

Ref: Pastoral Update Autumn 2025

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Dear Parents and Guardians,

I hope this letter finds you well. As we approach the end of the term and 2025, I would like to express my thanks for the tremendous support families continue to show towards PMS. We truly believe building strong relationships with all our families helps your child to thrive at PMS. To ensure the New Year starts strongly please take time to familiarise yourself and your child with the reminders that follow.

2025/26 Uniform Policy

We are incredibly thankful of our families for maintaining our high standards of uniform. We believe uniform plays a critical role in promoting positive behaviour and student discipline and regularly share these expectations with children and home. With Christmas approaching we are well aware that fashions can change and new trends can emerge but we would like to remind you to continue to stick to the [PMS uniform policy](#). If you are ever in doubt about the suitability of an item, please contact the school and we will be happy to clarify this for you. We would like to specifically remind families that our footwear expectations remain unchanged and any trainers or sports brands such as those shown in the photographs below are only suitable for PE days and are not to be worn with full uniform.



Smart black polishable school shoes, please.

No trainers or similar should be worn.



In addition, following student voice we have added in the flexibility of a jumper option for KS3 children. KS3 children may wear a plain black, cotton, V-neck jumper along with their full school uniform. This option **does not replace** the blazer and is an additional layer that can be worn during cooler months along with our school blazer. The item is shown on page 11 of the student planner and modelled in the photograph.



2025/26 Term Dates

Thank you for continuing to plan holidays and special occasions into the 13-weeks holiday and weekends that children enjoy at home. Their regular attendance ensures that they make the most of all opportunities on offer here at PMS. Likewise, we would like to remind families of the timings of our school day (8:45am – 3:20pm) to allow you to book routine appointments (e.g. dentistry) outside of school hours.

<u>Spring Term 2026</u>	<u>Summer Term 2026</u>
Inset Day: Monday 5th January	Term Starts: Monday 13th April
Term Starts: Tuesday 6th January	May Day: Monday 4th May
Inset Day: Friday 13th February	Half Term: Monday 25th May – Friday 29th May
Half Term: Monday 16th February – Friday 20th February	Term Ends: Friday 17th July at 1pm
Term Ends: Friday 27th March	Inset Day: Monday 20th July
Holiday: Monday 30th March – Friday 10th April	Holiday: Tuesday 21st July – Friday 31st August

School Day

School Day			
	Start	End	Minutes
Arrival – Students can arrive onsite from 8:35am			
Registration	8:45am	9:15am	30
P1	9:15am	10:15am	60
P2	10:15am	11:15am	60
BREAK	11:15am	11:30am	15
P3	11:30am	12:30pm	60
LUNCH	12:30pm	1:20pm	50
P4	1:20pm	2:15pm	55
P5	2:15pm	3:10pm	55
Form	3:10pm	3:20pm	10

School Attendance

We continue to be extremely well supported by parents and carers who relentlessly support the school attendance policy. Our excellent school attendance continues to remain strong, and many children still have a brilliant record of 100% attendance. If ever there is an occasion when your child will be absent, please report this by following the 'Student Absence Procedure'.

Student Absence Procedure

- Please inform school before start of the school day on each day of absence. To report the reason, use ClassCharts.
- If absent, please provide evidence to support it. Evidence can be attached to ClassCharts (preferred), handed into the office in person, or emailed to office@Penkridge-middle.org.
- For planned absences, please inform the school at the earliest opportunity by emailing the school office and providing proof of the appointment.



Punctuality

As a school, we know that future success starts with good attendance and punctuality. We would like to take this opportunity to remind you that **morning registration begins at 8:45am** prompt and all children are expected to be in school at this time. This is when they receive their first legal mark of the day. Arriving after this time will result in a late mark (L) and arriving after the registration period has closed (9:15am) will be recorded as an unauthorised absence and marked with a U code. Arriving promptly makes sure that your child does not miss work and that disruption to the teacher and other pupils is minimised. We therefore discourage children visiting the park or other places in the village prior to school as persistent lateness can lead to a significant loss in learning time and a fixed penalty notice being issued. If ever this is a genuine reason for lateness, like an absence, please contact the school office to discuss the reason with them. We teach pupils the importance of punctuality throughout the day and expect them to arrive to all timetabled lessons in a timely manner. Teachers take registers at the beginning of every lesson, and it is the expectation that all pupils are seated and settled whilst the register takes place. If a pupil is persistently late to lesson or absent from timetabled lessons, negative points will be awarded and the school will recover this time through the use of catchup sessions.

Impact of poor punctuality over a school year:

5 minutes late every day = 3 days absent

15 minutes late every day = 10 days absent

30 minutes late every day = 19 days absent

Data Collection Forms

Our communication systems rely heavily on you providing correct and up-to-date contact information for **at least three contacts**. We understand changes will occur to contacts, addresses and phone numbers and kindly ask you to update your child's [data collection form](#) on such occasions. The accurate information you provide helps us create a seamless experience for families and children alike.

Mobile Phone Expectations

To maintain a focused learning environment, we remind you that **mobile phones are not required** for school. If a situation arises and a student needed to contact home, they can do so through the school office. Likewise, if you need to contact your child in the school day this can be done by calling 01785 413400. Should any child bring a phone to school parents / carers must first complete the [mobile consent form](#) so that you are aware of our expectations as a school.

Penkridge Middle School
Marsh Lane
Penkridge ST19 5BW

www.penkridge-middle.org
01785 413400



THE PENKRIDGE MIDDLE WAY 

Safeguarding

With the Christmas break approaching our Safeguarding team would like to share the following details of additional support with our families.

Staffordshire Families Integrated Front Door (SFIFD) if you have concerns or are worried about a child and wish to make a referral: **0300 111 8007**

NSPCC Helpline Call **0808 800 5000** or email help@nspcc.org.uk if you're worried about a child. [NSPCC Christmas Support \[nspcc.org.uk\]](#)

Childline Free, confidential support for children and young people: **0800 1111** or childline.org.uk

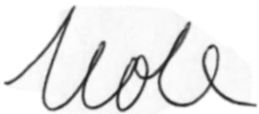
Samaritans 116 123 www.samaritans.org

Citizens Advice Staffordshire – Support with debt, benefits and budgeting **0808 278 7874**

StepChange Debt Charity – Free debt advice **0800 138 1111**

As we close this year, I want to thank you for your unwavering support and partnership in helping our pupils thrive. Wishing you and your families a joyful Christmas filled with happiness, and a New Year full of success and good health.

Kind regards,



Mr R Cole

Deputy Headteacher

