



St Martin's School

Be the best you can be

Executive Headteacher:
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23 July 2024

Dear Parents and Carers

Re: End of Term and Start of Term Arrangements

I would like to thank you for your support and challenge this year as we have made many positive changes to our school policies, procedures and overall school culture. We have identified key priorities next year which are driven through our strive for excellence in teaching and learning. I would like to thank you for your continued support and the positive feedback we have received.

Although we communicate lots of information weekly via our News and Views, I would like to highlight key information for our return in September to help and support your child transition after the summer break.

End of term

A reminder that school will end on Tuesday 23 July at 1.30pm for all pupils. Contract buses have been rearranged for the 1.30pm finish. Pupils that are eligible for free school meals will be able to collect them at break time.

Start of next term

Please see below dates for the 2024-2025 academic year.

Autumn Term:

Monday 2 September 2024	School closed to pupils.
Tuesday 3 September 2024	Year 7 start 8.25am Year 12 (external pupils only) in school from 8.30am onwards, Internal pupils in school from 11.30am onwards.
Wednesday 4 September 2024	All pupils return – start 8:25am
Thursday 12 September 2024	Open Evening – Early finish for all pupils at 1.25pm
Friday 13 September 2023	Late start for all pupils – 10.55am
Wednesday 25 September	<i>Year 7 Welcome Evening 5.00pm - 6.00pm</i>
Wednesday 2 October 2024	<i>Year 8 Curriculum Evening 5.00pm – 5.45pm</i> <i>Year 9 Curriculum Evening 6.15pm – 7.00pm</i>
Thursday 17 October 2024	<i>Year 11 Curriculum Evening and Sixth Form</i> <i>Open Evening</i>
<i>Monday 28 October to Friday 8 November 2024</i>	<i>Half Term</i>
Thursday 28 November 2024	Year 7 Parents Evening - Online
Friday 20 December 2024	Last day of term – Early finish at 1.25pm



Spring Term:

Friday 3 January 2025	School closed to pupils
Monday 6 January 2025	Spring Term begins
<i>Monday 17 February – Friday 21 February 2025</i>	<i>Half Term</i>
Friday 4 April 2025	Last day of term – Early finish at 1.25pm

Summer Term:

Friday 18 April 2025 (Good Friday Bank Holiday)	School closed
Monday 21 April 2025 (Easter Monday Bank Holiday)	School closed
Tuesday 22 April 2025	Summer Term begins
Monday 5 May (May Day Bank Holiday)	School closed
<i>Monday 26 May – Friday 30 May 2025 (including bank holiday)</i>	<i>Half Term</i>
Wednesday 23 July 2025	Last day of term – Early finish at 1.25pm

Medical

If your child has any medication kept in the medical room, please ensure you collect it before the end of term as it will be disposed of. All EpiPen's must have a one-year shelf life when being left at school.

Uniform

Full uniform will remain compulsory for all pupils when on the school site, and when travelling to and from school, as ambassadors of St Martin's.

All pupils must be wearing full school uniform in line with policy, including no trainers, trousers must be mid-grey, no fake eyelashes or nails and skirts must be grey and pleated and sit on the knee. The school uniform guide for parents can be found here: [School Uniform](#).

Please remember that a number of uniform items can be purchased from different uniform providers. If you need support with purchasing uniform items please do let the relevant Head of Year know as we have a number of pre-loved uniform items.

Please spend time in the holidays ensuring that your child has the necessary equipment for lessons including spare pens and pencils. Form Tutors will conduct a daily equipment check at the start of each day to ensure pupils are prepared and ready to learn and have all necessary equipment for lessons.

Pastoral System

We have a dedicated, fully-qualified school nurse, Mrs R Day, and each year group will have one Head of Year and a full time, non-teaching Deputy Head of Year whom parents and carers should contact in the first instance. Contact details can be found here [pastoral-contacts](#).

Satchel One

All homework, timetable, behaviour and attendance communication will be shared with parents via the Satchel One App. We request that all parents and pupils download the FREE app so that you can keep up to date with important information and notifications. A copy of a parent guide to help you get started can be accessed [Here](#).



Revised Detention System

We will be launching a new detention system at the start of the academic year. Departments will still issue a 10-minute detention at break or 20-minute detention at lunchtime. However, after school detentions will be running as a centralised system every Tuesday, Wednesday and Thursday. Any pupil that is late to school will attend a 20-minute detention after school on the same day (unless there are unforeseen circumstances that have caused them to be late).

Attendance and Punctuality

Excellent attendance is important for all pupils at St Martin's to ensure they reach their full educational potential. A high level of school attendance is essential and we expect **100% attendance** from every pupil at St Martin's. We will continue to work with an external partner called *Aquinas (School Attendance Provisions)*.

Aquinas is a member of The National Association for Support Workers in Education (NASWE), as well as being an Accredited Company by Essex Police under The Community Safety Accreditation Scheme (CSAS). They will also work very closely with our own internal attendance and pastoral teams, as well as the Local Authority's Attendance Compliance Team.

With the introduction of the new National Framework for Penalty Notices, we have attached a guide which highlights the changes that will come into force for Penalty Notice Fines issued for unauthorised holidays recorded by schools after 19 August 2024. More information will be sent out regarding the national changes at the start of term.

Travel arrangements for first day of term:

Services will start on Tuesday 3 September to accommodate Year 7. Please contact NIBS buses on 01268 767 870 or Mark 1 Travel on 07900 605 544 for the exact times. **Please note:** Only passes or tickets issued by NIBS will be accepted on the buses. If you need to purchase a ticket to travel, please contact NIBS on 01268 767870.

We are here to help and support each and every one of our young people as members of St Martin's school community. If you have any questions regarding the information provided, please do not hesitate to contact the relevant year group team who will be able to answer your questions.

Thank you again for your continued support and I wish you all an enjoyable summer break.

Yours sincerely



Mr J Foster

Executive Headteacher



DISCOVERY
EDUCATIONAL TRUST

Chief Executive Officer: Mr R Duff

St Martin's School is proud to be part of the Discovery Educational Trust



Essex County Council

Helping parents to understand the changes to fines for term time holidays

With the introduction of the new National Framework for Penalty Notices, the following changes will come into force for Penalty Notice Fines issued for unauthorised holidays recorded by schools **after 19th August 2024**.

Who may be fined?

Penalty Notice Fines are issued to each parent who allows their child to be absent from school.

For example: 3 siblings absent for term time leave, would result in each parent who allowed the holiday receiving 3 separate fines.

First Offence

The first time a Penalty Notice is issued for an unauthorised term time holiday the fine amount will be:

£80 per parent, per child if paid within 21 days.

Increasing to £160 if paid between days 22-28.

National Threshold

There will be a single consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period.

These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence, including the U code (late after registers have closed).

For example: a 5 day holiday would meet the national threshold.

The 10-school week period can span different terms or school years.

Second Offence

(within 3 years)

The Second time a Penalty Notice is issued for unauthorised absence the amount will be:

£160 per parent (who allowed the holiday), per child, payable within 28 days.

Third Offence and Any Further Offences (within 3 years)

The third time an offence is committed a Penalty Notice will not be issued and local authorities will need to consider other available measures to address the absence concerns. This may mean that cases are presented before a Magistrate's Court.

Prosecution can result in criminal records and fines of up to £2,500.

Cases found guilty in the Magistrates' Court can show on the parent's future DBS certificate due to 'failure to safeguard a child's education'.