



ST. THOMAS OF CANTERBURY C OF E PRIMARY SCHOOL  
"Let all that you do be done in love." 1 Corinthians 16:14

2<sup>nd</sup> September 2024

Dear Parents/Carers,

I do hope you and your family have enjoyed a wonderful summer holiday break and made the most of the time together to explore new places and experience new adventures! Whether you have jetted off to exotic countries, explored locations within our wonderful British Isles or enjoyed a number of short breaks closer to home or days out, I hope you feel you have made the most of the time away from school and feel refreshed and ready for the beginning of a new academic year. I am sure many of you will also have enjoyed watching and been inspired by the Olympics and Paralympics in Paris!

The end of the summer holidays can bring a range of emotions for both adults and children, from excitement for the adventures that lie ahead to anticipation for new challenges. It is also a time when a touch of worry may arise as everyone readjusts to the routines of school life. To address these aspects effectively, this letter aims to update and remind you ahead of the return to school on **Wednesday 4<sup>th</sup> September 2024**. Those of you who have children starting in EYFS/Reception will be aware of your slightly different phased return as previously communicated to you.

### **Senior Leadership Team (SLT) Structure**

Many of you will be familiar with the term 'Senior Leadership Team'. These are identified individuals across our primary school who hold positions involving additional responsibilities and levels of accountability. This hierarchy in school should help you identify who you may need to talk to and how this can be escalated should the need arise. Initial day-to-day contact and questions/queries will always start with your child's classteacher, who will know your children best and will have the professional knowledge, skills and understanding to address any initial worries or concern.

The Senior Leadership Structure of St Thomas of Canterbury Church of England Primary School is as follows:

<b>Mr Dean Moran</b>	<b>Headteacher</b>
<b>Mrs Carrie Coughtrey</b>	<b>Deputy Headteacher (non-teaching)</b>
<b>Mrs Chloe Moran</b>	<b>Special Educational Needs Co-ordinator (SENCo)</b>
<b>Mrs Hilary Forder</b>	<b>School Business Manager</b>
<b>Mr Tom Beales</b>	<b>EYFS/Reception Team Leader</b>
<b>Mrs Sophie Antrobus</b>	<b>Key Stage 1 Team Leader (Year 1 &amp; 2)</b>
<b>Miss Elizabeth Berner</b>	<b>Lower Key Stage 2 Team Leader (Year 3 &amp; 4)</b> <i>[Mrs Antrobus also has this role whilst Miss Berner is on maternity leave]</i>
<b>Mrs Sarah McKechnie</b>	<b>Upper Key Stage 2 Team Leader (Year 5 &amp; 6)</b>

*A Christian community where children are known by name and loved, which empowers them to learn and to grow in faith, knowledge and fellowship.*

Sawyers Hall Lane, Brentwood, Essex CM15 9BX

Telephone: 01277 223651 [admin@stthomaspri.essex.sch.uk](mailto:admin@stthomaspri.essex.sch.uk) [www.stthomaspri.org](http://www.stthomaspri.org)

Headteacher: Mr D. M. Moran



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## **Attendance & Punctuality**

St Thomas of Canterbury Church of England Primary School is dedicated to supporting strong attendance for our children so that they receive an excellent education. The benefits of being in school are numerous. However, the pandemic disrupted attendance habits, and many schools including us are facing more challenges than ever in supporting children to be in school. We are working exceptionally hard in response to this challenge. This includes following the [working together to improve school attendance](#) guidance which becomes a statutory requirement from September 2024.

We know that pupils fall behind their friends and classmates when they miss school. We want the amount of missed education to be reduced as much as possible. We believe that our community is stronger together, with all of our pupils in school, on time, every day. We are building life skills, life-long friendships and preparing your child for future success. We also know that **you** as parent/carers can have a significant effect on reducing absences and we would really appreciate your help and support ensuring that your child attends school every day so that they can get the best possible outcomes.

Our whole school attendance target each year is **96+%**. Last academic year we achieved **93.9%** which is not good enough!!

At our recent Full Governing Body meeting, the Governors approved and ratified our new **Pupil Attendance Policy** for September 2024. This is now available from the school website ([www.stthomaspri.org](http://www.stthomaspri.org)) and can be found via the homepage by clicking on 'Key Information' → 'School Policies'.

## **Primary School Main School Office**

The **Main School Office** for all parents/carers is situated at the Key Stage 2 end of the school, which is accessed via the steps to the main entrance to the primary school. You will notice we have installed a new sign above the door to make it more obvious to parents/carers and visitors where to go! Here you will see familiar faces as Mrs Giddings, Mrs Lawrence and Mrs Dansey will be on hand to answer your questions, receive notes and information and provide the service you are used to.

The Finance Office entrance must **NOT** be used unless you have reported to the Main School Office first and been re-directed there by a member of staff. The Finance Office is used by the School Business Manager and the Finance and Administrative Assistant. They will not be able to deal with day-to-day queries and we would kindly ask you to report to the MAIN OFFICE as indicated above.

If your child arrives late for school and is in EYFS or KS1, you may be asked to take them to the Finance Office entrance to gain access but you **MUST** go to the Main Office first. Similarly, if you are collecting your child early from school you may be asked to collect from the Finance Office entrance. However, please report to the Main School Office first so your child's arrival/departure can be registered and recorded.

We are continuing to undertake a premises feasibility study to look at improving and increasing circulation space across the primary school. This will help adults and children move more freely between

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what was two separate buildings. This work will take some time and will also be costly! We continue to work closely with the Diocese of Chelmsford in exploring this project further.

### **Arrival & End of School Day**

The arrival for the start of the school day is **UNCHANGED**. Please continue to use the two designated entrances/exits off Sawyers Hall Lane when arriving for school. All parents/carers must use the one-way loop system to allow us to safely, quickly and efficiently get the children in to school and parents/carers off site to get on with your busy days! If you are an EYFS and/or KS1 parent/carer and need to gain access to the Main School Office, you will need to safely cross the car park and use the pedestrian pathway down to the office. Please be mindful of vehicles that may be moving in the staff car park and KS2 parents/carers who will be exiting the school premises.

Over the course of the summer holidays, Mr Powis (Caretaker) has installed new safety railings and demarcated the crossing points within the school car park with new zebra crossing markings. These safety measures have been installed to keep pedestrians and vehicle users safe and must be used at all times. Please **DO NOT** cut across the car park anywhere else and ducking under the vehicle barrier is strictly prohibited. We want to ensure everyone on our school site is safe.

If you arrive late for school after the gates have been shut, (8:55a.m.) you will need to press the buzzer (call button) for the Main School Office from the pedestrian entrance and the office staff will direct you to the appropriate entrance/office. Please do not buzz for entry to the school car park as access is strictly prohibited for late arrivals. The car park is for staff and official visitors only.

Please be reminded that the end of the school day is **3:25p.m.** The pedestrian gates on Sawyers Hall Lane will not be opened by Mr Powis until 3:15p.m. to allow access for parents/carers on to the school site. Once these are open, you are welcome to make your way to your child's dismissal point.

### **Contact Details**

The telephone number for St Thomas of Canterbury Church of England Primary School is:

 **01277 223651**

To save you time, please save the above number in your contacts.

The school email address is:

 [\*\*admin@stthomaspri.essex.sch.uk\*\*](mailto:admin@stthomaspri.essex.sch.uk)

If you attempt to use previous email addresses for the former Infant or Junior School, you will receive an automated response asking you to send it to the above address – it **WILL NOT** be automatically forwarded. Again, please adjust your records and email systems/contacts to reflect this update.

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### **Parent Hub & Website**

This is our main method of communicating with the school community. The system is quick and easy and helps us communicate more effectively and efficiently with parents/carers.

If you are new to the school and have not yet joined Parent Hub, you will need to join as soon as possible! To do so, open the Parent Hub app and click on the 'Add a School' option. When you are asked to enter the handle please use:

**@stthomaspri**

If you have any difficulty accessing or joining Parent Hub then please contact the School Office who will be happy to assist. We would love to have 100% of our families joined up so you do not miss out!

We also have our primary school website which is a good source of information.

**[www.stthomaspri.org](http://www.stthomaspri.org)**

### **Premises Update**

Whilst you have all been away from school for the summer holiday our premises staff have been working incredibly hard to make sure our school is clean, well maintained, safe and provides the best learning environment we can for your children. I cannot begin to explain or describe how hard the premises staff have worked and the school premises we have, both inside and out, are a credit to them! They have cleaned, sorted, jet washed, painted, demolished, constructed and filled a very large skip....to name just a few of the activities they have undertaken!! I would like to express my sincere thanks to Mr Powis (Caretaker) and his team of Mrs Powis, Mrs Dansey and Mrs Goodsell – they are amazing!

The staff and I look forward to welcoming you back to St Thomas of Canterbury Church of England Primary School on Wednesday 4<sup>th</sup> September 2024 – don't be late!!

Yours sincerely,

Dean Moran  
Headteacher

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