



ST THOMAS MORE CATHOLIC SCHOOL

Glendale Avenue, Wood Green, London, N22 5HN

Tel: 020 8888 7122 Fax: 020 8826 9370

Email: office@stthomasmoreschool.org.uk

www.stthomasmoreschool.org.uk

Executive Headteacher: Mr Martin Tissot, MA, MBA, NPQH

WO/CSP

7th September 2020

Dear Parent/Carer

Re: After School Prep

As part of our continued efforts to raise academic standards and provide our pupils with as many opportunities as possible to succeed, we run a club called '**After School Prep**'. This will provide our pupils with a supervised and purposeful environment in which to complete homework tasks or partake in independent study after lessons finish.

The details are as follows:

- Open every Monday, Tuesday, Wednesday and Thursday during term time from 3.10pm until 7.00pm in the school's Learning Resource Centre and other classrooms. On Fridays it will open from 3.10pm until 4.10pm in the Learning Resource Centre and one other classroom only.
- Open to every year group, including Sixth Form.
- Starts **Wednesday, 9th September 2020** and will continue through this academic year.
- Supervised by members of staff who are there to offer help and support.
- There is **no charge**.
- If, for some reason, an After School Prep session needs to be cancelled, pupils will be informed and a text message will be sent home to parents.
- Pupils will be able to use the school telephone to contact home in case of any problems.
- You can make contact with **Ms Avramopoulou**, the teacher in charge of Prep, as follows: From Monday to Thursday 3.10 pm–7.00 pm, and Friday 3.10 pm–4.10 pm, at this email address: v.avramopoulou@stthomasmoreschool.org.uk .
- A free-of-charge light snack, e.g. sandwiches and a drink, at 4.50pm in the canteen for all pupils who stay until 4.50pm or later.
- In the hours of darkness pupils will be escorted across the park to the bus stop; **however, due to the approaching early dark evenings, it would be advisable for Year 7 pupils to leave no later than 5.30 pm.**

.../2

Rules of Attendance at After School Prep

1. Pupils **must** get the permission slip signed at the back of their journal and show it to Ms Avramopoulou in the Learning Resource Centre on the first session attended.
2. Pupils do not have to attend every day – they can, with your permission, choose which day/days they wish to attend.
3. It is the responsibility of each pupil to inform their parents/carers if they are going to stay in school for the After School Prep session and what time they intend to finish.
4. Pupils do not have to stay until 7.00pm. They can leave at any time.
5. When commencing a prep session, pupils must sign in the register with their full name, form class and time they started.
6. When a pupil leaves a prep room to go home they should sign out in the register and show their journal to the teacher in charge who will indicate what time they left Prep and sign it.
7. A quiet working atmosphere should be maintained at all times. Computers are available for those pupils who need to use them. Equipment will be made available for pupils to use/borrow – pens, pencils, calculators, paper etc. Borrowed equipment needs to be returned and work areas left clean and tidy.

We hope you will agree that this is an excellent extra provision for our pupils.

If you would like your child to take advantage of this valuable opportunity please sign the permission slip at the back of their journal and ask your child to show it to Ms Avramopoulou when they come to their first After School Prep session in the Learning Resource Centre.

Yours sincerely

V Avramopoulou

Ms V Avramopoulou
Teacher