



St Martin's School

Be the best you can be

Headteacher and Deputy CEO:
Jamie Foster BSc Hons NPQH

Tel: 01277 238300
Fax: 01277 238301

16 July 2026

Dear Parents and Carers

Re: End of Term and Start of Term Arrangements

As we approach the end of term, I would like to thank you for your continued support. This has been a year of important improvement across the school, particularly in the consistency of our routines, the culture around learning, and the shared expectations that help pupils to thrive.

Our focus next year will remain clear: excellent teaching, strong attendance, calm and purposeful behaviour, and ensuring that every pupil is known, supported and challenged. I am grateful for the constructive feedback we have received from parents and carers, and for the partnership that sits behind the best outcomes for young people.

Although we communicate key information weekly through News and Views, I wanted to bring together the main end-of-term and start-of-term arrangements so that families can plan for September with confidence.

End of term

A reminder that school will end on Friday 17 July 2026 at 13:25 for all pupils. Contract buses will be arranged for the 13:25 finish. Pupils eligible for free school meals will be able to collect them at break time. **All lost property will be disposed of unless claimed.**

Start of next term

Please see below the key dates for the 2026-2027 academic year. The term dates listed in the table are taken from the published St Martin's/Discovery Educational Trust calendar.

Contract bus services will operate for the confirmed pupil start arrangements. Please contact NIBS buses on 01268 767 870 or Mark 1 Travel on 07900 605 544 for exact times. Please note that 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 directly.



DISCOVERY
EDUCATIONAL TRUST

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

Key Dates 2026-2027

Tuesday 1 September 2026	INSET day – school closed to pupils
Wednesday 2 September 2026	School day for Year 7 and Year 12 enrolment only
Thursday 3 September 2026	All pupils return Years 7 – 13 at 08:25 Year 7 Parent Information Evening 16:30-18:00
Monday 7 September 2026	Year 9 Parent Information Evening 16:30-18:00
Tuesday 8 September 2026	School photos Year 8 Parent Information Evening 16:30-18:00
Wednesday 9 September 2026	Year 10 Parent Information Evening 16:30-18:00
Thursday 10 September 2026	Early finish 13.25 Open Evening 17:00 – 20:00
Friday 11 September 2026	Late start – arrive at 10:50
Tuesday 15 September 2026	Year 11 Parent Information Evening 16:30 – 17:15
Wednesday 16 September 2026	Year 13 Parent Information Evening 17:00-18:30
Monday 21 September 2026	Y12 Parent Information Evening 17:00-18:30
Thursday 15 October 2026	Sixth Form Open Evening 17:00-21:00
Monday 19 October - Friday 30 October 2026	Autumn Half Term
Monday 9 November 2026	Y12 Parent Evening 17:00-18:30
Friday 18 December 2026	Last day of Autumn Term – early finish 13:25
Monday 21 December 2026 - Friday 1 January 2027	Christmas holiday, including bank holidays
Monday 4 January 2027	INSET day – school closed to pupils
Tuesday 5 January 2027	Spring Term begins for pupils
Thursday 7 January 2027	Y11 Parent Evening 15:45-18:00
Thursday 21 January 2027	Y9 Parent Evening 15:45-18:00
Thursday 4 February 2027	Y9 Options Evening 16:00-18:15
Monday 15 February – Friday 19 February 2027	Spring Half Term
Monday 22 February 2027	Y12 Parent Evening 15:45-18:45
Thursday 18 March 2027	Y10 Parent Evening 15:45-18:45
Thursday 25 March 2027	Last day of Spring Term – early finish 13:25
Friday 26 March – Friday 9 April 2027	Easter holiday, including bank holidays

Monday 12 April 2027	Summer Term begins
Thursday 22 April 2027	Y8 Parent Evening 15:45-18:45
Monday 3 May 2027	Bank holiday
Monday 31 May – Friday 4 June 2027	Summer Half Term, including bank holiday
Wednesday 21 July 2027	Last day of Summer Term – early finish 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, pleated and sit on the knee. Fake eyelashes, nail varnish and nail extensions are not permitted. The school uniform guide for parents can be found here: [School Uniform - St Martin's](#)

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.

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 MCAS.

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 and have all necessary equipment for lessons. Behaviour points will be issued to students who fail to bring in the correct equipment and detentions will be set for those that persistently forget.

Phone Pouch

The launch of the phone pouch this half term was a huge success and we would like to thank you for your support and engagement with this process. From September, all pupils from Year 7 to 11 who wish to bring their phone and smart-watch to school, will need to do so inside a phone pouch. These can be purchased through ParentPay.

Pastoral System

From September, there will be a change to the Deputy Head of Year system and all communications will need to be sent through a dedicated email address: This is the email address that parents and carers should use to contact the pastoral team in the first instance. Your query will then be directed and addressed by a member of the pastoral team. Pastoral@st-martins.essex.sch.uk

MCAS

All homework, timetables, behaviour and attendance communication will be shared with parents via the MCAS 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 [MCAS](#).

Detention System

Departments will continue to 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 who 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.

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.

It has been a highly successful year for St Martin's School and I want to thank you again for your continued support. I wish you and your family an enjoyable summer break.

Yours sincerely



Mr J Foster
Headteacher & Deputy CEO