



WELCOME TO

St. Matthew's Catholic Primary School

Prospectus 2022 - 2023

"Love, Learn and Shine Together with Jesus"



St. Matthew's Catholic Primary School
Queen's Drive
Walton
L4 8UA



0151 226 1871



matthews-ao@stmatthewscps.co.uk

School Information



***"LOVE, LEARN AND SHINE
TOGETHER THROUGH JESUS."***

St Matthew's is a Catholic Voluntary Aided School
for Boys and Girls in the 5 - 11 age range

Chair of Governors:

Mr. R. Burke

Vice Chair of Governors:

Mrs. C. Sergeant

Headteacher:

Mrs. C. Sime

Number on Roll:

414

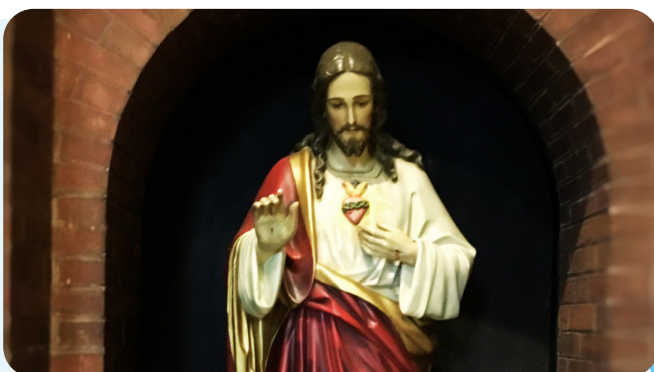
Where to Find Us:



Contact Us:

0151 226 1871

matthews-ao@stmatthewscps.co.uk



Welcome

Dear Parents / Carers,

Welcome to St. Matthew's Catholic Primary School.

Choosing your child's school is one of the most important decisions you will ever make. We hope that you find the information that you are looking for and that you get a flavour of the Catholic life of our school and the standards, range, and quality of education that is available to every child.

As a Catholic school, the basis of our mission is to value and respect every person as an individual, made in the image of Christ. Our school mission is 'Love, Learn and Shine Together with Jesus', in partnership between home, school, parish, and community, we are dedicated to working together to nurture children who achieve their God-given potential, spiritually, academically, socially, and emotionally to live our mission.

By integrating the Gospel values and the teachings of the Catholic Church into every aspect of learning, teaching, and all additional areas of school life, we strive towards providing a high-quality curriculum and engaging learning environment that has Christ at the centre of everything we do.

We recognise the uniqueness of each child and place a strong emphasis on getting to know and understand the needs of each individual. Priding ourselves on our caring and inclusive ethos, we aim to ensure that every member of our school community feels, safe, loved, valued and respected. High standards of behaviour are a basic requirement of all pupils within our school. Pastoral care is central to our provision and all staff are fully committed to promoting the well-being of every child. The nurturing of positive attitudes is essential if pupils are to become successful learners, striving for excellence and achievement in all areas of the curriculum.

Our curriculum is enhanced with a wide variety of extra-curricular activities and after-school clubs for pupils in our Foundation Stage, Key Stage One and Two.

By choosing to send your child to our school we become your partners in the education and well-being of your child. We have high expectations of what every child can achieve and seek to work in partnership with our parents forming positive healthy relationships so that every child can celebrate success.

A weekly celebration assembly is held each Friday and we have a liturgical assembly on a Monday. Induction evenings for parents are held in school as children prepare to make the transition to their next class, we offer opportunities throughout the year for parents to review their child's progress and look at the wonderful work they do in class; whilst additional 'Family Learning' sessions are held to inform and assist parents in supporting children's learning.

Whilst I hope you find this information useful, there can be no substitute for a personal visit and you are warmly invited to view the school, by prior arrangement.

I look forward to meeting you in the future,

Yours sincerely,

Mrs. C. Sime
Headteacher





MISSION STATEMENT

"Love, Learn and Shine Together with Jesus."



Relationships

- We will live as Jesus wants us by;
 - Showing respect.
 - Including everyone.
 - Making everyone welcome.
 - Showing forgiveness to all.
 - Caring for each other.
 - Listening to all.
- Treat other people how you would like them to treat you.
- Feel the love of God as you walk around the school.
- We teach the importance of strong and healthy relationships.
- We will help those who need it.
- We work with the parish and local community.
- We share our achievement with the wider world.

Curriculum Suggestions

- Jesus will be at the heart of our curriculum through having Gospel Values at its core.
- Our curriculum will be;
 - Fun.
 - Challenging.
 - Inclusive.
 - Exciting.
 - Show Diversity.
 - Relevant.
 - Interactive.
- Our curriculum will offer a variety of opportunities for all
- Our curriculum will be forward thinking.

Environment Suggestions

- We strive for our school to;
 - Reflect that we follow Jesus.
 - Be a happy, safe and healthy place.
 - Be a green environment
 - Be a safe environment.

Worship Suggestions

- Everyday we will follow Jesus' footsteps by;
 - Being involved in prayer and liturgy.
 - Listening to the word of Jesus.
 - Celebrating as a school.
 - For quality reflection and worship.
- We work together with the parish to ready children for the sacraments.
- We would include our parents and the parish in our worship.
- We will be inclusive of all faiths.



Governors

STAFF

The Reverend Canon C. Stainton-Pollard

Parish Priest | Foundation Governor

- Mr. R. Burke
- Mrs. C. Sergeant
- Vacancy
- Mrs. P. Regan
- Miss. M. Black
- Vacancy
- Mr. D. Gidman
- Mrs. M. Murphy
- Miss. J. Garvey
- Mrs. C. Sime
- Mr. M. McNally
- Ms. J. Richardson

- Chair of Governors | Foundation Governor
- Vice Chair of Governors | Foundation Governor
- Foundation Governor
- Foundation Governor
- Foundation Governor
- Foundation Governor
- Local Authority Governor
- Parent Governor
- Parent Governor
- Headteacher
- Staff Governor
- Clerk to the Governors



Senior Leadership Team

- Mrs. C. Sime
- Mrs. L. Evans
- Mrs. T. Gaskell
- Mrs. J. Collins
- Mrs. A. Dunbar
- Mr. M. Edwards

- Headteacher
- Deputy Headteacher - Curriculum and Quality of Education
- Deputy Headteacher - Inclusion | SENDCO
- Senior Teacher | Early Years Foundation Stage (EYFS)
- Senior Teacher | Year 6
- Senior Teacher | Year 2

Teaching Staff

- Mrs. C. Earle
- Miss. A. Melville
- Miss. N. McEvoy
- Mrs. J. Dillon
- Miss. H. Jackson
- Mrs. J. Walsh
- Mr. M. McNally
- Miss. C. Rush
- Mr. J. Brooks
- Miss. H. Connor
- Miss. S. Broadfoot
- Mrs. C. Pritchard
- Mrs. J. Evans
- Mr. A. Burns
- Mrs. E. O'Hanlon
- Miss. E. Little



- EYFS
- Year 1
- Year 1
- Year 2
- Year 3
- Year 3
- Year 4
- Year 4
- Year 5
- Year 5
- Year 6
- Year 6
- PPA
- PPA
- PPA
- PPA

STAFF

Classroom Support

Mrs. P. Balfour
Miss. A. Cline
Mrs. S. Jones

Mrs. L. Coleman
Mrs. J. Wilkinson
Mrs. L. Higham

Mr. A. Barlow
Miss. J. Garvey
Mrs. G. Leonard (HLTA)

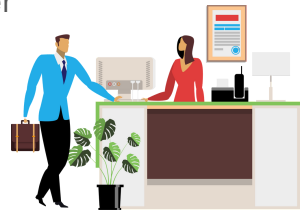
*All classes in Key Stage 1 have their own classroom assistant.
In Key Stage 2 there is 1 classroom assistant per year group.*



Non-Teaching Staff

Mrs. H. Cowen
Ms. K. Barnes
Mrs. D Tippey
Mrs. G. Skivington-Hall

School Business Manager | SLT
Family and Pupil Support Officer
Senior Administration Officer
Administration Officer



Additional Support

Miss. R. Smith
LSSP
Mr. K. Kegan
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

Kitchen Staff

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

Kitchen Manager | Cook



Premises Staff

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

Site Manager





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

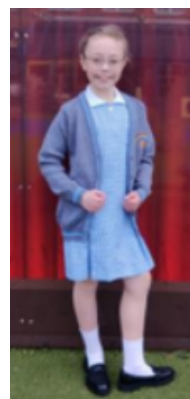
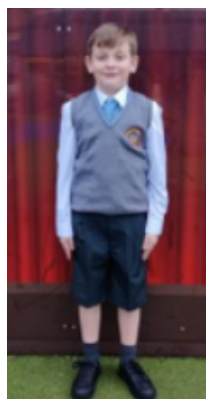
School Uniform

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, or F & J Uniforms on Muirhead Avenue East. 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 - Prefects have a silver tie with blue stripe/school councillors have a blue tie.

*Any changes to the uniform must be discussed with the Head Teacher.
(Training shoes may be worn during playtime/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



Gates open 8:45 am	School Begins	Morning Break	Lunch	School Ends
Reception - Y2	8:55 am	10:15 - 10:30 am	12:00 - 1:00 pm	2:55 pm
Y3-Y6	8:55 am	10:30 - 10:45 am	12:15 - 1:15 pm	3:05 pm

Term Dates 2022/2023



	Autumn Term	Spring Term	Summer Term
Term Commences	Thursday 1st September	Wednesday 4th January	Monday 17th April
Half-Term Holiday	Monday 24th October to Friday 28th October	Monday 13th February - Friday 17th February	Monday 29th May to Friday 9th June
Bank Holidays in Term Time	None	None	May Day - Monday 1st May
Term Ends	Wednesday 21st December	Thursday 6th April	Thursday 20th July



In-Service Training Days



We have 5 in service training (INSET) days where the children are not required to come to school. These are:

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 Sharon Kyle, 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	94.8%	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/>

School 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 Key Stage 1 are not allowed to bring a packed lunch..

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). It is vital that all parents who are entitled apply as this will secure more funding for our school.

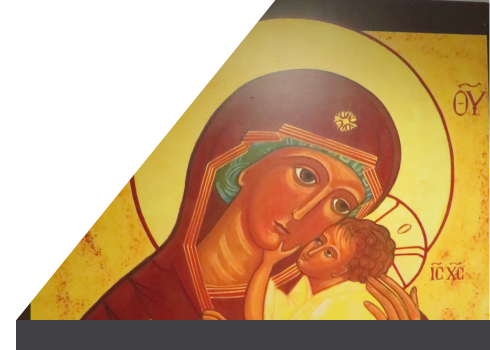
Arrangements for lunch may be altered at the beginning of a new school term.

We also have special themed lunches throughout the year.

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

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.



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
- Headteacher - 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. We are part of the Attachment, Trauma and Mental Health project which is being led by the Virtual School Liverpool and the Attachment Research Community. We were one of the ten schools that were selected across the city as part of the first cohort. As part of the project Mrs Sime and Mrs Gaskell are taking part in a Master's study, accredited by Chester University in Attachment, Trauma and Mental Health and Wellbeing for children, young people and adults. The aim of the project is to equip school with the necessary skills to enhance the support that we offer to our children and families.

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:

Core Subjects			
English	Mathematics	Science	RE
Foundation Subjects			
Geography	Computing	Art	Music
Physical Education	History	Design and Technology	MFL



Assessment

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 through a system which allows pupils to advance at their speed to the different stages and levels of the National Curriculum

The primary purpose of assessment at 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 an 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.
- 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 are 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 outcomes, to develop the 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.



Assessment



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

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



Assessment



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



Assessment



Key Stage 2 % 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-19 Pandemic there is no data for 2020 or 2021				



Extracurricular 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.

Religious Education

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 processed.

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 and Diversity

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	<p>Daily Reading</p> <p>Phonics</p> <p>Weekly Spellings- Spelling Shed</p> <p>Given on Monday and tested on Friday</p> <p>Literacy Activity- Given on a Monday to be in on Wednesday</p>	<p>Times Tables- weekly</p> <p>Maths Activity- Number work/ Basic Skills</p> <p>Given on a Wednesday to be in on Friday</p>	<p>Half Termly Activity</p> <p>SATs work for Year 2</p>
Key Stage 2	<p>Daily Reading</p> <p>Weekly Spellings- Spelling Shed</p> <p>Given on Monday and tested on Friday</p> <p>Literacy Activity- Given on a Monday to be in on Wednesday</p>	<p>Times Tables- weekly</p> <p>Maths Activity- Number work/ Basic Skills</p> <p>Given on a Wednesday to be in on Friday</p>	<p>Half Termly Activity</p> <p>SATs work for Year 6</p>



Homework

Literacy Activity- work on spellings/ handwriting/ punctuation/ grammar. This will vary to avoid repetition of the same type of activity e.g. 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.

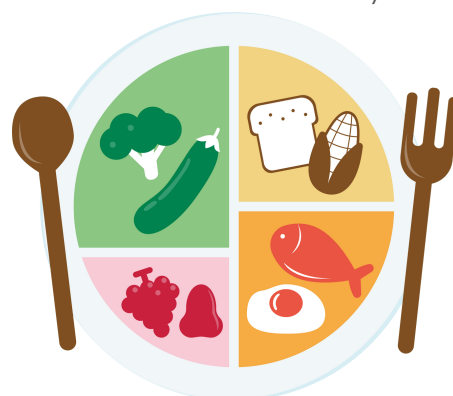
Complaints Procedure

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.

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

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 coordinator.





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 PTFA

St. Matthew's Parents, Teachers and Friends Association supports the life of the school in a variety of ways, including fund raising activities. We have now established a new PFA with parents working hard organising fund raising events.



St. Matthew's Catholic Primary School

"Love, Learn and Shine Together with Jesus"



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