St. Stephen's Catholic Primary School
Goathland Avenue
Newcastle-Upon-Tyne
Tyne and Wear
NE12 8FA
T: 0191 6250900
E: office@ststephensrc.org.uk
W: www.ststephensprimaryschool.co.uk
T: @ststephensrc

**Friday 23rd October 2026**

**Dear Parents and Carers**,

**Attendance & Punctuality**



Our whole school attendance from Reception to Year 6 was 96.3% this week. This means that we are in the **Green Zone** and we are meeting our targets set by the Department for Education.

| Attendance | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 |
|---|---|---|---|---|---|---|
| Week commencing 19th October | 92.22% | 96.43% | 98.52% | 97.00% | 99.33% | 97.42% |
| **Autumn Half Term 1** | **94.97%** | **95.28%** | **95.37%** | **97.42%** | **98.40%** | **96.47%** |

We are delighted to share that our overall school attendance this half term has been an excellent 96.44%.
A huge thank you to all of our families for supporting your children's attendance and punctuality. Regular attendance plays a vital role in a child's education, helping them to make the most of learning opportunities, build friendships, develop confidence and establish positive routines. Every school day counts, and your commitment to ensuring children attend school regularly makes a real difference to their progress and wellbeing.
While we are pleased with this strong attendance figure, we continue to work towards our school attendance target of 97% and encourage all families to help us achieve this wherever possible.

Reporting Your Child's Absence

If your child is unable to attend school due to illness or another unavoidable reason, please telephone the school office before 8:45am on the first day of absence to report this. When contacting school, please provide the reason for the absence and, where possible, an indication of how long your child is expected to be away from school.
As part of our safeguarding responsibilities, it is vital that we know why a child is absent from school. If we have not received notification of an absence, we will attempt to contact parents and carers to establish the reason. Where we are unable to make contact and there are concerns regarding a child's welfare or whereabouts, we may need to seek advice from safeguarding agencies and, where appropriate, make a referral to Children's Services in line with our safeguarding procedures.

**Donations of Empty Jars**

We are excited to be planning a special community project in school that will focus on kindness, hope and thinking about others.
As part of this project, each child will create a simple lantern using a clean glass jar and a battery-operated LED tealight. The children will also write a message of hope or encouragement to accompany their lantern. Once completed, the lanterns will be shared with members of our wider community through local organisations such as churches, care homes, GP surgeries and community centres.
To help us with this project, we would be very grateful for donations of empty, clean glass jars. Jam jars, sauce jars and similar-sized jars are ideal. If you have any jars you would be willing to donate, please send them into school over the coming weeks.
Further information about the project will be shared soon, but we wanted to give families advance notice and an opportunity to start collecting suitable jars.
Thank you for your support. We are looking forward to working together on what we hope will be a meaningful project for both our children and the local community.

**Cake Sale**

Thank you everyone for the kind donations for our recent cake sale – the children thoroughly enjoyed this treat, and we raised £250 for school PTA funds. Thank you so much for your support.

**Personalised Christmas Cards and Gifts**

We are delighted to be working with a new company, Fundraising Creations, which creates personalised Christmas gifts featuring your child's artwork.

This company operates slightly differently from the provider we have used previously. Before the end of half term, your child will bring home their Christmas artwork along with an instruction sheet explaining how to place your order online.

To ensure your items are delivered in time for Christmas, please place your order by **13th November 2026**.

All orders will be delivered to school, and we will send them home with your child as soon as they arrive

**Year 6 Parents – Applying for Secondary School**

**If you haven't already done so, please ensure that you apply for your child's secondary school place by 30th October 2026.**

Please see message regarding applying for Secondary School for September 2027 from North Tyneside Council School Admissions:

*If your child is currently in **Year 6 at a Primary School**, you can now apply for your child's next phase of education. We are **encouraging** parents to apply using the online system. **Citizen Portal - Sign in***

*If you have chosen to complete a paper application, we strongly recommend that you return it by recorded delivery as in the event that we do not receive your application proof of posting will be required. You must return it to: **The Access Team, Floor 3, North Tyneside Council, Quadrant East, Silverlink North, Cobalt Business Park, North Tyneside, NE27 0BY** by the deadline date. Paper applications can be found here: Completing your application | North Tyneside Council*

***Key Dates***

- *Opening Date: 7 September 2026*
- *Closing Date: 30 October 2026*
- *Offer Day: 1 March 2027*

***If you have any queries, please do not hesitate to contact the School Admissions Team at: school.admissions@northtyneside.gov.uk***

**Toy Swap**

We're excited to announce our upcoming Toy Swap Event on **Tuesday 10th November 3.15pm-3.45pm**. In the spirit of sharing and sustainability, we're inviting families to donate any gently used toys or books that are no longer needed. Donations can be dropped off at the school office from now until **Friday 6th November** and can be exchanged for vouchers to use on the day.

On **Tuesday 10th November**, pupils will have the chance to choose toys and books to take home using their vouchers or for a suggested donation of £1.00 per item.

We hope that this will a fun way to give pre-loved items a new life to be enjoyed by our school community. All proceeds will support school's PTA fundraising.

.




**Dates for the Diary (as always, dates are subject to change!):**

Friday 23rd October – Last day of Half Term
Monday 26th October – Friday 30th October – School closed for Half Term Holiday
Monday 2nd November – Pupils return to school
Tuesday 3rd November – KS2 Fire Safety Assembly
Wednesday 4th November - EYFS Pray and Play Session
Thursday 5th November – Year 4 Hockey Festival
Tuesday 10th November 3.15pm-3.45pm – Toy Swap/Sale Event
Friday 13th November – Children in Need
w/c 16th November – Anti-Bullying Week
Monday 16th November - Odd Socks Day
Monday 16th November 3.15pm – Year 3 The Sill Residential Parent Meeting
Wednesday 18th November – KS1 Phonics Workshop