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St Paul's
Catholic Primary School

Head Teacher: Sheena Sinclair

Deputy Head(s): Rachel Miller

BHCET CEO: Stuart McGhee

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2nd October 2026

Dear Parents,

As we begin October, I would like to thank you for your continued support, patience and co-operation during these final weeks before we move into our wonderful new school building. This is an exciting time for our whole community, and we are incredibly grateful for the encouragement and understanding you have shown throughout this journey.

The purpose of this newsletter is to keep you informed, share key dates, and provide some important information about arrangements and adjustments for the remainder of this half term as we prepare for this significant milestone. There are also some new dates to share for events after half-term and some reminders about expectations.

Breakfast Club and Wraparound Care

From Monday 4th October, the entrance for Breakfast Club and Wraparound Care will be via the main school entrance.

For the remainder of this half term, both the morning and after-school sessions will take place in the dining room. This is because the usual wraparound room will be used for storage as we continue packing resources in preparation for our move to the new school building. We cannot overcrowd classrooms with boxes so having an additional space for storage is now necessary.

Parents and carers should continue to ring the bell at the gate, even if the gate is open, to alert staff that people are arriving or collecting.

Unfortunately, the contractors have requested that the red and white barriers remain right up to the carpark entrance. I am aware that this makes drop off and collection more difficult but there have been several times where cars are parked just outside of the carpark and larger vehicles have not been able to get in or out of the carpark.

Thank you for your support and understanding as we make these temporary arrangements.

Special Educational Needs and Disabilities (SEND) provision

We would like to update parents on our SEND provision. Mrs Sinclair is the school's SENDCo and is supported by Mrs Davies. If you have any questions or concerns regarding your child's additional needs, please contact the school office, who will direct your enquiry appropriately. Our aim is to work in partnership with families to ensure that every child receives the support they need to thrive, make progress and feel fully included in school life.

Attendance

Please remember to notify the school by 9am if your child is unable to attend for any reason. All requests for a leave of absence or an appointment, must be completed using the forms available in the entrance porch or on the website. In line with our school attendance policy, parents may receive a penalty notice fine if your child does not attend school and their absence is unauthorised. The



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Government set our attendance expectations which schools must follow, and the Local Authority are responsible for ensuring our compliance.

Please ensure that all non-essential appointments are made outside of school hours. If you do need to take your child out for an appointment, you will be asked to share the official appointment details.

Please keep an eye on your child's attendance and avoid odd days of absence. Attendance monitoring quickly picks up where patterns of random days off, particularly on Mondays or Fridays emerge. If your child is a little unwell on a morning but it is nothing too specific (e.g.: temperature, sickness or diarrhoea) then they are likely to be well enough for school with some gentle encouragement. We will always contact parents if we need to.

Uniform/Water bottles

We always encourage children to take responsibility for looking after their belongings, but inevitably jumpers and cardigans do get left behind or mislaid. **PLEASE ENSURE THAT ALL CLOTHING IS LABELLED WITH YOUR CHILD'S NAME.** Any uniform which is unclaimed and not labelled will be placed in a box in the porch. Book bags, back packs etc are not needed each day at school. We have very limited storage space. If your child must bring something to school which cannot be carried e.g.: a packed lunch box if they are cycling to school themselves, or a change of clothes for an after-school club, then a bag is clearly useful. Otherwise, children should only bring their reading folders/plastic book bags and a water bottle.

Our school uniform policy is available on our website.

A polite reminder that children should not wear nail varnish or false nails; jewellery, other than a watch, should not be worn and earrings must be removed before school (this includes nursery children). Clear, silicone retainers can be worn. **Please note that 'Smart' watches are not allowed even if additional functions are disabled.**

We have a new supply of school water bottles. If your child requires a new water bottle, please email the school office and we will provide one. The cost of a replacement bottle is £3.00 or a new lid can be purchased for 50p, this is the cost we purchase them. Please ensure that your child's name remains on their bottle. A 'sharpie' type permanent marker pen is a great investment – a very easy way to pop names on school uniform and water bottles! Water bottles should only contain water or diluted, sugar free squash. Please don't send in other types of water bottles for classroom use.

Walking home from school

Please inform school via the office email if your child has permission to walk home without an adult at the end of the day. Please include any information you think we need to know e.g.: specific days, whether a one-off or their normal routine etc. You don't need to do this every time, just let us know the arrangements and update us if anything changes. We won't allow a child to walk home unaccompanied unless we have been notified by parents.

Mobile Phones

Mobile phones must be handed into the school office at the beginning of the day and collected at the end of the day. Please ensure your child only brings in a phone if they really need it e.g.: they are walking to or from school unaccompanied by an adult. Children know they must switch their phones off before handing them in and only put them back on when they leave. They must not use their phones at all when on the school premises. Please reinforce this message at home if applicable.



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Dates for your Diary

Please remember that Friday 9th October is a Professional Development (PD) day. Children will not attend school on this day.

Event	Date	Details
Y4 Swimming Fortnight	12 th -23 rd October	Details previously shared
Y5 and Y6 STEM visit to Yarm School	Monday 19 th October	Details to follow
Parents' Evenings	Tuesday 17 th and 24 th November	You will be invited to book an appointment to speak to your child's class teacher between 3.40 - 6pm You will also have the opportunity to look around our new school. Details to follow.
Flu Immunisation	Thursday 19 th November	Details to follow
Photographer in school	Friday 20 th November	Individual and family photographs will be taken. No obligation to purchase.
Year 3 and Year 4 Snappy Christmas with Tees Valley Music Service	Tuesday 1 st December	Children will attend this event all day. Parents/Carers will be able to attend during the afternoon to watch the children perform alongside other schools.
Year 1 and Year 2 Nativity	Tuesday 8 th December 1.30pm Wednesday 9 th December 9.30am	2 tickets for each performance will be provided nearer the time.
Early Years Nativity (Nursery and Reception)	Wednesday 9 th December 1.30pm Thursday 10 th December 9.30am	Morning only nursery children will be provided with 4 tickets for the morning nativity. All other children will have 2 tickets for each performance provided.
Pantomime at The Princess Alexandra Auditorium (Pinocchio)	Wednesday 16 th December (pm)	Details to follow
Carol Service at Holy Rosary Church	Wednesday 16 th December at 6pm	Year 5 and Year 6 will lead a service of readings and carols. Everyone invited to join this celebration.
Early Years "Mix it up Music" Festive Treat in school	Thursday 17 th December (am)	Details to follow

The dates above are general dates for school events; there will be additional dates circulated which may be specific to certain groups of pupils.



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Half term is Monday 26th October – Friday 30th October (inclusive)

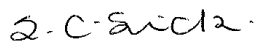
The school is closed to pupils on Monday 2nd and Tuesday 3rd November due to the move into our new school. All pupils return to school on Wednesday 4th November 2026. Details will be shared nearer the time to assist a smooth transition.

Christmas Holiday is Monday 21st December – Friday 1st January (inclusive)

Children return to school on Monday 4th January 2027

Thank you for taking the time to read this letter. As always, if you wish to discuss anything further, then please contact me at school.

Yours sincerely



Sheena Sinclair

Head Teacher



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