



St Thomas of Canterbury School Newsletter

Week ending Friday 5th September 2025

Dear Parents and Carers,

As ever, it has been lovely seeing you all this week. I can't believe how much the children have grown over the summer!

Thank you for your patience while our building work takes place, particularly those of you with children in Reception, Y1 and Y2 who have been disrupted most. So far, everything is on track and should, God willing, be completed by half term. Once it's finished, Y1 and Y2 will have better cloakroom facilities and learning spaces and Y1 will have a much larger, better shaped classroom which is not used as a corridor to Y2. It will be worth it!

We have started this new school year by reminding the children about our values of ready, respectful and safe and what these look like. These values form the foundation of our behaviour policy which can be found on our website or using this link https://www.st-tc.co.uk/images/Behaviour_Policy_2024.pdf. We are really proud of our children and their behaviour and want to ensure they continue to be the excellent role models that they are.

A few important reminders

In the letter sent out on Monday, I reminded you of our expectations around uniform and that black PE slippers could be worn inside. These slippers are for the children to change into to keep school clean and tidy if they have played on the school field or grassy areas. Children without these are not able to play in these areas.

As we start this new school year, I would like to remind you that children should have healthy snacks for break times, for example fruit, breadsticks etc. Children are not allowed sweets and crisps at break time. Thank you for your support with this.

One of our parents is running the Great North Run in September to raise money for SUDC UK, Sudden Unexplained Death in Childhood. Please follow the below link to find out more and make a donation: <https://shorturl.at/FlGy>

Have a lovely weekend. I think the rain might even keep away tomorrow.

God bless

Mrs Clements

School Calendar

Fri 12th Sept – Y6 Sponsored walk to St Luke's

Mon 15th Sept 16:00 – Bookings open for Autumn 2 Breakfast & Afterschool club bookings

Weds 17th Sept 18:00 – Year 6 Parents End of Key Stage Tests Information Evening

Fri 26th Sept 09:00 – Reception Class Assembly (Parents/carers invited to attend)

Mon 29th Sept 14:15 – Year 3 & 6 Open Afternoon

Tues 30th Sept 14:15 – Year 2 & 4 Open Afternoon

30th Sept – 3rd Oct – Book Fair

Weds 1st Oct 14:15 – Year 1 & 5 Open Afternoon

Weds 8th Oct – Individual & Sibling photos

Fri 17th Oct 09:00 – Year 6 Class Assembly

Fri 17th Oct – School Disco

Tues 21st Oct 16:30 – Reception 2026 Prospective Parent open afternoon

Weds 22nd Oct 13:30 – Reception 2026 Prospective Parent open afternoon

Mon 27th – Friday 31st October **Half Term break**

Mon 3rd Nov – Pupils return to school

Thurs 6th Nov 15:30 – Reception Parents Phonics Meeting

Mon 10th Nov 16:00 – Bookings open for Spring 1 Breakfast & Afterschool club bookings

Fri 14th Nov 09:00 – Year 5 Class Assembly

Thurs 20th Nov 15:45-17:45 – Y1-Y6 Parents evening

Tues 25th Nov 15:45-17:45 – Y1-Y6 Parents evening

Fri 28th Nov 09:00 – Year 4 Class Assembly

Fri 28th Nov – Own Clothes Day for Winter Warmer Raffle Prizes

Fri 19th Dec – Finish at 12pm

Mon 22nd December – Fri 2nd January

Christmas Break

Mon 5th Jan – Pupils return to school

Tues 6th Jan – Y4 Swimming lesson

Mon 12th Jan 16:00 – Bookings open for Spring 2 Breakfast & Afterschool club bookings

Tues 13th Jan – Y4 Swimming lesson

Tues 20th Jan – Y4 Swimming lesson

Tues 27th Jan – Y4 Swimming lesson

Tues 3rd Feb – Y4 Swimming lesson

Tues 10th Feb – Y5 & Y6 Swimming lesson

Mon 23rd Feb – Inset day (No pupils in school)

Tues 24th Feb – Pupils return to school

Tues 24th Feb - Y5 & Y6 Swimming lesson

Mon 2nd March 16:00 – Bookings open for Summer 1 Breakfast & Afterschool club bookings

Tues 3rd March - Y5 & Y6 Swimming lesson

Tues 10th March - Y5 & Y6 Swimming lesson

Tues 17th March - Y5 & Y6 Swimming lesson

Fri 3rd April – Good Friday Bank Holiday (Pupils not in school)

Mon 6th April – Fri 17th April

Easter Break

Mon 20th April – Pupils return to school

Mon 27th April 16:00 – Bookings open for Summer 2 Breakfast & Afterschool club bookings

Mon 4th May – May bank holiday (No pupils in school)

Mon 25th May – Fri 29th May

Half term break

Mon 1st June – Pupils return to school

Mon 15th June – Class Photos

Mon 29th June 16:00 – Bookings open for Autumn 1 Breakfast & Afterschool club bookings

Mon 20th July – Inset day (No pupils in school)

Tues 21st July - Inset day (No pupils in school)

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.

Due to the weather, if children are wanting to play football/sports on the field, they must bring change of shoes.

Medication

We are not able to administer non-prescribed medication. Any medication required during the school day must be in its original packaging with prescription label. Medication request forms are available from the school office. More information can be found in our policy here: http://www.st-tc.co.uk/images/First_aid_policy_2023.pdf

Individual and sibling photos

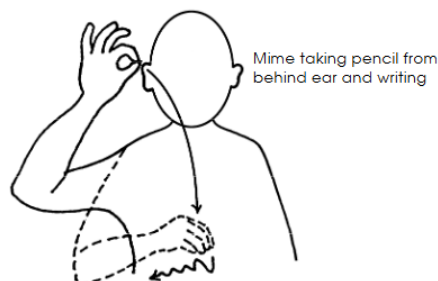
We will be having our individual and sibling photos on Wednesday 8th October. If you would like your children to have a sibling photo (including any non-school siblings), please bring them to the school office between 8am-8:30am. **We will not be taking any sibling photos during the school day, therefore if you do not bring your children to the before school session, they will not have a sibling photo.**

Makaton Sign of the Week

This week's sign is **Pencil**.

Please click this link to see how it is done!

<https://youtu.be/IUJKJwOyttM>



Spring Term PE Days

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

***Reception, Year 1, and Year 2 children will not be getting changed for PE in school. Instead, on their PE days, children should come to school wearing their PE kit for the day and will not need to bring in a change of clothes**

September (22 Days)						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October (18 Days)						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November (20 Days)						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December (15 Days)						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January (20 days)						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February (15 days)						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March (20 days)						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April (14 Days)						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May (15 Days)						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June (22 Days)						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July (14 Days)						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Bank Holiday	Autumn 1	Monday 1 st September 2025	to	Friday 24 th October 2025	40 days
	Autumn 2	Monday 3 rd November 2025	to	Friday 19 th December 2025	35 days
School Holiday	Spring 1	Monday 5 th January 2026	to	Friday 13 th February 2026	30 days
	Spring 2	Monday 23 rd February 2026	to	Thursday 2 nd April 2026	29 days
Staff Training	Summer 1	Monday 20 th April 2026	to	Friday 22 nd May 2026	24 days
	Summer 2	Monday 1 st June 2026	to	Tuesday 21 st July 2026	37 days



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 or the Deputy Head Teacher and then it should be reported directly to the Chair of the Governing Body or Management Committee.



The Safeguarding Children Team in your setting includes:

Head of School/ Executive Head: responsible for implementing policies & procedures, allocating resources to the safeguarding team & addressing staff safeguarding concerns.

Name: Mrs L Clements (Headteacher)

Tel no: 01142745597

Designated Safeguarding Lead (DSL): a member of senior leadership team responsible for addressing safeguarding issues, providing advice & support and liaising with the local authority & other agencies.

Name: Mrs L Clements (Headteacher)

Tel no: 01142745597

Designated Safeguarding Deputy (DSD): a teacher or support worker (not admin or finance worker) who works with and covers for the DSL role above.

Name: Ms D Swain

Tel no: 01142745597

Name: Mr M Richardson

Tel no: 01142745597

Name: Mrs R Hanson

Tel no: 01142745597

Special Educational Needs Coordinator (SENCo): provides advice, liaison & support for staff & agencies working with pupils with special education needs & disabilities and their families

Name: Miss L McKay

Tel no: 01142745597

Learning Mentor (or equivalent): supports pupils to reach their full potential by addressing their behaviour, attendance, achievement, timekeeping, homework and some safeguarding issues

Name: Ms D Swain

Tel no: 01142745597

Looked After Children (LAC) Designated Teacher: promotes the educational achievement of 'looked after' children and young people by helping staff understand issues that affect how they learn and achieve

Name: Miss L McKay

Tel no: 01142745597

E-Safety Coordinator: develops and maintains an e-safe culture within a setting

Name: Mr M Richardson

Tel no: 01142745597

Child Sexual Exploitation (CSE) Lead: develops and maintains policies & staff awareness of CSE, the Sheffield Safeguarding Children Board responsibilities and the Sexual Exploitation Service key priorities

Name: Mrs L Clements

Tel no: 01142745597

Your Safeguarding Children Team also links with the:

Safeguarding Governor: helps the Governing Body to have safeguarding policies & procedures in place, ensures they are followed and addresses general safeguarding issues that staff and parents raise

Name: Mrs B Popplewell

Email: b.popplewell@st-tc.co.uk

Tel no: 01142745597

Chair of Governors: addresses allegations of abuse made against the Head Teacher (and other members of staff when the Head Teacher is not available), liaises with the Local Authority; and works with the Head to ensure safe recruitment practices

Name: Mrs Judith Wilde

Email: chairofgovernors@st-tc.co.uk

Tel no: 01142745597

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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 key 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

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 | Web: 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

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children

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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.

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.

First Offence

The first time a Penalty Notice is issued (after 19th 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.

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.