

S⁺ Thomas More
Catholic Academy

FAITH | EXCELLENCE | RESPECT

St Thomas More Catholic Academy

New Parent
Information
Booklet



Part of All Saints Catholic Collegiate

A company limited by guarantee registered in England and Wales with company number 8709352

Registered office address c/o St Gregory's Catholic Academy,
Spring Garden Road, Longton Stoke-on-Trent, Staffordshire ST3 2QN





It gives me great pleasure to welcome your family to the community of St Thomas More Catholic Academy.

Our motto is "Aspire to be More" as it encompasses our aspirations for all our students and recognises our patron St Thomas More. As a Catholic school, we offer an education firmly based upon our Gospel Values, and our Mission Statement puts 'our community' at the heart of all we do. Gospel Values permeate school life, however we focus on the following three values in school;

Faith, Excellence and Respect

We believe that education is a partnership between home and school; as such we operate an open door policy and encourage parents to discuss their son/daughter's progress with us. Every student receives feedback at two parents' evenings and three Progress Review Reports. In addition we operate a parent information evening for each year.

The first point of contact for parents would normally be your child's tutor. However more urgent concerns should be raised with the Student Support or Head of Year for your child. Our Student Support Workers do not teach and are dedicated to the welfare and achievements of the students in their year group.

More serious concerns may be raised with either a member of the Senior Leadership Team.

Head of Year 7	Miss Nuttall	Year 7 Student Support	Mrs Britton
Head of Year 8	Ms Powell	Year 8 Student Support	Mrs Williams
Head of Year 9	Mrs Rigby	Year 9 Student Support	Mrs Martin
Head of Year 10	Mr Growcott	Year 10 Student Support	Mr Blank
Head of Year 11	Mr Harvey	Year 11 Student Support	Mrs Hopkinson

The entire school community is very proud of the OFSTED inspection outcome in May 2017 which rated the school as a Good school. The school was rated as Good in every category, including Sixth Form. Inspectors recognised the transformation of the school, the changing culture and the positive impact on the life chances of the students. However we are aspiring to be even better still, and we value the excellent support we receive from parents and carers to achieve this.

We are an academy of over 1000 students which is part of the All Saints Catholic Collegiate. We also collaborate with two other Catholic secondary schools to provide a Catholic sixth form provision in Stoke and North Staffordshire (Trinity). Students thrive here from Year 7 to 13.

We aim for the highest standard in all that we do and we can only achieve success with the co-operation of our students and parents. Working together in partnership, we believe that anything and everything is possible.

Mark Rayner
Headteacher

Mission Statement

Christ is at the heart of our community, where everyone is known and loved.

In fulfilling our mission we are a school of prayer. We live as a community of love, peace and reconciliation, valuing everyone's dignity as a child of God to promote and celebrate the growth and achievement of the whole person.

#AspiretoBeMore

Our school ethos is built upon our values of Faith, Excellence and Respect

This booklet provides information and answers to most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help.

Tel: 01782 882900

Email: office@stmca.org.uk

Communicate with us:



www.stmca.org.uk



@StThomasMoreCA

St Thomas More

St Thomas More is our Patron Saint; he is also the Patron Saint of lawyers and politicians and a martyr.

St Thomas More was a close adviser to King Henry VIII and a very clever man, but most of all he was a devout Catholic. When Henry VIII wanted to divorce his first wife, Catherine of Aragon, and part ways with the Catholic Church, Thomas More would not agree to it.

St Thomas More was given a choice between renouncing the Catholic Church and everything he believed in, or being sentenced to death. He chose to remain strong in his faith and was beheaded.

St Thomas More is an example to us that, even when times get tough, it is important to do the right thing and to maintain our faith in God.



Chaplaincy

Canon John is our Priest Chaplain and Mrs Megan McNicholl is our Lay Chaplain. Chaplaincy is based in the Savio Centre. At St Thomas More the Youth Chaplaincy Team (YCT) are a big part of the Spiritual life of our school.

The YCT is made up of at least two students from each form group across the school, from Y7 up to Sixth Form. The YCT have badges to distinguish them and meet regularly to give their opinions on the Spiritual life of school, what they would like to change or adapt, and help to monitor the prayer life of school in Acts of Worship and Form time.

They also help with the organisation and running of events such as Holy Mass, Lightfever and community events such as the Community Christmas Party.

Charity Work

At St Thomas More we are committed to supporting people in situations worse than our own. Therefore we support a number of local, national and international charities. Each year the students make donations of money, clothing and food to numerous charities, and each year group has their own designated charity.

Students in school raise money and give to the following charities:

Yr7	Yr8	Yr9	Yr10	Yr11	6th Form
Father Hudson's Care	CAFOD	SOT Foodbank	Water Aid Alice	DMH	Lourdes Jimmy Mizen

What are our school times?

The school day starts at 9.05am prompt, although children are welcome from 8.00am, and must be on site by 9.00am. A simple breakfast (e.g. toast) is on sale in the dining room. All Pupil premium children have a daily allowance of 80p towards breakfast. Parents are not allowed to drive onto the school site to drop off children (unless your child has a disability for which a pass is available from the school reception). We ask that parents respect our neighbours and park with care in the surrounding roads; where possible children are encouraged to walk to school. The times of the school day are detailed below, we operate a 3 lunch time system which helps to reduce congestion and from September 2018, Year 7 will have their own dedicated lunch time. School ends at 3.10pm.

Times	Year 7	Times	Year 8 & 9	Times	Year 10 & 11
9.05-9.20	Form/AOW	9.05-9.20	Form/AOW	9.05-9.20	Form/AOW
9.20-10.20	Period 1	9.20-10.20	Period 1	9.20-10.20	Period 1
10.20 – 11.20	Period 2	10.20 – 11.20	Period 2	10.20 – 11.20	Period 2
11.20-11.40	Break	11.20-11.40	Break	11.20-11.40	Break
11.40-12.40	Period 3	11.40-12.40	Period 3	11.40-12.40	Period 3
12.40-1.10	Period 4A	12.40-1.10	LUNCH	12.40-1.10	Period 4
1.10-1.40	LUNCH	1.10-1.40	Period 4	1.10-1.40	Period 4
1.40 – 2.10	Period 4B	1.40 – 2.10	Period 4	1.40 – 2.10	LUNCH
2.10-3.10	Period 5	2.10-3.10	Period 5	2.10-3.10	Period 5

Absences

To report an absence, please contact the school on 01782 882900, and leave a message on the attendance extension.

If we have not heard from parents or carers by 9.30am, you will be contacted by text message.

Where possible, all absence should be avoided and medical appointments should be made outside of school hours.

In line with government guidelines, **holidays during the term time will not be authorised.** Requests for absence must be put in writing to the Headteacher at least 4 weeks in advance using the Request For Leave Of Absence During Term Time form, available at the school reception.

Contacting Parents

It is essential that we have up to date contact numbers for **a minimum** of 2 additional contacts, in case of an emergency. You will need to appreciate that we need to keep that information up to date therefore it is vital that you let us know about any changes as soon as possible.

To help parents, we also use "Parent App", which will allow parents to keep their information up to date and also allow the school to share information such as your child's homework.

For more information contact office@stmca.org.uk

Safeguarding

The school takes its commitment to safeguarding seriously and has a Child Protection Officer / DSL (Mrs J Stubbs: Assistant Headteacher), and an Assistant CPO/DSL (Mrs Staton: Inclusion Manager)

Key Information

Enrichment

A variety of extra-curricular activities run each week, with details publicised within/by departments, promoted in Acts of Worship, reported in the newsletter, and shared on the school website. A full list of activities is available on the website, including a range of sports, science club, STEM/engineering activities, drama club, Duke of Edinburgh and many more.

Food in School

School lunches are available in the dining room; we offer a range of hot food and our Roast lunch once a week is a particular favourite. We also offer a range of sandwiches and a salad bar.

As we are a cashless school, payment is through biometrics and by depositing funds on ParentPay. Further information on the use of biometrics is provided in the ParentPay section within this booklet.

Children are also welcome to bring a packed lunch; please note that fizzy drinks (such as cola) and energy drinks are not allowed on site.

Standards

St Thomas More demands high standards of dress and uniform, therefore students arriving to school with incorrect uniform will be sent straight home to change, before being expected to return immediately back to school. This includes those students wearing trainers, or without their blazers. The expectation will be that students will return to school as quickly as possible and that missed lessons be caught up at the end of the same school day. Missed time will be recorded as an authorised absence, however should your child continue to breach uniform rules in such a way as to be sent home to avoid school, or take longer than is strictly necessary to rectify their uniform issues, their absence may be recorded as an unauthorised absence. Parents will be informed of all such instances, and should be aware that absences will affect the overall attendance figure of your child. Therefore it is crucial that students arrive to school every day wearing the correct uniform.

In order to ensure that students understand the importance of punctuality, we also operate 'no notice' detentions after school each Friday for those students who have been late to school or lessons during that week. Parents will be informed of this detention either by phone call or text message.

Restricted items

Mobile phones are not allowed during school hours. If a student has their phone out it will be confiscated and can be collected at the end of the day. If it is the second occurrence then parents will need to collect the phone.

To protect the welfare of our children and staff we ask that aerosols and sprays are not brought into school as the use of these may cause severe asthma attacks. We know that young adults are very conscious about personal hygiene, therefore we do allow children to use deodorant in changing rooms (after PE) and in toilets. The use of aerosols in the classroom, corridors or other communal areas is banned.

Chewing gum and energy drinks are also banned.

Homework

Each student will receive a homework timetable which will advise of the expected homework to be completed in order to support and develop their learning. Details of which subject is set each day will be made available at the beginning of the academic year. Parents will be able to monitor completion of homework through the 'Parent App'

Expensive items

Any items brought on the school site are at your own risk. We therefore recommend that expensive phones, items of clothing etc. are not brought onto the school site.

Literacy

St Thomas is proud of the thriving atmosphere within its library, and also of its use of Accelerated Reader to develop the love of learning while also improving reading ages and literacy skills.

Miss Beasley, Literacy Coordinator, also works with all departments, students and subject areas to ensure that literacy is a key priority which is embedded within every department.

SEND

The school's SENCo is Mrs D Lovatt, and we also have two Assistant SENCOs, Mrs Templeton and Mrs Mutton. They are available via the school's main reception, as well as during parents evening, should you wish to speak to one of them. In addition, the school ensures that the special needs of its students are supported through a range of interventions and strategies, both within lesson, and through various activities which are led by a team of learning support assistants within our designated Reconciliation Centre.



TRINITY
Sixth Form
Succeeding Together

Sixth Form

St Thomas More Sixth Form works in partnership with the Trinity Sixth Form. This is an exciting collaborative partnership between three Catholic schools that have a shared experience of providing post-16 education and a shared ethos that puts the whole development of the student at the heart of what we do. By working together we are big enough to offer wider choice, but in each school we are small enough to be focused on the individual's needs.

Small enough to care, but big enough to matter – and we still have ambition to offer you more.

Pupil Premium

The Pupil Premium at St Thomas More Catholic Academy

This is additional funding of up to £935 to support your child's education. The aim of the additional funding is to provide all pupils with fair and equal opportunities to achieve and excel in all areas of the curriculum.

The funds are used to support the pupils in a variety of ways including academic and non-academic areas.

Who is eligible for the Pupil Premium?

Pupils are eligible for the Pupil Premium if certain criteria are met. These are:

- Ever 6 Free School Meals Children- children who have been eligible for free school meals in any of the last six years
- Looked After Children in the care of the local authority
- Children who are no longer looked after by the local authority due to adoption, guardianship or residence order
- Ever 5 Service children - children eligible for the service child premium in any of the previous 4 years as well as those recorded as a service child for the first time this year.

If you think that you may be entitled to receive the Pupil Premium for your child please contact the school office and we will provide you with a form to complete as well as guidance on the completion of the form.

Uniform Policy

In order to maintain our high standards; all students are to follow the policy set out below, please note that modifications will not be accepted and that the Headteacher reserves the right to determine the suitability and appropriateness of all uniform issues.

Uniform

- Blazer: black blazer with embroidered school badge.
- Blazer and school badge can be bought separately if preferred.
- Shirt: plain white shirt with a top button that can be fastened.
- Tie: St Thomas More tie available from school office and school suppliers.
- Boys Trousers: plain black or dark grey trousers worn with black socks. (no cords, jeans, fashion trousers or lycra)
- Girls Trousers: black trousers (no cords, jeans, fashion trousers or lycra) worn with black socks.
- Girls Skirt: grey knee length school skirt (no lycra) worn with black tights or black ankle socks.
- Jumper : optional item, traditional school grey v neck.

Shoes

- Shoes must be black leather (or leather looking) and of a traditional school shoe style.
- Please see the 'St Thomas More Catholic Academy Shoe Guide'.
- If the shoes have laces, the laces must be black.
- Suede, canvas, trainers, pumps, boots of any type are not acceptable school footwear.

Coats

- Outdoor coats must be recognised as an 'outdoor garment'.
- Hoodies, tracksuit tops and sweatshirts are not acceptable school coats.

Hats

- Hats are not to be worn on the school premises.

Bags

- Bags should be big enough for A4 folders, books, planner and pencil case.
- A separate bag is needed for PE Kit.

Equipment

- Planner: All students will be provided with a school planner. This will be used for noting down each lesson focus and homework. It will also be used as a communication tool between form tutors and parents. Parents are to sign the planner each week.

Please note that students will be requested to replace lost equipment, equipment in poor condition and defaced equipment. Replacements can be bought, from the school office, at cost price.

P.E. Kit

Plain black shorts (no branded logos/stripes).

AND/OR

Plain black tracksuit bottoms (no branded logos/stripes) available from P.E. department

AND/OR

Girls may wear plain black leggings with STMCA logo (available from P.E department) – no other leggings will be allowed.

Plain blue polo shirt, St Thomas More Logo advised. (No other branded logos)

AND/OR

St Thomas More Blue Rugby Top (Advisable for outdoor activities) available from P.E. department.

- St Thomas More Black Sweatshirt is available as an optional item from the P.E. department.
- St Thomas More Black Hooded P.E. top is an optional item available from the P.E. department.
- Trainers
- Football boots, gum shields, shin pads are advisable for outdoor team games.
- Plain black football socks or plain white sports sock (no other socks will be accepted as P.E. Socks).
- Boys Swimming - swimming trunks and swimming cap (swim shorts are not permitted).
- Girls Swimming - swimming costume and swimming cap.
- P.E. bag should be a drawstring bag, separate to their school bag.

Please note that all students must bring their P.E. kit to all P.E. lessons, even if they are excused.

School Uniform Suppliers

Trutex
Weston Road, Meir, SOT

Longton Protective Clothing (Timberland)
Sutherland Road, Longton, SOT

Sportscene (PE Kit suppliers)

Individual Expectations

- Hair / make-up
Hair and make-up must be in keeping with a professional environment. Make-up, nail colour and hair must be of a natural colour only. Minimum length for boys must be a number 2 clipper setting. Extreme hair styles are not permitted, including tram lines.
- Jewellery

Boys - wrist watch only.

Girls - wrist watch and one set of gold or silver small stud earrings in the traditional position.

Please be aware that the following Items have always been prohibited:

- Hooded tops/sweatshirts.
- Pumps, trainers or boots as school uniform footwear.
- Energy drinks.
- Chewing gum.
- Laser pens.
- Aerosols should not be sprayed in school

Privacy Notice (How we use pupil information)

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Admissions information (such as personal information, assessment data and behavioural data)
- Assessment information (such as phonic, SATs and BTEC, GCSE and A Level examination results)
- Behaviour and exclusion information (such as achievement, behaviour and detention logs)
- Catering and free school meal information (such as FSM review dates, menu choices and spend)
- Trips and before and after school activities (such as registers, medical information, emergency contact details)
- Medical information (such as medical notes, doctors practice details and medical conditions)
- Safeguarding and special educational needs information
- Identity management information (such as photographs held on the information management system whilst the child is on roll)
- Post 16 learning information (such as personal information, assessment data and behavioural data)

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to facilitate school meal and payment system management
- to keep our pupils safe

The lawful basis on which we use this information

We collect and use pupil information set out in Article 6 and Article 9 of the General Data Protection Regulation (GDPR) under the lawful basis of:

Legal obligation	Article 6	This is where the School needs to use your information in order to comply with a legal obligation, for example to report a concern about your wellbeing to Children's Services. We may also have to disclose your information to third parties such as the courts, the local authority or the police where legally obliged to do so
	Article 9	To protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt and are unconscious
Public Task	Article 6	To allow the School to carry out a public task in the interest of providing education
Legitimate task	Article 6	To allow the School to carry out legitimate tasks for activities that fall outside the normal function of providing education
Substantial public interest	Article 9	The processing is necessary for reasons of substantial public interest
Legal Claims	Article 6 Article 9	The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers
Medical purposes	Article 9	This includes medical treatment and the management of healthcare services

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory we may ask for your consent to use your child's information in certain other ways. If we ask for your consent to use your personal information you can take back this consent at any time. Any use of your information before you withdraw your consent remains valid.

Storing pupil data

We hold pupil data for as long as we need to in order to educate and look after you. We will keep some information after you have left the School, for example, so that we can find out what happened if you make an enquiry.

In exceptional circumstances we may keep your information for a longer time than usual, but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.

We can keep information about you for a very long time or even indefinitely if we need this for historical, research or statistical purposes. We comply with the ICO recommended records retention and disposal policy which can be accessed at the link below or via the school website:

https://c.ymcdn.com/sites/irms.site-ym.com/resource/collection/8BCEF755-0353-4F66-9877-CCDA4BFEEAC4/2016_IRMS_Toolkit_for_Schools_v5_Master.pdf

Who we share pupil information with

We routinely share pupil information with:

Schools that the pupil's attend after leaving us	We may share pupil information with other people and educational organisations when we have good reason to do so. e.g. <ul style="list-style-type: none"> Exam results and references
Our local authority	We may share information to meet our statutory requirements e.g. <ul style="list-style-type: none"> Attendance & Assessments School census
The Department for Education (DfE)	We may share information to meet our statutory requirements
Management Information System Curriculum software, 3 rd party providers, VLE and other applications	We may share information to allow the School to carry out a public task in the interest of providing education e.g. <ul style="list-style-type: none"> Assessing your child to inform teaching and learning Online course and homework access
Other public agencies	We may share information to safeguard your child's welfare and wellbeing e.g. <ul style="list-style-type: none"> Police, NHS, Social and health interactions
Payment systems and catering management	We may share information to help the smooth running of the school and effective use of resources
Trips and school trip organisations	We may share information to safeguard your child's welfare and wellbeing
Identity management systems	We may share information to safeguard your child's welfare and wellbeing and to accurately identify your child.
Contact and communication systems	We may share information to monitor pupil use email, the internet (including social media) and mobile electronic devices e.g. iPads. This is to check that they are not misbehaving when using this technology or putting themselves at risk of harm. If you would like more information about this you can read the Pupil Acceptable Use Policy
Information, advice and Guidance	We may share information to allow the School to carry out a public task in the interest of providing education
Paper records	We may share information to allow the School meet our legal obligations, to safeguard our children and to carry out a public task in the interest of providing education e.g. <ul style="list-style-type: none"> Moderation and assessment of work Statutory inspections by DfE and Diocese

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Youth support services

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

Pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Mrs J Doig (School Business Manager) on 01782 882900 or email office@stmca.org.uk

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact: Mrs J Doig (School Business Manager) on 01782 882900 or email office@stmca.org.uk

St Thomas More introduced in September 2016 a more convenient way to pay for school meals, trips, after school clubs and much more online, using a secure service called ParentPay. As a result we no longer accept cash and cheque payments, making the school a cash-free environment. Parents who need to make payments by cash may do so using the PayPoint network at local convenience stores.

Making secure payments online using your credit or debit card

ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that the technology used is of the highest internet security available.

You will have a secure online account, activated using a unique username and password; you will be prompted to change these, and to keep them safe and secure. If you have more than one child at our school, or children at other ParentPay schools, you can create a single account login for all your children.

Making a payment is straightforward and ParentPay holds a payment history for you to view at a later date; no card details are stored in any part of the system. Once you have activated your account you can make online payments straight away.

Using PayPoint

PayPoint payments are recorded by ParentPay and can be seen by logging into your ParentPay account and viewing your payment history online. The nearest PayPoint stores to school are:

Greendock Stores: 25-27 Greendock Street. ST3 2NA

One Stop: 5 Nashe Drive. ST3 2HD

Supercigs: 37 Bennett Place, Longton Exchange. ST3 2HT

Costcutter: 319-321 King Street. ST4 3ES

Foley News: 5 Foley Street. ST4 2DY

Please notify the Finance Office if you wish to use the PayPoint facility. A plastic card will be issued to you to make cash payments for school meals at local PayPoint stores. The first card is free of charge; however, any lost or damaged cards will be charged at £1.50 each. Payment cards take about two weeks to arrive but we can issue a barcode letter as an interim measure.

Trip and activity information letters will carry a unique barcode which will allow you to make cash payments at your local PayPoint store.

We hope you will support us in achieving our goal to become a cashless school and reduce the workload on our staff. Your support in using ParentPay will help the school enormously, thank you.

New Parents will be provided with activation letters in July as part of the transition process, or once your child has started at St Thomas More.

ParentPay FAQs

When can I log in to my account?

Once you have received your activation letter from school with your activation login details you will be able to activate your account and start making payments. This letter will be sent to you soon by your school.

Which cards can I use?

ParentPay accepts MasterCard, Visa and American Express credit cards, and Maestro, Switch, Delta, Electron, Solo and Visa debit cards. Some schools may limit the use of credit cards for some transactions; you will be informed by the school directly of any such restrictions.

Is it safe to make payments on the internet?

Yes. ParentPay uses leading technology to process your card transactions securely. All communication with the bank is encrypted and neither ParentPay nor the school have access to your card details.

How can I check that it's secure?

Standard website addresses begin with *http*: the address for a secure site will always begin with *https*. You will also see a padlock at the bottom/top right of the screen on our login page and after you have logged into your account; never enter your card details or personal data on any web page whose address does not start *https*.

What about our personal information?

[ParentPay Limited, and its group companies, operate in full compliance with Data Protection Law; Including the Data Protection Act 1998 and the General Data Protection Regulation \(EU\) 2016/679.](#)

The ParentPay Terms and Conditions include a Data Processing Agreement (DPA), compliant with the GDPR, which details both parties' obligations relating to Data Protection. <https://www.parentpay.com/schools/school-terms-and-conditions/>

The ParentPay Privacy Notice, which is available to end users, provides further information on the processing activities undertaken by ParentPay. <https://www.parentpay.com/privacy-policy/> ParentPay will NEVER contact you by phone, email or mail and ask you to divulge confidential information like passwords or card numbers. If you are ever contacted by someone claiming to be from ParentPay, please contact us immediately on 02476 994 820.

I do not have a home PC so how can I use ParentPay?

Why not visit your local library, internet café or see if you can get access to a computer at work. Alternatively ask if you can use your school's computers. Many schools have computers available for parents and will be happy to show you how to use them.

For more information please visit www.parentpay.com

www.stmca.org.uk
www.trinity6.com



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