



# St Thomas of Canterbury School Newsletter

Week ending Friday 12<sup>th</sup> September 2025

Dear Parents and Carers,

It has been a busy week in school with each class setting in to their new routines and focusing on their learning. This year, we are working on improving handwriting throughout the school and we really hope that you will notice the difference in your children's books when you come to the open afternoons this year.

We have thought this week about Jesus's message in the Gospel which was to make sure you have prepared well for eternal life by following the Gospel teachings while on Earth. The children know our values of ready, respectful and safe very well and always use these as a guide to follow in the footsteps of Jesus. This is part of what makes our school such a special place for all of us.

Last week, I included a reminder about inside black PE slippers. As the weather is getting wetter and cooler, it is essential that children have these to change into after break and lunch times if they want to access the grassed areas in the playgrounds. We are trying to keep the carpets clean and the school smart.

I also ask that children only bring healthy snacks for break times. There is a national focus on tooth hygiene which we are obliged to be part of. Staff will be following up on this with children in the coming week. Thank you for your support.

Have a lovely weekend everyone.

God bless

Mrs Clements



## School Calendar

**Mon 15<sup>th</sup> Sept 16:00** – Bookings open for Autumn 2 Breakfast & Afterschool club bookings

**Weds 24<sup>th</sup> Sept 18:00** – Year 6 Parents End of Key Stage Tests Information Evening

**Fri 26<sup>th</sup> Sept 09:00** - Reception Welcome Assembly (Parents/carers invited to attend)

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

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

**30<sup>th</sup> Sept – 3<sup>rd</sup> Oct** – Book Fair

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

**Thurs 2<sup>nd</sup> Oct 15:30** - Reception Parents Phonics Meeting

**Sun 5<sup>th</sup> Oct 09:15** – Family Mass at Our Lady St Thomas

**Weds 8<sup>th</sup> Oct** – Individual & Sibling photos

**Fri 17<sup>th</sup> Oct 09:00** – Year 6 Class Assembly

**Fri 17<sup>th</sup> Oct** – School Disco

**Tues 21<sup>st</sup> Oct 16:30** – Reception 2026 Prospective Parent open afternoon

**Weds 22<sup>nd</sup> Oct 13:30** – Reception 2026 Prospective Parent open afternoon

**Thurs 23<sup>rd</sup> Oct 15:15-15:45** - Y1 Parents Phonics Meeting

## Mon 27<sup>th</sup> – Friday 31<sup>st</sup> October

### Half Term break

**Mon 3<sup>rd</sup> Nov** – Pupils return to school

**Mon 10<sup>th</sup> Nov 16:00** – Bookings open for Spring 1 Breakfast & Afterschool club bookings

**Fri 14<sup>th</sup> Nov 09:00** – Year 5 Class Assembly

**Thurs 20<sup>th</sup> Nov 15:45-17:45** – Y1-Y6 Parents evening

**Sun 23<sup>rd</sup> Nov** – Family Mass for Christ the King at Our Lady St Thomas

**Tues 25<sup>th</sup> Nov 15:45-17:45** – Y1-Y6 Parents evening

**Fri 28<sup>th</sup> Nov 09:00** – Year 4 Class Assembly

**Fri 28<sup>th</sup> Nov** – Own Clothes Day for Winter Warmer

Raffle Prizes

**Thurs 4<sup>th</sup> Dec** – Pupil Flu Vaccinations

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

**Weds 15<sup>th</sup> Dec 14:30** - Nativity Performance for Y2 parents

**Fri 19<sup>th</sup> Dec** – Finish 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 27<sup>th</sup> Jan** - Y4 Swimming lesson

**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**

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

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

**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

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

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

**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

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

**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)

**Individual and sibling photos**

We will be having our individual and sibling photos on Wednesday 8<sup>th</sup> 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.**

**Children not bringing in water bottles**

We have had a number of pupils forgetting their water bottle so far this year. We do not have any spare cups in school so we ask that you ensure that your child is sent to school with a labelled water bottle every day.

**Scholastic Book Fair 30<sup>th</sup> Sept-3<sup>rd</sup> Oct**

We will be hosting a Scholastic Book Fair Tuesday 30<sup>th</sup> September to Friday 3<sup>rd</sup> October.

The Book fair will be in the school office at the end of the school day.

All books will be 3 for 2 and for every book sold, school will receive a % from all sales, which will be spent on new books for the school.

We will **not** be taking cash payments during the event. Parents will need to pay online via the below link or by scanning the QR code on the fair stands.

<https://bookfairs.scholastic.co.uk/pay/1440283>

If your child attends afterschool club and you are unable to attend the book fair with them but they would like to buy a book, please contact the school office.

**Dress up clothing request from Pre-School**

Pre-School are in desperate need of dressing up clothes, especially those that are people who help us - police, doctor dress up etc. They have a lot of princess and superhero styles but anything else, if you have outgrown it would be appreciated.

## 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.

### Spring Term PE Days

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

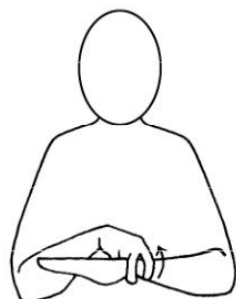
AM - children come to school in their PE kit and bring their uniform to change into.

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**

### Makaton Sign of the Week

This week's sign is **Police Officer**.  
Please click this link to see how it is done!  
<https://youtu.be/GN3pyXWbZRE>



## 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.**

You can check your eligibility online by following this link: <https://shorturl.at/x3ess>

## Whole School My Maths Login

Please see the below login details for the whole school MyMaths account.

<https://login.mymaths.co.uk/login>

School username: sttocps

School password: stthomas

## Walking through the car park

Due to issues with our carpark gate, we have now set the gates to manual, meaning the gates will be open at the end of the day for SEN taxi transport. Please can we ask that you are not walking through the car park and through the double gates. We have a number of builders on site during the school day who may also need to access the car park, meaning we need to keep the carpark clear at all times.

## 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](http://www.st-tc.co.uk/images/First_aid_policy_2023.pdf)

## Whole School Attendance

Class	This Week
Year 1	99.3%
Year 2	99.6%
Year 3	98.4%
Year 4	99.3%
Year 5	96.6%
Year 6	97.9%



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 <sup>st</sup> September 2025	to	Friday 24 <sup>th</sup> October 2025	40 days
	Autumn 2	Monday 3 <sup>rd</sup> November 2025	to	Friday 19 <sup>th</sup> December 2025	35 days
School Holiday	Spring 1	Monday 5 <sup>th</sup> January 2026	to	Friday 13 <sup>th</sup> February 2026	30 days
	Spring 2	Monday 23 <sup>rd</sup> February 2026	to	Thursday 2 <sup>nd</sup> April 2026	29 days
Staff Training	Summer 1	Monday 20 <sup>th</sup> April 2026	to	Friday 22 <sup>nd</sup> May 2026	24 days
	Summer 2	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 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](mailto: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](mailto:chairofgovernors@st-tc.co.uk)

Tel no: 01142745597



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## 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 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](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



## 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 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.

### 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.