



# St Thomas of Canterbury School

## Newsletter

Week ending Friday 6<sup>th</sup> February 2026

Dear parents and carers,

This week's Gospel is the Beatitudes, which remind us that following Jesus' teaching — and doing all that we do with love — is often really hard. Making the right choices doesn't always come easily, and living out these teachings can be challenging, especially day to day.

In school, our values of Ready, Respectful and Safe help guide our children in how they live, learn and treat one another. We know these values can be tricky to follow at times, but the rewards for doing so are great. This is why we have invested so much in Golden Time, both financially and by giving up curriculum time. Golden Time is our way of rewarding children for living out our mission through our values.

It is also important to understand why, on occasion, some children may not take part in Golden Time. At those times, children need space to reflect on their choices and consider how they can make more positive ones moving forward.

### Reminders

- Please continue to support good attendance and punctuality
- Children should come to school in the correct uniform and with PE kits on PE days

Thank you for helping us keep everyone safe by following school procedures

### Morning gate and start-of-day arrangements

A quick reminder about our morning routines. The school gates open at approximately 8:35am. For Reception and Key Stage 1, children are welcomed into their classrooms before the official start of the day to allow a softer start, time to settle, and an opportunity for parents to pass on any quick messages to staff.

Key Stage 2 children remain on the playground and are brought into school at 8:45am, after morning prayers, which is when the school day officially begins for all pupils.

Please note that children remain the responsibility of parents/carers until they are handed over to staff. We aim to open the gates promptly each morning, although there may occasionally be short delays. If you require guaranteed supervision before 8:45am, our wraparound care provision is available.

I would like to say a huge thank you to The Friends for all their hard work, particularly with the Race Night on Saturday. It was such a fun evening and raised over £1,700 for our children. Thank you to everyone who sponsored the event, attended on the night, and helped to create such a joyful atmosphere.

A very special thank you goes to one of our Year 3 parents, Fiona O'Connell, who dedicated so much time and care to organising the event, including the thoughtful little touches that made it feel extra special. The money raised will go towards improving the KS2 playground, which will benefit so many of our children.

I also look forward to seeing as many of you as possible at tonight's school disco. A big thank you to all of The Friends and staff who have volunteered their time to help make this event happen. As with the Race Night, all proceeds from the disco will go towards improving the playground.

Have a good weekend everyone.

God bless,

Mrs Clements

### School Calendar

**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

**Fri 27<sup>th</sup> Feb 09:00** – Year 2 Class Assembly

**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

**Fri 20<sup>th</sup> March 09:00**- Year 1 Class Assembly

**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)

### 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.

### 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.

### 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)

### Visitors wanted for British Science Week

We are excited to announce our school will be holding a whole school science week from March 9th- March 13th. This week will be filled with engaging activities designed to spark curiosity and inspire our pupils to explore the fascinating world of science.

To make our event engaging and impactful, we would like to reach out to ask for support. We would like to invite volunteers who work in a STEM-related field to share their knowledge with our pupils. This could be through presentations, demonstrations, workshops, or even an informal talk about your career and the work you do.

If you or someone you know would be interested in participating, please contact Miss Schofield, [b.schofield@st-tc.co.uk](mailto:b.schofield@st-tc.co.uk) with:

- A brief description of what you would like to present or demonstrate
- Your preferred date and time during science week

### Non-uniform day and bake sale for Children's Mental Health Week

Friday 13<sup>th</sup> February will be a non-uniform day for the whole school, children are invited to wear own clothes that reflect their personality. For example, if they have a loud personality, they could wear something brightly coloured, if they play a lot of football, a football shirt etc. This is in support of Children's Mental Health Week.

At the end of the school day, we will also be hosting a bake sale in the Infant playground to raise funds for the Sheffield Children's Hospital, if you are able to donate any baked goods, please bring them to the school office on the morning of 13<sup>th</sup> February.



## 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>

## 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>

## Spring Term PE Days

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

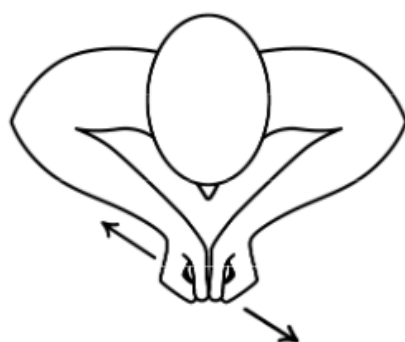
**\*Swimming lessons will replace PE lessons on applicable days (see school calendar for dates).**

## Makaton Sign of the Week

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

Please click this link to see how it is done!

<https://youtu.be/HGAoSgI2wik>



Hands pull apart

## 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 5

## Whole School Attendance

| Class  | Last Week | This week |
|--------|-----------|-----------|
| Year 1 | 99.3%     | 99.6%     |
| Year 2 | 98.9%     | 96.3%     |
| Year 3 | 97.3%     | 96.5%     |
| Year 4 | 96.3%     | 96.3%     |
| Year 5 | 99%       | 98.3%     |
| Year 6 | 90.7%     | 98.6%     |



# CALENDAR OF EVENTS 2026

31 JAN

RACE NIGHT

ADULTS ONLY

6 FEB

★ SCHOOL DISCO 6-7.30PM

13 FEB



NON UNIFORM DAY & BAKED SALE  
FOR CHILDREN'S MENTAL HEALTH WEEK

2 APR

EASTER HAT DECORATION

15 MAY

★ SCHOOL DISCO 6-7.30PM

14 JUN

SCHOOL FAIR

★ ★ FRIENDS CASH DRAW

WIN £50 EVERY MONTH

The Friends of St Thomas raise money to support our school.

| 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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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 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.

### 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.