



Friday 30th August 2024

Return to School - September 2024

Dear Families,

I hope you have had a wonderful summer break and your children are looking forward to returning to school. I am delighted to welcome you all back to St Thomas More for another exciting and successful academic year. Whether you are returning to familiar surroundings or joining us for the first time, we are thrilled to have you as part of our Catholic school community.

At St Thomas More, we believe that education is a partnership between the school, pupils, and families. By working closely together, we can ensure that each student is supported, challenged, and encouraged to achieve their full potential. This is underpinned by our School Mission Statement.



Our dedicated staff are committed to providing a safe, inclusive, and stimulating environment where all students can thrive both academically and personally.

This year, we have many exciting plans and opportunities for our students to engage in, from our diverse curriculum to extracurricular activities that will inspire and challenge them. We are particularly focused on building on the successes of the past year, continuing to improve the quality of education, and ensuring that every student feels valued and supported.

As we embark on this new academic journey, I encourage all pupils to embrace the opportunities that lie ahead with enthusiasm and determination. To our families, I ask that you continue to play an



active role in your child's education, keeping the lines of communication open and working in partnership with us to support their growth and success.

Below are a few key reminders to help you prepare for our return to school.

Return to School Dates

- A reminder of our return to school schedule:

Monday 2nd September	Staff Training Day
Tuesday 3rd September	Year 7 Induction Day
Wednesday 4th September	Year 7 Curriculum Day
Thursday 5th September	All pupils return to school

Safeguarding & Pastoral - Key Staff

- Mr Shield remains our Designated Safeguarding Lead.
- He is supported by the following members of the leadership team who are all Deputy Safeguarding Leads:
 - Mr Lennox
 - Ms Harle
 - Mrs Cervantes
- Our pastoral team are as follows:

Pastoral Team	
Head of St Bernadette House	Miss Kathryn McNeill
Head of St Catherine Laboure House	Mr Damon Robson
Head of St John Fisher House	Mr Alastair Young
Head of St Therese House	Mrs Deborah Ashdown
Director of Sixth Form	Mrs Christine Brown



Communication with School

- Attached to this letter you will find an overview of all the ways you can keep in touch with school linked to different reasons - please take a close look at this.
- We kindly ask that you do not email individual staff directly.
- Our House emails are the central pathway for contacting the school via email & will be generally responded to within school hours.
- You can also contact us by using the school reception number [0191 499 0111].

St Bernadette	St Catherine Laboure	St John Fisher	St Therese	Sixth Form
s_stbqueries@stthomasmore.org.uk	s_stclqueries@stthomasmore.org.uk	s_stjfqueries@stthomasmore.org.uk	s_sttqueries@stthomasmore.org.uk	s_6frmqueries@stthomasmore.org.uk

School Uniform

- We ask that all pupils attend school in full and correct uniforms from day 1. Our uniform is worn with pride and creates a strong sense of identity and formality in school.
- Please see below a link to our Uniform policy.
- In particular, can I remind you that false nails of any description are not allowed. They hinder the pupils ability to engage fully in school life and the curriculum, and as such must not be worn.
- In addition no piercings are permitted in Key Stage 3 or 4.

[School Uniform](#)

Equipment

- It is vital that pupils have the correct equipment for school.
- All pupils must have:
 - A school bag,
 - A pencil case,
 - A blue or black pen [we recommend having at least two] for written work,
 - A green pen for making improvements,
 - A lead pencil,
 - A dry wipe whiteboard pen,
 - A glue stick,
 - A ruler,
 - A calculator.



Punctuality and Attendance

- Pupils must be on site before 8.40am when the school gates are locked.
- Pastoral begins promptly at 8.45am
- Our punctuality policy remains the same this year - any pupil arriving late to school without a valid reason will receive an after school detention the same day.
- Evidence is clear that a pupil can only achieve their very best when they attend school every

Arrangements for Pupils' First Day

- On pupils' first day back to school they should arrive as usual, congregating on the yard or heading straight to their pastoral room.
- If pupils are unsure of their pastoral room they should wait on the yard where staff will direct them.
- Pupils will spend the day with their tutor, where timetables and other key information will be distributed.

We are very much looking forward to another successful year, filled with achievements, personal growth, and the joy of learning. Thank you for your ongoing support and commitment to our school community. Together, we can make this year one of the best yet.

Please do not hesitate to contact us if you have any questions or concerns. We are here to help and support you every step of the way.

Yours sincerely,

Mrs J Turner
Head Teacher



Keeping in Touch @ STM

Whole School Communication

- **Arbor App:** All parents and carers need to download and use the Arbor app. This is the main way in which we will communicate with you and it is essential that you access this.
- **School Calendar:** this is accessible on our school website and provides you with key dates of events throughout the year.
- **Weekly Head Teacher’s Letter:** This provides you with an overview of events, activities and key messages from the week. This is published on a Friday on our school website & on social media.
- **Social Media:** we know that social media is an accessible and positive way to see what is happening in school. We aim to share regular updates on a range of activities in school, lessons and outside of school. Celebrating the fabulous progress and contributions pupils make.

Pupil Specific Communication

- The table below aims to outline who to contact linked to the relevant query.

Reason	Who to contact	How to contact them
Reporting an absence	Attendance & Welfare Team <ul style="list-style-type: none"> ● Mrs Easton ● Mrs Twist 	Key Stage 3, 4 and 5 attendance@stthomasmore.org.uk
Reporting a pre-planned appointment / leave of absence request		
Reporting unavoidable lateness		
Holiday Requests		



General enquiries about the school day, routines or events	Administration Team	info@stthomasmore.org.uk
Formal complaints	Administration Team	info@stthomasmore.org.uk
Informing us of any changes to contact details	Administration team	info@stthomasmore.org.uk
General queries related to payments or finances	Administration team	info@stthomasmore.org.uk
Queries about public examinations and parents evenings	Examinations Officer <ul style="list-style-type: none"> • Mrs Richardson 	examinations@stthomasmore.org.uk
Pastoral or curriculum specific queries regarding your child, not included above , that require the specific attention of the Pastoral team. Please do not email an individual member of staff directly. <i>We aim to respond to emails within 24 hours and certainly earlier if we can. If your query is urgent then please call 0191 4990111.</i>	KS3 & 4 House Heads: <ul style="list-style-type: none"> • St Bernadette: Ms McNeill • St Catherine Laboure: Mr Robson • St John Fisher: Mr Young • St Therese: Mrs Ashdown Director of Sixth Form: <ul style="list-style-type: none"> • Mrs Brown 	s_stbqueries@stthomasmore.org.uk s_stclqueries@stthomasmore.org.uk s_stjfqueries@stthomasmore.org.uk s_sttqueries@stthomasmore.org.uk s_6frmqueries@stthomasmore.org.uk
If you have a SEND specific query linked to your child.	SENDCO <ul style="list-style-type: none"> • Mrs White SEND Manager <ul style="list-style-type: none"> • Mrs Bowe 	s_send@stthomasmore.org.uk
Any school admissions or transition queries.	Admissions team <ul style="list-style-type: none"> • Mrs Carter • Ms Weatherley 	admissions@stthomasmore.org.uk