



ST. TERESA'S CATHOLIC PRIMARY SCHOOL

SEPTEMBER 2025



St Teresa's School Mission Statement

We see the light of Jesus in the eyes of those we work, play and pray with every day. We give thanks to God for our wonderful family. Like St Teresa, we always try to do the little things well.

Dear Parents,

Welcome back to the new school year. I hope you are feeling well rested after the Summer holidays. It is wonderful to see everyone looking so refreshed and excited at the prospect of another year of learning here at St. Teresa's.

I wish all our pupils, staff, governors and parents a very happy and rewarding year ahead filled with God's many gifts and blessings for our school community.

We extend a very special welcome to our new pupils and parents. We look forward to working in partnership with you in the education of your child.

Staffing 2025/26

Headteacher	Mrs Glynne-Jones /Mrs Green
Deputy Headteacher	Mrs Green
Leader of Teaching & Learning	Miss Gee
Assistant Head and Leader of KS2	Mr Dickie
Leader of KS1 & RE	Mrs Kenworthy
Leader of EYFS	Mrs Draycott
SENCO	Dr Shipton

Class Arrangements – September 2025

Foundation	Mrs Kenworthy & Mrs Andrews	FHK (Butterflies)	Mrs Draycott	FLD (Busy Bees)
Year 1	Miss Baguley	1IB	Miss Gibbons	1KG
Year 2	Mrs James	2IJ	Miss Ball	2HB
Year 3	Miss Clines	3RC	Miss Baker	3EB
Year 4	Mr Balchin	4RB	Miss Uppal	4YU
Year 5	Mr Swaby	5JS	Mr Dickie	5SD
Year 6	Miss Corcoran	6AC	Mrs Lambert	6KL

Communication

If you have any queries or concerns about school life or SEN please make contact, in the first instance, with your child's class teacher who will always try to help you. The school diaries are the best method of passing on messages/notes to the class teachers as these are checked daily. Staff from each phase are also available first thing in the morning so that you are able to pass on quick messages to them. Teachers are available after school, if you wish to have a quick word. If you need to arrange a meeting, the teacher will ask you to make an appointment through the school office. If you have a concern about your child or any aspect of their education this is the procedure you need to follow:

- **Class Teacher** - Firstly, make an appointment to speak with the child's class teacher and book a follow up appointment where required.
- **Key Stage Leader** - Following this if your problem has not been resolved, you need to contact the school office to make an appointment to speak with the Key Stage Leader after the meeting with the class teacher.
- **Senior Leader** - If you still have a concern a meeting will be arranged with a member of the Senior Leadership Team.
- **Headteacher** - If a more formal approach is then required, a meeting with the Headteacher will be arranged.

If you need to contact the school, please do so by telephone or by sending a message through the Arbor parent app. We will acknowledge receipt within 2 school days and a full response will be given within a reasonable time frame as outlined in our [Communication Guidance for Parents](#).

School Procedures

Punctuality is very important, getting the children into good habits at the start of the term is essential. Please ensure that your child arrives no later than 8.50am and is collected promptly at the end of the day by 3.15pm. The gates are locked soon after this time so you need to report to the office to arrange collection. Please arrange routine appointments outside of school time. We are experiencing an increase in children being collected early at the end of the school day, this is disruptive for teachers and the school office. If you do need to collect your child during school time, please ensure the school office know the day before and proof of the appointment is shown. Please also make the class teacher aware by writing a note in your child's school diary.

All lateness at the beginning and end of the day is recorded and monitored. Please refer to the [attendance policy](#) on the school website if you require further information.

Kingsbury Drive gets very busy at the start and end of the school day. There are also parking restrictions between 9am-5pm and a parking permit is required to park on the road. Enforcement officers frequently check on parked cars during the day, so it's advised to park away from the school and walk the short distance to the school gate.

Very sadly, over the last school year, Nottingham City had three children injured after being knocked down by cars outside different Nottingham schools. Not by passers-by, but by other parents who had dropped off their own children and were rushing to get away. With the new year of students, I'm asking all parents and carers to...

BE TIMELY - Can people try to get to school in good time to be able to park away from the school gates, especially the zig-zag lines, and walk their children up to the school gates? This keeps the area clear from hazards, giving better visibility to everyone.

BE CONSIDERATE - Can parents/carers please park considerately; not blocking the pavement or residents' driveways, and can they turn off their engines whilst waiting?

BE PATIENT - Can drivers be careful and patient as they drive away? This is when accidents have previously happened.

Correspondence

Please check your child's book bag and Home School Diary each day. This will contain details of what books your child is reading, homework, and other bits of useful information. We hope that the diary will give you an insight into what your child is doing in school and act as a form of two-way communication between home and school. We would be grateful if you could check and sign your child's diary each week as well as recording details of activities completed at home e.g. daily reading, spelling practice. The school website www.stteresasprimaryschool.co.uk is updated regularly with the latest information, photographs, events, etc. The school calendar and latest newsletters can also be found there.

All our parents have signed the [Trust, Home, School Agreement](#). Accepting a place at the school is a tacit agreement for the home school agreement. Parents must undertake on behalf of their children:

- To observe fully our religious practices.
- To support the school in implementing all the school rules.
- Parents and Guardians must recognise and accept that a variety of sanctions will be imposed for misbehaviour or breaking the school rules as outlined in our [School Behaviour Policy](#).

If you haven't activated your Parent Arbor app or are having difficulty, please speak to a member of the office staff who will be happy to assist you.

We have a number of 'forgotten items' that are dropped off at the school office during the school day. Unfortunately, due to staffing, it may not always be possible to get items to children in their classrooms during the day. Items may need collecting from the school office at the end of the day if they aren't delivered to your child. Thank you for your understanding.

Safeguarding

Please refer to our school website for the latest Safeguarding information, [here](#).

PE KITS

Pupils will come to school in their PE kits and wear this for the whole day when they have PE.

The current school PE kit is a plain white t-shirt and plain black shorts/leggings/jogging bottoms (no logos or brands). Children will need to wear their school jumper or cardigan and plimsoles or sensible sport trainers.

PE lessons will take place on the following days.

EYFS	Monday (starting on 22 nd September)
Year 1	Friday
Year 2	Tuesday
Year 3	Friday (swimming)
Year 4	Wednesday
Year 5	Thursday
Year 6	Wednesday



Events

Feast Day of St Teresa

Wednesday 1st October, Mass at 11am in St Teresa's church, all welcome. Please could all children bring a yellow flower into school to honour Our Patron Saint.

Day of Peace

Tuesday 11th November. This will be a time to remember in our prayers those who have died in conflict and consider ways in which we can be a peacemaker.

Other Faith's Week

Week beginning Monday 17th November is Other Faith's Week. Every year group will explore a different faith and discuss the different traditions and celebrations within their allocated Faith.

Anti-bullying week

Week beginning Monday 10th November is National Anti-Bullying Week and the theme is 'Power for Good'. We will remember that Jesus called us all to live in harmony with each other and consider ways in which we can build bridges when this goes wrong.

Advent Mass and retreat day

Thursday 4th December 9.30am in St Teresa's school hall, all parents welcome.

Class liturgical prayer workshop

As part of our Collective Worship provision at St Teresa's, pupil leadership of liturgical prayer is of high importance. We come together as a whole school, key stages and year groups throughout each week. All classes have the opportunity to plan and lead their class liturgical prayer to provide some reflective time during the busy school week to gather together and bring the message of scripture into focus.

We would like to invite parents and carers into school for a liturgical prayer open afternoon for each class. This will provide you with a good understanding of how we plan, prepare and lead liturgical prayer and the importance of scripture at the heart of all we do. Details of all class liturgies can be found below.

EYFS	Wednesday 29 th April	2.30pm
Year 1	Wednesday 11 th March	2.30pm
Year 2	Wednesday 17 th June	2.30pm
Year 3	Wednesday 6 th May	2.30pm
Year 4	Wednesday 8 th October	2.30pm
Year 5	Wednesday 28 th January	2.30pm
Year 6	Wednesday 26 th November	2.30pm

School Photographer

The School Photographer will be in school on Thursday 13th November for individual and siblings (in school) photographs. All pupils to wear school uniform. Please note, on this day children in Year 5 should come into school wearing their school uniform, NOT their PE kit.



Meet the Teacher

Please come and meet your child's class teacher on the dates below. You will find out about your child's daily routine, the curriculum they'll follow and key learning points for the year. There will be lots of top tips on how to support your child's learning at home and useful resources available to parents.

Foundation	Wednesday 17 th September	2.40pm
Year 1	Tuesday 16 th September	2.40pm
Year 2	Thursday 11 th September	2.40pm
Year 3	Friday 12 th September	2.40pm
Year 4	Monday 15 th September	2.40pm
Year 5	Monday 8 th September	2.40pm
Year 6	Tuesday 9 th September	2.40pm

Parents Evening

Our next Parents Consultation Evenings are:

Tuesday 23rd September - 3.30pm – 6.00pm by appointment only

Wednesday 24th September - 3.30pm – 6.00pm by appointment only

Meetings can be booked through the Arbor parent app, under Parent Consultations, Parents Evening.

Teachers will be available to discuss your child's progress and targets and the classrooms will be open for you to view the children's work. These meetings are for parents only. Please ensure your child is collected as normal at the end of the school day. Please note that we cannot accommodate pupils from Trinity and other Schools on Parents' Evening. Please make alternative arrangements. School will close at 6.00pm prompt, so please ensure that you look at your child's workbooks in the classroom before your appointment time if your time slot is any later than 5.30pm. Thank you.

Whole School Cake Sale Thursday 3rd October



We will be holding a cake sale on Thursday 2nd October, Year 6 and Year 3 will be organising this fundraising activity which will be supporting Emmanuel House in Nottingham.

We would be very grateful for any cake donations to be brought into school on Wednesday 1st October. Please ensure your child has a maximum of £1 to spend at this event. Many thanks for your support.

Year 6 Visit to the Briars

A reminder that the Year 6 visit to the Briars is on Wednesday 8th – Friday 10th October 2025.

Choral Speaking

We teach choral Speaking to improve confidence, vocabulary, speaking skills and to develop a love of literature. To share the work that the children do we would like to invite you to Our Choral Speaking event which will be held on the dates below in school.

EYFS & Year 1	Tuesday 14 th October	9.15am
Year 2 & Year 3	Wednesday 15 th October	9.15am
Year 4 & Year 5	Thursday 16 th October	9.15am
Year 6	Friday 17 th October	9.15am

Foundation Afternoon Tea

We would like to invite the parents of the children in the Foundation Stage parents to Afternoon Tea on Thursday 9th October at 2.15pm in the School Hall. This is an opportunity for the children to spend time with their parents sharing some of the games, stories and songs that the children experience at school. All foundation parents welcome.



Grandparents Day



We would like to invite all of our year 2 Grandparents into school on Wednesday 19th November at 9.00am to 10.30am. This will be an opportunity for Grandparents to take part in lessons and activities throughout the morning and to experience a morning at St. Teresa's School.

Uniform

At St Teresa's Primary school by specifying our [school uniform](#), we aim for straightforward and traditional styles to maintain consistency and avoid trends. It must be implemented universally and without exception. Our parents understand this and support us at home to uphold the school's high standards.

School policy on shoes.

Slip on shoes and fashion shoes are unsafe and are **NOT** part of our school uniform. Black trainers and boots are **NOT** acceptable types of footwear to wear to school. School Uniform is compulsory and consists of:

Hairstyles

We ask that parents be reminded of the school's expectations regarding hairstyles in line with our Uniform Policy:

- Hair should be one natural colour, no hair dye.
- The style should be appropriate for school; hair should not obstruct pupils' vision.
- Long hair must be tied back.
- Boys' hair should be no shorter than **Grade 2**.
- Tramlines, patterns and sculpting are not allowed
- Coloured extensions and beads are not allowed. Braided hair must be also one colour.
- Natural hair coloured extensions of a reasonable length need to be tied back.

If policy is not followed, parents will be contacted, and arrangements made for the pupil to stay in at play/lunchtime and not represent the school at any events or attend after school activities.

- **Please label all items of uniform**
- Please note – fashion bows are not allowed
- Jewellery, particularly earrings are not allowed. Watches are allowed (but only simple analogue)

GIRLS

Winter

Brown skirt or pinafore dress
White blouse
School tie
Brown cardigan
White or black socks or brown tights
Black school shoes with laces or straps
NO branding visible



BOYS

All year round

Grey trousers – long or short
White shirt (no polo shirts)
School tie
Brown jumper (no sweatshirts)
Black or grey socks
Black school shoes with laces or straps
NO branding visible



This year there have been a growing number of toys and teddies that are attached to children's school bags. Some of these are going missing in school and causing upset for the children. Please to not attach things to your child bag. Thank you

Flu Vaccinations 18th November

The School Nursing team have confirmed they will be visiting St Teresa's school on Tuesday 18th November to administer flu vaccinations for all pupils in Foundation up to Year 6. Please complete the online consent form for each child who attends the school, a link will be sent to all parents through the Arbor app.



Administration of School Medicines

Long-term medication – arrangements can be made for medicines to be administered in school. Please make an appointment to see the relevant member of staff.

Short-term prescription medication – Please speak to your doctor about prescribing medication that can be taken outside of school hours. Non-prescribed medication cannot be administered in school. Please make arrangements for yourself or a nominated person to visit the school to administer this medicine.

Illness

If your child is ill, please notify the school as early as possible. **Pupils who have been sick or who have diarrhoea should not return to school until 48 hours after the last bout.** If a child becomes ill during school, they should be collected as soon as possible. Therefore, it is vital that we have up-to-date information of telephone numbers including home, work and mobile numbers to enable us to contact you in an emergency.



Disability Equality

If you have any special requirements regarding disability access at any of our school events, please let us know.

Facebook

We are aware that many parents use social networks such as Facebook to communicate with friends and family. Please may I remind you that if inappropriate remarks about the school or staff are posted, legal advice will be taken on behalf of the school. This is a very serious issue and will be treated as such. The legal age to have a Facebook account is 14 so we don't expect any child in our school to have access to this or any other social network forum.

Midday Supervisor Vacancies

Would you be interested in joining our lunchtime team? You would be looking after our wonderful children in the dining room and playground to ensure they remain safe and well. In-line with safeguarding, all our staff are subject to pre-employment checks, which includes a DBS check and required to carry out on-going training modules when required.

If you are interested in joining our lunchtime team, please visit our school website to make an application.

Visit our Instagram page to keep updated on events in school. Follow us at: [stteresas_ng8](#)

INSET DAYS

Please make note of the following INSET Days

Friday 13th February 2026

Monday 1st June 2026

Friday 24th and Monday 27th July 2026

Summer term ends on Thursday 23rd July 2026.

Yours sincerely,

Mrs A Glynne-Jones and Mrs J Green
Headteacher(s)