

St. Thomas' CE School

Scoil Noo Thomase

SCOIL NOO THOMASE



"Jesus at the heart of a learning community where every child and adult feels valued, and where every person is committed to achieving shared and personal goals"



School Prospectus 2019/20



March 2019

Dear Parents and Carers

As Headteacher of St Thomas school I am very pleased that you are interested in sending your child to our school.

St Thomas C of E school offers a holistic education centred around the Christian Values and Vision for Education issued by the Church of England Education Office.

The children are encouraged to feel part of a community which places great emphasis on the Christian values of respect and tolerance. Children are taught to recognise cultural diversity and respect the beliefs of others but still maintaining their Christian faith.

The school places a high value on providing the children with a good set of morals that will be part of their ethos as they make their way through their lives. Children are expected to be well mannered, polite and caring towards one another reaching out to help others in the society in which they live.

The school encourages the children to be reflective in their learning, in their relationships with others and with the wider community. We aim to develop within the children a sense of awe and wonder and a love of learning. Small class sizes and opportunities for 1-1 teaching ensure that this takes place in all year groups.

Our school provides a nurturing pastoral environment that enables the children to feel safe and cared for. The school learning areas are thus arranged to provide nurturing and quiet spaces.

We believe that each child and family is unique and has an important part to play in the life of the school community. The school has an open door policy and we encourage parents and carers to work with us encouraging the children in their learning and promoting good behaviour.

Please feel free to email or phone up the school office if you would like to have a look around or discuss your child's future with us.

Mrs Clare Manser - Head Teacher

The Staff Team

All staff are committed to the ethos and values of working in a Church of England School. They are child centred in their approach to teaching and have high expectations for the children they teach.

Head Teacher - Mrs C Manser

Teacher in Charge (deputises for Head Teacher) - Mrs C Alford

Foundation /Year 1 teacher - Mrs C Alford

Year 2/3 teacher - Mrs G Corkhill

Year 4/5/6 teacher - Mrs L O'Grady and Miss C Stubbs

Mrs S Cornmell - Senior Education Support Officer

Mrs J Gerrard - Education Support Officer level 2

Mrs L Tonge - School Administrator

Ms O Darel - Ancillary

Mrs N Vance - Ancillary

Miss L Ridout - Ancillary

Mrs Sylvia Doyle - Caretaker



School Governors

Chairman

Bishop Peter Eagles

Church Warden Representative:

Mrs T Martin

Appointed by St Thomas' Parochial Church Council:

Mrs J Frear

Education Council Member:

Mr A Downey

Co-opted:

Position vacant

Parent Governor:

Mr S Robertson

Teacher Governor:

Mrs G Corkhill

History of the School

The original St Thomas C of E School was built in 1875 and was situated on Finch Road in Douglas. It opened under the headship of Miss Anne Duke, with fees being charged at 4d, 3d and 2d according to Class. Forty four girls and infants were admitted, increasing to 150 by the end of the year. Three years later a schoolmaster was appointed because of the increase in the number of boys. The present Headteacher was appointed in February 2011.

In July 2018 the school doors at Finch road closed for the last time and the children and staff were relocated to Saddlestone just outside Douglas. The school became a Campus school alongside Scoill Vallajeelt. Playtimes, lunchtimes and charity assemblies are shared by both schools, however, St Thomas has it's own premises and still maintains it's Church of England status and Christian ethos.

The school crest was designed by Susan Jones. Inside the Celtic chain are the tools of St Thomas, who was both a carpenter and a fisherman.

The school has strong links with the community and church with termly assemblies in St Thomas Church and links with Braddan Church. It is also a Fair-trade school.



St Thomas' CE School

"Jesus at the heart of a learning community where every child and adult feels valued, and where every person is committed to achieving shared and personal goals".

Our Vision and Aims

- 😊 An education that is centred round the Christian values.
- 😊 A curriculum that inspires, engages, motivates and challenges all the school community.
- 😊 A inclusive environment where equal learning opportunities are available to all.
- 😊 High expectations that lead to excellent progress.
- 😊 An education that is holistic, incorporating the 8 R's and Essentials for Learning.
- 😊 A community that is respectful of each other, making positive behaviour choices based on Christian and ethical principles.
- 😊 The whole community working together to model and develop a love of learning.
- 😊 An environment that promotes a growth mindset within the whole school community.
- 😊 An education that enables children to develop resilience socially and emotionally so be able to cope with life challenges.



The School Year - 2019/2020

Autumn Term 2019

- **Start:** Wednesday 4 September 2019
- **Half Term:** Monday 28 October to Friday 1 November
- **Ends:** Friday 20 December

Spring Term 2020

- **Starts:** Monday 6 January 2020
- **Half Term:** Monday 17 February to Friday 21 February
- **Close for Easter:** Friday 3 April

Summer Term 2020

- **Start:** Monday 20 April
- **Bank Holiday:** Monday 4 May
- **Bank Holiday:** Monday 25 May
- **Half Term (TT):** Monday 1 to Friday 12 June
- **Tynwald Day:** Monday 6 July
- **Close for Summer:** Friday 24 July

The School Day

8.45 am School starts. Children must be in school by 8.50 am for electronic registration

Children arriving late must report to the School Office

9.10 - 9.30 am	Daily Assembly
10.15 am	Snack Time
10.30 - 10.45 am	Morning Playtime
12 pm - 1 pm	Lunchtime -Scarlett, Snaefell,
12.15pm - 1.15 pm	Lunchtime - Manannan
2.15 - 2.30 pm	Afternoon Playtime
3.15pm	End of school day

Please note that teachers are **not** responsible for children who are left on the premises before 8.30 am.

Children in the Foundation Stage and Key stage 1 are not allowed to walk home on their own. Children in Key stage 2 may walk home after a letter of consent has been received from parents or carers.

Getting Your Child Ready for School

Children should be receiving full-time education during the school year in which they reach the age of five. Here on the Island, parents are fortunate to be given the choice of sending their children to school at the age of four if they are four before September 1st.

New Reception children only attend school for half a day for the first week of the Autumn term.

The more independent children are about some basic actions, the happier they feel about being at school. It would be helpful if all new children coming to school could do the following things:

Social

- Dress, undress independently and attempt fastenings
- Use the toilet alone and flush it properly
- Use a handkerchief or tissue
- Wash and dry hands properly
- Look after their own possessions
- Remove outdoor clothing and hang them on a peg
- Treat books, toys and other property with care
- Tidy up
- Use a knife and fork
- Know when to say "please" and "thank you"
- Understand that "No" means "No"

Educational

- Notice and name different colours
- Enjoy sharing books
- Be used to making marks with a crayon, pencil or paintbrush
- Enjoy nursery rhymes and stories
- Begin to take turns with simple board games
- Listen to others without interrupting
- Recognise their own name in writing

If you would like your child to write their own names, please use lower case letters not capitals except for the initial letter.

All new entrants are invited to school for one afternoon the term before they start school. This gives them an opportunity to meet the teacher and nursery nurse, as well as making friends with the other new starters.

School Life With Your Child

To assist with the smooth running of the school, please play your part in helping us.

- Support the school's Christian ethos
- Observe the school's confidentiality policy
- Support events organised by Friends of St Thomas.
- Support staff if they need to discipline your child
- Contact school as soon as you know that your child will be absent
- Clearly label all your child's clothes
- Ensure that your child arrives at school on time
- Try not to speak to members of staff before the school day unless it is vitally important
- Avoid taking holidays in term time
- Read all communications - emails, newsletters, trip letters.



Parental Assistance and Support

Research has shown that parental involvement in children's education impacts significantly on their progress. Therefore at St Thomas' School we are very keen to involve parents in all aspects of school life. We look forward to working with you in the education of your child. There are many ways in which parents or other relatives can become involved in the daily work of the school and if you have a particular interest or skill which you think we could use, or you are willing to help us with tasks in the school, please let us know.

If the teacher would like you to help on a regular basis, we will ask you to sign a helper's agreement and adhere to the confidentiality policy.

A number of parents already assist with listening to children read and reading to children, taking cookery lessons, helping with football and swimming.

There are many ways in which you can assist with, or encourage your child's education, such as:

- spending time talking to your child discussing school work
- encouraging your child to use the school library
- taking your child to places of educational interest
- joining clubs or organisations
- providing materials to stimulate interest
- developing skills such as writing letters
- caring for animals

Children respond to praise and encouragement even when they appear to be struggling.

Homework

Homework - Learning is not just at school.

Sometimes homework will be tasks to do. You are encouraged to help your child but not do it for them. We are trying to develop resilience and resourcefulness in the children. Although we look at the finished product, it is the skills that the child has used to make the product that are important, not what it looks like. We encourage children to take up the challenges themselves and for the parents to support us with this.

Reading is important and it is expected that the children will read every night. The regular practice of times tables is also essential in Key Stage 2. Teachers are quite willing to set extra homework e.g handwriting but you need to approach the teacher concerned to discuss whether extra work is essential.

Attendance and Absence

Parents are under a legal obligation to secure the "efficient education" of their child through regular attendance at school. Children should be encouraged to arrive promptly at school.

If for any reason your child is to be absent from school at any point during the day we need to know via a telephone call or email on the day of absence so we can record the appropriate mark on the register.

In the case of absence because of **family holidays**, a holiday application form should be obtained from the school office and submitted to the Headteacher. Any such leave of absence may only be recorded as authorised in **exceptional domestic circumstances**. Such circumstances include:

- Where time spent together is important to the well-being and cohesion of the family following serious or terminal illness, bereavement or other traumatic events;
- Where a parent's employment is of such a nature that family holidays cannot be accommodated within school holiday periods (e.g. armed services or emergency services);
- The off-island wedding of a member of the immediate family.

This does not include absences for children taking part in competitions, courses or training sessions.

Please be aware that term-time holidays, or consistent lateness, can have a detrimental effect on your child's performance at school.

Communication

Newsletters are sent home giving details of forthcoming events and other information. These letters are sent electronically unless a parents requests a paper copy. The newsletter is also posted on the school website.

There is a school Facebook page which all parents are invited to join. This page gives information on future events and links to the website where further information and photographs of the children can be found.

The school website - Stthomas.sch.im provides you with further information about the school. There you will find photographs, policies and newsletters.

Liaison with other Schools

The children have the opportunity to play other schools at football, tag rugby, hockey, cricket and cross country.

There are close links with the two Douglas High Schools. In the last couple of years the Key Stage 2 children have been involved in musical productions directed by teachers from Ballakermeen High School. The children in years 5/6 have the opportunity to visit the Secondary schools for 'transition' activities.

Reporting to Parents

The school holds a Parents' Information Evening during the first half of the Autumn Term. This meeting explains the routines and organisation of your child's class as well as giving you opportunities to ask questions. There is also another parents' evening in March which is appointment only and focusses on the child's academic, social and emotional progress. Progress reports are issued every year in July for each child.

You are welcome to discuss your child's progress with us at any time, but as all staff have a full teaching timetable, an appointment after school is preferable.

Please do not phone the school during lesson time unless it is an emergency.
(Playtimes are from 10.30 - 10.45 am and 2.15 - 2.30 or 2.30pm). Please also be aware that telephone calls will be redirected to the Reception classroom after 1.30pm Monday to Friday.



School Meals

Breakfast Club

Breakfast club runs from 8.15am - 8.30am each morning. It costs £1 and for this children have the choice of cereal, toast and yogurt. The breakfast club takes place in the Meadow Campus dining room and is supervised by the Head Teachers from both campus schools and parents. All children on the campus have access to this club. There is no need to book.

Lunchtime

The Meadow Campus provides lunches for St Thomas CE school. The children can choose from a hot or cold meal and this is served in the Meadow Campus dining room. Children are also able to bring a packed lunch.

Those families on a reduced income can apply for free school meals. See application below. A menu is available from the school office.

The meals are £2.25 per day and payable by cash or cheque a term in advance.

Healthy snack

The children are allowed to have a bottle of water in the classroom, but they are responsible for ensuring that it is regularly filled and kept in a safe place.

Sweets and drinks in bottles or cans are not allowed, although fruit and drinks in a carton are permitted, but only for snack and lunch.

Snacks are brought in from home and must be healthy e.g, fruit, nuts, yogurt. The snack policy is on the school website. stthomas.sch.im

Drinks provided by the school

Semi skimmed milk and fresh orange juice are available every day at a cost of 19p per carton or glass. We find it more convenient if payment is made at the end of every term (cheques payable to 'St Thomas' School') if payment is made in cash the exact amount should be sent in to school in a sealed envelope.

Milk and orange is not available during the first week of the school year.

Children who do not like or want milk or orange juice may bring in a drink from home if they wish or they can bring in a water bottle which can be refilled. Drinks in glass bottles or cans are not allowed, although drinks in a carton are permitted.

School Uniform

The uniform can be purchased from Promenade t-shirts on line.

The uniform consists of an orange t-shirt, grey trousers or grey pinafore or skirt and a blue cardigan or jumper. In the summer a blue checked dress can be worn.

Shoes must be worn that are black or blue with the exception of white sandals/shoes in the summer months. **No trainers are allowed to be worn.**

The P.E kit consists of an orange logo t-shirt and blue shorts or leggings. Pumps or trainers can be worn for indoor P.E sessions and trainers for outdoor sessions.

Please ensure your child comes to school with a coat as they will be outside at some point during the day.

All items of clothing must be labelled.
Any lost property is hung on the pegs in Meadow Hall.



The Curriculum at St Thomas' C E School

At St Thomas' School we are educating children for life in the mid to late 21st Century. Our focus now is on teaching them the skills and dispositions to cope in an ever changing world. The curriculum is cross curricular - theme based and skills based - Creative Curriculum.

The Creative Curriculum is a carefully planned, thematic approach to teaching and learning designed to support children's natural curiosity and stimulate their creativity. It is based on a series of challenges that encourage the children to work independently and with resilience.

It offers children the opportunity to work in depth, giving them the time they need to reflect, consolidate and transfer their learning.

Direct experience is placed at the centre of the curriculum so that teachers draw out and develop children's thinking and capacities in meaningful contexts.

Children, adults and parents work with each other, drawing resources from the school, locality and wider community to create a challenging, distinctive and exciting curriculum.

It ensures that the children develop a love for learning through a choice of themes that are child centred. It is a balanced curriculum in that all curriculum subjects are covered at some time or other within the themes.



Everything we do at St Thomas' is based around the 'Essentials for Learning' ethos and principles. Our aim is to inspire learners to flourish in life.

As Manx society changes, so too the curriculum that schools offer our young people needs to change. The knowledge, skills and attitudes that pupils will need, in the twenty-first century, are not the same as they were in the past and so the school experience needs to evolve to reflect this. The Department of Education and Children has reviewed its Curriculum for Learning and Achievement and further developed it so that schools continue to be supported in providing a world-class education for children and young people on the Isle of Man. The curriculum is not prescriptive; rather it attempts to provide broad parameters in which schools can develop flexible, exciting and memorable learning experiences which support the development of a broad range of academic, social and personal skills. (Isle of Man Department of Education and Children 2011)

The Foundation Stage Curriculum

Introduced in September 2000 , is for children aged three to the end of the reception year. The early learning goals set high expectation for the end of the foundation stage, but these expectations are achievable for most children.

The six areas of learning for this stage are:

- personal, social and emotional development;
- communication, language and literacy;
- mathematical development;
- knowledge and understanding of the world;
- physical development; and
- creative development

Foundation Stage Profile

All children in the Foundation Stage are assessed regularly and their progress is recorded in their individual profile.

Parents are invited into school in the summer term to watch a slideshow depicting the work the children have done throughout the year.



The Key Stage 1 and Key Stage 2 Curriculum

On the Isle of Man, the following subjects are included at Key stages 1 and 2:

English, Mathematics, Science, Design and Technology, Information and Communications Technology, History, Geography, Art, Music and Physical Education. Manx is offered for years 4-6.

In addition to the core and foundation subjects Religious Education is also a compulsory subject which has to be studied by all pupils of school age.

For each subject and for each Key Stage, Attainment Targets set out the expected standards of pupils' performance. The school has a skills-based curriculum. This is delivered using a thematic, cross-curricular approach with the emphasis being on improving each child's capacity to think and learn.

At the end of Key Stage 1 the normal range of most pupils' performance will lie between Level 1 and Level 3, with the majority of pupils being expected to attain Level 2.

At the end of Key Stage 2 the normal range of most pupils' performance will lie between Level 2 and Level 5, with the majority of pupils being expected to attain Level 4.

We try to provide within the curriculum, opportunities for the social development of a child so that he or she may grow into a happy, self-reliant, confident and caring member of the community. Residential educational visits are provided which not only provide children with extended learning opportunities, but encourage social awareness, self-reliance and environmental awareness.



Teacher Assessment

Children at the end of Key Stages 1 and 2 are assessed by a process of on going Teacher Assessments. This process tracks the achievements and progress of all pupils from Y1 to Y6 and achievement is moderated both in school and across the island. Standards are linked to National Curriculum levels.

Children in both Key stages are assessed continually by the teachers. The assessments are used to inform planning and set targets for the children so that they progress at the correct level and are challenged.

Levels achieved at the end of KS1 and KS2 are reported to parents at the end of the academic year. Parents are able to gain access to their child's core subject levels in other years by asking their child's teacher.

Extra-Curricular Activities

Although we are only a small school, we are able to offer the children a variety of extra-curricular activities (also known as clubs).

Clubs take place at lunchtime or straight after school. The type of club offered as well as times and sessions will vary each term. Children and their parents are given up-to-date information of which clubs are available.

We always welcome suggestions from parents wishing to form new clubs.

We hope you will encourage your child to join a club and also to attend regularly. Children joining a club must take part for a full half term.

PE, Games and Swimming

All children will be expected to participate in all these activities unless they bring a note to excuse themselves.

P.E Sessions are important and statutory. In Foundation stage and year 1 there is a lesson per week and in year 2- 6 two lessons per week. Children attend a swimming session from year 2.

The class teacher will advise parents on when the class P.E sessions take place and what they need to wear.

School Council

The School Council comprises one council leader elected from Year 6 by all the children in the school. Candidates put their names forward and deliver their manifesto to the school during a special assembly.

Once the leader has been elected, children in each year group (Y2 - Y5) choose a boy and girl to represent them. Year 6 children then elect one other representative.

The council meets once a week with the deputy head teacher and brings ideas from the children they represent. They organise events in school and help to make changes around school in a variety of ways.

Fairtrade Council

The Fairtrade Council comprises children chosen from Year 6 and the Headteacher. The Council helps to raise awareness of Fairtrade in local schools and in the immediate community. We are proud of our status as the only Fairtrade Primary school on the Island to date.



Behaviour in School

At St Thomas' School we aim to create a learning environment where self-discipline is promoted and respect for others is encouraged at all times. The Christian ethos of the school helps us all to not only appreciate each other's strengths but also to help each other overcome individual problems.

We aim to provide a caring, nurturing environment where Christian values are celebrated and promoted.

Whole-School Responsibilities

All members of the school community have a responsibility to others. These are as follows;

- **Care** - Everyone should behave in a way that does not endanger others.
- **Concern** - Everyone should be ready to help and listen to others.
- **Courtesy** - Everyone should show respect for each other.

Children's Responsibilities

Children are expected to be:

- Careful and understanding
- Polite and friendly
- Honest
- Kind and helpful to each other
- Hardworking and diligent

The School rules are positive and expected to be followed by all children.

Please see the behaviour policy on the school website for further details and sanctions.

We work together with the parents to promote a community built on respect for each other. Parents and carers are informed either by telephone or email if a child does not show consistent good behaviour and meetings are held to resolve issues and help the child.

There is an anti-bullying policy that can be found on the website. Bullying at the school is totally unacceptable and treated seriously by the school. Parents are asked to contact the school immediately if they have any worries concerning their children in this area.

Please view our policies on the school website.

Anti bullying
Behaviour
Safeguarding
After school clubs

2019/20

Health and Safety

St Thomas' C E School is committed to the highest standard of excellence in teaching and learning. The same commitment to excellence applies to the manner in which the school carries out its responsibilities for the health and safety of staff, pupils, visitors and all those who may be affected by school activities.

The school will take all steps within its power to provide a working and learning environment which is healthy and safe for employees, pupils and visitors. The school adheres to the Department of Education and Children Education Policy 2012 as well as its own in house Health and Safety policy.

Risk assessments and policies pertaining to Health and Safety are up to date. All trips and visits are subject to careful risk assessments and are always well staffed. Children are expected to wear HiViz jackets when out on trips and there is a 1:8 teacher/pupil ratio.

Smoking is prohibited in all areas of the school grounds and is illegal inside the building.

Safeguarding

All members of teaching, support staff and ancillaries have been cleared by the Department of Education and Children to work in a school. All members of staff have completed safeguarding courses and are aware of their duty to report to the Head teacher any child protection issues.

Any visitors to the school are not left unaccompanied with the children and must sign in and out. All staff and visiting staff are DBS checked.

The campus has a robust security pass system in place. No person can enter the main school without a swipe card.

The school has numerous safeguarding policies and these can be viewed on our website. Please refer to our website for all the latest policies on health and safety and keeping safe.



Medical Information

Head Lice

If your child does become infected, medication can be obtained from any chemist or GP's surgery. Please notify the school if your child has head lice - the school will then ask all other parents to check their child's hair.

Medication

Teachers are not allowed to give medicines unless a child would miss school regularly and then the teacher must be given full written instructions (the necessary forms are available from the school office.) **If a child is just finishing a course of medication, a parent must come and administer the dose at school or adjust the times at home.**

It is the responsibility of parents to ensure that emergency medication, eg an inhaler, is available in school at all times. Inhalers should be handed in to the school office, in order for the details to be recorded. Inhalers should always be taken on school trips and with a child to games and swimming lessons/events. In the event of a child forgetting to take their inhaler with them to any games or swimming lesson, they will not be able to take part in the lesson on that occasion in order to avoid an asthma attack.

In the Foundation Stage and Key Stage 1 an adult will make sure that the child has their inhaler, but in Key Stage 2 it is the child's responsibility to make sure that they take their inhaler on every trip out of school.

Infectious Diseases

Listed below are the Department of Education's minimal exclusion dates for some infectious diseases:-

Scarlet Fever - until 5 days of antibiotics have been taken.

Measles - 5 days after the appearance of the rash.

German Measles - 4 days from the appearance of the rash.

Mumps - 10 days from the onset of swollen glands.

Whooping Cough - until 5 days of antibiotics have been taken.

Chicken Pox - 5 days from the appearance of the rash.

Ringworm - until treatment has started. If it is very bad, they must be kept at home and as it improves they may return to school IF it is covered.

Conjunctivitis - this is very catching and small children cannot help rubbing their eyes, so for this reason it is advisable for the infants to stay at home.

Impetigo - children should not return to school until exposed sores have dried and are not weeping.

If a child has diarrhoea or sickness they must be off school for a 48 hour period from the last time they were being ill. It is imperative that parents adhere to this rule as Norovirus can cause major disruption and the school to be shut if it gets out of hand.

Medical and Clinical Attention

Each September we ask you to provide us with the name and telephone number of two emergency contacts, in case your child is taken ill during the day. Please ensure you notify the school office of any changes to these contacts.

A leaflet is available giving details about the Island's School Health Service. The School Health Service consists of a team of people with special training and experience in child health and development. The team includes nurses, doctors, speech therapists and dentists.

During the reception year at school the children have a medical check up which includes measuring height, weight, vision and hearing. Any problems will be carefully monitored and parents are contacted by the school nurse.

Referrals can be made by the school to Speech and Language, Occupational Health and the Educational Psychology Departments if it is felt a child would benefit from any of these services. This is always done after permission is sought from parents.

Accidents

First Aid is carried out by members of staff. All members of staff have had up to date First aid training which includes Epipen and Asthma training. All incidents are recorded in the school's accident book.

Parents are informed immediately if a child sustains an injury deemed to be serious. An ambulance is called for all cases where a child is unconscious or in severe pain.

If the school is unable to contact a parent, a member of staff will accompany a child to hospital.

In the case of head injuries, parents will be notified immediately and a note will be put in the child's book bag.

Friends of St Thomas' School (FOST)

The Friends of St Thomas' School are the parent association. They raise funds for equipment for the school and organise events to bring the school community together. All parents and grandparents are welcome to attend meetings and events.

Meetings take place outside school in the evenings - usually a Monday evening every half term.



Equipment that has been purchased through FOST

Books

Reception equipment

Hire of coaches for trips

Musical instruments

Art materials

Contacting the School

If you would like to contact the school to make an appointment to see the Head Teacher or another member of staff please note the times the School Administrator is present.

The School Administrator is present:

Monday: 8.30am - 1.30pm

Tuesday: 8.30am - 1.30pm

Wednesday: 8.30am - 1.30pm

Thursday: 8.30am - 1.30pm

Friday: 8.30 am - 1.30pm

Telephone: (01624) 674230

E-mail: enquiries@stthomas.sch.im



Data Protection

The Headteacher, in the name of St Thomas' C of E School, is a data controller for the purposes of the Data Protection Act 2002/General Data Protection Regulation (Isle of Man) Order 2018. The contact details for the Data Controller are St Thomas' C of E School of Finch Road, Douglas, Isle of Man IM1 2PL.

In addition to the information set out in the Isle of Man Privacy Notice, we may also collect the following information about your child as required by the Education Act 2001 and the Registration of Pupils Regulations 2016:

1. full legal name and where known, any former name or names;
2. gender;
3. date of birth;
4. unique pupil number;
5. ethnic group and by whom that information was provided;
6. first language;
7. date of admission to the school;
8. year group;
9. the address and postcode of the pupil's usual residence and any other properties at which the pupil is also known to reside on occasion;
10. the name and address of every person known to the school to be a parent of the pupil and at least one emergency contact telephone number;
11. the name and address of any other schools the pupil is known to have attended, if any, and in the case of guest registration, any other schools at which the pupil is registered;
12. full-time or part-time;
13. day pupil or boarder;
14. date of leaving the school;
15. usual mode of transport to and from school;
16. for any pupil who is known to the head teacher to be or to have been looked after by an appropriate organisation, the name of that organisation;
17. (where applicable) that the pupil has been found eligible for free school meals;
18. Attendance;
19. Medical information for the vital interests of children where appropriate;
20. Educational psychologists reports and supporting documents;
21. Academic achievements;
22. Skills and abilities;
23. Educational progress;
24. Special educational needs information;
25. Suspension information;
26. Course information;

The Data Protection Officer for the Department of Education, Sport and Culture is: Andrew Shipley, Department of Education, Sport and Culture, Hamilton House, Douglas. IM1 5EZ. Tel 01624 685828. Email: DPO-DESC@gov.im.