



# St Thomas of Canterbury School Newsletter

Week ending Friday 10<sup>th</sup> January 2025

Dear Parents and Carers,

Happy New Year! I hope that you had a wonderful Christmas.

Thank you all for your patience and understanding this week as we have tried to cope with this extreme weather. We needed to use our whole supply of grit in order to make the site safe for the children to return on Tuesday. I would like to say a big thank you to Mr Howe who brought us some more on Wednesday.

As we start this new calendar year, it seems a good time to remind everyone about the school's expectations around uniform and attendance and punctuality.

Attendance and punctuality are something that the DFE, our LEA and our school take very seriously as persistent absence and lateness can seriously impact both on a child's academic performance and their mental health. The school day for KS1 and KS2 begins at 8.45, when the whistle is blown and the children gather together as a key stage to say and sign their morning prayer. As this is the formal start of the school day, the KS1/Reception gate and the KS2 side gate are closed at 8.45. The main school gate is closed at 8.55 to allow children who start their day in The Hive (our IR) access to school as they often enter through the office. Any child who arrives after 8.45 but before the main gate is shut at 8.55 will be classed as late for registration. Entry to school after 8.55 but before 9.30 is classed as late after registration has closed. Any latecomers after 9.30 are classed as having an unauthorised absence. This is in line with the LEA and National guidance.

## Uniform

- White or red embroidered polo shirt
  - Red embroidered school sweater (round neck) or cardigan
  - Red gingham dress
  - Black trousers, black skirt or black pinafore dress
  - In warm weather, black formal shorts, just above the knee, may be worn.
  - Black leather fitted school shoes
  - White or black socks or black tights
- PE Kit
  - Black shorts
  - White or red embroidered round neck t-shirt
  - Black jogging bottoms
  - Grey embroidered hoodie
  - Trainers for games

One stud earring may be worn in each ear as long as this can easily be removed by the child for PE but no other jewellery. Makeup, including nail varnish, may not be worn.

Children may wear a watch for school if they wish.

Children may not have lettering, lines or other designs in their hair. We also ask that, for health and safety reasons, long hair is tied back.

It is the responsibility of every member of staff to ensure that all children are wearing the correct uniform. If a child is not wearing the correct school uniform, the school will take the following steps to resolve this:

1. Talk to the child to find out why they are not wearing it. Inform the learning mentor who will give the child a uniform reminder letter to pass on to parents.
2. Talk to the parents to explore the issue (it could be related to financial or other difficulties at home).
3. Consider whether the family may need further support.
4. Send a formal warning letter to parents.
5. If all of the above attempts fail, the Headteacher would have no choice but to exclude the child until such time as they can attend school wearing the correct uniform. It is unlikely that this stage would ever be reached.

This should all be done with respect and compassion towards the child and the family.

## PE Days

Children who have PE before lunch should come to school wearing the correct PE kit, with their correct school uniform (including school shoes) to change into, and vice versa for children who have PE after lunch.

Please do not hesitate to contact school if you have any questions around these expectations.

Have a lovely weekend everyone - keep warm!

God bless

Mrs Clements

## School Calendar

**Tues 14<sup>th</sup> Jan** – Year 4 Swimming Lesson

**Tues 21<sup>st</sup> Jan** – Year 4&6 Swimming Lesson

**Fri 24<sup>th</sup> Jan** – 09:00 Year 3 Class Assembly

**Tues 28<sup>th</sup> Jan** – Year 4&6 Swimming Lesson

**Tues 4<sup>th</sup> Feb** – Year 4 &6 Swimming Lesson

**Fri 7<sup>th</sup> Feb** – School Disco

**Tues 11<sup>th</sup> Feb** – Year 5 &6 Swimming Lesson

**Tues 11<sup>th</sup> Feb** – Internet Safety day

**Monday 17<sup>th</sup> – Friday 21<sup>st</sup> February**

### February Half Term

**Mon 24<sup>th</sup> Feb** - Inset Day (No pupils in school)

**Tues 25<sup>th</sup> Feb** – Pupils return to school

**Tues 25<sup>th</sup> Feb** - Year 5 Swimming Lesson

**Fri 28<sup>th</sup> Feb** – 09:00 Year 2 Class Assembly

**Tues 4<sup>th</sup> Mar** – Year 5 Swimming Lesson

**Thurs 6<sup>th</sup> Mar** – World Book Day

**Fri 7<sup>th</sup> Mar** – Book Fair

**Tues 11<sup>th</sup> Mar** – Year 5 Swimming Lesson

**Tues 13<sup>th</sup> Mar** - 15:30 – 17:45 Parents Evening

**Tues 18<sup>th</sup> Mar** - 15:30 – 17:45 Parents Evening

**Tues 18<sup>th</sup> Mar** – Year 5 Swimming Lesson

**Fri 21<sup>st</sup> Mar** – 09:00 Year 1 Class Assembly

**Monday 31<sup>st</sup> – Friday 11<sup>th</sup> April**

### Easter Holidays

**Mon 14<sup>th</sup> April** – Pupils return to school

**Thurs 17<sup>th</sup> April** – Easter Egg Decorating Competition

**Fri 18<sup>th</sup> April** – Good Friday (No pupils in school)

**Mon 21<sup>st</sup> April** – Easter Monday (No pupils in school)

**Fri 2<sup>nd</sup> May** – 09:00 Reception Class Assembly

**Mon 5<sup>th</sup> May** – Mayday Bank Holiday (No pupils in school)

**Fri 9<sup>th</sup> May**- Year 3 trip to Creswell Crags

**Mon 12<sup>th</sup> – Thurs 15<sup>th</sup> May** – **SATS Week**

**Fri 16<sup>th</sup> May** – School Disco

**Weds 21<sup>st</sup> – Fri 23<sup>rd</sup> May** – **Year 6 Residential**

**Monday 26<sup>th</sup> – Friday 30<sup>th</sup> May**

### Spring Bank Half Term

**Mon 2<sup>nd</sup> June** – Pupils return to school

**Sun 8<sup>th</sup> Jun** – Summer Fair

**Mon 16<sup>th</sup> June** – Class Photos

**Weds 18<sup>th</sup> – Fri 20<sup>th</sup> June** – Year 5 Residential

**Mon 23<sup>rd</sup> June**- 14:15 Y3 & Y6 Open Afternoon

**Tues 24<sup>th</sup> June** – 14:15 Y2 & Y4 Open Afternoon

**Weds 25<sup>th</sup> June** - 14:15 Y1 & Y5 Open Afternoon

**Weds 16<sup>th</sup> July** – Pre-School Family Fun Day (Pre-school closed)

**Fri 18<sup>th</sup> July** – Whole School Sports day at EIS

**Tues 22<sup>nd</sup> July** – Last day of School Year

**Tues 22<sup>nd</sup> July** – 14:30 Year 6 Leaver's Assembly

**Weds 23<sup>rd</sup> July** – Inset Day (No pupils in school)

### Free School Meal Eligibility

We have seen an unprecedented rise in FSM eligibility in schools across Sheffield in the last few years.

As the school will receive additional funding based on the number of children who receive FSMs, not only will your child receive a free school milk and free school milk but also financial support towards school trips in the future. With this in mind we want to make sure that our parents are aware of how to check their eligibility.

**Even if you don't think you are eligible, it is worth your while to check.**

You can check your eligibility online by following this link:

<https://www.sheffield.gov.uk/utilities/form/schools-and-childcare/free-school-meals-start>

### Spring Term PE Days

Reception	Friday AM
Year 1	Monday PM & Friday AM
Year 2	Monday PM & Thursday AM
Year 3	Tuesday AM & Thursday PM
Year 4	Tuesday AM* & Thursday PM
Year 5	Tuesday PM* & Thursday AM
Year 6	Monday AM & Thursday AM

AM - children come to school in their PE kit and bring their uniform to change into.

PM - children should come dressed in their uniform, with their PE kit to change into.

**\*Swimming lessons will replace PE lessons on applicable days (see school calendar for dates).**

### Whole School Attendance

Class	Last Week	This Week
Year 1	89.6%	98.9%
Year 2	96.9%	98.9%
Year 3	88.9%	94.4%
Year 4	87.9%	96.5%
Year 5	93%	98.6%
Year 6	93.7%	95.1%

# CALENDAR OF EVENTS 2025



7  
FEB

SCHOOL DISCO  
6-7.30PM



17  
APR



EASTER EGG  
COMPETITION

16  
MAY

SCHOOL DISCO  
6-7.30PM



8  
JUN



SUMMER FAIR  
2-5PM



MONTHLY

FRIENDS CASH DRAW  
WIN £50 A MONTH



*Friends of St Thomas*

*All of these events raise money to support our school. Please get in touch if you would like to help and volunteer and help at any of the above dates.*



developing  
lifelong  
learners



30 hour  
places available  
(subject to eligibility)  
plus a wrap around  
service

## ST THOMAS OF CANTERBURY SCHOOL A CATHOLIC VOLUNTARY ACADEMY

# Pre-School

Places still available for September 2025 for 3- and 4-year old's



**Children benefit from access to an extensive outdoor learning environment which is zoned to reflect the areas of learning within the early year's curriculum.**

St Thomas of Canterbury Pre-school is for 3 and 4-year-old children. This newly established and purposeful environment provides a stepping stone into developing sky skills that will make children confident learners in preparation for starting school. We value the importance of learning being exciting, new and innovative, creating opportunities for children that will inspire them to be lifelong learners.

Phonics and numbers are taught through adult led sessions. By the end of Pre-school, we hope children will be secure in their knowledge of numbers to 5 and their initial sounds.

For information about session times, application forms and our nursery admission policy, please visit the school website at [www.st-tc.co.uk/our-nursery](http://www.st-tc.co.uk/our-nursery)

**Our outdoor space with a growing garden, extensive woodland, a mud kitchen, a giant sandpit with climbing equipment and a play house.**



## CONTACT US

Tel: 0114 2745597

Email: [enquiries@st-tc.co.uk](mailto:enquiries@st-tc.co.uk) | Web: [www.st-tc.co.uk](http://www.st-tc.co.uk)

Class blog: <https://stthomasofcantpreschool.wordpress.com>

St Thomas of Canterbury School, A Catholic Voluntary Academy, Chancet Wood Drive, Sheffield, S8 7TR

excellence  
for all  
children





## A Safeguarding Policy Front Sheet

**Name of Education Setting: St Thomas of Canterbury School Academic Year 2024 - 2025**

We all have a statutory duty to **"safeguard and promote the welfare of children"**, ([\*Working together to safeguard children, DfE 2015, page 5\*](#))

If you have any concerns about the health and safety of a child or young person at this education setting or feel that something may be troubling them, you should share this information with an appropriate member of staff straight away.

Some issues such as a child's appearance, hygiene, general behaviour, can be shared with any teacher or member of support staff in this setting. Do not worry about reporting small matters – we would rather that you tell us things which turn out to be small than miss a worrying situation.

**However, if you think that a child, a young person or an adult who cares for them has been or might be harmed, please talk to one of the people below immediately.**

**You can ask any member of staff to find them and ask them to speak to you straight away about a confidential and urgent matter.**

### The people you can talk to are:



#### **Our Designated Safeguarding Lead is:**

Name: Mrs L Clements

Their office is located next to the school office.

Their tel. no / mobile no is 01142745597



#### **Our Designated Safeguarding Deputy for under 5's is:**

Name: Mrs R Hanson

Their office is located next to the school office.

Their tel. no / mobile no is 01142745597



#### **Our Designated Safeguarding Deputy is:**

Name: Ms D Swain

Their office is located next to the school office.

Their tel. no / mobile no is 01142745597



#### **Our Designated Safeguarding Deputy is:**

Name: Mr M Richardson

Their office is located next to the school office.

Their tel. no / mobile no is 01142745597

An allegation or disclosure involving someone working with children in a paid or unpaid capacity **must** be reported directly to the Head Teacher, Principal or Senior Manager, unless it involves them and then it should be reported directly to the Chair of the Governing Body or Management Committee.



## Penalty Notice Fines for School Attendance are Changing!

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for term time leave taken and irregular attendance.

### Per Parent, Per Child

Penalty Notice Fines will now be issued to each parent, for each child that was absent.

For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

### First Offence

The first time a Penalty Notice is issued (after 19<sup>th</sup> August) for Term Time Leave or Irregular Attendance this will be considered the first offence, and the amount will be:

£160 per parent, per child paid within 28 days.

Reduced to £80 per parent, per child if paid within 21 days.

### 5 consecutive days of term time leave

Penalty Notice Fines will be issued for Term Time Leave of 5 or more consecutive days. Where there is 4 days of absence during a week where there is also a training day, a penalty notice may still be issued.

### 10 sessions of unauthorised absence in a 10-week period

Penalty Notice Fines can also be considered when there have been 10 sessions of unauthorised absence in a 10-week period.

### Second Offence (within 3 years)

The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:

£160 per parent, per child paid within 28 days.

### Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be up to £2500 per parent, per child.

Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate.