

**SAINT THOMAS MORE SCHOOL  
NEWSLETTER  
FEBRUARY 11, 2025  
THEME: CHALLENGE ACCEPTED! TOGETHER WE CAN!  
Facebook Page:  
<https://www.facebook.com/stmsparks/242?mibextid=LQQJ4d>  
Website: [st.cec.edu.bs](http://st.cec.edu.bs)  
Alumni: <http://cboe.cec.edu.bs/alumni/reconnect/>**



**GOD IS LOVE**

God listens each time you speak.  
God helps you find, when you begin to seek.  
God grants you peace, when chaos storms your way.  
God is the light, God is the night, God is the day.

God gives you sight to see his grace,  
God shines his light, upon your face.  
God sends relief from stress and strain,  
God is faith, God is hope, God will remain.

God knows your name, do not be afraid.  
God speaks to you, when you kneel down to pray.  
God lifts you up each time you fall.  
God crowns you, God crowns me, God crowns us all.

God leads you home, he has a plan.  
He will fill your heart, he will hold your hand.  
God sends you angels from above.  
God is great, God is good, God is love.

*By Sally Larkin Green*



**PRAYERS**

Condolences are extended to members of our school family who lost loved ones recently. Please know that our thoughts and prayers are with you during this difficult time. May the souls of all the faithful departed through the mercy of God rest in peace.



**STAFF MEETING**

Our monthly staff meeting will be held on **Wednesday, February 12, 2025 (tomorrow) at 3:00 p.m.** Please note that this is a **regular school day** for our scholars. All classes/clubs are cancelled on this day. Parents are asked to collect students **on time** as our staff meeting will begin shortly after the second dismissal. Thank you for your usual cooperation.



### **VALENTINE'S DAY DRESS UP AND TREATS**

Students will be allowed to dress up in a red, white or pink shirt/blouse, long jeans (no holes) and appropriate shoes/tennis for Valentine's Day. The cost is **\$2.00**.

**\*Please note that dress up days are optional. Students who are not participating should be appropriately dressed in full school uniform or their P. E. kit.**



### **RULES AND REGULATIONS – HAIR (September 2, 2024 – June 13, 2025)**

The policy handbook of Saint Thomas More School speaks about the hair of our scholars. **All** students must comply with the following rules and regulations:

#### **GIRLS:**

- Weave or hair extensions are not allowed.**
- Hair beads or jewels should not be worn.**
- Nail polish is not acceptable.**
- Hair coloring or dye is not appropriate.**

**\*Braided hair is allowed but must be all natural – no shingles or locked styles!**

#### **BOYS:**

- A traditional hair cut is most appropriate.**
- The hair should be short and neatly trimmed.**
- There should be no afros, locs or braided hair. Additionally, there should be no designs, dyes, tails or buds.**
- The hair length must be above the collar of the shirt.**



### **FUN DAY**

Fun Day is scheduled for **Wednesday, February 19, 2025**. School will be dismissed at the regular time. Further details will be available in the Fun Day letter.



**TELEPHONE LINES**

**Please be advised that our telephone lines are not in operation at this time. Feel free to visit our school’s office and assistance will be provided. [Additionally, we can be contacted on our office cell phone - 821-4810](#) or by using the following email addresses:**

<b>Dr. Renee Mortimer (Principal)</b>	<a href="mailto:rmortimer@cec.edu.bs"><u>rmortimer@cec.edu.bs</u></a>
<b>Mrs. Santiala Ferguson (Vice Principal)</b>	<a href="mailto:sferguson@cec.edu.bs"><u>sferguson@cec.edu.bs</u></a>
<b>Mrs. JoAnne Hamilton (Guidance Counselor)</b>	<a href="mailto:jhamilton@cec.edu.bs"><u>jhamilton@cec.edu.bs</u></a>
<b>Mrs. Elizabeth Hawkins (Nurse)</b>	<a href="mailto:ehawkins@cec.edu.bs"><u>ehawkins@cec.edu.bs</u></a>
<b>Mrs. Winifred Woods (Secretary)</b>	<a href="mailto:wwoods@cec.edu.bs"><u>wwoods@cec.edu.bs</u></a>



**SCHOOL FEES**

School fees can be paid at the Royal Bank of Canada (Online only) or First Caribbean International Bank (Online only). **Students with outstanding balances for the second term will not be allowed into class on Friday, February 14, 2025. Fees were due on or before Monday, December 2, 2024.** Payment plans should be current. **Credit Card payments can be made using Tuitionpay.io. Please remember to submit a copy of the fee slip to a school official after making a payment.**

**Fees that are not paid in full (partial payments) are automatically charged a finance fee of \$50.00 per term. This fee is already built into the ten-month payment plan option.**

**Fee slips can be emailed to the following persons:**

<b>Ms. Andrea Johnson (Bursar)</b>	<a href="mailto:amjohnson@cec.edu.bs"><u>amjohnson@cec.edu.bs</u></a>
<b>Ms. Judith Russell (Bursar)</b>	<a href="mailto:jrussell@cec.edu.bs"><u>jrussell@cec.edu.bs</u></a>
<b>Dr. Renee Mortimer (Principal)</b>	<a href="mailto:rmortimer@cec.edu.bs"><u>rmortimer@cec.edu.bs</u></a>
<b>Mrs. Santiala Ferguson (Vice Principal)</b>	<a href="mailto:sferguson@cec.edu.bs"><u>sferguson@cec.edu.bs</u></a>
<b>Mrs. Winifred Woods (Secretary)</b>	<a href="mailto:wwoods@cec.edu.bs"><u>wwoods@cec.edu.bs</u></a>



**FRUIT, VEGETABLE AND WATER INITIATIVE**

Saint Thomas More School continues with the fruit-vegetable-water initiative at break time. We are focusing on healthy food choices. Every student at break time is encouraged to eat fruits, vegetables and drink water. Other snacks can be eaten during the lunch period. We look forward to your complete cooperation.



**SCHOOL FEE SCHEDULE (2024-2025)**

The school fee and due dates for the 2024 – 2025 academic school year at Saint Thomas More School are as follows:

TERM	TUITION	SPECIAL FEES	TOTAL	DUE DATE
2 <sup>nd</sup> term (2024-2025) (Kindergarten to Grade 5)	\$952.00	\$250.00	\$1,202.00	<b>PAST DUE</b>
2 <sup>nd</sup> term (2024-2025) (Grade 6)	\$952.00	<b>*\$325.00</b>	\$1,277.00	<b>PAST DUE</b>
3 <sup>rd</sup> term (2024-2025) (Kindergarten to Grade 6)	\$952.00	\$250.00	\$1,202.00	<b>On or before March 3, 2025</b>

**\*Includes \$250.00 for special fees and \$75.00 for the graduation fee.**



**BANKING INSTRUCTIONS**

Please see instructions below on school fee payment options for persons who have online banking with First Caribbean International Bank (FCIB) or Royal Bank of Canada (RBC).

**FCIB School Fee Payments:**

**Account Name:** RCANB Special Catholic School Account

**Bank Transit Number & Account Number:** 09786 1126917 (Palmdale)

**Account Type:** Checking

**RBC School Fee Payments:**

**Account Name:** RCANB Catholic Education Centre

**Bank Transit Number & Account Number:** 05745 2897445 (Palmdale)

**Account Type:** Checking



**BANKS OTHER THAN FCIB OR RBC**

**\*If you do not have online banking with FCIB or RBC then you should use your respective bank’s internet banking OR mobile app to do a third-party online transfer/interbank transfer to FCIB or RBC.**



**TUITION REFUND POLICY**

The policy of the Catholic Board of Education regarding tuition refund is as follows:

If a student leaves **within 1 – 2 weeks** from the start of the term, the parent is entitled to **75% refund on tuition.**

If a student leaves **within 3 – 4 weeks** from the start of the term, the parent is entitled to **50% refund on tuition.**

If a student leaves **after 4 weeks** from the start of the term, there is **NO REFUND.**

**\*REGISTRATION, TESTING, CAPITAL DEVELOPMENT AND SPECIAL FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE.**



**TUITIONPAY.IO (CREDIT CARD PLATFORM FOR THE PAYMENT OF SCHOOL FEES)**

**INSTRUCTIONS**

**GO TO TUITIONPAY.IO**

- Click on **Make a Payment** at the top
- Scroll all the way to the bottom

**LOGIN TO PAY (For persons with Username & Password)** – Follow further Instructions. This is for persons paying the actual school fee amount.

**MAKE A PAYMENT (For persons without Username & Password)** This is for persons making Annual or Partial Payments (Payment Plan)

- **Fill in the “Complete Form”**
- **Select School (St. Cecilia’s – St. Thomas More – Xavier’s etc.)**
- **Invoice Number** (Insert 5 zeros or the Invoice number found on the school’s fee slip. This information can also be used for the Zip Code or P.O. Box)

**NOTE:** For student’s email, enter the students *firstname.lastname@cec.edu.bs* (Eg. [jane.doe@cec.edu.bs](mailto:jane.doe@cec.edu.bs))

**SELECT TERM:**

- First (**June 30<sup>th</sup>**)
- Second Term (**December 2<sup>nd</sup>**)
- Third Term (**March 3<sup>rd</sup>**)

**SELECT GRADE** (The grade that the student will be entering should be selected.)

**SECOND PAGE** – Fill in Parent Information

**THIRD PAGE** – Enter Credit/Debit Card Information

**SUBMIT**

*For more information, please see the FAQs (Frequently Asked Questions) or check the website at [cboe@cec.edu.bs](mailto:cboe@cec.edu.bs) for updates.*



## **KINDERGARTEN AND GRADE ONE REGISTRATION**

Registration for Kindergarten and Grade One is still in progress. **The exam for grade one takes place on Thursday, February 13, 2025 at 8:30 a.m.** **The Kindergarten exam takes place on Friday, February 14, 2025 at 8:30 a.m.**

### **The registration documents are as follows:**

- Birth Certificate
- Baptismal/Christening Certificate
- Relevant Passport Pages
- National Insurance Smart Card
- \$50.00 Registration Fee (Non-refundable)
- A passport size photo
- Transcript (Grades 1 – 5)

**\*Registration for Grades 2 – 5 will be based on space availability.**



## **STAFF PROFESSIONAL DAY/MID-TERM BREAK**

Staff Professional Day will be held on **Thursday, February 20, 2025**. There will be no school on this day for our scholars. The Mid-Term break is scheduled for **Friday, February 21, 2025 and Monday, February 24, 2025**. *School resumes on Tuesday, February 25, 2025.*



## **RE-REGISTRATION FORMS**

Re-registration forms for the upcoming school year will be sent home for Kindergarten -Grade 5. Please complete the necessary information and return the forms to the classroom teacher **on or before Tuesday, February 18, 2025**. **Failure to do so will result in the student being removed from the 2025-2026 class list.** If your child will not be returning to Saint Thomas More School, please be honest enough to let us know so that we can offer the seat to another student.

**\*Grade 6 will receive the Personal Information update sheet. It is important that we have updated numbers on file. This form is also due on Tuesday, February 18, 2025.**

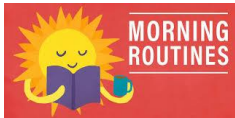


## **POLICY ON ABUSE**

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school reserves the right to require the withdrawal of the student if it determines that the parent or student partnership with the school is 'irretrievably broken'.

'Irretrievably broken' includes (but is not limited to) offenses including an assault, a threat whether written, spoken or by the Internet or inflammatory statements that harm the reputation of another. Disrespectful actions or words towards teachers, staff, parents, students or other school employees or visitors will result in suspension and probation or in serious cases that cause injury to persons or reputation, dismissal from the institution.

The school also reserves the right to place a student on probation or suspension or take whatever action it deems necessary for the safety of the school body where it is confirmed that the student was involved in a serious incident outside of school and allowing the student on campus could give rise to a serious incident during school.



## **MORNING PROCEDURE**

Students are expected to arrive at school on time. The first bell rings at **8:15 a.m.** The second bell rings at **8:30 a.m.** which officially begins our school day. **Students should be in their classrooms by the second bell. Tardiness is harmful both to your child's education and to the class that is being disrupted by your child's late arrival to school. Students who are late or absent twenty (20) times or more are in danger of RETENTION.**

Please remember the following:

- Your child's bag should be packed before going to bed.
- Your child should go to bed at a reasonable hour.
- Students do not drive. They rely on parents/guardians to get them to school **on time**.
- Parents must leave home at an appropriate time to avoid the traffic that will be encountered on the streets of New Providence.

**Parents are not allowed in the classrooms during the morning drop off period.**

**Parents should wait under the tree or in the pavilion area until the dismissal bell.**

**Parents can also wait near the security booth until their child arrives to the collection area.**



## **POWERSCHOOL**

This portal is now open. Please utilize this application to track your child's progress. If you are not set up in PowerSchool, you may send an email to Mrs. Ferguson, our PowerSchool administrator who will assist you with the process.



## **SECURITY MEASURES**

- A security officer is posted on campus from **8:00 a.m. – 4:00 p.m.**, Monday through Friday.
- Please respect the authority of the security officer who has been placed at Saint Thomas More School for your child's safety.
- The area on the side of the old church has been designated as **TEACHER PARKING**. Parents/guardians should find other places to park in the mornings and in the afternoons. The lanes in front of the pavilion area are for **dropping off only**. **Please do not ignore the "NO PARKING SIGNS"**.
- Parents should be considerate when driving on the school grounds and obey the parking rules. **DO NOT BLOCK THE ENTRANCE AND EXIT GATES**. We have very few parking spaces, so please limit your time on campus. Drop your child off and allow him/her to walk to the class. Please do not block the entrance of the rectory. Father Junior must be able to move in and out freely, especially in the mornings and afternoons.



## **SECURITY MEASURES (COMING ONTO THE CAMPUS)**

- **Visitors on the campus of Saint Thomas More School are first asked to "Sign in" at the Security booth then proceed to the office.**
- **Parents must receive an early dismissal slip from the office to present to the classroom teacher. This is a requirement for students who must leave the campus ahead of dismissal.**
- **A visitor's pass is required to access teachers throughout the day.**
- **Parents who are sending someone to pick up their child before dismissal must send an email to administrators giving authorization for such person to take the child. Authorization must be given before the child is taken from the premises of the school.**
- **Parents are strongly advised NOT to leave valuable possessions in their car at any time. It is important to be proactive and prevent incidences of theft occurring on our campus.**





## **HEALTH ASSESSMENT**

It is important for all scholars to be healthy in the school environment. Students should **remain at home** if they are exhibiting any of the following symptoms:

- Fever (Above 100.4° F)
- Sore Throat
- Headache
- Loss of Taste or Smell
- Persistent Cough
- Fatigue/Lethargy
- Shortness of Breath/Difficulty Breathing
- Body Aches/Pain
- Nausea/Vomiting/Diarrhea



## **SICKNESS PROTOCOLS**

- **Children with a fever, cough, runny nose or congestion are not allowed in school regardless of a possible history of allergies or asthma.**
- A child who is **off sick** for any reason should not return to school until he/she is **free of all symptoms.**
- **When a doctor's letter confirming that a child is fit to return to school has been requested, a copy of this letter must be reviewed by the school nurse before the child can be admitted to school.**
- **Students are encouraged to keep masks in their school bags as they will be needed in case of an emergency.**
- All medical information is **private and confidential.**



## **PROFILE OF THE BAHAMAS CATHOLIC BOARD OF EDUCATION GRADUATE**

- *A Christian Leader*
- *An Academically Capable Person*
- *A Centered, Well Rounded Person*
- *A Loving Person*
- *A Lifelong Learner*
- *A Healthy Person*
- *An Environmentally Conscious Person*
- *A Financially Adept Person*

**SCHOOL UNIFORM**

Students are to be dressed in complete uniform at all times. Girls are allowed to wear one pair of **KNOB** earrings and a watch. Hair extensions, nail polish, body piercings and tattoos are not permitted. The boys are allowed to wear only a watch. Boys are not allowed designs or plaits in their hair or earrings. No other jewelry is allowed.

**Girls in Kindergarten to Grade 3** must wear jumpers with a wide flare skirt with the school’s STM monogram on the upper left breast of the jumper, along with a white Peter Pan collar blouse.

**Girls in Grades 4 - 6** must wear wide flare skirts with a navy blue belt. A white Peter Pan collar blouse with the school’s STM monogram on the left pocket is to be worn.

**Boys in Kindergarten to Grade 3** must wear navy blue dress pants (**short**), a black belt and a white cotton shirt with the STM monogram on the left pocket.

**Boys in Grades 4 - 6** must wear a navy blue dress pants (**long**), a black belt and white cotton shirt with the STM monogram on the left pocket.

**\*ALL STUDENTS MUST WEAR NAVY BLUE SOCKS AND BLACK SHOES WITH THE SCHOOL UNIFORM. White socks should be worn with the P.E. uniform. ALL STUDENTS SHOULD COME TO SCHOOL DRESSED IN THEIR P. E. ATTIRE FOR CLASS. P. E. KITS ARE AVAILABLE IN THE OFFICE FOR \$30.00.**



**COLD WEATHER**

Please be advised that buttoned-down **navy-blue jackets** or sweaters should be worn during the cold season. **\*Hooded sweaters and jackets are discouraged at Saint Thomas More School.** Jackets (\$45.00) are available in the school’s office in limited supply.



**MEDICATION**

Only prescribed medication will be issued from the school’s office. The medication should be sent in a Ziploc bag that is labelled and should have the correct dosage and spoon. The medicine should be collected at the end of the day. Over the counter medication **will not be allowed** at school.



**DEVICES ON CAMPUS**

Students are allowed to bring devices on campus (laptops, tablets) **once the classroom teacher has given APPROVAL.** **Cell phones are not allowed at school.**

**\*At no time should students be on social media while using devices on campus.**



**CHERYL’S KITCHEN**

The breakfast and lunch program have been outsourced to Ms. Cheryl Ford and her team. All matters dealing with breakfast, lunch and snacks should be addressed in the kitchen. Breakfast is served from 7:00 a.m. – 8:15 a.m. at a cost of **\$3.00**. Tuna, sausage, mackerel, corned beef, grits and pancakes are on the menu. Eggs are available upon request. **Parents are allowed to purchase breakfast from the kitchen.** Lunch orders are taken during the homeroom period.

**Students who arrive late and wish to order lunch should proceed to the kitchen to place their orders.**



**FEBRUARY LUNCH MENU**

Monday	Tuesday	Wednesday	Thursday	Friday
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
Cheeseburger or Hotdog & Fries	Spaghetti & Meat Sauce	Chicken & Fries	Curry Chicken, White Rice & Veg.	PIZZA
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
Cheeseburger or Hotdog & Fries	Chicken Fettuccine	FUN DAY	Staff Professional Day No School	Mid-Term Break
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
Mid-Term Break	BBQ Ribs, Peas and Rice & Veg.	Chicken & Fries	Curry Chicken, White Rice & Veg.	PIZZA

\*Some of the other lunch items are as follows:

- Hot Lunch** \$5.00
- Pizza** \$3.00 (per slice)
- Tuna Roll/Hot Dog** \$3.00
- Ham & Cheese Sandwich** \$3.00
- Turkey & Cheese Sandwich** \$3.00
- Green Salad** \$3.00 (Available upon request)
- Hot Pattie** \$3.00
- Cheesy Bread** \$2.50
- Assorted Fruits** \$1.00
- Beverages** (Prices Vary)

**FAST FOOD LUNCHES SUCH AS MCDONALD’S, WENDY’S, KENTUCKY FRIED CHICKEN, SUBWAY, BURGER KING AND THE LIKE ARE NOT ALLOWED ON THE SCHOOL’S CAMPUS.  
COOKED FOOD SHOULD NOT BE BROUGHT ONTO THE CAMPUS.**



## **BIRTHDAYS**

Parents should request permission from the classroom teacher to have cupcakes and/or party bags on the occasion of a child's birthday. Forms are available from the classroom teacher and the school's office. **A kind donation of a new storybook to the school's library or a monetary donation is requested of students choosing to celebrate their birthdays at school.**

**\*NO MASCOTS! NO BALLOONS!**



## **AFTER SCHOOL CARE**

After school care runs from 3:00 p.m.– 5:00 p.m., Monday – Thursday. The facilitators are Mrs. Chea ([tchea@cec.edu.bs](mailto:tchea@cec.edu.bs)) and Miss Philips ([sphilips@cec.edu.bs](mailto:sphilips@cec.edu.bs)). The cost is **\$10.00 per day**. After school care provides students with homework assistance for all subjects.

**Persons who are not engaged in an afternoon activity will automatically be placed in after care at 3:30 p.m. and charged the daily rate.**



## **CANS 4 KIDS**

Saint Thomas More School has teamed up with **Cans 4 Kids** Bahamas. We are asking all families to get on board by saving your aluminum cans to bring to school. Let us help to keep our Bahamas clean and teach our children about the need to reduce, reuse and recycle. Your donations of cans should be communicated to the classroom teacher. Thank you for your support of this initiative.



## **OFFICE HOURS**

Office hours are from 8:00 a.m. to 4:00 p.m., Monday through Friday. Students should be collected **no later than 15 minutes** after dismissal unless they are engaged in a supervised after school activity. Please pick up students on time.



## **IMPORTANT DATES TO REMEMBER**

### **FEBRUARY**

#### **LOVE**

- 12 Staff Meeting/Professional Development; 3:00 p.m.
- 13 Grade One Entrance Exam; 8:30 a.m.
- 14 Kindergarten Entrance Exam; 8:30 a.m.
- 14 Mass at 9:00 a.m. (Church)
- 14 Valentine's Day Dress up; \$2.00; (Red, White or Pink)  
(Valentine items will be on sale.)
- 19 FUN DAY
- 20 Staff Professional Day  
(No School for Students)
- 21-24 MID-TERM BREAK
- 25 School resumes at 8:30 a.m.

### **MARCH**

#### **FAIRNESS**

- 3 First Day of Third Term  
School fees are due: (\$1,202.00)
- 5 ASH WEDNESDAY (Beginning of Lent)
- 10 Commonwealth Day
- 12 Staff Meeting/Professional Development; 3:00 p.m.
- 14 Mass at 9:00 a.m.
- 19 Progress Report Distribution; 1:30 p.m. – 3:30 p.m.
- 26 Saint Thomas More School Inter-House Competition  
Old Thomas A. Robinson Stadium (Grades 1 – 6)

