the Breakfast Club.

(Breakfast club provision will be available **from Wednesday 6th September** from 7.40am).

Registration starts at 8.50 and so all children should be in class by then. Any child arriving in school after that time must be signed in at the office and they will be taken to their class from there.

The One way system

The one way system onto and off the school site will continue to help avoid congestion on site and at the gates. Mr McAllister will be at the drop off lane entrance each morning to help children and families cross the entrance safely but a reminder to all car drivers to take GREAT care when driving into or leaving the drop off lane in the mornings.



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So, once again pedestrian entry to the school site will only be possible from the pedestrian gate by the staff carpark and a one way pedestrian route will operate around the school site to ensure everyone's safety which we ask that you follow and respect **at all times**, even if it is inconvenient! The route (shown on the map below) takes you around the school and out via the pedestrian gate by the field.

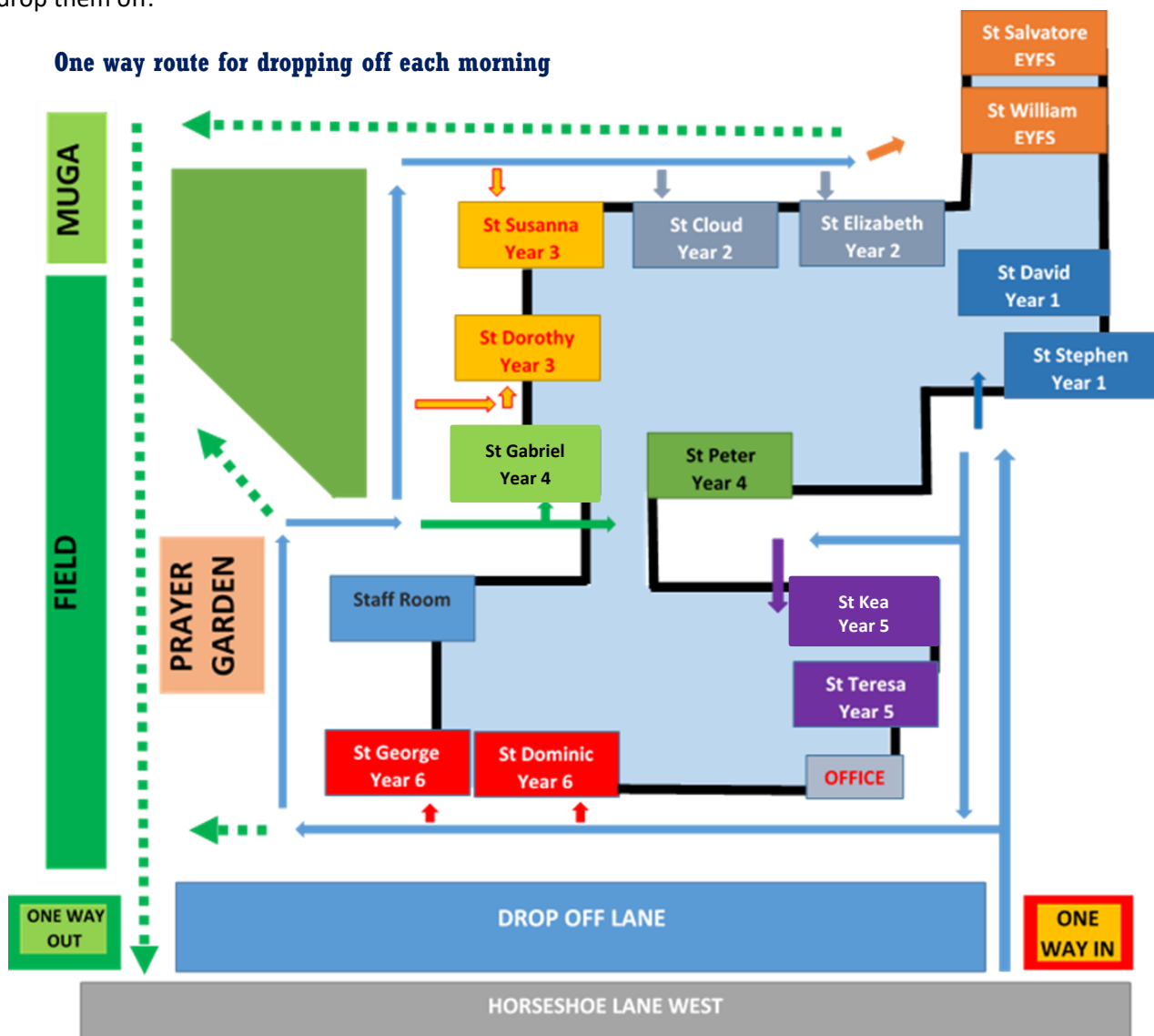
Access to classrooms

On arrival from 8.30, the children should go straight to their classrooms – following the one way system around the school site to their classroom's external door. There will be an adult in the room to supervise the children who should wash their hands on arrival, sort their belongings out and then there will be an independent task or challenge for the children to be getting on with – it will be fun based and very informal.

Year 5 will continue to enter the school via the Savio side door to reach their classes and Year 1 by the old main entrance doors by the Infant Hall. Parents who have accompanied their children on site should drop them and keep going along the one way system to exit the school site from the field gate. See the map below. Please do keep to the one way system.

Independence

Please do consider whether or not you need to enter the School site with your child or whether they can be independent enough to get to their classes without you. Certainly Year 5 and 6 children (and no doubt many in the years below that) can safely find their way in to class and save you the time and effort of walking around the site to drop them off.



It is entirely up to you whether you wear a mask on site or not. If areas seem congested at any point it would be sensible.



What if we're late?

If you are late for school start then please bring your child to Reception and the office staff will take your child to their class - we will sign them in for you.

Pick up arrangements

From September:

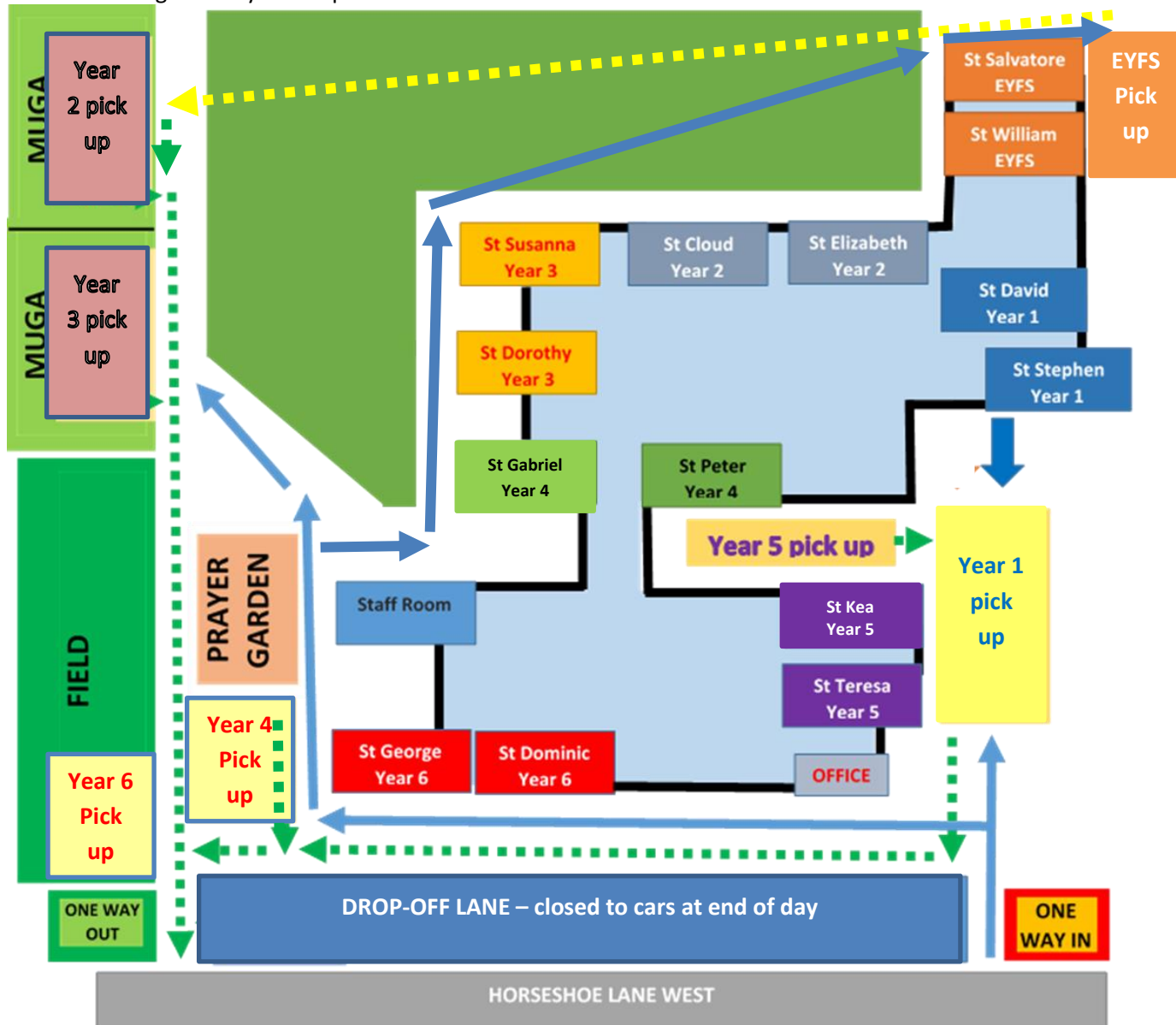
EYFS and Year 1 and Year 2 will all finish at 3.10pm

Years 3-6 at 3.20pm

At the end of the day, the children should be collected from the designated collection points shown on the map below. The same one way system around the site will operate. Again, if your child is older and able to walk home on their own or walk to an agreed meeting point off site that means that you do not have to come on to the school site then please do make that arrangement. **If you do make such an arrangement please ensure that written permission for your child to leave the school unaccompanied is given to your child's class teacher.**

If you are coming on to the site to collect your child please then follow the same route out of the school.

The after school club provision is available **from Wednesday 6th September** and our clubs start in the first full week of term starting Monday 13th September – dates are all on the Parent Calendar.



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What if I have children in different year groups?

Please collect your children in the following order which works with the one way system!

1. Year 1
2. EYFS
3. Year 2

4. Year 5
5. Year 4
6. Year 3
7. Year 6

I'm confused!

Please don't worry, staff will be around to help. The important thing is to keep walking in one direction only and to keep smiling!

What if we have an appointment and need to collect our child during the school day?

Just like the old normal, please ring the office in advance to let us know and then we will ensure that your child is ready and waiting for you when you arrive to collect them (or very soon thereafter!). We will sign them out!

Forgotten items and messages for school or staff

Sadly, it is not be possible to engage in a long conversation with staff as you drop your children at the classroom door in the morning. There may be an opportunity for a very quick chat at the end of the day at the collection points but the best way to pass on any messages to school will continue to be by email or phone. All the teachers' contact details are on the Year group pages on the website – I have also listed them at the end of this Guide.

The good news is that the school office can be open to parents again and the office staff will be on hand at the start and end of the day. However, to avoid congestion and having to wait around, the best way to contact them is still by phone or email. The contact list is again, added at the end of this Guide.

If you have forgotten something and need to return to school to drop it off, then come back with it to the school Reception and the Office staff will then ensure that it is reunited with your child! During the school day when the site is secured access is through the lower pedestrian gate with the intercom.

What to wear to school

School uniform!

Smart school uniform with the correct PE kit to be in school each week for when your child has PE. The PTA Uniform Shed will be open on **16th September** and Magnum enterprises are open for sales of new uniform. The uniform list is on the Year group pages of the website.

As part of our continued COVID safety arrangements doors and windows in **all** the rooms will be open and so you might want your child to have their school sweatshirt just in case they do get a little chilly in the classroom.

Equally, we will be outside as often as possible, rain or shine so please send your child with a lightweight raincoat if the weather looks like turning at any point!

*Please be aware that the children should **not** wear face masks in school (on Government health advice) – misused they are far more dangerous than not having them.*

Please do ensure that all items of clothing (including shoes and trainers) are named clearly so that we can return any left property back to you as quickly as possible.



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What to bring to school

Your child should **not** bring any soft toys with them into school or any personal items that are likely to be lost, damaged or spoilt. When classes have **S=P+A+C+E** for **ME** time and the opportunity to show and explain items of interest then the children will be told so they will know it's their turn!

EYFS Children should have:

- A named water bottle
- A piece of fruit or vegetable as a snack
- A packed lunch if they are not having a school lunch
- A named sun hat *and sun cream applied please before school if appropriate*
- A light weight coat (every day - we will go outside whatever the weather!)
- A sweatshirt even on warm days as the doors and windows to classes will be kept open
- A big happy smile!

Year 1 and Year 2 children should have:

- **A pack of named coloured pencils** and a glue stick
- A named water bottle
- A piece of fruit or vegetable as a healthy snack
- A packed lunch if they are not having a school lunch
- A named sun hat *and sun cream applied please before school if appropriate*
- A light weight coat (every day - we will go outside whatever the weather!)
- A sweatshirt even on warm days as the doors and windows to classes will be kept open
- A really confident and happy smile!

KS2 children should have:

- **A fully equipped pencil case including a glue stick please!**
- A named water bottle
- A piece of fruit or vegetable as a healthy snack
- A packed lunch if they are not having a school lunch
- A named sun hat *and sun cream applied please before school if appropriate*
- A light weight coat (every day - we will go outside whatever the weather!)
- A sweatshirt even on warm days as the doors and windows to classes will be kept open
- A confident and positive attitude shining through a huge smile!

Please do remind your child to bring their record of their progress in the summer Learning Challenge when they return next week so I can ensure that they get their certificate!

Teaching and learning

The whole school will enjoy the full, broad and varied curriculum which defines our school.

Opportunities will be built in to every day for outdoor learning whenever possible – we hope to be able to offer Forest School provision by the end of the year

An important and continuing focus in all classes which will sit behind everything we do is the children's wellbeing and we will use the **Making S=P+A+C+E for ME** Resilience wheel and a wealth of teaching and learning resources to help us focus on the importance of our mental health and wellbeing:



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The timetable

Whilst we do not need to maintain the strict year group bubbles we are maintaining the different play and lunchtimes and areas to ensure that the children have the most space and time possible to play. Without the need for the Bubbles we will be able to reinstate the full School Council, eco warriors, Year 6 playtime leaders and reading buddies – I can't wait!

To begin with we will not have more than three year groups together at once for worship and we will continue to space the year groups out in the halls. Hopefully as the year progresses we will be able to return to being together as a whole school.

We do intend to start having parents back in to school for worships and other events so look out for the calendar when it comes next week

THE SCHOOL DAY

Our daily routines:	08.30	Class doors open for access
	08.50	Morning registration
	09.00	Lessons begin
	10.20-10.40	Morning Play (Years 1, 3, 4)
	10.40-11.00	Morning Play (Years 2, 5, 6)
	11.40 – 12.40	Lunch (EYFS, Year 1)
	12.00 – 13.00	Lunch (Years 2, 3 and 4)
	12.20 – 13.20	Lunch (Years 5 and 6)
	14.00 on	KS1 Afternoon play
	15.10	EYFS and KS1 end of day
	15.20	KS2 end of day



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Worship times:	Monday:	09.00	Whole School Sunday's Gospel based worship	
			Shared in two separate worships: (EYFS), Years 1-3 in the Infant Hall and Years 4-6 in the Junior Hall	
	Tuesday:	09.00	(EYFS) KS1 Praise worship (Junior Hall)	
		10.00	LKS2 Praise worship (Junior Hall)	
		10.20	UKS2 Praise worship (Junior Hall)	
	Wednesday:	09.00	(EYFS) KS1 Phase worship (Infant Hall)	
		10.00	LKS2 Phase worship (Junior Hall)	
		10.20	UKS2 Phase worship (Junior Hall)	
	Thursday:	09.00	Class/Year group lead worship or class based worships (NB If parents are invited there will only be the Phase classes in the Hall)	
	Friday:	09.00	(EYFS) KS1 Celebration worship	
		10.00	LKS2 Celebration worship	
		10.20	UKS2 Celebration Worship	

PE days:

EYFS	St Salvatore	Every Monday and Wednesday
	St William	
Year 1	St David	Every Thursday
	St Stephen	Alternate Mondays (Week B)
Year 2	St Cloud	Every Thursday
	St Elizabeth	Alternate Mondays (Week B)
Year 3	St Dorothy	Every Tuesday Alternate Thursdays (Week A)
	St Susanna	Every Tuesday Alternate Wednesdays (Week A)
Year 4	St Gabriel	Every Tuesday Alternate Mondays (Week A)
	St Peter	Every Tuesday Alternate Fridays (Week A)
Year 5	St Kea	Every Wednesday Alternate Thursdays (Week A)
	St Teresa	Every Wednesday Alternate Mondays (Week A)
Year 6	St Dominic	Every Wednesday Alternate Fridays (Week B)
	St George	Every Friday Alternate Wednesdays (Week B)

Children should come into school dressed in PE kits on their PE days (*Weeks A and B are identified in the Calendar and Weekly News*).

Any children in football or netball clubs should come to school dressed in PE kit on club days as well.

Good hygiene

We will be continuing to ensure there is as good hygiene around the school as we possibly can!

As I have said, ventilation remains a key element with doors and windows being open enough to allow air flow.

Children will be told not to drink directly from the water fountains but they can use them to fill their water bottles as can the taps in the classrooms - all the water is drinking water.

The children will continue to follow a routine of handwashing and sanitising through the day when in and out of the classrooms and before they eat. All the classrooms have sinks, soap and paper towels which once used will be



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bagged in lidded bins. There will be sanitiser for use on entering and leaving the lunch hall, PE and music lessons and any collective worship not held in the classroom.

The rooms and all the furniture and resources will be cleaned each evening by our contractors in line with government guidance.

Cleaning materials for use by the adults in the classrooms will all be available in every room.

Medical matters

We will follow ALL guidance from Government, Public Health England and the NHS around medical safety. We have Xavier wide policies and frameworks which we will be putting into place. The latest version of our Risk Assessment can be seen on the website.

Each class will have their own supply of basic first aid. Non-COVID 19 related first aid and symptoms will be dealt with as normal by the class team or by our Paediatric first aiders in the Office and any intimate care will be undertaken by adults with appropriate PPE.

In the event that your child shows COVID -19 symptoms they will be moved to the medical room and you will be contacted to collect them immediately. Staff would have PPE as necessary. Anyone with symptoms is required to have a PCR test and not return to school unless the result is negative. Children are no longer required to self-isolate unless **they** have the symptoms or test positive.

It goes without saying that you should not send your child in to school or enter the site yourself if they or you have Covid-19 symptoms.

In all cases of illness or concern over symptoms please do keep the school informed as we may need to take action to help protect others.

Educational visits and Visitors

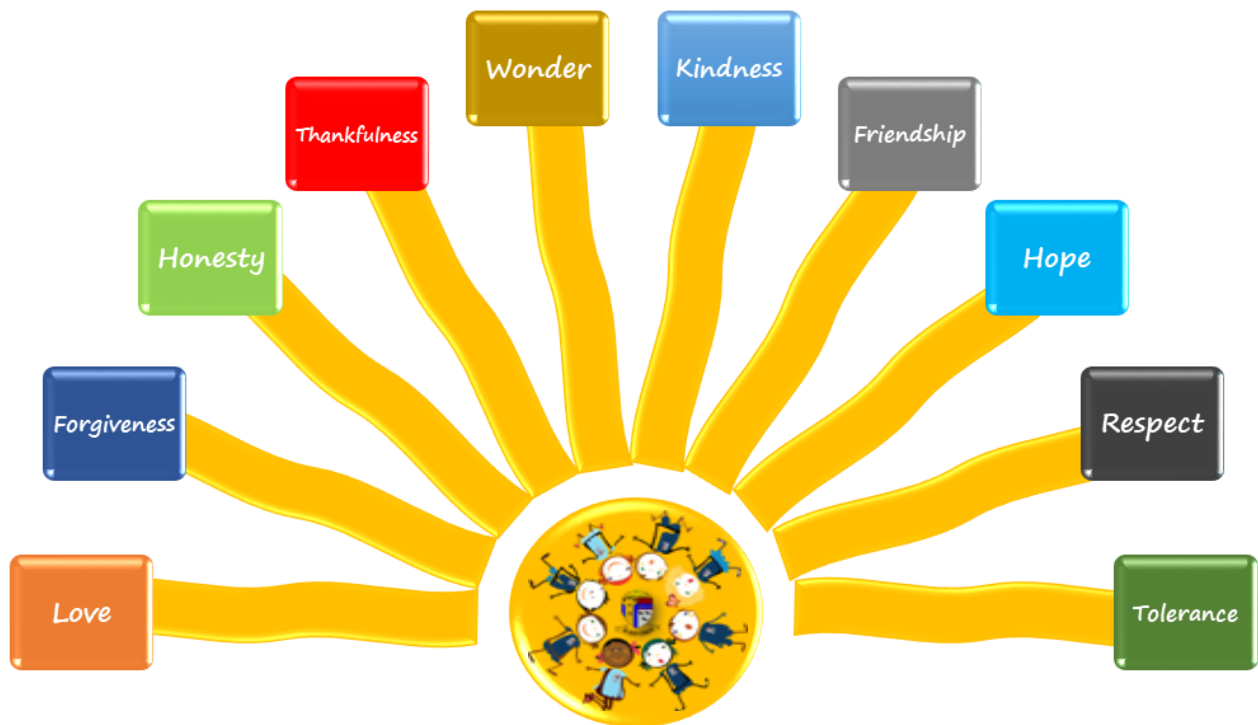
Hurrah! We can continue to offer our range of educational visits to enhance the children's learning and also the residentials. This is, of course, subject to any change in guidance but let's be optimistic!

Information on trips will come to you as relevant for your year group and we will continue to organise all payments for trips, visits and special events to be itemised at the start of each school term with the option to pay up front or on a plan across the term with a promise of no "extras" as the year goes through. It will help with budgeting and payments and also mean you have no surprises as the year progresses. The costs of residential would be separate from this.

Behaviour expectations

The Government guidance suggests that schools review and amend their pupil behaviour policies to reflect the changes that the lockdown has created and, for example the need for handwashing and social distancing and so on. I have reviewed our policy and practice and there do not need to be any changes. We have one active school rule, our Golden Rule, to treat others as we would like to be treated ourselves. This is explained for the children through the application of our Golden Threads. Nothing changes. I expect and trust all of our children to follow our Golden Rule and to keep it by applying the Golden Threads in all they do.





We treat others as we would like to be treated

Government advice

This link takes you to the list of Government guidance for the public around COVID-19, including around symptoms, testing, self-isolating etc.

<https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>



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Teacher contacts:

Class name	Teacher	email
EYFS St Salvatore	Mrs Sumsion	mrssumsion@st-thomas.surrey.sch.uk
EYFS St William	Mrs Morgan	mrsmorgan@st-thomas.surrey.sch.uk
	Mrs Wichmann	mrswichmann@st-thomas.surrey.sch.uk
Year 1 St David	Miss Davis	missdavis@st-thomas.surrey.sch.uk
Year 1 St Stephen	Mrs Sharpe	mrssharp@st-thomas.surrey.sch.uk
Year 2 St Cloud	Mrs Clarke	mrsclarke@st-thomas.surrey.sch.uk
Year 2 St Elizabeth	Mrs Hills	mrshills@st-thomas.surrey.sch.uk
	Mrs Royce	mrsroyce@st-thomas.surrey.sch.uk
Year 3 St Dorothy	Mrs Della Maestra	mrsdellamaestra@st-thomas.surrey.sch.uk
Year 3 St Susanna	Miss Pedlingham	misspedlingham@st-thomas.surrey.sch.uk
Year 4 St Gabriel	Mr Gillan	mrgillan@st-thomas.surrey.sch.uk
Year 4 St Peter	Miss Petley	misspetley@st-thomas.surrey.sch.uk
	Mrs McNiff	senco@st-thomas.surrey.sch.uk
Year 5 St Kea	Mr Kitcatt	mrkitcatt@st-thomas.surrey.sch.uk
Year 5 St Teresa	Mrs Terry	mrsterry@st-thomas.surrey.sch.uk
	Mrs Gordon	mrsrgordon@st-thomas.surrey.sch.uk
Year 6 St Dominic	Miss Davies	missdavies@st-thomas.surrey.sch.uk
Year 6 St George	Mrs Grove	mrsrgrove@st-thomas.surrey.sch.uk
	Mrs Hull	mrshull@st-thomas.surrey.sch.uk
Headteacher	Mr Lewin	mrlewin@st-thomas.surrey.sch.uk
Deputy Headteacher	Mrs Carter	mrscarter@st-thomas.surrey.sch.uk
SENCo	Mrs McNiff	senco@st-thomas.surrey.sch.uk
Extended School and PE	Mr Jones	mrjones@st-thomas.surrey.sch.uk
PE	Mr Arnold	mrarnold@st-thomas.surrey.sch.uk
Music	Dr Mather	drmather@st-thomas.surrey.sch.uk
Home School Link Worker	Mrs Daniels	hslw@st-thomas.surrey.sch.uk



Contacting the school:

<p>The school office is open from 8.30am until 4.00pm. Outside of these hours please leave a message on the answer phone or email info@st-thomas.surrey.sch.uk</p>			
For questions about...	Contact	phone	email
Absences	Office BEFORE 9.00am	01483 888388	
General enquiries	Mrs Simpson or Mrs Read	01483 888388	info@st-thomas.surrey.sch.uk
Medical issues	Mrs Simpson or Mrs Read	01483 888388	info@st-thomas.surrey.sch.uk
Business Manager and Office Manager	Mrs Clay	01483 888388	admin@st-thomas.surrey.sch.uk
Lettings	Mrs Clay	01483 888388	admin@st-thomas.surrey.sch.uk
Admissions enquiries and to arrange school tours	Mrs Tahouri	01483 888388	admissions@st-thomas.surrey.sch.uk
To change meal requests and for school meal payments	Mrs Simpson	01483 888388	schoolmeals@st-thomas.surrey.sch.uk
All things clubs – Breakfast club and all After school clubs and ScoPay/Parentmail enquiries	Mrs Foster	01483 888388	office@st-thomas.surrey.sch.uk
To contact the Breakfast or After School Club (Tommy's) in an emergency	Duty staff member	07538 550532	
For our Home school link worker, Claire Daniels	Claire Daniels	07740 814904	hslw@st-thomas.surrey.sch.uk
For SEN information or advice	Mrs McNiff (SENCo)		senco@st-thomas.surrey.sch.uk
For Mr Lewin	Mr Lewin!	01483 888388	mrlewin@st-thomas.surrey.sch.uk
<p>School website: www.st-thomas.surrey.sch.uk Xavier website: https://xaviercet.org.uk/ Parish website: http://www.guildfordcatholicchurches.co.uk</p>			



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