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Friday 25th September 2026

Dear Parents and Carers,

Attendance & Punctuality

Our whole school attendance from Reception to Year 6 was 96.46% last 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 21st September	99.26%	95.71%	95.38%	97.67%	97.93%	93.23%
Autumn Half Term 1	**98.20%**	**95.03%**	**94.94%**	**98.25%**	**98.57%**	**96.00%**

School Meal Ordering Reminder

Thank you to the many families who are now successfully using SwiftKitchen to pre-order their child's school meals. We would like to remind all parents that meals must be ordered in advance through SwiftKitchen. Pre-ordering helps ensure that children receive their preferred meal choice, enables the kitchen to prepare the correct number of meals and reduces food waste.

Unfortunately, we are still seeing a number of children arriving for lunch without a meal order in place. This creates significant challenges for our kitchen team, who then have to adjust catering arrangements at short notice. In some cases, this may result in children being unable to receive their first-choice meal.

If you have not yet registered, please do so as soon as possible at:
https://app.swiftkitchen.co.uk/register

If you need your child's SwiftKitchen Key or any support setting up your account, please contact the school office. Thank you for your support and cooperation as we continue to embed this new system and ensure a smooth lunchtime experience for all pupils.

Packed Lunch Guidance

As a school, we understand the importance of developing healthy food habits in children. The beneficial effects these habits have on concentration, overall school performance and prevention of obesity, are examples of why a guidance on a healthy packed lunch should be adhered to. Meals that are provided by school comply with the Food Standards Agency requirements and menus are designed to ensure that children get the nutrients that are needed for their health and development. If you choose to provide a packed lunch from home for your child, we urge you to familiarise yourself with the guidance on providing a healthy packed lunch which is available on our school website: School Meals | St. Stephens Roman Catholic Primary School Aided (ststephensprimaryschool.co.uk)

Please note that chocolate/sweet treats should not be included and nut and sesame products, including Nutella, are not allowed in school.

Persistent Absence

At school, we are committed to supporting every child to achieve their very best. Regular attendance is an important factor in a child's success, helping them to make progress in their learning, develop positive friendships and feel fully included in school life.

From this term, families will receive a weekly attendance notification if their child's attendance falls below 90%, the national threshold for Persistent Absence (PA).

The purpose of these messages is not to cause concern, but to ensure that parents are aware of their child's attendance levels and to encourage early conversations where support may be needed. We recognise that there can

be a range of reasons why attendance is affected, and we are keen to work in partnership with families to overcome any barriers wherever possible.
If you have any concerns about your child's attendance or punctuality, please do not hesitate to contact school.

Harvest Festival and Family Fast Day
On **Friday 2nd October**, we will be marking CAFOD's Family Fast Day and celebrating Harvest Festival in school. To support CAFOD, pupils will have the opportunity to enjoy a delicious cup of homemade soup at breaktime in exchange for a donation. Cash donations can be brought into school on the day, or you can donate online via our JustGiving page:
https://www.justgiving.com/page/st-stephens-primary-school-6?utm_medium=FR&utm_source=CL
As part of our Harvest Festival celebrations, we will also be collecting food donations for The People's Kitchen. We would be grateful if families could begin thinking about any items they may be able to donate. Every contribution, no matter how small, is greatly appreciated and helps support those in our local community who are experiencing hardship. Please see the attached list of suggested items provided by The People's Kitchen. Donations should be brought into school by **Friday 2nd October**.
As in previous years, our wonderful Agents for Change representatives will deliver the donated items to The People's Kitchen. This provides a valuable opportunity for our pupils to see first-hand how the generosity of our school community can make a real difference to the lives of others. It helps them understand the importance of kindness, compassion and supporting those in need.
Thank you for your support.



Items we need	Examples
Tinned Veg	Tomatoes Plum & Chopped, Peas, Carrots, Sweetcorn, Potatoes
Tinned Fruit	Peaches, Pineapples, Fruit Cocktail, Pears, Mandarin Oranges
Soup	Tinned or Instant Vegetable, Tomato, Chicken, Broth, Lentil, Potato & Leek
Cooking/ Baking Ingredients	Sugar-Caster & Granulated, Flour – SR & Plain, Jam, Coconut, Cocoa, Dried Fruit, Cooking Oil, Lentils, Broth Mix, Spices
Snacks	Pot Noodles, Pot Pasta, Crisps, Biscuits, Chocolate, Sweets, Cereal Bars
Drinks	UHT Milk, Coffee, Tea, Hot Chocolate, Cartons of Juice, Fruit Squash
Desserts	Rice Pudding, Jelly, Angel Delight, Instant & Tinned Custard, Evaporated Milk, Golden Syrup, Black Treacle
Tinned Meat	Ham, Corned Beef, Chilli, Curry, Minced Beef, Bolognese, Stewing Steak
Cooking Sauces	Indian, Thai, Chinese, Italian, Mexican, Coconut Milk
Condiments	Tomato Ketchup, Brown Sauce, Mayonnaise, Salt, Pepper
Pasta & Rice	Lasagne, Egg Noodles, Rice
Stock and Gravy	Vegetarian, Beef, Chicken, Onion
Toiletries	Soap, Mens Spray Deodorant, Shampoo, Conditioner,Shower Gel, Razors, Toothpaste and Brushes, Sanitary Products
Cleaning/Other	Washing Up Liquid, Washing Powder, Books, DVD's, DVD Players/ Small -Medium Flat Screen TV's
Rough Sleepers	Sleeping Bags, Rucksacks, Handwarmers, Flasks, Unlocked Mobile Phone
Pet Food	Dog & Cat Food – Wet, Dry and Treats
Clothing	Trainers, Waterproof Jackets, Joggers, , Jeans, Sweat Shirts, T Shirts, Socks, Gloves, Scarfs, Hats
We are grateful for your kind donations – We do not accept food if it is opened. Clothing does not need to be new, but we ask for it to be in good condition and clean. We do not need used duvets, suits, dress shirts, or summer clothing.	

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

Tuesday 29th September - Year 3 Pedestrian Training

Friday 2nd October – Harvest Festival

W4ednesday 7th October – Pupils to visit Book Fair in School Day

Thursday 8th October 3.15pm-4pm – Families to visit Book Fair

Friday 9th October – Year 4 Hockey Festival

Tuesday 13th October - Mr Taylor Bible Stories

Wednesday 14th October 9.00am – Reception Phonics Workshop

Thursday 15th October – Year 6 Cross Country

Wednesday 21st October – Cake Sale

Thursday 22nd October – Year 5 visit to Laing Art Gallery

Friday 23rd October – Buddies Celebration of the Word (Reception and Year 6)

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