



St Martin's School

Be the best you can be

Executive Headteacher:
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14 July 2025

Dear Parents and Carers

Re: End of Term and Start of Term Arrangements

I would like to thank you for your support this year, we have made many positive changes to our school policies, procedures and overall school culture. We have identified key priorities for 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 Wednesday, 23 July, at 13.25 for all pupils. Contract buses have been notified of the early finish, and NIBS has informed us that they are unable to accommodate an earlier pick-up slot on this occasion. Therefore, please can you advise if your child will need to wait for this service via the form [here](#), so we can make sure we have a provision in place until the busses arrive at 14.30. Pupils eligible for free school meals will be able to collect them at break time.

Start of next term

Please see below dates for the 2025-2026 academic year.

Autumn Term:

Monday 1 September 2025	Year 7 start 08.25 Year 12 start timings to be confirmed.
Tuesday 2 September 2025	All pupils return – start 08:25 Year 7 Welcome Evening 17.00- 18.00
Wednesday 3 September 2025	Year 10 Information Evening 17.00-18.00
Tuesday 9 September	School Photos Year 9 Information Evening 17.00-18.00
Thursday 11 September 2025	Open Evening - Early finish for all pupils at 13.25
Friday 12 September 2025	Late start for all pupils – 10.55
Monday 15 September 2025	Year 12 Information Evening 17.00-18.00
Wednesday 17 September	Year 8 Information Evening 17.00-18.00
Monday 22 September 2025	Year 13 Information Evening 17.00-18.00
Thursday 16 October	Year 11 Information Evening 16.30-17.30 Sixth Form Open Evening 17.30-19.30
Monday 20 October to Friday 31 October 2025	Half Term
Thursday 27 November 2025	Year 13 Parents Evening
Thursday 11 December 2025	Year 7 Parents Evening
Friday 19 December 2025	Last day of term – Early finish at 13.25
Monday 22 December – Friday 2 January	Half Term



DISCOVERY
EDUCATIONAL TRUST

Chief Executive Officer: Mr R Duff
St Martin's School is proud to be part of the Discovery Educational Trust

Spring Term:

Monday 5 January 2026	Spring Term begins
Thursday 8 January 2026	Year 11 Parents Evening
Thursday 22 January 2026	Year 9 Parents Evening
Thursday 05 February 2026	Year 9 Options Evening Times TBC
<i>Monday 16 February – Friday 20 February 2026</i>	<i>Half Term</i>
Thursday 26 February 2026	Year 13 Parents Evening
Thursday 19 March 2026	Year 10 Parents Evening
Friday 27 March 2026	Last day of term – Early finish at 13.25
<i>Monday 30 March – Friday 10 April 2026</i>	<i>Half Term</i>

Summer Term:

Monday 13 April 2026	Summer Term begins
Thursday 23 April 2026	Year 8 Parents Evening - Online
Monday 04 May 2026	Bank Holiday
<i>Monday 25 May – Friday 29 May 2026 (including bank holiday)</i>	<i>Half Term</i>
Friday 17 July 2026	Last day of term – Early finish at 13.25

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 and worn on the hip, skirts must be grey and pleated and sit on the knee. Fake eyelashes are not allowed. 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 available.

Next academic year all pupils will be expected to bring in a school bag each day so they can take their books home to share their academic success and learning with parents and carers. They will also be expected to bring in the correct equipment to lessons which includes the following items:

- Black pen x 3
- Book Covers x 7
- Clear pencil case
- Compass
- Glue stick
- Green pen x 3
- Highlighter x 3
- Pencil x 3
- Protractor
- Rubber
- Ruler
- Scientific calculator
- Reading book

Pupils will be expected to cover their books using book covers or clear plastic. Book covers along with the items of equipment listed above can be purchased as an equipment pack through ParentPay for a total of £17. Book covers can also be purchased separately via parent pay.

Please spend time in the holidays ensuring that your child has the necessary equipment for lessons and a school bag. Form Tutors will conduct a daily equipment check at the start of each day to ensure pupils are prepared and ready to learn. Behaviour points will be issued to pupils who fail to bring in the correct equipment, and detentions will be set for those that persistently forget.

Pastoral System

Each year group has one dedicated 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](#). We also have a dedicated, fully-qualified school nurse, Mrs R Day, onsite.

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](#).

Detention System

Departments will continue issue a 10-minute detention at break or a 20-minute detention at lunchtime and all 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.

Travel arrangements for first day of term:

Contracted bus services will start on Monday 1 September to accommodate Year 7. Please check the NIBS buses website for further information [here](#). **Please note:** Only passes or tickets issued by NIBS will be accepted on their buses you can purchase a ticket via the website [here](#). If your travelling by CVS contracted busses please email CVSessex@hotmail.com for further information.

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