

St Thomas More High School



God's Servant First

Year 7 Transition Guide

September 2025








WELCOME TO ST. THOMAS MORE HIGH SCHOOL

Introduction

Our school is a community that seeks to promote and maintain important ideals and standards by working closely with you as partners. We therefore ask for your support and commitment to our shared purpose.

St. Thomas More High School is a Catholic community committed to Catholic education. Religious Education as a subject is a specialist part of the overall curriculum in which specialist teachers present and explore with the pupils the beliefs and practices of the Catholic Church, the Christian Church more generally, and several other World Religions. The school as a whole encourages religious belief and practice: prayers are said daily and voluntary Mass is celebrated weekly. In this community, we believe that we are called to care for each other, serve each other and the wider community and pray and worship together as a family. We hold many fundraising activities to help care for those in need throughout the world. For the school to fulfil its role it is vital that parents give their fullest support by encouragement and example.



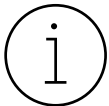




Induction Timeline & Key Dates for your Diaries

 May – June	Transition Visits Key staff will visit your child's primary school to talk to them about transition
 1st OR 2nd July 5:30pm onwards	New Intake Parent Evening You will be invited to ONE of these two important evenings, where you will get the opportunity to meet key staff and find out important information about St Thomas More High School. We will email a letter to you in June, which will tell you the date you are invited to, which is determined by the form group your child will be in. This is confirmed in June. <i>Further information to follow</i>
 Friday 4th July 9am – 2:15pm	Familiarisation Day at St. Thomas More This is an opportunity for your child to spend the day with us, getting to know the school and each other <i>Further information to follow</i>
 19 th /20 th /21 st August	Summer School Days
 3rd September	First Day of Term for Year 7 (arrival 8.30am)
 11th September 6pm	<u>How to be a St Thomas More Student</u> This evening will provide vital information about life at St Thomas More, including understanding timetables, our curriculum at St Thomas More and getting used to using Microsoft Teams and School Gateway.
 16th October 5.30pm	<u>Year 7 Welcome Mass and Social</u> Invitations are sent via email in September, and we hope to see all new year 7 students and families at this lovely evening.

We have outlined key tasks that need to be completed before September:

When	Task	Completed✓
March – 28 th March (Deadline)	Complete Pupil Information Form	✓
June	<ul style="list-style-type: none"> • Sign up for School Gateway: • Pay for Summer School (optional) 	
June	<ul style="list-style-type: none"> • Set up Donations for the School • Complete Gift Aid Declaration 	
July / August	<ul style="list-style-type: none"> • Buy uniform any equipment needed • Make sure your son is familiar with the route to school 	

Information included in this guide (Please click to view)

	1. Uniform & Equipment list needed for September (Compulsory)
	2. Registering for the School Gateway (Compulsory)
	3. School day information
	4. School Donation Form
	5. Gift Aid Declaration Form
	6. Term Dates
	7. Summer School Information

1. School Uniform and Equipment List

The Governing Body believes that our uniform is essential to the ethos of our school community as it establishes a clear sense of identity, fosters a sense of inclusive belonging, and engenders both positive behaviour and self-discipline, which in turn supports teaching and learning.

The school has arrangements in place to ensure that no family feels unable to apply for admission because of high uniform costs, including sports kit and any other specialist equipment outlined in the school's uniform and equipment policy. Should you have any concerns in this regard, please do not hesitate to inform us of these. This information will be treated discreetly.

UNIFORM LIST - ALL ITEMS SHOULD BE CLEARLY NAMED IN INDELIBLE INK		
Outdoor	Overcoat	Sensible outdoor coat/anorak preferably one that will be visible and waterproof. Outdoor coats should not be worn inside classrooms
	Bag	A strong bag for books and school equipment (preferably with two shoulder straps to prevent back strain)
	Shoes	Plain Black shoes (trainers are NOT allowed)
Indoor	Blazer	Regulation black blazer with St Thomas More school badge from school outfitters Black Blazers may be purchased from any outfitter. Badges available only from School outfitters: School Wear Centre or Danielles Shop
	Trousers	Black, NOT jeans, chinos or joggers (optional-simple black belt with no logos)
	Shirt	White (long or short sleeved) must be tucked in
	Tie	St Thomas More tie from school outfitters . Replacements via SchoolGateway
	Socks	Plain black
	Pullover	V neck or cardigan plain black (round neck or sweatshirts, hooded or zipped up tops are NOT allowed and may be confiscated)
PE Kit	Shirt	School badged white 'Pendle' T-shirt (initials optional) ordered online from St Thomas More High School Club Shop (pendlesportswear.co.uk)
	Jumper	School badged Black 'Pendle' sweatshirt (initials optional – no hoods) ordered online from St Thomas More High School Club Shop (pendlesportswear.co.uk)
	Jogging Bottoms	One pair of black jogging bottoms or Pendle jogging bottoms ordered online from St Thomas More High School Club Shop (pendlesportswear.co.uk)
	Shorts	Black
	Socks	Black socks for all lessons
	Trainers	One pair of trainers for indoor use- must be CLEAN Football boots with moulded studs/Astro trainers (for lessons on the astro boys must wear either astro trainers or moulded studs).
	Sports bag	Plus a plastic carrier bag (for wet shoes/kit) NO spray deodorants please
Art & Design	Apron	White Art/D&T apron. Separate white cooking apron

EQUIPMENT LIST		
All students are given a School Planner . Replacement via School Gateway	Green Pen	
Reading book - suitable and should be changed regularly	Highlighters	
Pens (Blue/Black)	Eraser	
Pencils	Pencil Sharpener	
Ruler	Coloured pencils (NO felt pens)	
Protractor	Casio Scientific Calculator - Casio-fx-83GTX	
Pair of compasses	Rough book for note making may be useful	
Bible – Access to a bible at home is required. If not already in possession of a bible, 'The NRSV Bible or Catholic Good News Edition' is recommended.		

Make sure you pack your bag the night before and use this checklist to ensure that you have all the equipment for the next day.

Items that are NOT ALLOWED/Should NOT be worn in school
Jewellery and nail varnish are not allowed.
Hats, durags, bandanas, ski masks, balaclavas, face masks, headphones and ear pods should not be worn in school and students will be asked to remove these (repeated offences will be sanctioned). Students faces need to be visible at all times.
Aerosol cans, glass bottles high sugar/cafeine drinks and metal combs are NOT allowed in school and will be confiscated.
Expensive items are brought in at students own risk, St Thomas More will not be liable for any losses incurred.

2. School Gateway

At St Thomas More we use the **School Gateway** app. We can share information with parents more quickly via email, online and via the smartphone app.

In September you will be able to view the following for your child/children:

- Achievements
- Behaviour
- School details
- Attendance
- Students Lesson timetable
- Medical conditions
- Student details
- Your contact details

You will also be able to pay for the following items :

- School trips
- Dinner Money (Balance will not show until September)
- Music Tuition
- Textbooks, equipment etc.
- Summer School 2025

Please find details below of how to log into the school gateway for the first time.

Activating your School Gateway account is quick and easy to do. All you need is the email address and mobile phone number that the school holds on record for you.

Step 1

- **Smartphone App:** Download School Gateway from your app store (Android & iPhone). The app shows the same information as the website PLUS you can message the school for FREE.



OR

- **Online:** Navigate to the website www.schoolgateway.com using an Internet Browser from your computer.

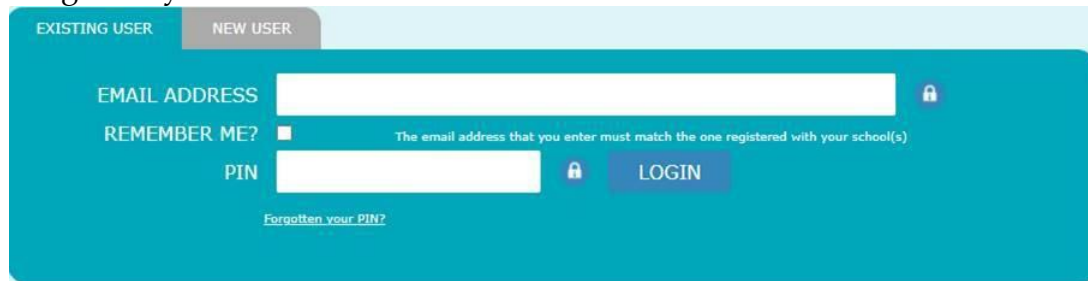
Step 2 - Click on the NEW USER tab and you will then see the below screen.

A screenshot of the 'NEW USER' registration screen on the School Gateway website. The screen has a teal background. At the top, there are two tabs: 'EXISTING USER' and 'NEW USER', with 'NEW USER' being the active tab. Below the tabs, there is a text prompt: 'Please enter the email address and mobile number that your school(s) contact you on and press the "Send PIN" button. You will then be sent a new PIN number by text message.' There are two input fields: 'EMAIL ADDRESS' and 'MOBILE', both with white text boxes and a small lock icon to the right. Below the input fields is a checkbox with the text 'I agree to the School Gateway Terms and Conditions and the Privacy Notice'. At the bottom, there is a large blue button labeled 'SEND PIN'.

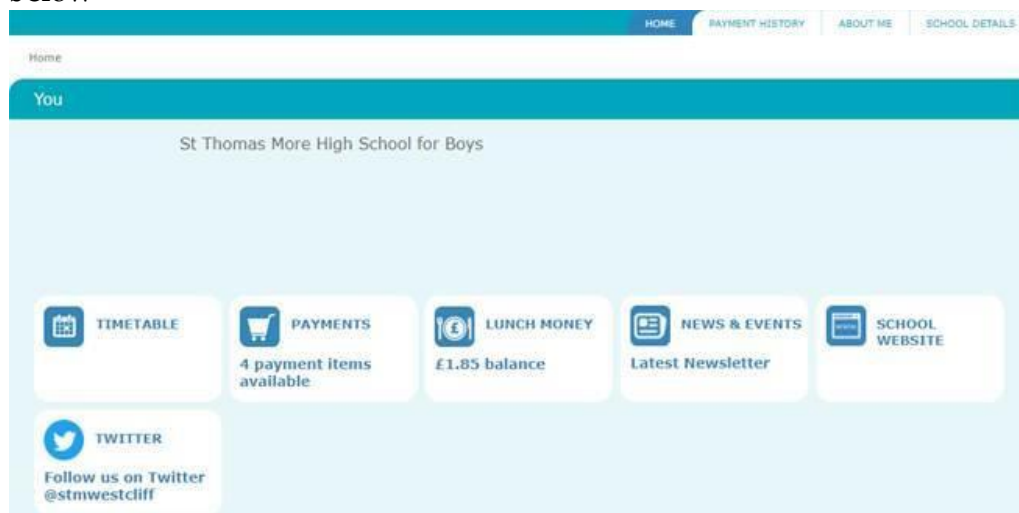
Step 3 - You will then need to enter the email address and mobile number that you provided to us via the portal.

Step 4 - Once you have entered these you will receive a text message with a 4-digit pin code.

Step 5 - You will then need to click the existing user tab and your screen should show as below. You can then enter your email address and that 4-digit pin code to access the gateway.

A login form for existing users. At the top, there are two tabs: 'EXISTING USER' (selected) and 'NEW USER'. Below the tabs, there are input fields for 'EMAIL ADDRESS' and 'PIN'. A 'REMEMBER ME?' checkbox is next to the email field. A 'LOGIN' button is to the right of the PIN field. A small lock icon is next to the PIN field. A note below the email field says 'The email address that you enter must match the one registered with your school(s)'. A link 'Forgotten your PIN?' is at the bottom.

Step 6 - Once you have entered your email address and pin code your screen should show as below

A user dashboard for St Thomas More High School for Boys. The top navigation bar includes 'HOME', 'PAYMENT HISTORY', 'ABOUT ME', and 'SCHOOL DETAILS'. Below the navigation bar, there is a 'You' section. The main content area displays the school name 'St Thomas More High School for Boys'. Below this, there are five tiles: 'TIMETABLE', 'PAYMENTS' (showing '4 payment items available'), 'LUNCH MONEY' (showing '£1.85 balance'), 'NEWS & EVENTS' (showing 'Latest Newsletter'), and 'SCHOOL WEBSITE'. At the bottom, there is a 'TWITTER' section with the text 'Follow us on Twitter @stnwestcliff'.

Step 7 - You will then be able to make any required payments via the school gateway. You should be able to see two payment requests on your gateway –Summer School & Donations (see pages below); the dinner money payment request will be opened up closer to the start of term in September.

Please note that you will be able to make payments for Dinner money but the balance will not be displayed correctly until your son starts school.

Should you encounter any issues or error messages during this process please email finance@st-thomasmore.southend.sch.uk with the below information so we can investigate and resolve the issue ASAP:

Students Name:

Parent Name:

Parent Email:

Parent Mobile:

2. School Day Information

Warning Bell	8.40 (Students must be in school)
Registration or Assembly	8.45 - 9.10
Lesson 1	9.10 - 10.10
Lesson 2	10.10 - 11.10
BREAK	11.10-11.30
Lesson 3	11.30-12.30
Lesson 4	12.30-1.30
LUNCH	1.30-2.30
Lesson 5	2.30-3.30

The School Reception

Please do not hesitate to contact the School Reception with any queries you may have. The reception staff will be pleased to help you or to pass you on to the correct person to deal with your enquiry. Requests for appointments will normally be passed to your child's Pupil Support Mentor in the first instance.

Please telephone the school office on the **01702 344933** on the first day of your child's absence, preferably before 9.30 am in order that a note can be made in the register. Please leave your child's name, form and the reason for their absence.

In the event of your child feeling unwell during the day, he should report to reception who will then, if necessary, telephone parents and ask them to collect their child.

Therefore, it is most important that our records of contact numbers, (home and work numbers) are kept up to date. If you have not already completed your registration details on the school portal, please do so as soon as possible. An email with log in information would have been sent to you from admin@applicaa.com.

It would be appreciated if any changes in home circumstances or anything else which you think the staff should be aware of, could be notified to reception - this will help us to understand if your child is upset, but unwilling to say why. All information will be treated in confidence. Similarly, any health problems should be notified to the office. We are happy to keep medicines for your child provided they are in an envelope labelled with their name and dosage required. You will be asked to sign a letter giving permission to the school for medicine to be administered.

Please advise your child on his route home in case of emergency; for example if you are unable to collect him or he misses his contract bus home. It may be helpful to have a "trial run" during the holidays.

Please make sure that all your son's clothing and belongings are marked with his name. We become inundated with unmarked lost property during the year and without a name we are unable to return it.

The school newsletter "Contact" is sent by email every week, please ensure you complete your email address on the application portal. "Contact" gives you information about forthcoming events and sports practices etc.

We will, of course, try to get **urgent** messages to your sons, but as our telephone lines are always very busy we would appreciate not being asked to pass on messages which are not essential. The school telephone is such that at busy times your call will be placed in a queuing system, please be patient your call will be answered as soon as possible.

3. School Donation fund

The donations made by parents/carers are used to enhance the school environment and facilities for pupils, such as the playground shelter and the school minibus. This would not be possible without the support from parents/carers especially due to recent government cuts.

You can choose to pay by standing order (School Fund bank details below) / cheque (made payable to 'St Thomas More High School') . **or the simplest method; make a payment via SchoolGateway under the payment request listed.** The amount we usually recommend is £5 a month by standing order or a single payment of £60 per year by cheque or bank transfer. By completing the form overleaf also allows us to claim 25p on every £1 you donate to the school on the return of the gift aid declaration from overleaf.

If you would like to set up a standing order for school donations please send the tear off slip below to your **bank** or alternatively use the School sort code and account number to set up direct payments by going into your bank or using an online banking service.

-----8<----- **Please retain for your records or send to your bank to set up standing order** -----

Payable to:

Standing Order Request

(Schools bank details)

Bank:						30		97		84			
Lloyds TSB, Southend-on-Sea													
Account Name:						7	3	6	2	5	7	6	8
St Thomas More High School													
First Amount:						First Payment Date:							
(e.g £5)						(e.g 2 nd September 2025)							
Usual Payment Amount:						There after:							
(e.g £5)						Monthly - Until Further Notice							
Amount in Words:						(e.g Five Pounds Only)							
This reference must be quoted on all payments (Please insert Student surname)													

Please debit my account -

Enter your account details here -

						Sort Code		
Bank:						—	—	—
Bank address and postcode:								
						Account number:		
Name on account:						—	—	—
						—	—	—
Signature:						Date:		

4. Gift Aid

The Gift Aid declaration form below allows us to claim an extra 25p for every £1 you donate to the school if you choose to donate to us at any time during your time as a parent at St Thomas More High School. The form takes less than a minute to fill in.

<https://forms.office.com/e/c8yrqbsgbX>

Gift Aid Declaration Form - St Thomas More High School



5. Term Dates

Our Term Dates can be found on our School Website using the link below:

[term-dates-2025-2026.pdf](#)

6. Summer School Information

NEW INTAKE SUMMER SCHOOL 2025

We are writing to gauge interest in our annual Summer School, which will take place on 3 days in the summer, from **Tuesday 19th August to Thursday 21st August**. The cost of the Summer School will be payable via the School Gateway and priced as follows:

1 Day - £30

2 Days - £60

3 Days - £75

The Summer School is an important part of our transition programme, moving into and adjusting to secondary education at St Thomas More, is always a well-attended few days, in a calm, relaxed and safe environment. These days allow the students a further opportunity to build vital relationships and confidence before joining us in September.

The Summer School will run from 10am to 3pm on all days. During their time at the camp, students will have the chance to:

- Meet other students in their year group, in a relaxed setting, taking part in team building activities and games.
- Play and train in a range of areas – including sports, ICT, along with a selection of educational based activities.
- Become familiar with the school setting, the house system, catholic ethos and take part in activities with other form members.
- Have fun, build their confidence in key areas to set them up for a smooth transition in September.
- Have a chance to socialise and interact with other year group members and staff over lunch each day.
- An opportunity to get used to organising themselves for the day, planning ahead and beginning to develop the independence and maturity required in our secondary setting.
- An introduction into our code of conduct, rules and expectations.

If I could ask you to reply via the Microsoft Form below before **Friday 11th July** to inform us if you are interested in your son attending. In the meantime, we will set up payment options via the School Gateway.

<https://forms.office.com/e/u6bFYmSNuY>

I look forward to hearing from you.

Mr T Harding
Pupil Support Mentor (Year 7-11)