

St Matthew's Catholic Primary School



**“Through respect we will work together in Christ to
develop the whole person.”**

School Website: <https://matthews.school/>

Prospectus 2022-2023



Dear Parents, carers and visitors,

At St Matthew's Catholic Primary School, we provide a warm and welcoming community; as a Catholic school, we are deeply aware of the unique nature of each individual and the purpose that each one of us has in following Jesus. Our mission statement encapsulates what we aim to provide:

“Through respect we will work together in Christ to develop the whole person.”

We aim to ensure that all children grow to love their learning, that they are happy in school. We are committed to ensuring that every pupil receives learning that enables them to attain the highest levels of achievement possible and that we provide a stepping stone for a positive future for all of them.

Our warm and friendly atmosphere makes St. Matthew's a great place to learn, where all children feel safe and develop into responsible young people. They leave us well rounded and caring individuals with a strong sense of community, justice and democracy, ready to continue on their educational journey.

We work hard to empower our children to become respected citizens to enable them to make valuable contributions locally, nationally and globally and to contribute to our world's sustainable future.

Our staff work extremely hard to develop a core curriculum which inspires and excites children. We ask our children to be the best they can be and we do our best every single day for every single child. We have high expectations and aspirations for all pupils to achieve their very best at St. Matthew's.

We value strong relationships with parents, carers, governors, parishioners and the local community; working hard to create a true community spirit as we understand the importance of working together in order to best provide for all of our children. Our children are happy at school when he/she feels confident and relaxed in the knowledge that staff and parents are supportive and working together for his or her benefit. The key is positive relationships; relationship based on mutual understanding and trust driven by our belief in fulfilling our mission statement.

I hope you enjoy visiting our school website and you gain a feel for school life at St. Matthew's. If you would like to arrange a visit to our school or speak to myself or a member of our senior leadership team please contact the school office. We would be more than happy to meet you or take you on tour around school so you can experience St. Matthew's first hand.

Mrs Claire Sime

Headteacher

General Information

Address:	St. Matthew's Catholic Primary School Queen's Drive Liverpool L4 8UA
E-mail:	matthews-ao@stmatthewscps.co.uk.
Telephone/Fax:	0151 226 1871
Chair of Governors:	Mr R Burke
Vice Chair of Governors:	Mrs C Sergeant
Head Teacher:	Mrs C Sime
Numbers on Roll:	414

Classification of School

The school is a Catholic Voluntary Aided School for Boys and Girls in the 5 – 11 age range.





St. Matthew's Catholic Primary School Mission Statement

"Through respect we will work together in Christ to develop the whole person."

Statement of Intent:

In St Matthew's Catholic Primary School, we strive to develop the whole person. We believe that each person is a unique individual with a God given dignity. All of our children are entitled to be given opportunities to reach their full potential. Therefore we must provide for them an education which will enable them to be personally fulfilled and to become socially, morally, emotionally, intellectually, spiritually and culturally integrated members of society. In order to achieve this we will work together through relationships, curriculum, environment and worship.

Relationships: There will be a welcoming and caring atmosphere and we will listen to all concerns. We will have a consistent approach to discipline and behaviour. All adults will be role models and will lead by example. High standards will be modelled and expected by all. We will be understanding and respectful to all members of the school community and support everyone. We will sustain home, school, and parish links. We will acknowledge and promote uniqueness and individual talents. We will have positive attitudes and tolerance towards everyone. We will celebrate success through rewards. We will instil ownership and independence in our children and give opportunities for pupil voice. We will promote democracy and encourage children to make the best choices.

Curriculum: The Gospel Values will be at the heart of our curriculum. We will provide a curriculum which is fun, exciting, challenging, dynamic and relevant for our children. Curriculum leaders will strive to make their subject the best that it can be. Everyone will show pride in their work. Our curriculum will celebrate cultural diversity.

Environment: We will show pride and respect in our school. We will promote a calm working atmosphere. Our school will feel safe and secure for all.

Worship: We will provide opportunities for outstanding collective worship across the school. We will provide opportunities for our children to become leaders of worship. Parents will be given opportunities to share in school worship. Our 'Come and See' curriculum will be creative, inclusive of other faiths and promote the Gospel Values. We will work closely with the Parish of St Matthew's. Reverence will be modelled and instilled and quality time given for reflection.

School Governors

Parish Priest Foundation Governor	Fr C. Stainton-Polland
Chair of Governors Foundation Governor	Mr R Burke
Vice Chair of Governors Foundation Governor	Mrs C Sergeant
Foundation Governor	Vacancy
Foundation Governor	Mrs P Regan
Foundation Governor	Miss M Black
Foundation Governor	Vacancy
LA Governor	Mr D Gidman
Parent Governor	Mrs M Murphy
Parent Governor	Miss J Garvey
Head Teacher	Mrs C Sime
Staff Governor	Mr M McNally
Clerk to the Governors	Ms J Richardson

Teaching Staff

Mrs C Sime	Headteacher / SLT
Mrs L. Evans	Deputy Head Teacher / SLT
Mrs T Gaskell	Deputy Head Teacher – SENDCO / SLT
Mrs J Collins	Senior Teacher - EYFS
Mrs A Dunbar	Senior Teacher – Year 6
Mr M Edwards	Senior Teacher – Year 2
Miss McNally	EYFS
Miss Earle	EYFS
Miss Melville	Year 1
Miss McEvoy	Year 1
Mrs Dillon	Year 2
Miss H Jackson	Year 3
Mrs J Walsh	Year 3
Mr M McNally	Year 4
Miss C Rush	Year 4
Miss H Connor	Year 5
Mr J Brooks	Year 5
Miss S Broadfoot	Year 6
Mrs C Pritchard	PPA
Mrs J Evans	PPA
Mr A Burns	PPA
Mrs E O’Hanlon	PPA
Miss E Little	Maternity Leave

Classroom Support

Mrs P Balfour	Miss J Barker	Mr A Barlow	Miss L Bligh
Miss A Cline	Mrs L Coleman	Miss J Garvey	Mrs L Higham
Mrs S Jones	Mrs J Wilkinson	Mrs G Leonard (HLTA)	

All classes in Key Stage 1 have their own classroom assistant. In Key Stage 2 there is 1 classroom assistant per year group.

Non-Teaching Staff

Mrs T Latham
Ms K Barnes
Mrs D Tippey
Mrs G Skivington-Hall

School Business Manager / Member of SLT
Family & Pupil Support Officer
Senior Administration Officer
Administration Officer

Additional Support

Miss R Smith
LSSP
MGFL
Liverpool IT Services

Music
Sports
Computing
IT Technical Support

Lunchtime Supervisors

Mrs S Crowther
Miss N Masterson
Miss S Pritchard
Mrs T Gamble
Mrs J Willis

Premises Staff

Mr P Hughes
Mrs T Gamble
Miss N Masterson
Miss S Pritchard
Ms D McCormack
Mrs J Willis

Caretaker

Kitchen Staff

Mrs T Clarke
Mrs B Channel
Mrs C Donlevy
Ms L Harper
Ms S Hill
Ms A Perry

Kitchen Manager/Cook

Admission Policy

It is the policy of the Governors to admit to the school, baptised Roman Catholic children who are resident in the Parish of St. Matthews and whose parents desire a Roman Catholic education for their child.

Admission to the school is at the discretion of the Governors, according to criteria laid down in the Admission Policy (copies of which are available from school website or school office.)

Application forms for admission are available from the School Administration Officer.

Prior to admission parents and children are invited to visit school on at least one occasion.

<https://matthews.school/admissions/>

Organisation

Children are placed in classes according to their age (Reception to Year 6.) The Pastoral care of pupils is met by individual class teachers and the Headteacher and the Senior Leadership Team.

The Head Teacher, the Inclusion Manager and the class teachers meet the special needs of children jointly. The SEN Support Service and other outside agencies assist the school as much as possible.

School Uniform

School uniforms must be worn by pupils each day – see list below.

All items of uniform can be purchased at any shops except the school jumper which has the school badge on it and is available from Brienda on Muirhead Avenue. We are aware of the hardships our families are facing at the moment and we will continue to support them in any way we can.

The School Uniform and Presentation Policy can be found on our website.

<https://matthews.school/school-uniform/>

Uniform

Reception - Grey tracksuit, blue polo shirt, black shoes / black trainers with no colour. In the summer term children may wear the summer uniform listed below if they wish.

KS1/KS2

Autumn - Grey trousers, white shirt, blue striped tie, grey jumper with school badge and black shoes (no trainers).

Summer – Grey trousers or grey shorts, grey socks, white short sleeved shirt, blue striped tie and grey jumper with school badge, black shoes (no trainers).

Autumn - Grey pinafore, white shirt, blue striped tie, grey cardigan with school badge, grey socks and black shoes (no trainers).

Summer – Blue gingham summer dress, grey cardigan with school badge, white socks and black shoes (no trainers).

Prefects have a silver tie with blue stripe / school councilors have a blue tie.

Any changes to uniform must be discussed with the Head Teacher.

(Training shoes may be worn during play time/dinner time for all children)

P.E. Kit

School tracksuit during the winter months Boys/ Girls: Red T-shirt, Blue shorts. Black pumps must be worn by all pupils for use in P.E. lessons. Training shoes must not be worn for indoor P.E. All staff are to ensure children do P.E. in the correct kit.

All pupils are expected to join in P.E., games and swimming lessons as PE is part of the national curriculum. Parents are asked to send a letter to the class teacher if the child is to be excused on medical grounds. The Sports Lead in school may follow up if a child misses multiple lessons. Children come to school in their P.E. kit on their P.E. days.

All articles of clothing should be clearly marked with the child's name. The school is not responsible for loss or damage to personal items.

Hair

The school does not permit children to have haircuts that could serve as a distraction to other children. Please support us by following school policy when taking your child for a haircut.

Children must not have hairstyles which are extreme. Lines or patterns shaved into the hair and dyed hair are not permitted. All long hair must be tied back.

Any hair accessories should be plain and either blue, grey or white, please note hair bows should be small in size and appropriate for school wear.

Shaved patterns or lines in eye brows are not allowed.

Jewellery

For health and safety reasons jewellery such as bracelets, rings, necklaces and chains must not be worn. Small, plain stud earrings may currently be worn at parents' risk – diamond, hoop or drop-type earrings are not allowed. Wrist watches (not smart Watches) may be worn but removed for P.E, dance and games, again at parents' risk.

Nails

Nail varnish must not be worn in school. False nails are not allowed. School has nail varnish remover and may ask a child to take nail varnish off in school.

Other

Fake tattoos and transfers are not permitted.

The School Day

School Day	School Begins	Morning Break	Lunch	School Ends
Rec -Y2	8.55am	10.15 – 10.30	12.00 noon - 1.00	2.55pm
KS2	8.55am	10.30 – 10.45	12.15 to 1.15	3.05pm

Gates open at 8.45am

Lunch Time Routine

The teaching assistants take the children to the yard

Lunchtime supervisors will lead the children into the hall when it is time to do so.

The Supervisory Assistants are familiar with our positive approach to discipline and work hard to support this. All members of staff have had input into our Positive Behaviour Policy including restorative practice and are expected to follow the policy accordingly. Zones of regulation have also been introduced in school as a means for children to develop their own self-regulation.

Term Dates 2022/2023 – Total of 195 days

The total number school days should total 195 with 5 of these days being allocated by individual schools for INSET.

	AUTUMN TERM 2021	SPRING TERM 2022	SUMMER TERM 2022
Term commences	Thursday 1st September	Wednesday 4 th January	Monday 17 th April
Half term holiday	Monday 24 th October to Friday 28 th October	Monday 13 th to Friday 17 th February	Monday 29 th May to Friday 9 th June
Bank holidays in term time	None	None	May Day – Monday 1 st May
Term ends	Wednesday 21 st December	Thursday 6 th April	Thursday 20 th July

Inset Days - Children do not come to school on these days

Thursday 1st September 2022

Friday 2nd September 2022

Friday 21st October 2022

Wednesday 4th January 2023

Monday 17th April 2023

Attendance

Our Pupil & Family Support, Ms K Barnes, is vigilant in ensuring the welfare of our pupils. She will phone home to make enquiries on the first day of pupil absence. Mrs Evans (Deputy Head Teacher) is the lead for attendance in school.

Pupils are expected to attend school regularly. If a pupil is absent without prior notice, parents are asked to inform the school on the first day of absence. Our EWO (Educational Welfare Officer) is Mrs Alison Griffiths, who helps to monitor

attendance in accordance with DCSF regulations. Please see school attendance policy.

Holidays in term-time cannot be authorised in line with Local Authority policy.

Please see our term dates on our website. <https://matthews.school/term-dates/>

Children arriving late should register with a member of the school admin team before going on to class. Please note, a Punctuality Register is kept and parents will be contacted if there is cause for concern.

Year	Attendance	Authorised Absences	Unauthorised Absences
17/18	95.6%	2.9%	1.5%
18/19	95.8%	3.4%	1.2%
19/20 Covid	93.1%	6.1%	0.8%
20/21 Covid	96.4%	2.8%	0.8%
21/22	94.9%	3.2%	1.9%

Medicines

School recognises the importance of safeguarding children at all times. If pupils need to use an inhaler, parents are asked to label the inhaler and give it to Mrs. J. Walsh, who will give you a consent form to sign.

Under Health & Safety Regulations, staff may on occasion be responsible for the administration of medicine. If a child needs medication in school time, parents must come to school to discuss and sign a medical care plan. All medicine must be prescribed by a GP, otherwise medication cannot be given.



The school's detailed Administering Medicines in School and First Aid Policies which can be located on the school website. <https://matthews.school/policies/>

Lunches

We are now working alongside our new caterers 'Food for Thought'.

Pupils may have a school dinner or packed lunch alternative at £1.80 per day (£9 per week). This must be paid in advance through Parent Pay.

Children in Reception and Year 1 are not allowed to bring a packed lunch. We aim to include the whole of KS1 in this arrangement by the start of the next school year. This will then follow on with all new admissions.

Although children in Reception to Y2 are entitled to receive universal free school meals parents should still make the application for free school eligibility (see school website for more information).

Arrangements for lunch may be altered at the beginning of a new school term.

We also have special themed lunches throughout the year.

Our menu and application forms for free school meals can be found on our website.

<https://matthews.school/school-dinners/>

School Positive Behaviour

At St. Matthew's we aim to help our pupils towards self-discipline, and we promote and reward good behaviour through our rewards programme. In short, we wish to encourage a safe, happy and secure learning environment for everyone. There is a staged approach to alleviate any difficulties which may arise and staff are always available by appointment to speak to parents. Please see the Positive behaviour policy that explains the systems in detail.

If, having already met with the class teacher, you require further support, you may wish to book an appointment with the following senior teachers:

Behaviour Leads – Mrs L Evans, Mrs T Gaskell

Inclusion Lead – Mrs T Gaskell

Head Teacher – Mrs C Sime

The Senior Leadership team will be on the yard at the start of each day, don't hesitate to ask for a quick chat.

As we are a Catholic School we aim to treat others in a Christ-like manner and impart values of forgiveness, self-respect and fairness.

In exceptional circumstances it may be necessary to exclude a pupil from the school for a period of time as explained in the positive behaviour policy and following local authority guidelines and school policy.

Curriculum

The fundamental aim of St. Matthew's Primary School is to treat each child as a unique individual with a God given dignity. We aim to provide for all pupils an education that will enable them to be personally fulfilled and to become socially, emotionally, intellectually and spiritually integrated members of society. The requirements of the National Curriculum form part of our total provision.

National Curriculum with effect from 2022 Subjects are:-

Core Subjects

English Mathematics Science R.E.

Foundation Subjects

Geography Computing Art Music
Physical Education History Design & Technology MFL (KS2)

It must be remembered that children progress at different rates. We aim to motivate and encourage children to achieve their personal best and we do this by a system which allows pupils to advance at their own speed to the different stages and levels of the National Curriculum.

Assessment

The primary purpose of assessment in St. Matthew’s Primary School is to ensure that all children make progress and reach their potential.

St. Matthew’s Primary School will make good use of formative and summative assessment approaches and ensure the correct balance between these approaches.

Formative Assessment is not just assessment that involves only marking and feeding back judgements. It is bound into the next steps, looks forward as well as back, and is closely allied to forward planning.

Assessment in St. Matthew’s Primary School will:

Enable individual pupils to make progress in their learning.

- Relate to shared learning objectives, demonstrated through outcomes
 - Be underpinned by confidence that every child can improve.
 - Help all pupils to demonstrate what they know, understand and are able to do independently, appropriate to their age.
 - Involve success criteria that is shared and, that work is assessed against the success criteria.
 - Include reliable judgements about how learners are performing against expectations
 - Involve both teachers and pupils in reviewing and reflecting upon assessment information
-
- Provide feedback which leads to pupils recognising the ‘next steps’ in their learning and how to work towards achieving these.

- Enable teachers to plan more effectively, by using assessment outcome, to develop next steps.
- Provide us with information to evaluate our work and amend planning at whole school, class and individual pupil levels.
- Enable parents to understand and be involved in their child's progress.
- Ensure that our practices in this area are fully inclusive.

Reception- EYFS Profile

In Reception each child is assessed against 17 areas of learning. These learning goals show the level of the child's development against age related expectations.

Year 1- Phonics

In Year 1 children will complete a phonics screening check. This checks the child's phonics knowledge and helps teachers confirm whether the child has made expected progress.

Year 2 & Year 6

In these year groups, the school is required to follow the guidance outlined by the Standards and Testing Agency (STA) through the assessment and reporting arrangements.

In May of Year 2 and Year 6 children will take national curriculum tests, SAT's. Children are tested in maths and English (reading and spelling, punctuation and grammar).

The tests will provide information about how your child is progressing, compared to children of the same age nationally.

Summative Assessment

Summative assessment takes place twice a year. This will involve both teacher assessment and standardised testing. Children will be assessed on their mathematics, reading, writing and spelling understanding. These assessments will be used to evaluate the curriculum and identify next steps.

Reporting outcomes to parents and outside agencies

Parents will receive termly reports on their child's progress through parent meetings and end of year report. The school will report the outcomes in each year group in four broad groups:

Working below the expectations – those children not working at age related expectations

Working towards expectations – those children beginning to work within age related expectations but not yet secure

Working at expectations – those children working securely at age related expectations

Working above expectations – those children showing a greater depth of understanding of age-related expectations

St. Matthew's Comparative Data

EYSP

% of pupils attaining a good level of development

	School	City	National
2019	71.7	64.9	71.8
2021			
2022	65	TBC	TBC

PHONICS- Year 1

% of pupils working at the required standard

	School	City	National
2019	90	77.8	81.9
2021			
2022	88	TBC	TBC

KEY STAGE 1

% of pupils achieving the expected standard

	School	City	National
RWM	65	TBC	TBC
Reading	72	TBC	TBC
Writing	70	TBC	TBC
Maths	67	TBC	TBC

KEY STAGE 2 2018-2019

% of pupils achieving the expected standard

	School	City	National	Progress Measures
RWM	39	TBC	TBC	
Reading	66	TBC	TBC	-1.6
Writing	73	TBC	TBC	+0.5
Maths	47	TBC	TBC	-3.5
GPS	77	TBC	TBC	

Due to the Covid pandemic there is no data for 2020 or 2021.

Extra – Curricular Activities

Extra-curricular activities are organised by Mrs L Evans throughout the school year. These activities include -Creative Arts, Choir, Bollywood Dancing, Hair Dressing, Multisport and Football.

There are many more clubs on offer throughout the year.

Although places are limited for each club all children will have an opportunity and are encouraged to attend an after-school club each half term. Children will be offered the opportunity to attend at least 6 clubs throughout the academic year.

All clubs are run by St. Matthew's staff. Staff are always looking for new and interesting clubs to offer our children.

St. Matthew's is also part of the Children's University. Children collect credits for their attendance at any extra- curricular club both in school and/or outside of school. Children are rewarded for their credits with a certificate in an official ceremony at the local university.

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There are many more clubs on offer throughout the year.

Although places are limited all children will have an opportunity to spend time at an after-school club. We are also part of the Children's University in school.

Religious Education - MARK

We have placed Religious Education at the heart of the curriculum, and we are developing a thematic approach which fully embraces the National Curriculum.

We aim to help pupils to recognise and appreciate the religious and spiritual dimensions of life appropriate to their age and maturity. The Religious Education offered in our school is delivered through "Come and See" – the programme approved by the Archdiocese. This programme helps us to allow and encourage opportunities for searching and questioning in an open manner. It helps us to encourage children to deepen their faith and to respect others in their personal quest for meaning.

In short, we seek to promote a deeper knowledge, appreciation and understanding of the Catholic faith. At the same time our programme relates to and respects other faith traditions and the ways in which they express significance of human life.

Throughout the school year, children from the school are invited to attend the 10:00 a.m. Sunday mass in the parish church.

RSE

We see our educative task as supporting parents or guardians in their responsibility of seeking the fullest possible development of the young people entrusted to us. Sex education is taught within a Catholic framework and through our integrated programme entitled “Life to the Full.” This is a statutory part of PSHE from September 2021.

Additional Educational Needs

Our Inclusion Manager, Mrs T Gaskell, works closely with the Head Teacher, class teachers and parents regarding children who may have additional needs.

Every effort is made to provide work at appropriate levels for such children. In some cases children will require specific interventions and programmes of work.

Some children may require support from outside agencies.

Parents will be kept fully informed and will be part of decision making processes.

School Council/Parliament

We believe it is important that our pupils have a “voice” concerning the school life. In order to listen to “the voice” our school council is annually elected by the pupils themselves. They attend meetings with the Head Teacher and bring their own plans/ideas along. They have a healthy school tuck shop as part of enterprise.

Equality - TONI

Our school positively pursues anti-racist, anti-sexist policies throughout the curriculum, pastoral programme and organisational structure of the school. We do not accept any form of racist or sexist behaviour and look for the co-operation of parents in our efforts to create relationships that encourage respect for others.

The school uses the programme ‘No Outsiders in our School’. This teaches children to show respect and have an understanding of all relationships including same sex. This includes an awareness of anti-discrimination of transgender.

Homework

	Literacy	Numeracy	Foundation/ Other
Reception	Literacy/Numeracy activities via Seesaw Phonics and Reading Pack.	Literacy/Numeracy activities via Seesaw	Seasonal Home School Link Activities
Key Stage 1	Daily Reading Phonics Weekly Spellings- Spelling Shed <i>Given on Monday and tested on Friday</i> Literacy Activity- <i>Given on a Monday to be in on Wednesday</i>	Times Tables- weekly Maths Activity- Number work/ Basic Skills <i>Given on a Wednesday to be in on Friday</i>	Half Termly Activity SATs work for Year 2
Key Stage 2	Daily Reading Weekly Spellings- Spelling Shed <i>Given on Monday and tested on Friday</i> Literacy Activity- <i>Given on a Monday to be in on Wednesday</i>	Times Tables- weekly Maths Activity- Number work/ Basic Skills <i>Given on a Wednesday to be in on Friday</i>	Half Termly Activity SATs work for Year 6

Literacy Activity- work on spellings/ handwriting/ punctuation/ grammar. This will vary to avoid repetition of the same type of activity eg spelling sentences. Punctuation and grammar activities will cover what has previously been taught and can be used as an opportunity to recap, recall and review.

Maths Activity- this will cover a previously taught topic and used as an opportunity to assess if the children have remembered and can recall previous learning.

Foundation Activity- this will be once a half term and cover one of the foundation subjects. This activity will vary, it could be a project or possibly a mind map that displays everything that the children have remembered/ learned.

It is expected that the children will regularly read their **reading book**, **practice their weekly spellings and work on TT Rockstars** throughout the week.

All homework will be marked, this may vary between peer marking and teacher marking depending on the activity. If peer marking has taken place the class teacher will still view outcomes. Any misconceptions will be dealt with and feedback will be given.

A variety of methods will be used to set homework tasks. For some of the above homework activities we will use a range of online platforms e.g. Dojo's and/or Google classrooms. Children and parents will have access to all login details.

Homework books will be used with worksheets used only occasionally.

Reports

Autumn Term: - Progress towards targets reports

Spring term: - Progress towards targets reports

Summer term: - End of year reports

Parents are always welcome to arrange a phone call to school to discuss their children's progress.

A written report is given to parents at the end of the summer term concerning their child's achievements through the year.

Parents are also formally invited to school to discuss their children's progress.

During the Autumn and Spring terms, teachers and parents share a termly report which records: attendance, punctuality, attitude and effort, attainment and progress towards end of year targets.

Safeguarding and Child Protection

Safeguarding and child protection are of the utmost importance at St. Matthews. We work with a Safeguarding team who meet weekly to ensure all children are safe from harm. (See Safeguarding leaflet). Our Head Teacher is our safeguarding lead.

All visitors to school must sign in at reception via the inventory system. They must sign out again when they leave the building.

All visitors are asked to read our 'Code of Conduct' document. (as per Covid guidance at present) This will also be displayed in our notice board outside school.

Our policies can be found on the school website. <https://matthews.school/policies/>

Charging Policy

We may ask for voluntary contributions to pay for some activities. However there is no obligation to contribute and no child would ever be excluded from an activity because parents are unable or unwilling to contribute.

Unfortunately, it would not be possible to maintain a full programme of activities if there were insufficient funds. We thank the parents for their support in this area.

The school operates a cashless system as much as possible via Parent Pay.

Complaints Procedure

If any parents are dissatisfied with any aspect of the school they may refer the issue to the Headteacher. A complaint, which cannot be resolved by the Headteacher, may then be referred to the Governing Body. <https://matthews.school/policies/>

Parental Involvement

At St. Matthew's we believe that Teaching and Learning are more effective when parents are involved in the life of the school.

As a staff we have agreed to fully welcome parents into school and to work together to take this process further. This has led to a greater awareness amongst the parents of the work of the school and a deeper involvement on a daily basis.

Through developing constructive Home/School partnerships in which the responsibilities of pupils, parents and school are acknowledged, respected and promoted, we aim to raise standards further. We hold Zoom assemblies, stay and play sessions and rewards postcards home.

We have now set up a new PTA with parents working hard to support our children.

Healthy Eating

We are delighted to hold the Healthy Schools Award at St. Matthew's School. This work is carried out by Mrs C Pritchard who is St. Matthew's Healthy School co-ordinator.

The Balance of Good Health



Extended School's Early Bird Club

In response to parental requests our "Early Bird" club is held in school each morning. Early Birds is to support working parents and the number of places available is limited. The club begins at 8.00 a.m. and runs until 8.45 a.m. There is a warm welcoming environment for the children and activities and games take place during each session. Please see school office for further information.

We are now part of the national breakfast programme and provide a bagel for every child every morning. We believe that no child should go without breakfast and that they achieve better when they've had breakfast. We intend to expand this further in the next school year.

After School

A wide range of educational clubs and activities are available to children on a regular basis. Parents are signposted to local child-minding groups if they need an after school childcare facility e.g. Ellergreen Children's Centre, Little Owls and Playstop.

St. Matthew's PTA

St. Matthew's Parent Teacher Association supports the life of the school in a variety of ways, including fund raising activities. We have now established a new PTA with parents working hard organising fund raising events.