



ST. THOMAS OF CANTERBURY C OF E PRIMARY SCHOOL

1st September 2023

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!

Today (1st September) is a momentous date in our schools' long and successful history. As we begin a new journey together as a school family and St Thomas of Canterbury Church of England Primary School is officially recognised by the Department for Education (DfE), the Local Authority (LA), the Diocese of Chelmsford and the wider community. Many of you have supported us through this process of amalgamation and consultation leading to a Statutory Notice last academic year, and here we are now ready to begin a new and exciting journey together. Bringing together the rich, successful and widely recognised educational experiences of the former Infant and Junior Schools to become a united Church School family striving for the very best – **"Think only the best, work only for the best and expect only the best!"** – are words I often share with staff and children at the beginning of every new academic year.

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 of some changes ahead of the return to school on **Wednesday 6th September 2023**. 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

Some of you may be familiar with the term 'Senior Leadership Team'. These are identified individuals across the new primary school who hold positions of responsibility 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 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:

Mr Dean Moran
Mrs Carrie Coughtrey
Mrs Chloe Moran
Mrs Hilary Forder

Headteacher
Deputy Headteacher (non-teaching)
Special Educational Needs Co-ordinator (SENCo)
School Business Manager



ST. THOMAS OF CANTERBURY C OF E PRIMARY SCHOOL

Mr Tom Beales

Mrs Katherine Newman

Miss Elizabeth Berner

Mrs Sophie Antrobus

Mrs Sarah McKechnie

EYFS/Reception Team Leader

Key Stage 1 Team Leader (Year 1 & 2)

Lower School Team Leader (Year 3 & 4)

Upper School Team Leader (Year 5 & 6)

Mathematics Subject Leader

As we begin our journey as a primary school, we will be trying not to use the terminology 'Infant' and 'Junior', but instead refer to **EYFS** (Reception), **Key Stage 1** (Year 1 & 2) and **Key Stage 2** (Year 3, 4, 5 & 6). I am sure this will take a while for us all to remember and use this new language – but we will get there!

Primary School Main School Office

Over the course of the summer break, we have been undertaking some re-organisation work of administration spaces across the new primary school. The new **main School Office** for all parents/carers is now the former Junior School office, which is accessed via the steps to the main entrance to the primary school. 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 former Infant School office is now designated as the Finance Office. This will accommodate 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. 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 currently undertaking 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 what was two separate schools. This work will take some time and will also be costly! We are hoping to work closely with the Diocese of Chelmsford in exploring this project further – watch this space!

Arrival & End of School Day

The arrival for the start of the school day is UNCHANGED for EYFS, KS1 and KS2. 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.



ST. THOMAS OF CANTERBURY C OF E PRIMARY SCHOOL

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 be reminded that the end of the school day for **ALL** children is now **3:25p.m.** as previously communicated to you last academic year or in your new entrants pack for EYFS. The pedestrian gates on Sawyers Hall Lane will not be opened by Mr Powis (Caretaker) 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**

If you call the former Infant School number, you will hear a recorded message asking you to call the above number. To save you time, please save the above number in your contacts and delete reference to the former Infant School telephone number.

The school email address has also changed to reflect our primary school status. The new 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.

Parent Hub

We have also launched a new Parent Hub 'handle' and channels for the primary school to continue to help us communicate more effectively and efficiently with parents/carers. If you are currently joined to the old Junior School handle/channels then this will automatically convert to the new primary school one when you next log in via the app – you do not need to do anything!

If you are joined to the old Infant School handle or are new to the school and have not yet joined Parent Hub, you will need to join again. 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!



ST. THOMAS OF CANTERBURY C OF E PRIMARY SCHOOL

We are also in the process of launching a new primary school website – www.stthomaspri.org Once this is ready to go 'live' we will inform the school community!

Roofing Works Update

The extensive roof replacement scheme and associated works is not quite complete. Some unexpected delays were experienced over the summer break but the surveyors and contractors are confident that the project should be finished by 18th September 2023. As we come to the end of this project please be mindful of any cordoned off areas and areas of remaining scaffolding. Considering the extent of the works undertaken, the contractors (Thameside Roofing) have been extremely considerate of our needs and their presence on site during both term time and school holiday closure periods has caused minimal disruption.

Undoubtedly, it will take some time for us all to get used to new systems and processes as they bed in for the start of the new academic year. Please be patient with us as we continue to streamline and improve our administration and day-to-day processes and procedures. We may not get it right the first time! None of us has experienced an amalgamation of this type before and it has been a steep learning curve over the past 6-9 months!

I do hope you get to enjoy the final few days of the summer break and the staff and myself look forward to welcoming you back to St Thomas of Canterbury Church of England Primary School on Wednesday 6th September 2023 – don't be late!!

Yours sincerely,

Dean Moran
Headteacher