



WELCOME TO

St. Matthew's Catholic Primary School

Prospectus 2025 - 2026

"Love, Learn and Shine Together with Jesus"

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

0151 226 1871

office@stmatthewscps.co.uk



School Information

"LOVE, LEARN AND SHINE TOGETHER WITH JESUS."

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

Chair of Governors:

Rev. R. Burke

Vice Chair of Governors:

Mrs. C. Sergeant

Headteacher:

Mrs. C. Sime

Number on Roll:

415

Where to Find Us:



Contact Us:

0151 226 1871

office@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

Headteache

r





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.

Environment

Reflect that we follow Jesus

- Be a happy, safe and healthy place.
- Be a green environment
- Be a safe environment.

Curriculum

We strive for our school to:

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

Worship

Every day we will follow Jesus' footsteps by: being involved in prayer and liturgy. Listening to the word of Jesus.

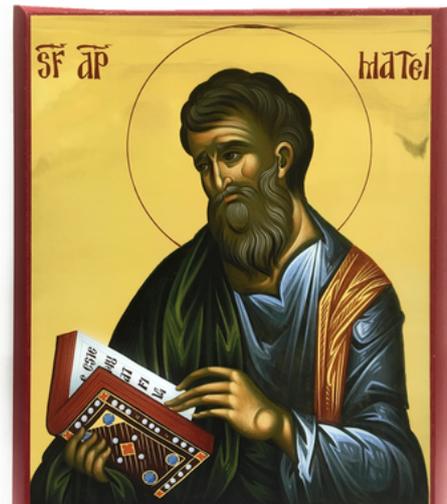
Celebrating as a school.

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



St Matthew's Governing Body

Deacon R Burke
Mrs. C. Sergeant
Mrs. P. Regan
Mr. D. Gidman
Mr. C. Price
Mr. A. Doyle
Mrs. M. Murphy
Mrs. C. Sime
Vacancy X 3

Chair of Governors | Foundation Governor
Vice Chair of Governors|Foundation
Governor FoundationGovernor
FoundationGovernor
Local Authority Governor
Parent Governor
Parent Governor
Headteacher
Foundation Governor



Staffing 2025-2026

Senior Leadership Team

Mrs.C.Sime	Headteacher
Mrs.T.Gaskell	Deputy Headteacher - SENCO
Mrs L Chamberlain	School Business Manager
Mrs M Edwards	Assistant Headteacher
Mrs J Evans	Assistant Headteacher
Mrs A Dunbar	KS2 lead
Mrs J Collins	EYFS and KS1 Lead
Mrs M Black	Family support Pastoral Lead



Teaching Staff

Mrs J Walsh
Miss K Roberts
Miss H Connor
Miss N McEvoy
Miss A Houghton
Mr J Brooks
Miss M Gill
Miss S Murphy
Mrs C Earl
Mrs E O'Hanlon
Miss H Milner
Miss R McWilliams
Mr D Holden
Mr C Bland
Miss E Little
Miss L King (Maternity)
Mrs J Dillon (Maternity)

School Office

Mrs D Tippey
Mrs E Murray

Kitchen Team

Mrs T Clarke
Mrs A Perry
Mrs C Donlevy
Mrs L Fleming

Teaching Support Staff

Mrs S Jones
Mr A Barlow
Mrs L Coleman
Mrs A Hart
Miss E Clark
Miss L Westwater
Mrs S Griffiths
Mr L Collins
Mrs J Finnan
Mr T Mitchell
Mrs Y Orme

Premise Team

Mr S Kennedy
Mrs T Gamble
Mrs L Dwyer
Mrs J Willis
Mrs N Jackson

Lunchtime Team

Mrs T Gamble
Mrs J Willis





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. Matthew's and whose parents desire a 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.

Our staff meet the needs of all children following a graduated approach and through the use of adaptive teaching and scaffolding.

School Uniform

School Uniform must be worn by pupils each day - please see information below

Items of uniform can be purchased at any shop. Our 3 most popular uniform shops are Brienda Uniform, Lisa's Uniform, and F&J Uniforms. Please see the leaflet attached for further information and prices.

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





Uniform



Reception - Blue 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 school 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 school tie and grey jumper with school badge, black shoes (no trainers).

Autumn - Grey pinafore or skirt, white shirt, blue striped school 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.

P.E. Kit School tracksuit during the winter months, Boys/ Girls, 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.

Each child is entered into one of our school teams at St Matthew's, and they will wear the relevant colour PE top.

These teams represent a sense of belonging, team spirit and importantly allow the children to earn Dojo points for their team, which tally each week towards a reward.

Archer- Red

Chavasse- Blue

Braddock -Yellow

Wilkinson- Green

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 / Apple 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.

Please refer to our School Uniform Policy for more information.



The School Day

Gates open 8:40am	School Begins	Morning Break	Lunch	School Ends
Reception - Y2	8:40 am	No Break in EYFS 10:15 - 10:30 am	11.30 am-12.30 pm KS1 and EYFS	3:15pm
Y3-Y6	8:40am	10:30 - 10:45 am	Year 3 and 4 12noon - 1 pm Year 5 and 6 12.30 pm- 1.30pm	3:15 pm

Term Dates 2025/2026



	Autumn Term	Spring Term	Summer Term
Term Commences	Wednesday 3rd September	Monday 5th January	Monday 13th April
Half-Term Holiday	Monday 27th October to Friday 31st October	Monday 16th February - Friday 20th February	Monday 25th May to Friday 5th June
Bank Holidays in Term Time	None	None	May Day - Monday 1st May
Term Ends	Friday 19th December	Thursday 2nd April	Friday 19th 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:

Monday 1st September 2025

Tuesday 2nd September 2025

Monday 23rd February 2026

Friday 5th June 2026

Monday 20th July 2026

Attendance

Attendance is a Priority for All Pupils

At our school, attendance is a priority for all children, including those in Reception and under the age of five. We treat attendance for our youngest learners with the same level of importance as for older pupils.

The Keeping Children Safe in Education 2025 guidance highlights the critical link between regular attendance, safeguarding, and academic achievement. Consistent attendance supports not only children's educational progress but also their social and emotional development, ensuring they are safe, engaged, and reaching their full potential.

The School's Attendance Team has the welfare of our pupils at the centre of our daily routines. We will phone home to make enquiries on the first day of any pupil absence if this has not been reported to school promptly..

Mrs T Gaskell, our 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) from the Liverpool Local Authority, who helps to monitor attendance in accordance with DCSF regulations. Please see school attendance policy.

Holidays in term-time are not authorised in line with the Local Authority and Department of Education policy.

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

Children arriving late should sign in using the inventory register on 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.



Medicines

The 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 a member of our school medical team, 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 £2 per day (£10 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 the school website for more information). It is vital that all parents who are entitled apply, as this will secure more funding for our school. Please find the information on eligibility and application forms on our school website.

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

Arrangements for lunch may be altered at the beginning of a new school term. We also have special themed lunchee throuout the year.

Our menu can be found on our school website

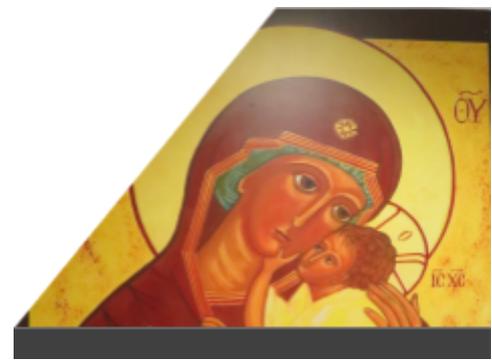
Lunch Time Routine

Lunches are staggered, starting at 11.30 am until 1.30 pm, Monday to Friday

Class Teachers take their classes to the school hall to eat their lunch, and children remain in their seats to eat and enjoy their meal.

Children are then directed by an adult who will supervise them to the playground, where the children enjoy some time to play.





School Positive Behaviour

At St Matthew's, we follow a Positive Relationships and Behaviour Policy, which is supported by our Behaviour Curriculum and a clear flow chart for managing behaviour. These documents outline the high expectations we hold for all children, and the consistent steps staff take to encourage positive behaviour and address issues fairly.

Rewards and Team Dojo

We are delighted with how our Team Point Dojo system, which celebrates teamwork and motivates pupils to demonstrate positive behaviour. Each child (and staff member) is part of one of our four teams:

- Archer (Red)
- Wilkinson (Green)
- Braddock (Yellow)
- Chavasse (Blue)

It has been lovely to see children wearing their team colours for PE. Staff have noted the positive effect this has had in building teamwork, sportsmanship and pride across the school. Weekly team totals are shared in our Praise Assembly, and each half term, the winning team enjoys a special reward chosen by the children themselves.

Clear Expectations Around Behaviour

Our policy is clear: behaviour that disrupts learning is unacceptable. While we always give children opportunities to reflect, repair and rebuild, we cannot allow refusals or persistent disruption to prevent learning for others

Working Together

We are committed to ensuring that every child is given a fresh start each day and the support they need to succeed. At the same time, we rely on parent and carer support in reinforcing our high expectations at home.

Curriculum

Our Curriculum – The St Matthew's Way

At St Matthew's Catholic Primary School, our curriculum is designed to ensure every child loves learning and shines with Jesus at the heart of all they do. We call this approach The St Matthew's Way — our shared commitment to high expectations, purposeful teaching, and a curriculum that inspires curiosity, creativity, and confidence.

Reading lies at the heart of our curriculum. It opens doors to knowledge and understanding across every subject.

Through high-quality texts, daily reading practice, and structured programmes such as Read Write Inc, Ready Steady Read, and Reading Plus, we aim to nurture fluent, thoughtful readers who can connect learning across the curriculum.

Writing and mathematics are built on these same foundations: Ready Steady Write, Ready Steady Spell, and our mastery approach to maths ensure that pupils develop the knowledge, accuracy, and reasoning skills needed for success.

Our curriculum reflects our local community, lived experiences, and children's diverse backgrounds. Each subject is planned with clear progression, core knowledge, and memorable learning opportunities that help children make connections and see purpose in what they learn. Teachers plan engaging, adaptive lessons that ensure every child is challenged and supported to achieve their best.

We believe that effective learning happens when routines are clear, lessons are engaging, and staff work together. Through our four pillars — Engagement, Tailored Teaching, Accurate Assessment, and Rigid Routines — every member of staff contributes to a consistent, high-quality learning experience.

The St Matthew's Way continues to evolve through professional reflection, pupil voice, and collaboration. Together, we are building a curriculum that not only meets national expectations but also reflects our values, our children, and our community.

National Curriculum with effect from 2022:

Core subjects

English Maths Science RE

Foundation Subjects

Geography Computing Art Music Physical Education History Design and Technology
and Modern Foreign Language (KS2 only)



Assessment



Assessment at St Matthew's Catholic Primary School

At St Matthew's, the primary purpose of assessment is to ensure that every child makes progress and reaches their full potential. Assessment is an ongoing process that helps teachers understand what pupils know, what they can do, and what they need to learn next.

We use a balance of formative assessment (day-to-day assessment that informs teaching and learning) and summative assessment (formal assessment at key points during the year). This ensures teachers can plan effectively, adapt teaching, and provide appropriate challenge and support for all learners.

Regular assessment points take place throughout the year. Information from these is shared with pupils and parents so that everyone understands progress and next steps. We recognise that children develop at different rates, and we aim to motivate and encourage each child to achieve their personal best.

Summative Assessment

Summative assessment takes place twice a year and involves both teacher assessment and standardised testing. Children are assessed in mathematics, reading, writing, and spelling to provide a clear picture of their attainment and progress. These outcomes are used to evaluate the effectiveness of the curriculum, inform planning, and identify the next steps for teaching and learning.

Main Assessment Points

- Reception: Reception Baseline Assessment (within the first 6 weeks of starting school) and the Early Years Foundation Stage (EYFS) Profile at the end of Reception measure progress across the 17 areas of learning.
- Year 1: Phonics Screening Check in June assesses children's ability to use phonics to read words accurately.
- Year 4: Multiplication Tables Check in June assesses fluency in times tables up to 12×12 .
- Year 6: End of Key Stage 2 Assessments (SATs) in May assess children's attainment in Reading, Grammar, Punctuation and Spelling, and Mathematics.

Teachers also assess progress in all year groups at key points throughout the school year to ensure that each child is on track. Assessment information is used to adapt planning, target interventions, and celebrate success.

Reporting Outcomes to Parents and Agencies

Parents receive termly updates on their child's progress through parent meetings and an end-of-year written report. Assessment outcomes are reported using four broad categories:

- Working below expectations: not yet working at age-related expectations.
- Working towards expectations: beginning to work within age-related expectations but not yet secure.
- Working at expectations: working securely at age-related expectations.
- Working above expectations: showing a greater depth of understanding within age-related expectations.

Assessment information may also be shared with relevant external agencies, where appropriate, to support additional needs and ensure children receive the right provision.

At St Matthew's, assessment is not about comparison — it is about knowing every child well, identifying strengths and areas for development, and supporting each pupil on their individual learning journey.





Extracurricular Activities

Extra-Curricular Clubs and Enrichment

At St Matthew's Catholic Primary School, we are proud to offer a wide range of extra-curricular clubs that enrich our children's school experience and support their personal development beyond the classroom. Clubs are coordinated by Mrs L. Evans, with support from staff across the school, and run throughout the academic year.

Our clubs reflect the diverse interests and talents of our pupils and include activities such as Creative Arts, Choir, Bollywood Dancing, Hairdressing, Multisport, Football, Dodgeball, Drama, and Art and Design. We also offer targeted clubs such as Year 1 Phonics, Year 6 SATs support, and other academic or well-being-focused opportunities. All clubs are led by St Matthew's staff or fully qualified, DBS-checked specialists who share our commitment to children's safety, wellbeing, and enjoyment.

Every child is encouraged to participate in at least one after-school club each half term, with places rotated to ensure that all pupils have the opportunity to attend a variety of activities over the year. Club preferences are collected each term, and we do our best to match children to at least one of their chosen options.

St Matthew's is also proud to be part of the Children's University. Pupils collect credits for attending extra-curricular clubs both in and out of school. These credits contribute towards awards and a special graduation ceremony at the local university at the end of Key Stage 1 and Key Stage 2 — celebrating effort, aspiration, and a love of learning.

Through our broad and inclusive programme of clubs, children develop new interests and skills, build confidence, and strengthen friendships — living out our mission to Love, Learn and Shine Together with Jesus.

RSE

Relationships and Sex Education (RSE)

At St Matthew's Catholic Primary School, we recognise parents and carers as the first and most important educators of their children. Our role is to support families in helping each child to grow and flourish spiritually, emotionally, morally, and socially. We see our educative task as one of partnership, working closely with parents to ensure that children receive clear, age-appropriate, and faith-based guidance as they develop.

Relationships and Sex Education (RSE) is taught within a Catholic framework, following the Archdiocesan-approved programmes Journey in Love and Life to the Full. These programmes are fully in line with statutory requirements introduced in September 2021 and form an integral part of our Religious Education, PSHE, and Science curricula.

RSE at St Matthew's is not taught in isolation but is embedded across the wider curriculum to promote the development of the whole child. Lessons are delivered in an atmosphere of respect, sensitivity, and understanding, and encourage pupils to appreciate the beauty of human relationships, the importance of family life, and the value of love and responsibility.

Through RSE, pupils learn about:

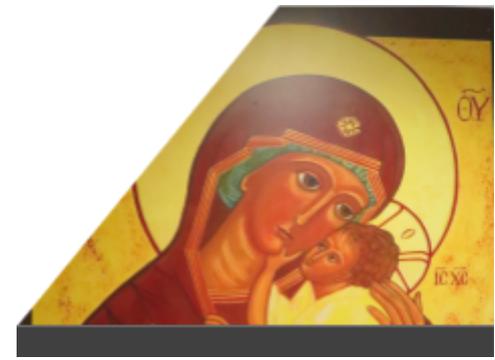
- Friendship and relationships – building positive, caring, and respectful relationships with others.
- Human development – understanding the physical, emotional, social, and spiritual aspects of growing up.
- Health and safety – learning how to stay safe, healthy, and confident.
- Faith and values – deepening their understanding of God's love and the wonder of creation.

As children progress through the school, the content of the RSE programme develops in a progressive and age-appropriate way. Parents are informed about the content of lessons each year and are encouraged to discuss these themes at home.

In accordance with national and Archdiocesan guidance, parents have the right to withdraw their child from the sex education element of the RSE curriculum, but not from the broader statutory Relationships and Health Education.

At St Matthew's, RSE is rooted in the teachings of the Gospel and supports our mission for every child to Love, Learn, and Shine Together with Jesus.





Religious Education

Religious Education is at the heart of everything we do at St. Matthew's Catholic Primary School.

To ensure we are providing the very best teaching for our children, we are in the process of moving from our current 'Come and See' programme to a new Religious Education curriculum called 'To Know You More Clearly'. This exciting new curriculum began rolling out in all classes from September 2023 and will continue to be introduced gradually over the next three years, with full implementation across the school by September 2026.

Come and See

In the 'Come and See' programme, which was previously recommended by the Liverpool Archdiocese Christian Education Department, themes are taught across the school through a range of topics, each with the focus on one of three themes: Christian Living, Church or Sacraments.

The process for delivering the topics in 'Come and See' has three stages – Explore, Reveal and Respond which enable children to develop knowledge, understanding, skills and attitudes. Teachers include a variety of teaching and learning activities, which are each tailored to the needs of our children.

St. Matthew's is a vibrant and diverse community. During His life on earth, Jesus met and showed respect to people from many different backgrounds and faiths, both within and beyond His own community. Following His example, we are committed to showing respect for all people of different faiths, recognising that God is present in everyone.

Our Religious Education curriculum supports this by teaching children about other world faiths and religions, including Judaism, Hinduism, Islam and Sikhism.

RED

Our new Religious Education Directory will be fully in place in our school by September 2026.

The objective of the curriculum is to religiously literate and engage young people, with the knowledge, understanding and skills to reflect spiritually, think ethically and theologically, and recognise the demands of religious commitment in everyday life.

Branches

There are six branches in 'To know You more clearly' – one per half term. The branches are:

1. Creation and Covenant
2. Prophecy and Promise
3. From Galilee to Jerusalem
4. From Desert to Garden
5. To the Ends of the Earth
6. Dialogue and Encounter

Each branch follows the following steps:

Hear
Believe
Celebrate
Live

At St. Matthew's, we believe that RE lessons should be engaging, meaningful and enjoyable for every child. That's why we use a range of teaching approaches, such as teamwork and drama, to bring learning to life. We're also proud of the strong connections we've built with our wider community, which help us to offer enriching experiences that make RE even more special for our children.





Additional Educational Needs

Special Educational Needs and Disabilities (SEND)

At St Matthew's Catholic Primary School, we are fully committed to meeting the needs of all pupils, including those with Special Educational Needs and Disabilities (SEND). Every child is valued as an individual and encouraged to achieve their full potential through a broad, balanced, and inclusive curriculum.

Our Inclusion Manager and SENDCo, Mrs T. Gaskell, Deputy Head Teacher works closely with the Headteacher, class teachers, support staff, and parents to ensure that every child receives the right level of support. Early identification and intervention are key to our approach. Staff carefully monitor pupils' progress and, where appropriate, implement targeted interventions or personalised programmes.

We work in partnership with parents, carers, and external professionals to ensure that pupils' individual needs are understood and effectively supported. This includes adapting teaching, learning environments, and resources to help all children thrive.

Our SEND procedures follow the Liverpool Local Offer and the SEND Code of Practice (2014). Further details, including our SEND Policy and Local Offer, can be found on the school website.

Student Leadership

Student Leadership

At St Matthew's Catholic Primary School, we believe that every child should have the opportunity to develop leadership skills, take responsibility, and make a positive difference to our school community. Pupil voice is central to our ethos, and we are proud of the many ways our children lead, influence, and represent others across the school.

Each year, pupils are encouraged to take on leadership roles through our School Council, Prefect Team, Class Monitors, Play Leaders, SEND Representatives, and School Parliament links with the Liverpool network. These roles help pupils to build confidence, develop communication and teamwork skills, and learn the importance of service and responsibility.

Our School Council is elected by pupils and meets regularly with the Headteacher to discuss ideas and improvements across the school. They also run initiatives such as our Healthy Tuck Shop, fundraising events, and community projects, developing enterprise and leadership skills.

The Prefects and Monitors act as positive role models, supporting behaviour, helping during assemblies and transitions, and welcoming visitors to school. Pupils in these roles demonstrate our school values of respect, kindness, and teamwork every day.

Through our links with the Liverpool Schools Parliament, children have the opportunity to represent St Matthew's on a wider stage, engaging in discussions and initiatives that promote active citizenship and community responsibility.

Leadership at St Matthew's is for everyone — from helping in class to representing the school locally. By nurturing pupil voice and giving children real opportunities to lead, we are preparing confident, caring, and capable young people who truly Love, Learn, and Shine Together with Jesus.





Equality and Diversity

Equality and diversity

At St Matthew's Catholic Primary School, we celebrate the uniqueness of every child and are committed to promoting equality, respect, and inclusion for all. Rooted in our mission to Love, Learn and Shine Together with Jesus, we ensure that every member of our school community is treated with dignity and fairness, regardless of race, gender, ability, religion, or background.

We actively pursue anti-racist and anti-sexist principles throughout our curriculum, pastoral care, and school life. We do not tolerate any form of discriminatory behaviour and work in partnership with parents and carers to build a community founded on kindness, understanding, and mutual respect.

Our school uses the 'No Outsiders in Our School' programme to teach children about equality, respect, and the value of diversity. This programme helps pupils to develop empathy and understanding of all relationships, including those involving same-sex couples and individuals who identify as transgender. It promotes acceptance, compassion, and the belief that everyone belongs.

We also celebrate diversity through themed events, curriculum projects, and assemblies that explore different cultures, faiths, and heritages, helping children to see difference as a strength. Our Equality Action Plan, reviewed annually, ensures that St Matthew's continues to meet the duties of the Equality Act 2010 and fosters an environment where every child feels safe, valued, and able to achieve their full potential. For further details, please see our Equality Policy and Action Plan, available on our school website

Homework

Homework Information 2025-26

At St Matthew's, homework supports your child's learning and helps build good study habits. While we encourage it, homework isn't compulsory, and we understand family life can be busy. Please don't feel pressured—what matters most is enjoying learning together, whether through set tasks or your own activities at home. This year our homework will be as follows:

Reading at Home

Books sent home: Every Monday; please return by Thursday.

Reading records: Parents are asked to complete these when they listen to their child read.

Book types:

Children on the phonics scheme: Read, Write Inc. book (level-matched)

Children off the phonics scheme: Oxford Reading Tree book (level-matched)

After Stage 20 of the Oxford Reading Tree, children will bring home a novel from the class library.

Year 3-6: Children have a Reading Plus login, which accelerates reading progress. Recommended use: 2 times a week in school, 3 times a week at home.

Mathematics at Home

Year 1 and 2: Access Numbots for a range of maths activities.

Year 3 - 6: Use TT Rockstars to practise times tables.

Recommended use for both: 3-5 times a week for maximum improvement.

Weekly Homework Activities

Teachers post weekly tasks on Class Dojo. They can be completed in homework books and returned to school.

Activities will include:

Maths activity

Spellings list (Year 1 and 2 spelling will be those in Phonics books and will be assessed in phonics lessons. Years 3-6 will have a Friday test based on the previous week's spellings).

Homework books: Sent home Monday, returned Thursday.

Years 1, 4, and 6 may receive additional work to help with the Phonics Screening Test, the Times Tables Check, and SATs.

School Website

Parents and children can also access the school website, where links to a range of useful websites are provided to support homework and further learning at home.

Thank You

Your support with homework plays a vital role in your child's education. Together, we can help children achieve their full potential and enjoy learning every day.



Reports

Autumn Term: - Progress towards targets parents meeting

Spring term: - Progress towards targets parents meeting

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. 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

Charging and Remissions

At St Matthew's Catholic Primary School, we believe that every child should have access to a broad, balanced, and enriching curriculum, including opportunities for educational visits and special activities.

In line with government guidance, we do not make mandatory charges for activities or visits that take place during school hours. However, we may ask for voluntary contributions to help cover the costs of certain activities, such as educational trips, workshops, or visiting theatre groups. There is no obligation to contribute, and no child will ever be excluded from an activity because parents are unable or unwilling to contribute.

Unfortunately, if we do not receive sufficient voluntary contributions, it may not be possible for some planned trips or activities to go ahead. We are very grateful to families for their continued support, which helps us to maintain a full and varied programme of experiences for all pupils.

The school operates a cashless payment system through ParentPay for convenience and security. Should families have any concerns about making a payment or need to discuss financial arrangements, they are encouraged to contact the school office confidentially — we will always work sensitively with parents to find a solution.

Our full Charging and Remissions Policy outlines in detail which activities may require contributions and the circumstances under which remission (financial assistance) may apply. This policy is available on our school website or from the school office on request.

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

Healthy Eating

At St Matthew's Catholic Primary School, we are proud to hold the Healthy Schools Award, reflecting our commitment to promoting healthy lifestyles and positive choices among all pupils. Our Healthy Schools Coordinator, Mrs J Collins, leads this important work across the school, ensuring that our approach to food, nutrition, and wellbeing meets the highest standards.

We follow the Food in Schools Standards to ensure that all meals provided are balanced, nutritious, and freshly prepared each day. Our school kitchen team takes great care to cater for individual dietary requirements, and our school cook works closely with parents to accommodate allergies, intolerances, and cultural or religious needs.

St Matthew's is a nut-free school to ensure the safety of all children, and we ask parents to support this by avoiding nut-based products in packed lunches. Families are also encouraged to follow our Healthy Packed Lunch Guidance, which provides advice on nutritional balance and portion control.

Through lessons in Science, PSHE, and Design & Technology, children learn about the importance of healthy eating, hydration, and exercise, helping them to make informed choices for life. We work closely with parents to promote healthy habits both in school and at home, supporting our shared goal of developing happy, healthy, and active children.



Wraparound Care at St Matthew's

Wraparound Care at St. Matthew's Catholic Primary School

At St. Matthew's, we are proud to offer high-quality wraparound care that supports our families and provides a safe, nurturing environment for all children.

Our Breakfast Club runs daily from 7:45am to 8:40am and provides children with a healthy breakfast and a calm start to their day. A variety of nutritious options are available, and children can take part in quiet games and activities before lessons begin. The cost is £3 per day, and payments can be made through ParentPay or via Tax-Free Childcare.

Our After School Club operates from 3:15pm to 6:00pm each evening, offering a range of activities and a light snack in a welcoming, friendly setting. The cost is £12 per session, or £55 per week for full-time bookings, with sibling discounts available. Families may also use Tax-Free Childcare vouchers to support payment.

Both clubs are run by experienced St. Matthew's staff, ensuring consistency, care, and high standards of safeguarding. Places are limited and allocated on a first-come, first-served basis.

St. Matthew's is also part of the National School Breakfast Programme, ensuring that every child has access to a free bagel each morning—because we believe no child should start their day hungry.

Our provision operates in line with DfE guidance on wraparound care, the Health and Safety at Work Act 1974, and Keeping Children Safe in Education (2025). All staff are DBS-checked and trained in safeguarding, first aid, and supporting pupils with additional needs.

For more information or to apply for a place, please contact Mrs Murray in the school office or visit the school website





St. Matthew's Catholic Primary School

"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