

Saint Thomas More R.C. Primary School

Senior Leadership Team
Headteacher, Joanne Butterworth
Deputy Headteacher: Anna Quigg

11th November 2026

Dear Parents and Carers,



Autumn 2

In November, we remember those who have recently died and those from the past. Pupil leaders will have a Remembrance book available each day.



As you know, we regularly support Springhill Hospice. Last week our Year 5 & 6 children answered a social media request from a family for a lady, Wendy, who loves to read birthday cards; it was her 79th birthday, and they requested cards. Our Head Boy and Head Girl delivered the cards with Mrs Quigg. Wendy was thrilled with the visit and has decorated her room with the many cards received, including those from our school. Our leaders even had the opportunity to meet another very special resident. We will be participating in the annual sponsored Reindeer Run on Friday 4th December.

Autumn Parents Meetings for KS1 and KS2

Monday 23rd November day meetings = KS1 Mrs Craven & Miss Kadir

Tuesday 24th November day meetings = UKS2 Mrs Bargh, Miss Butterworth & Miss McBride

Wednesday 25th November day meetings = LKS2 Miss Corry, Miss Newton & Miss Winnard

Evening Meetings for KS1, LKS2 and UKS2

Tuesday 24th November 3:30pm – 6:30pm



TIME	CHILD'S NAME	TIME	CHILD'S NAME
	EVENING SESSION		

PLEASE PRINT YOUR CHILD'S NAME IN 1 ALLOTTED TIME

The sign-up sheets will be on display in the mornings and evenings at drop-off and collection time. Please PRINT your child's name in an allocated time.

If you do not attend school or are struggling to book an appointment, please email

Office@stthomasmorerc.rochdale.sch.uk

We Love, We Learn, We Live with Christ



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Attendance and Punctuality – Working Together

Over recent years, the Department for Education (DfE) has placed an increased emphasis on improving school attendance. Its guidance, *Working Together to Improve School Attendance*, highlights the importance of schools, families and external agencies working in partnership to ensure that every child receives the best possible educational opportunities.

As a school, we continue to work closely with our Education Welfare Officer from Rochdale Local Authority. During our regular meetings, we review attendance information, discuss any emerging concerns and identify where additional support may be needed.

There are currently two areas where we would like to remind parents and carers of the importance of working together:

1. Lateness

Our school gates and classroom registers operate in line with our published school timings. Children arriving after 8:50am but before 9:00am are recorded as late (L). However, children arriving after 9:00am, when the register has closed, are recorded as late after registration closes (O), which is classed as an unauthorised absence for the morning session.

Working together to improve attendance

12. Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively in partnership with, not against families. All partners should work together to:

Expect

Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

Monitor

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

Listen and understand

When a pattern is spotted, discuss with pupils and parents to listen to and understand barriers to attendance and agree how all partners can work together to resolve them.

Facilitate support

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

Formalise support

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through an attendance contract or education supervision order.

We fully appreciate that traffic, unexpected delays and circumstances outside our control can occasionally affect arrival times. However, we have seen a significant increase in the number of children arriving late.

Regular lateness can have a considerable impact on children's learning, disrupt classroom routines and result in missed learning opportunities. Persistent lateness after the register has closed may also lead to further attendance intervention and, where appropriate, a penalty notice in line with national guidance.

Evesham Road, Alkrington, Middleton, Manchester, M24 1PY.
Tel: 0161 643 7132, Email: Office@stthomasmorerc.rochdale.sch.uk



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2. Friday Afternoon Appointments and Early Collections

We recognise that arranging appointments can sometimes be difficult, particularly when families are trying to balance work and other commitments. However, we have noticed an increasing number of children being collected early on Friday afternoons.

We would like to remind parents and carers that Friday afternoon is a normal part of the school week and remains valuable teaching and learning time. We therefore ask that appointments are arranged outside school hours wherever possible.

Where a child needs to be collected during the school day for an appointment, staff may ask parents or carers to provide confirmation of the appointment.

Working Together to Support Attendance

We understand that every family can experience difficulties and that there may be genuine reasons why a child struggles to attend school regularly or arrive on time. We are always willing to listen, offer support and work with families to overcome any barriers.

If you are experiencing difficulties that are affecting your child's attendance or punctuality, please speak to us. We would much rather work with you at an early stage to find a solution than allow concerns to develop.

Good attendance and punctuality give children the best possible opportunity to learn, develop friendships and achieve their full potential. Thank you for your continued support in helping us make every school day count.

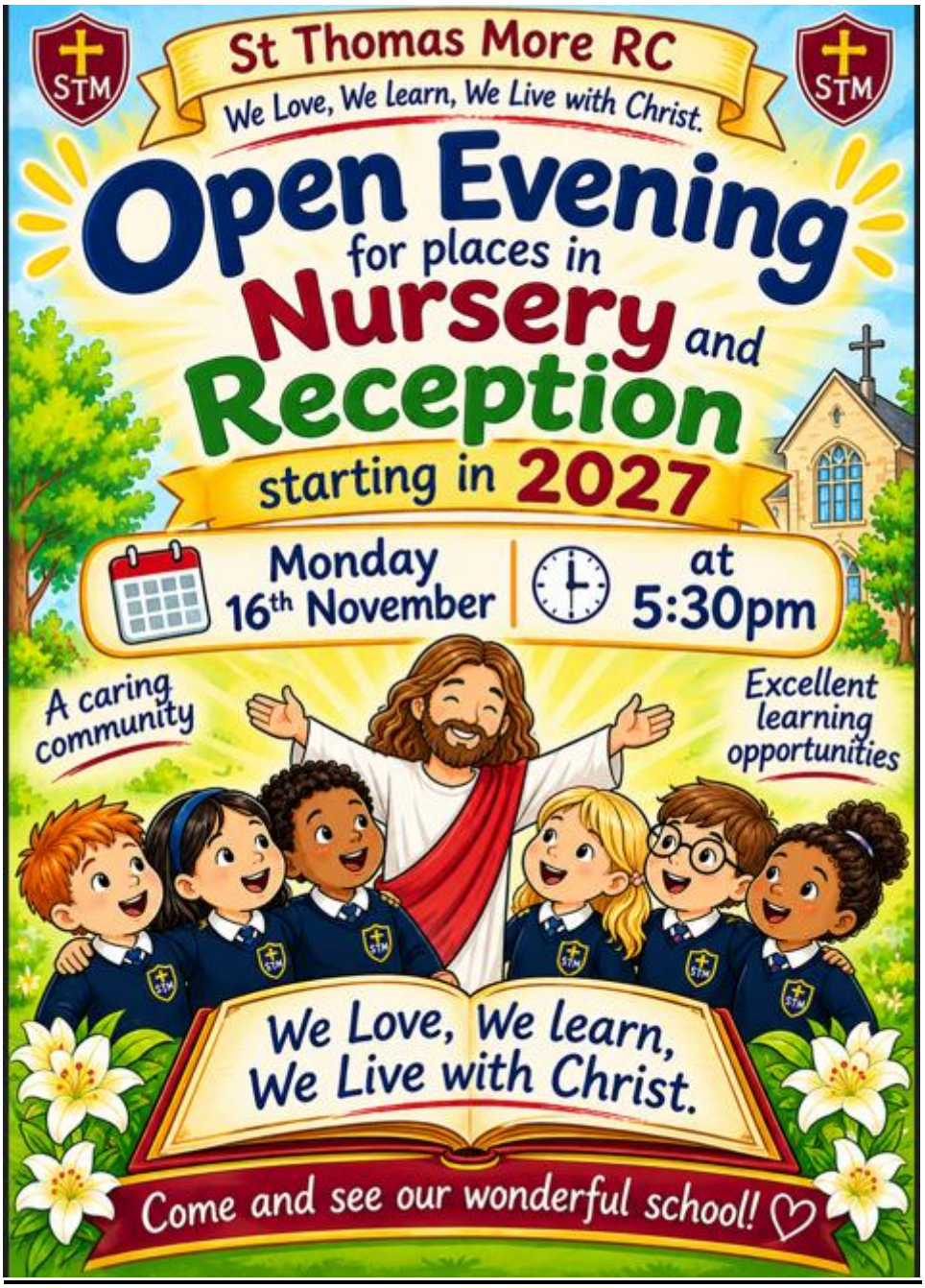
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New for 2027 Nursery or Reception Open Evening



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Parish Christmas Fair



The parish Christmas Fair is Saturday 5th December, we have been asked to donate chocolates for the Chocobolla.

We will collect donations in the week ending Friday 3rd December

Dates for your diary

- Friday 13th November: Kindness Day
- Monday 16th November – New for 2027 Nursery or Reception Open Evening
- Week of 16th–20th November: Maths Week
- Week 16th – 19th November: Book Fair
- Friday 27th November: KS2 Science Day
- Week of 23rd November: Parents' meetings
- Thursday 26th November: KS1 trip (please sign consent form & pay on Arbor)

Thank you, as always, for your continued support.

Yours faithfully,

Mrs Butterworth

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