



Mrs Alison Pope, Headteacher

St Martins School update 11 – Friday 17 October 2025

Dear parents, carers and families of St Martins School secondary students,

Work continues with getting students back into the secondary area of school. It has been fantastic to welcome back over 150 secondary students each day into school for face-to-face lessons. We have been able to use the maths and humanities block for this teaching. Year 10 have been in school to take their mock language speaking and listening exams.

I wish to thank our Chair of Governors and Vice Chair Jan Edmondson and Andy Hall for supporting our Year 6 Open Event last night. They spent many hours decorating our sports hall to ensure it was a warm and welcoming 'taster' of our school for our prospective students and their parents! Thank you to Gemar Balloons who donated all the balloons which have now been used to decorate the primary studio for the Halloween disco!



We welcomed over 50 families who had the opportunity to speak to staff and students about our school. They were also encouraged to view our virtual Open Day with videos of school, staff and students. Please use this QR code to view!



We have two weeks half term break and our site team and contractors will be working each day to connect our demountables to utilities and get them ready internally for students. My team and I will be working on the arrangements for teaching and managing students safely with reduced outside areas. This is likely to require changes to timetables.

Thank you again for the support you have offered your children, our staff and the school.

Below is the update for today – **I will issue a further update on the 31 October. This will indicate which re-opening plan (below) we will follow.**



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- Secondary phase update
- Catering
- Free School Meals
- Car Park
- Reception
- Medication

Secondary phase update

We are currently waiting for water supplies and the final connection of these to all buildings across site. Our re-opening for Plan A depends on having this critical supply linked. We are currently dependent on equipment and supplies arriving on time for these to be fitted.

Plan A – Full but staggered reopening

PD days: Monday and Tuesday (school is closed)

Wednesday: Year 8 & 9

Thursday: Year 8, 9 and 10

Friday: All year groups back in

Arrival from 8:20 to be in tutor by 8:40.

School will finish at 3:10

Plan B - (INCASE THE SITE WORK HAS NOT BEEN COMPLETED)

Tuesday: Years 11 & 7

Wednesday: Years 11 & 7

Thursday: Years 9 & 10

Friday: Years 8 & 10

These will be supplemented with revised blended learning timetables which will be emailed out on FRIDAY 31 OCTOBER

Arrival from 8:20 to be in tutor by 8:40.

School will finish at 3:10.

Primary Phase

We are returning on Tuesday 4th November to normal start and end of day times, there will be no phased or staggered entry. Breakfast and After School Clubs (Extended School) will run as normal, there will be no afterschool clubs apart from Drama and keyboard.



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Secondary Transport

Back to normal transport times for all students at the start of the day with a 3.10 finish. All extra-curricular clubs for secondary will recommence in the second week of term.

Catering

If we open as PLAN A our catering team will be able to offer hot meals. Menus will be confirmed on the 31 October as there may be limited choice.

Please do not send any food that has nut contents and no fizzy drinks, no caffeinated or energy drinks as these are not conducive to learning. Please avoid sugary snacks as this impacts behaviour.

Free School Meals

Vouchers will be sent to eligible parents for 1 week of the half term and will be sent on Wednesday 22 October. This is funded in the normal way by Shropshire Council.

Half term

There will be an update in the half term holiday about plans for reopening on the secondary site. I will be liaising with contractors who now have demountables on site, but the connection of water supplies to these buildings is the final element that still requires work. From an operational point of view, school will also need a full review of the timetable and fire evacuation procedures before the site can fully re-open. We also need to give staff time to move back into their work spaces, to prepare to welcome back students as we did with primary. I am hopeful for a return during week commencing 4th November, I will update with further information on Friday 31st October.

Car Parks

Due to the volume of traffic on site, including contractors and buses, parents will not be able to use the main car park after half term.

We would prefer you to walk or car share wherever possible. Please do not park in bus stops as these will be used. Please do not park on pavements on the main road, if dropping off, please drop and go.

Blue badge holders can continue to use both car parks.

The preferred option is still that parents use The Keys, Lens Plaice and Stans who have all offered parents parking. Thank you for your support in maintaining student safety, we will review the above processes at the end of the first, full week back.

Reception

Our Reception and Admin team are now in a temporary home in the old 'caretaker's bungalow' adjacent to the main car park. At this time, we cannot welcome drop in visitors but please do email or phone if you have a query. For



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students that arrive late or pupils who need to be collected early for an appointment, please contact school so that we can explain the signing in/out procedures.

Medication and flu vaccinations

Please supply new medication – reception will be open on Tuesday 4th for these to be dropped off. Please make sure all items are fully labelled and instructions provided.

Flu vaccinations are now timetabled for whole school on December 17th, further details to follow.

Uniform and mobile phones

Whether it is plan A or B, full and correct uniform is required. No trainers, rings, bracelets, anklets, leggings, artificial nails or false eye lashes. One pair of stud earrings can be worn, no hooped earrings and no nose studs. Please review the requirements on the school website as these requirements have remained the same for a number of years.

A reminder that all mobile phones should be off and inside pupils' bags. Please do not contact your child on their mobile phone between drop off times and the end of the school day.

Reading Books and equipment

While we re-stock our library provision please encourage your child to bring a reading book each day as we have sections of lessons where they need to read independently. Please check that your child has the correct equipment they need for all of their subjects.

Winter weather

Due to our temporary accommodation and its capacity please send your child into school with a coat for break and lunch.

Communication with school

So that we can work at speed to achieve a full re-opening, staff will not be able to access school site for half term. Please bear this in mind if attempting to communicate with staff. Contacting reception@stm.318education.co.uk is the best email address, this communication will pick up again towards the end of the second week of the break.

From Tuesday 4 November - Next steps

Please continue to email school with any queries or issues. Emails will be responded to Monday to Friday during normal school hours.

Please contact your child's class teacher/tutor if you have any concerns.

The author visit for EYFS and KS1 will be taking place on Friday 7th November



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Follow up questions

If you have any follow up questions, please email reception@stm.318education.co.uk. This will be monitored from towards the end of the second week of the break.

Thank you once again for your continued support. I hope you have a lovely half term and I look forward to seeing you all soon.

Kind regards,

Mrs Pope Headteacher