



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

Tel: 0114 274 5597

Email: enquiries@st-tc.co.uk

Web: www.st-tc.co.uk

Headteacher: Louise Clements

Deputy Headteacher: Matthew Richardson

Tuesday 1st September 2026

Dear parents and carers,

I hope you have all had a lovely summer and that you and your children are looking forward to returning to school on Wednesday. I am certainly looking forward to seeing you all!

We are excited to begin another year together and to welcome our children back to St Thomas of Canterbury. Class teachers will be in touch soon to share information about the curriculum and what children will be learning this term.

Following another successful round of class open afternoons last year, we plan to hold two again this year, with the first scheduled for October. We will also continue with our class assemblies. All dates will be shared each week in the newsletter.

The School Day

The school gates open at approximately **8:35am** each day.

For **Reception and Key Stage 1**, children are welcomed directly into their classrooms from 8:35am. This provides a softer start to the day, allowing children time to settle, complete morning activities and enabling parents to pass on any quick messages to staff if needed.

Key Stage 2 children remain on the playground and are brought into school at **8:45am** following morning prayers. The official start of the school day for all pupils is **8:45am**.

The main gate is closed at **8:50am** to allow children who start their day in The Hive (our Integrated Resource) access to school through the office.

Any child arriving after **8:45am** will be marked as late for registration. Children arriving after **8:55am**, but before **9:30am**, will be recorded as late after registers have closed. Arrival after **9:30am** will be recorded as an unauthorised absence for the morning session, in line with Local Authority and national attendance guidance.

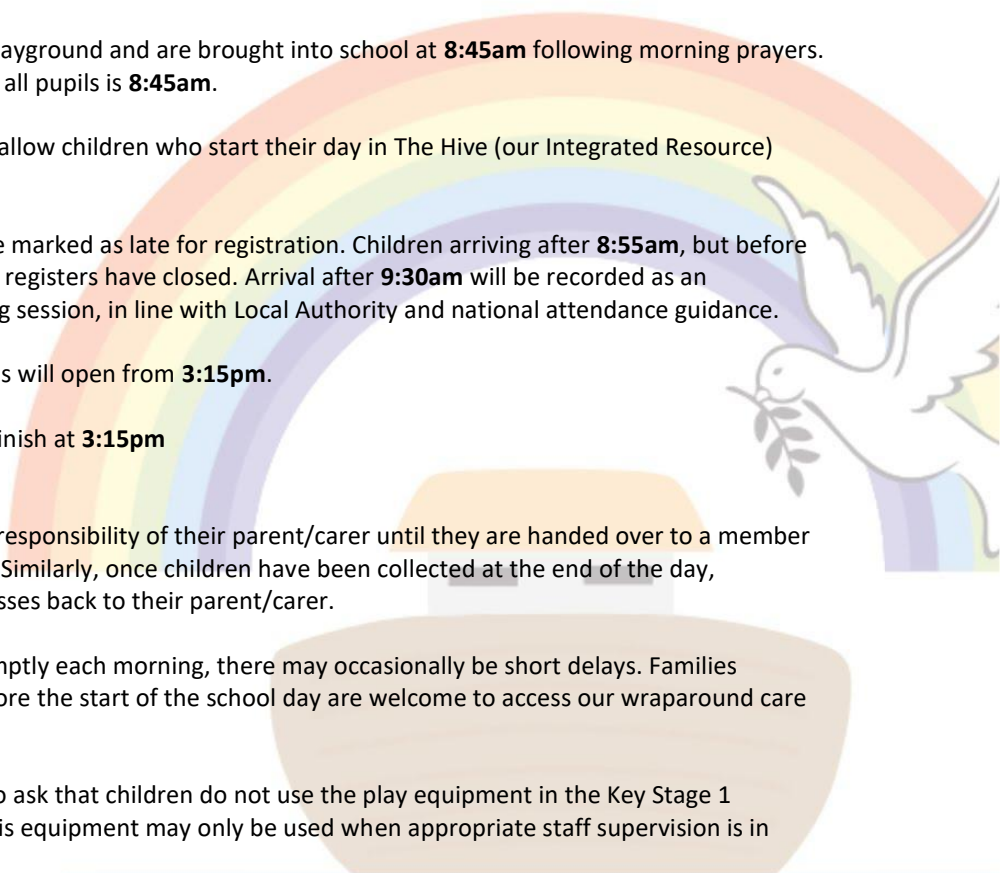
At the end of the day, the school gates will open from **3:15pm**.

- **Reception and Key Stage 1** finish at **3:15pm**
- **Key Stage 2** finish at **3:20pm**

Please note that children remain the responsibility of their parent/carer until they are handed over to a member of staff at the start of the school day. Similarly, once children have been collected at the end of the day, responsibility for their supervision passes back to their parent/carer.

Whilst we aim to open the gates promptly each morning, there may occasionally be short delays. Families requiring guaranteed supervision before the start of the school day are welcome to access our wraparound care provision.

For health and safety reasons, we also ask that children do not use the play equipment in the Key Stage 1 playground before or after school. This equipment may only be used when appropriate staff supervision is in place.





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Uniform

In line with new government guidance regarding the cost of school uniforms, we have reduced the number of compulsory branded items. From September, the only compulsory branded/embroidered items will be the **school jumper or cardigan** and the **school PE hoodie**.

We hope this change will make our uniform more affordable for families whilst continuing to ensure that our children look smart and feel proud to be part of our school community.

Daily Uniform

- White or red 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

- Black PE pumps worn inside

PE Kit

- Plain black shorts (no sports logos)
- White or red round-neck T-shirt
- Plain black jogging bottoms (no sports logos)
- Grey embroidered school PE hoodie
- Trainers for games

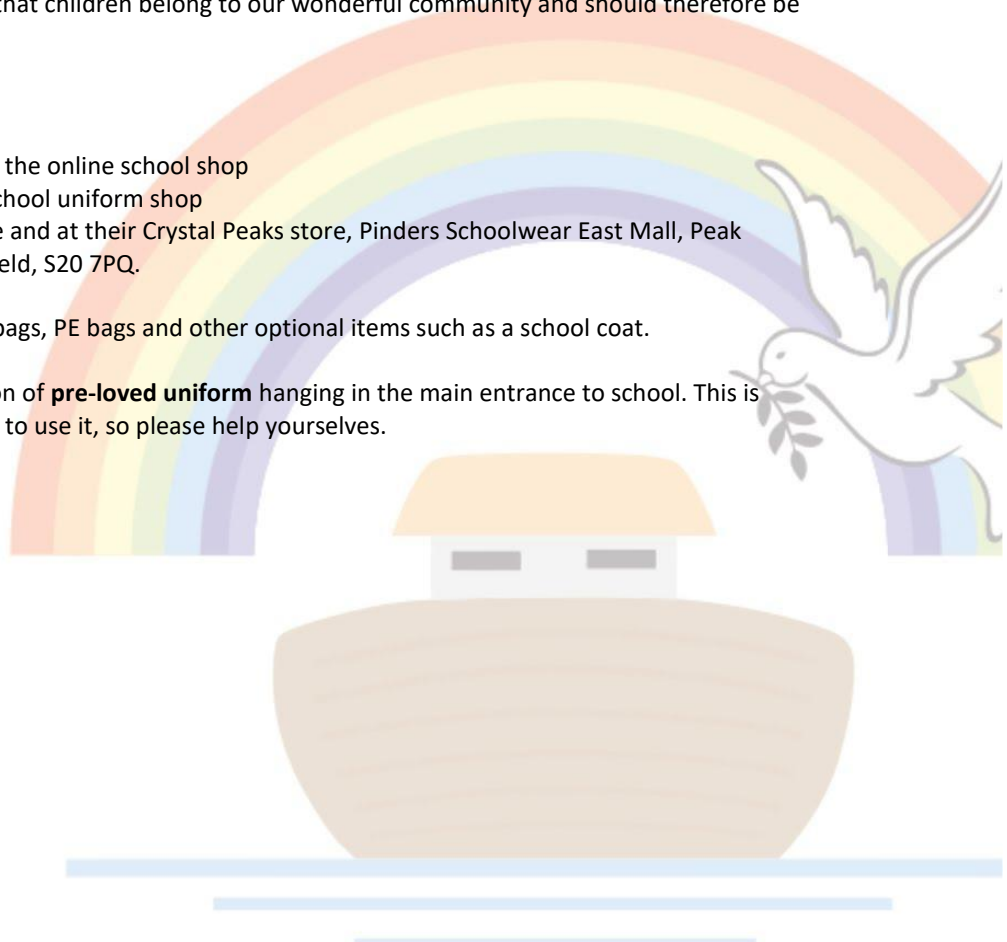
Our school uniform shows everyone that children belong to our wonderful community and should therefore be worn smartly and with pride.

Uniform can be ordered from:

- **Logo Leisurewear** – through the online school shop
- **MyClothing** – through the school uniform shop
- **Pinders Schoolwear** – online and at their Crystal Peaks store, Pinders Schoolwear East Mall, Peak Square, Crystal Peaks, Sheffield, S20 7PQ.

The uniform suppliers also sell book bags, PE bags and other optional items such as a school coat.

There continues to be a large selection of **pre-loved uniform** hanging in the main entrance to school. This is available to everyone who would like to use it, so please help yourselves.





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Other Uniform Information

- One stud earring may be worn in each ear, as long as this can easily be removed by the child for PE. No other jewellery is allowed.
- Children may wear a watch for school if they wish. Smart watches need to be agreed by teachers, as some are not appropriate for school.
- Makeup, including nail polish, may not be worn at school.
- Children may not have extreme hairstyles, including lettering or lines shaved into their hair. If you are unsure whether a particular hairstyle might breach our uniform policy, please speak to a member of the Senior Leadership Team **before** getting the hair styled.
- For health and safety reasons, long hair should be tied back.

If a child is not in the correct school uniform, we will always seek to understand the reason and work with families to resolve the issue. Our approach will be supportive and will include speaking with the child and parents/carers, considering whether the family requires further support and, where necessary, following the school's formal uniform procedures.

Holidays and Attendance

Our attendance target for the year is **96.8%**.

Every day at school matters, as children's learning builds from one lesson to the next. Whilst some absences are unavoidable due to illness, we ask that children attend school unless they are genuinely too unwell to do so. We can always contact you if they become unwell during the day.

Holidays in term time cannot be authorised and may result in a fine. The Local Authority has asked schools to fine parents where a child's attendance falls below 90%. Please remember that 90% attendance means missing the equivalent of **one day of learning every two weeks**.

PE Sessions

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



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Birthday Celebrations

As part of our commitment to promoting healthy lifestyles and ensuring that school remains inclusive and affordable for all families, we kindly ask that children **do not bring sweets, cakes or other treats into school to celebrate birthdays.**

We know that birthdays are very special occasions, and we will, of course, continue to recognise and celebrate children's birthdays in school, helping every child to feel valued and celebrated on their special day.

We hope this also helps to ensure that no family feels under pressure, either financially or otherwise, to provide treats for a whole class.

Medication

We are not able to administer non-prescribed medication. Any medication required during the school day must be in its original packaging with a prescription label.

Medication request forms are available from the school office. More information can be found in our policy here:

[First Aid Policy](#)

Thank you, as always, for your understanding and support. We really appreciate the partnership we have with our families and the way you work with us to make St Thomas of Canterbury such a happy and welcoming school.

I hope that the year ahead will be another successful, joyful and memorable one for our children. We are very much looking forward to seeing them back in school and getting started!

Kind regards,

Louise Clements
Headteacher

