



# St Thomas of Canterbury School Newsletter

Week ending Friday 19<sup>th</sup> December 2025

Dear Parents and Carers,

As we reach the end of a truly wonderful term, I would like to say a huge thank you to you all for your continued love and support—it really does mean so much.

It has been such a successful term, thanks to the children's hard work and enthusiasm, class assemblies and our wonderful Winter Warmer, and of course our very successful RE inspection, which we are extremely proud of.

I would like to say well done to all of the children who entered the Star of Bethlehem competition; the entries were fantastic, and special congratulations to Caitlin for her amazing entry (linked below)

<https://youtu.be/kRyf6LIG-hw>



We are also incredibly proud of the children for delivering three joyful and successful nativity performances, even with sickness trying (and failing!) to steal the show.

I would like to wish you all a joyful and holy Christmas and a very happy New Year. I look forward to seeing you all again in January—let's keep our fingers crossed that last year's snow stays firmly in the past!

God bless,

Mrs Clements

## Toys in School

Just a reminder that toys and cards (for example Pokémon) are not allowed in school. If you feel that your child needs a fidget toy from home to support their learning, please contact Miss McKay, our SENCO to discuss this. [senco@st-tc.co.uk](mailto:senco@st-tc.co.uk)

## School Calendar

**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)

## 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    | Tuesday AM & Friday PM    |
| Year 3    | Thursday PM & Friday 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.

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

## Makaton Countdown to Christmas

6 sleeps to go

Today, we have NSPCC signing Angel.

<https://youtu.be/qaWx9pfpZUM>

## MyClothing discount code

[myclothing.com/discount/10MYC2025](https://myclothing.com/discount/10MYC2025)

Code: 10MYC2025

Valid until: 31.12.2025

## Ordering milk for Spring term

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

## 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

## Christmas Eve Nativity Mass

Please come and join the Children's Liturgy Team at 5pm on Christmas Eve in church (Our Lady & St Thomas, Meadowhead) for a wonderful Nativity Mass to start your Christmas celebration! Children (of all ages!) are encouraged to come dressed up as a Nativity character (animal, human or divine!) and will be invited to join in with the telling of the Nativity story. With traditional carols, this will be a truly family friendly service to which all relatives, friends and visitors are very welcome. We hope you will join us!



| 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 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



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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



# Sheffield Every School day matters!

enjoy • learn • achieve

[sheffield.gov.uk/schoolmatters](https://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.