



ST. TERESA'S CATHOLIC PRIMARY SCHOOL SEPTEMBER 2026



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 2026/27

Headteacher

Mrs Glynne-Jones and Mrs Green

Deputy Headteacher

Mrs Green

Leader of Teaching & Learning

Miss Gee

Assistant Head and Leader of KS2

Mr Dickie

Leader of KS1 & RE

Miss Gibbons

Leader of EYFS

Mrs Draycott

SENCO

Dr Shipton

Class Arrangements – September 2026

Foundation	Mrs Andrews	FLA (Butterflies)	Mrs Draycott	FLD (Busy Bees)
Year 1	Miss Clines	1RC	Miss Gibbons	1KG
Year 2	Mrs Sagoo	2SS	Miss Gee & Mr McKibbin	2AG
Year 3	Miss Uppal	3YU	Miss Baker	3EB
Year 4	Mr Balchin	4RB	Mr Dickie	4SD
Year 5	Mr Swaby	5JS	Miss Lambert	5SL
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, last academic 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.

Monday	Year 2
Tuesday	Year 3
Thursday	Year 4, FLD, 5SL & 6KL
Friday	Year 1, FLA, 5JS and 6AC



Events

Feast Day of St Teresa

Thursday 1st October, Mass at 9.30am 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

Wednesday 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.

Anti-bullying week

Week beginning Monday 16th November is National Anti-Bullying Week and the theme is 'Break the Silence'. 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 3rd December 9.30am in St Teresa's church, 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 28 th April	2.30pm
Year 1	Wednesday 10 th March	2.30pm
Year 2	Wednesday 16 th June	2.30pm
Year 3	Wednesday 5 th May	2.30pm
Year 4	Wednesday 7 th October	2.30pm
Year 5	Wednesday 27 th January	2.30pm
Year 6	Wednesday 25 th November	2.30pm

Parents Evening

Parents Consultation dates are as followed:

Tuesday 22nd September - 3.30pm – 6.00pm by appointment only

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

A link will be sent through the Arbor parent app to book your appointment.

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 or other Schools on Parents' Evening. Please make alternative arrangements. If you have a later appointment time and wish to view your child's books, please ensure you do this before you meet with the teacher. **School will be closing at 6.00pm prompt.**

These meetings take place during teachers' directed time, which allows us to ensure that all families are offered an opportunity to meet within the planned dates. For this reason, teachers are not expected to make additional appointments outside of these times, except in exceptional circumstances. Thank you for your understanding and support.

School Photographer

The School Photographer will be in school on Monday 28th September for individual and siblings (in school) photographs. All pupils to wear school uniform. Please note, on this day children in Year 2 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 16 th September	2.40pm
Year 1	Tuesday 15 th September	2.40pm
Year 2	Thursday 10 th September	2.40pm
Year 3	Friday 11 th September	2.40pm
Year 4	Monday 14 th September	2.40pm
Year 5	Monday 7 th September	2.40pm
Year 6	Tuesday 8 th September	2.40pm

Year 6 Visit to the Briars

A reminder that the Year 6 visit to the Briars is on Wednesday 16th – Friday 18th September 2026.

Fundraising Event

On Friday 2nd October we are having a 'Times Tables Rockstars' day in school to raise money for charity. Children can come to school dressed as a rockstar and donate £1 to raise money for Emmanuel House.

Flu Vaccinations – Friday 2nd October

The School Nursing team have confirmed they will be visiting St Teresa's school on Friday 2nd October 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 parents nearer the time.

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 13 th October	9.15am
Year 2 & Year 3	Wednesday 14 th October	9.15am
Year 4	Thursday 15 th October	9.15am
Year 5 & 6	Friday 16 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 8th 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 18th 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 brown pinafore dress

White blouse (no polo shirts)

School tie

Brown cardigan

White or black socks or brown tights

Black school shoes with laces or straps

No boots

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 boots

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 do not attach things to your child's bag. Thank you.



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.



Food Allergies

Please be reminded that we are a nut-free school. Under no circumstances can any food containing nuts be brought into school, this includes Nutella spread and chocolate that contains nuts, such as, Snickers and Kinder Bueno. We promote healthy eating at St Teresa's and would encourage parents to reflect this in their child's lunchbox.

Due to recent legislation changes surrounding allergies, we will no longer hand out cakes or sweets if it's a child's birthday, so please do not send these items into school. Children can wear a birthday badge from home on their special day.

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 13 so we don't expect any child in our school to have access to this or any other social network forum.

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 12th February 2027

Monday 26th, Tuesday 27th and Wednesday 28th July 2027.

Summer term ends on Friday 23rd July 2027.

Yours sincerely,

Mrs A Glynne-Jones and Mrs J Green
Headteachers