



# St Thomas of Canterbury School Newsletter

Week ending Friday 5<sup>th</sup> December 2025

Dear Parents and Carers,

This first week of Advent has been such a lovely time in school. Year 4 have thoughtfully made each class their own wreath, and our special assemblies are now underway. In the midst of this busy season, Sunday's Gospel reminded us of what this time is truly about. As we prepare to celebrate Jesus's birth on Christmas Day, we are also called to be ready for his return.

It brought me back to the words shared by Year 4 last week: that every small act of kindness we offer is a way of making Jesus's presence known here on Earth. One of our school values is Ready. We often think of this as being ready to learn, ready to help, or ready to accept an apology. But this week's Gospel reminded me how deeply this value sits at the heart of who we are at St Thomas'. Through our kindness, compassion, and understanding, we are preparing ourselves—personally and as a community—for when Jesus comes again.

At the Local Academy Committee meeting on Tuesday, our Governors voted unanimously to support my proposal to adopt the mission statement: "Let all you do be done with love," based on 1 Corinthians 16:14. This simple statement captures the ethos we want to define our school. It reflects how we treat one another, serve our community, and prepare children to navigate the world with compassion, integrity, and purpose. Its simplicity makes it memorable for all: children can understand it, staff can apply it, and families can see it reflected in daily life.

This mission aligns closely with our values and behaviour policy. Teaching good behaviour—being clear about expectations, modelling them, and reinforcing them consistently—is an act of love. Even when correction is needed, it is offered with care to help children grow. By grounding our school in love, we provide a strong moral anchor for kindness, respect, patience, and responsibility.

We have also recently completed our four-yearly Catholic school inspection. While this was an intense process, it was both validating and uplifting. The inspectors highlighted what a wonderful, loving community our school is and how we live out Jesus's message to love one another every day. I will be proud to share the full inspection report with parents as soon as I am able to. This feedback serves as a wonderful affirmation of our new mission statement and the values we hold dear.

I am very much looking forward to seeing you at our Winter Warmer performances next week. The children's singing over the past fortnight has been beautiful, and I know they will help us open our hearts and become truly ready for Christmas. Year 6 will once again sing O Holy Night, a perfect reminder of the true meaning of the season.

Have a wonderful weekend.

God bless,  
Mrs Clements

## School Calendar

**Mon 8<sup>th</sup> Dec 14:00** – Winter Warmer Performance in School (Year 1 – Year 6)

**Tues 9<sup>th</sup> Dec** – Infant Christmas Dinner

**Weds 10<sup>th</sup> Dec** – Junior Christmas Dinner

**Weds 10<sup>th</sup> Dec** – Pre-school Cakes, Crafts & Carols

**Fri 12<sup>th</sup> Dec** – Whole School Christmas Jumper Day

**Fri 12<sup>th</sup> Dec 14:00** - Winter Warmer Performance in Church (Year 1 – Year 6)

**Mon 15<sup>th</sup> Dec 14:30** - Nativity Performance for Reception parents

**Tues 16<sup>th</sup> Dec 14:30** - Nativity Performance for Y1 parents

**Weds 17<sup>th</sup> Dec 14:30** - Nativity Performance for Y2 parents

**Fri 19<sup>th</sup> Dec – School finishes at 12pm**

**Mon 22<sup>nd</sup> December – Fri 2<sup>nd</sup> January**

## Christmas Break

**Mon 5<sup>th</sup> Jan** – Pupils return to school

**Tues 6<sup>th</sup> Jan** - Y4 Swimming lesson

**Mon 12<sup>th</sup> Jan 16:00** – Bookings open for Spring 2 Breakfast & Afterschool club bookings

**Tues 13<sup>th</sup> Jan** - Y4 Swimming lesson

**Tues 20<sup>th</sup> Jan** - Y4 Swimming lesson

**Fri 23<sup>rd</sup> Jan 09:00** – Year 3 Class Assembly

**Tues 20<sup>th</sup> Jan** - Y4 Swimming lesson

**Tues 27<sup>th</sup> Jan** - Y4 Swimming lesson

**Sat 31<sup>st</sup> Jan** – Friends of St Thomas Race night

**Tues 3<sup>rd</sup> Feb** - Y4 Swimming lesson

**Fri 6<sup>th</sup> Feb** – School Disco

**Tues 10<sup>th</sup> Feb** – Y5 & Y6 Swimming lesson

**Fri 13<sup>th</sup> Feb** – Non uniform day and bake sale for Children's Mental Health Week

**Mon 16<sup>th</sup> – Fri 20<sup>th</sup> February** Half Term break

**Mon 23<sup>rd</sup> Feb** – Inset day (No pupils in school)

**Tues 24<sup>th</sup> Feb** – Pupils return to school

**Tues 24<sup>th</sup> Feb** - Y5 & Y6 Swimming lesson

**Mon 2<sup>nd</sup> March 16:00** – Bookings open for Summer 1 Breakfast & Afterschool club bookings

**Tues 3<sup>rd</sup> March** - Y5 & Y6 Swimming lesson

**Thurs 5<sup>th</sup> March** – World Book Day

**Tues 10<sup>th</sup> March** - Y5 & Y6 Swimming lesson

**Thurs 12<sup>th</sup> March 15:45-17:45** – Y1-Y6 Parents evening

**Tues 17<sup>th</sup> March** - Y5 & Y6 Swimming lesson

**Tues 17<sup>th</sup> March 15:45-17:45** – Y1-Y6 Parents evening

**Weds 1<sup>st</sup> April** – Pre-school Easter Egg Hunt

**Thurs 2<sup>nd</sup> April** – Whole School Easter Hat Decorating Competition

**Fri 3<sup>rd</sup> April** – Good Friday Bank Holiday (Pupils not in school)

**Mon 6<sup>th</sup> April – Fri 17<sup>th</sup> April**  
**Easter Break**

**Mon 20<sup>th</sup> April** – Pupils return to school

**Mon 27<sup>th</sup> April 16:00** – Bookings open for Summer 2 Breakfast & Afterschool club bookings

**Fri 1<sup>st</sup> May 09:00** – Reception Class Assembly

**Mon 4<sup>th</sup> May** – May bank holiday (No pupils in school)

**Mon 11<sup>th</sup> – Thurs 14<sup>th</sup> May** – **SATS Week**

**Fri 15<sup>th</sup> May** – Year 3 trip to Creswell Crags

**Fri 15<sup>th</sup> May** – School Disco

**Weds 20<sup>th</sup> – Fri 22<sup>nd</sup> May** – Year 6 Residential

**Mon 25<sup>th</sup> May – Fri 29<sup>th</sup> May**  
**Half term break**

**Mon 1<sup>st</sup> June** – Pupils return to school

**Weds 3<sup>rd</sup> June** – Non uniform day – bottle donation for summer Fair

**Weds 10<sup>th</sup> June** – Y6 Crucial Crew visit

**Sunday 14<sup>th</sup> June** – Summer Fair

**Mon 15<sup>th</sup> June** – Class Photos

**Tues 16<sup>th</sup> June** – Year 1 & 2 Trip to Butterfly House

**Weds 24<sup>th</sup> – Fri 26<sup>th</sup> June** – Year 5 Residential

**Mon 29<sup>th</sup> June 16:00** – Bookings open for Autumn 1 Breakfast & Afterschool club bookings

**Mon 29<sup>th</sup> June 14:15** – Year 3 & 6 Open Afternoon

**Tues 30<sup>th</sup> June 14:15** – Year 2 & 4 Open Afternoon

**Weds 1<sup>st</sup> July 14:15** – Year 1 & 5 Open Afternoon

**Mon 6<sup>th</sup> July** – Whole School Sports Day at EIS

**Weds 8<sup>th</sup> July** – Reception Class Trip to Cleethorpes

**Weds 8<sup>th</sup> July 19:00** – Year 6 End of Year Show at Meadowhead School

**Weds 15<sup>th</sup> July** – Pre-school Family Fun Day (Pre-school closed)

**Mon 20<sup>th</sup> July** – Inset day (No pupils in school)

**Tues 21<sup>st</sup> July** - Inset day (No pupils in school)

### **Parking around school**

We have been contacted multiple times recently regarding cars that are parking illegally near school. This can be dangerous and could cause an accident.

As a school we send out reminders to our parents and carers regarding inconsiderate and dangerous parking. We also forward complaints to our contact at the local parking enforcement team. They will be doing spot checks and will give out fines to anyone parking illegally.

The following are examples of incorrect parking that can be reported to the enforcement team:

- parking on yellow lines, including adjacent to footways and verges
  - stopping on zig zag lines by a crossing or outside a school
  - using a disabled bay without a valid Blue Badge
- double parking
- dropped kerb access – in front of driveways

If you see a car that is causing danger to other road users or pedestrians then please use this link to report them.

<https://www.sheffield.gov.uk/parking/report-incorrectly-parked-vehicle>

### **RuggerEds Christmas Holiday Camp**

Please see the attached poster, Code RuggerFamily will get families 10% discount!

### **Swim England National Winter Championships- £1 family swim sessions and FREE tickets**

In celebration of Sheffield hosting the Swim England National Winter Championships, working alongside Swim England, Places Leisure, Everyone Active and Zest are providing £1 swimming at a range of venues across the city.

General Family swim session – ‘open session for all families to attend’

#### **Sunday 14th December**

Graves Tennis and Leisure Centre - 13:00-14:00

Concord Sports Centre - 15:00-15:45

Springs Leisure Centre - 13:15-14:00

#### **Friday 19th December**

Zest Centre – 19:00-19:45

#### **Sunday 14th December**

Zest Centre – 10:00-10:45 and 11:00-11:45

We are also able to offer FREE tickets to go to watch the event.

<https://tinyurl.com/vxb24k5v>

### **Ordering milk for Spring term**

Milk is now available to book on Parentpay for Spring Term 2025.

### **Christmas Jumper Day**

Friday 12th December will be our Christmas Jumper Day. We invite children to come to school in a Christmas Jumper or festive clothing. Children are welcome to wear own clothes with their festive item.

### **Labelling uniform**

We have a growing amount of unlabelled lost property in school. Please ensure all of your child’s uniform is labelled permanently with their name including their coat and any bags.

### **Sheffield Parent Hub classes**

Please see the attached letter with information about upcoming courses that Sheffield Parent Hub.

## 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.

## 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 FSM and free school milk but also financial support towards school trips.

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.**

<https://shorturl.at/x3ess>

## Absence due to illness

After a review with our Attendance Worker from Sheffield City Council, it has been brought to our attention that, although our overall attendance figures are very good, many of our absences are for 'low level illness' such as coughs and colds.

Going forward, if you call school or leave a voicemail to report your child's absence, we ask that you please explain the illness your child has and the symptoms they are showing. As part of our duty of care, we need this information to both safeguard staff and other children from any possible exposure to infections, and also to confirm how long your child should be absent. For example, if your child has sickness and/or diarrhoea, they need to be absent for 48 hours after the last bout of illness. On some occasions, it might be that, through our conversation, we advise that your child is actually well enough to attend school. Often, children feel much better once they are with their friends and engaged in their learning.

If you are unsure if your child is well enough to be in school, please refer to the below NHS guidance:

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

As part of our duty of care, we will be carrying out a 'spot check' home visit to some families if their child is off sick. This is to see how we can support in enabling children to return to school.

## Christmas Dinners next week

As a reminder, Reception, Year 1 & Year 2 will be having their Christmas dinner of Tuesday 9<sup>th</sup> December, children in Year 3-6 will need to bring a packed lunch, unless they are entitled to free school meals, these children can order a cheese sandwich on this day.

Year 3-6 will be having their Christmas dinner on Wednesday 10<sup>th</sup> December, children in Reception, Year 1 & 2 can order a cheese sandwich on this day.

## Autumn 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.

## Makaton Countdown to Christmas

20 sleeps to go

Today, we have Solo Choir performing **Christmas Is All Around Us.**

[https://youtu.be/fO\\_fqctBfPY](https://youtu.be/fO_fqctBfPY)

## Golden Broom Winner

Each week, our caretaker chooses a class to win the Golden broom for having the tidiest cloakroom.

This week's winners are

# Year 1

## Whole School Attendance

| Class  | Last Week | This Week |
|--------|-----------|-----------|
| Year 1 | 84.1%     | 92.4%     |
| Year 2 | 81.6%     | 88.5%     |
| Year 3 | 96.5%     | 93.2%     |
| Year 4 | 91.4%     | 91.1%     |
| Year 5 | 96.8%     | 93.9%     |
| Year 6 | 95.7%     | 91.1%     |



# Winter Warmer Raffle

How it works: Each class has a class colour which is below. On the own clothes day, 28th November, we will be collecting any gift donations in the colour of your child's class colour. If you can't think of anything in your class colour you could wrap it up in that colour! The Winter Warmer class hampers will then be raffled off to raise funds for the school. All donations welcome from chocolate coins, books, a toy, snacks, candles, drinks and everything else in-between!

To win a hamper visit Parent Pay for raffle tickets.

Don't forget you can buy raffle tickets for friends and family!

**Raffle tickets are £1 each**

Donations 28th November

The draw will take place on Monday 8th December during the Winter Warmer

## Christmas own clothes day

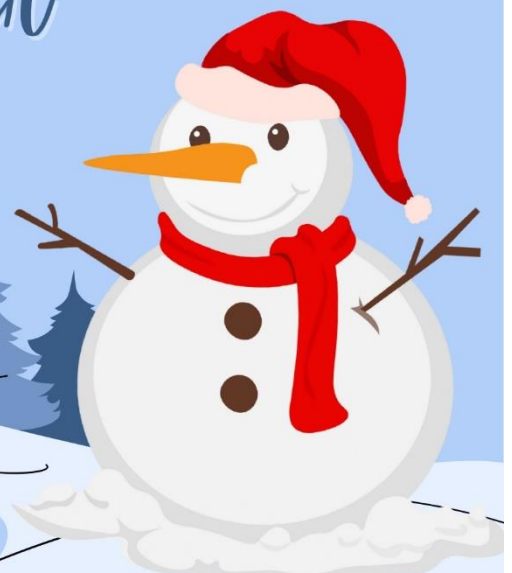
Friday 28th November

## Winter Warmer

Monday 8th December

**NURSERY = RAINBOW**  
**RECEPTION = WHITE**  
**YEAR 1 = GREEN**  
**YEAR 2 = RED**  
**YEAR 3 = PURPLE**  
**YEAR 4 = BLUE**  
**YEAR 5 = SILVER**  
**YEAR 6 = GOLD**

Thank you from the  
Friends of St Thomas.





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



## A Safeguarding Policy Front Sheet

**Name of Education Setting: St Thomas of Canterbury School Academic Year 2025 - 2026**

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.



## The Safeguarding Children Team in your setting includes:

**Headteacher** : 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](mailto:b.popplewell@st-tc.co.uk)

Tel no: 01142745597

**Chair of Governors**: addresses allegations of abuse made against the Head Teacher or deputy headteacher (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 Molly Baxter

Email: [chairofgovernors@st-tc.co.uk](mailto:chairofgovernors@st-tc.co.uk)

Tel no: 01142745597

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



# Sheffield Every School day matters!

enjoy • learn • achieve

sheffield.gov.uk/schoolmatters

## 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.