

St Matthew's Staff

Headteacher	Mrs Deakin
Deputy Headteacher	Mrs Patel
Special Education Needs Coordinator	Mrs Amphlett

Nursery	Mrs Sadler	Mrs Akhtar and Miss Patel
Reception	Mrs Smith-Hughes	Mrs Mitchell, Mrs Moran and Miss O'Boyle
Year 1	Mrs Kaur	Mrs Amphlett and Miss Smith
Year 2	Mrs Farmer and Miss Yeomans	Mrs Ismail
Year 3	Mr Dallaway	Mrs Foster and Miss Kear
Year 4	Miss Robinson	Mr Trigg, Mrs Kaur, Mr Lancaster and Miss Chilton
Year 5	Miss McMahon Miss Aldridge	Mrs Raybould
Year 6	Miss Bourne	Mrs Patel, Mrs Downing and Miss Salisbury

Site Manager	Mr Smith
Secretary	Ms Brown
School Bursar	Mrs Forker
Clerical Assistant	Mrs Mattu
ICT Technician	Mr Manir
Welfare Officer	Mrs Beasley
Lunchtime Staff	Miss Evans, Mrs Naik, Mrs Bi, Miss Spence, Mrs Ali, Miss Bi, Mrs Carr and Miss McKenzie
Kitchen Staff	Mrs Neale, Mrs Rani and Mrs Sagoo
Cleaners	Mrs Rogers, Miss Spence and Mr Gaspar
School Crossing Patrol	Mrs Rogers

Admissions

St Matthew's Church of England Primary School is a Voluntary Aided School and as such the governing body is the admissions authority and responsible for the admissions policy. At St Matthew's we seek to serve the needs of children who are members of the Anglican Church and also the primary educational requirements of the community in general by providing education of the highest quality within the context of Christian belief and practice. The permitted number of admissions into our Foundation Stage class each year is 30. Parents may apply for their child to join St Matthew's in line with the relevant Admissions Policy via the Local Authority (LA) and will be informed by the LA should their application be successful.

Attendance

Regular school attendance is essential if children are to maximise their educational opportunities and so it is very important that children attend school regularly and on time. Regular attendance at school enables children to make the best of the educational opportunities available to them. If your child is absent from school, please contact the school office on the first day of absence to let us know the reason why.

Punctuality

Children are welcomed into school from 8.35am but they are expected to be in class by the time the morning bell is rung at 8.45am. It is the responsibility of parents or carers to ensure that children arrive on time and are collected promptly at 3.15pm. Children's attendance and punctuality is closely monitored by our welfare officer, Mrs Beasley.

Holiday during term time

It is the school's responsibility to provide the best education possible and we can only do this if children attend regularly. We recognise that there can be seemingly good reasons to take a holiday during term-time; however, it is important parents carefully consider the implications of such actions. Children who have holidays during term time often struggle to catch up on work they have missed and this can affect their progress and levels of attainment.

School Closure

In the event of school having to close due to unforeseen circumstances such as severe weather, a text will be sent via our text messaging service. Local radio will also be notified and information will be broadcast concerning school closure.

School Uniform

At St Matthew's we are proud of our school and believe that school uniform is important as it looks smart, contributes to a sense of belonging and fosters a feeling of pride.

School uniform consists of:

- A navy sweatshirt or cardigan (which is available from the school office)
- A white shirt
- Black or grey trousers or skirt
- Black shoes

Girls may wear blue and white checked dresses during the summer time.

PE Kit

Participating in Physical Education lessons is a statutory requirement. To comply with Health and Safety regulations all pupils must have a PE Kit in school. This should consist of a plain white T-Shirt and black shorts or leggings with black pumps.

All items of uniform and personal belongings should be clearly marked with the pupil's name.

Jewellery

Earrings are not part of the school uniform but, if ears are pierced, then we request that only one stud earring in each ear is worn for school. Studs should be as flat as possible and small. Necklaces, bracelets and rings are not to be worn to school. Children are, however, encouraged to wear a watch. No jewellery under any circumstances must be worn for PE lessons. Children are not allowed to wear nail varnish or make-up.

Mobile Phones

Children are not allowed to have mobile phones in school or on any visit out of school. On the rare occasion when your child might need a mobile phone (perhaps a child being allowed to walk home alone) then the phone must be handed in to the school office where it will be kept safely until the end of the day.

Behaviour

At St Matthew's we are proud of our children's good behaviour. We expect appropriate and respectful behaviour in the classroom, the playground, at school events and in the wider community. Children are made aware that bullying, racism and disruptive or anti-social behaviour is not tolerated. These expectations are enforced through a system of rewarding positive behaviour and sanctions for inappropriate behaviour. We believe it is important that children are made aware of the difference between right and wrong, and learn that there are consequences when they do wrong and equally that there are rewards when they behave well. Any instances of poor behaviour will be brought to the attention of the head teacher and parents or carers will be informed. We hope that, as parents, you will support us in this.

The Curriculum

The school is committed to delivering a broad and balanced curriculum to all children whether they are in the Foundation Stage, Key Stage One or Key Stage Two. The curriculum is an entitlement and work is differentiated so that it challenges and stretches the brightest child but can also be understood by a child who may find learning difficult and needs extra help to complete tasks.

We aim to put our children at the centre of their own learning and place great emphasis on nurturing skills and attitudes such as resourcefulness, resilience and co-operation. Our teachers bring the National Curriculum alive by making links between the individual subjects and applying them to topics. Themes have included: Forties to Noughties, Slumdog Millionaire, London's Burning and Off with her head!

Children with Special Needs

The Governors and staff recognise that all children have a right to a broad, balanced, relevant and differentiated curriculum. We aim to create an exciting and positive environment in which all pupils can develop to their full potential. We recognise that children are individuals and that each one has needs special to him or her, and that some gifted children may also have special needs.

Not all children progress at the same rate and this can differ from subject to subject. Our aim is to monitor our pupils' progress, so that the work that they are doing can be appropriately matched to their ability. If a child is deemed to merit closer detail being given to their learning needs they will be entered on the Special Educational Needs Register. In some cases it may be appropriate to apply for an Education, Health and care Plan to enable particular individual support for a child. Parents are informed at an early stage of the special needs of their children and their full involvement is sought.

Charging Policy- Visits and Trips

We recognise the importance of visiting places of interest as part of all subjects of the curriculum, providing real life experiences, motivating children and adding to the classroom teaching. For some out-of-school visits we ask for a voluntary financial contribution in order for the activity to take place. No child will be excluded from an activity because the parents have not made a voluntary contribution, however, the school may have to cancel planned events if there is insufficient financial support.

After School Clubs

A wide range of after school clubs take place at the school, run by school staff and by outside agencies. We aim to provide children with a variety of experiences including sport, dance, computing, art and cooking. Whenever possible we enter school teams in local competitions, arrange friendly matches and extend our pupils' experiences.

Lunchtime Arrangements

All children in Reception and Key Stage One are entitled to a free meal at lunchtime. Hot meals are available every day and there is always a wide choice of menu, including vegetarian options and healthy meals are planned to appeal to the children. Although we try to discourage this, if parents prefer, the children can bring a packed lunch. All children having a meal at school remain on the school premises throughout the lunch break and are supervised by a team of lunchtime supervisors, supported by the Head Teacher and other members of staff.

The School Council

We believe that it is important to listen to the views of our children and recognise the important role of pupil voice. Our School Council is made up of ten children from across the school. These children are elected to be representatives for their class and attend fortnightly meetings to discuss relevant matters of interest concerning school organisation and development. The School Council is actively involved in decision making within the school and regularly conducts surveys to gather views and opinions from their peers.

The aim of the School Council is to help our children to develop an understanding of their ability to create positive change by:

- Involving pupils in decision making
- Respecting pupils as partners in their own education

St Matthew's Houses

For collective rewards, sporting events and school competitions all our children join one of our houses. They are Matthew, Mark, Luke and John. Our house names were chosen by our School Council.

Eco-School

The Eco-School Awards encourage schools to think about a range of areas including waste reduction, energy saving, healthy living, conserving water, biodiversity, transport and travel. Full accreditation is achieved through an audited programme of commitment and activity by the school and the children. We first gained Eco-School status over five years ago and we continue to work to improve our school and the environment.

Home Learning

Home Learning refers to any learning or activities which the children are asked to do outside lesson time. Children are encouraged to continue their learning at home in a variety of ways, including taking reading books home, learning spelling lists and learning their tables. We expect that all children will attempt the home learning set and expect it to be handed in on time. Staff are always happy to meet with parents to discuss the best ways to support children's learning at home.

Learning Logs

At St Matthew's we follow a whole school approach to home learning in the form of Learning Logs. Learning Logs are a fun way for our children to demonstrate their understanding of class work whilst practising skills and helping them to remember work which has been taught in school.

Every child from Nursery to Year 6 has their own Learning Log which is taken home to work in and to share with parents or carers. The tasks in the Learning Log are explained in school and compliment learning which has taken place in school. The children are encouraged to record their learning creatively and imaginatively in their Learning Logs.

INSPIRE (Parent Workshops)

At St Matthew's we believe partnership with parents is vital to ensuring children are happy and making progress with their learning. We run a number of groups which parents can join to support their children and the school. Every term parents are invited to an INSPIRE workshop. This is an opportunity for parents or other family members to learn more about what and how their children are learning in school and to work alongside their children on a range of activities including reading, writing, and art.

Collective Worship

At St Matthew's we have a daily act of collective worship, which is highly inclusive and actively promotes our children's spiritual, moral, social and cultural development. We aim to nurture Christian values to enable our pupils to flourish as individuals and to ensure that they relate sensitively to the beliefs, feelings and sensibilities of others. Relevant topical issues, caring for others and learning to live together, form a basis for many of our assemblies. We also have regular Church services at St Matthew's to celebrate festivals and special events during the year.

The Governing Body

The Governing Body support the Head Teacher and Senior Leadership Team in setting the strategic direction for the school, monitoring the use of financial and other resources, recruiting staff and overseeing progress towards areas of school improvement. The Governing Body of St Matthew's comprises of elected representatives from the parent body and teaching and support staff teams as well as representatives from the church and local authority. Governors are always keen to hear parents' views and are always available to talk with parents at parents' evenings. Parents can also contact the Chair of Governors and other members of the Governing Body through the school office.

Secondary Transfer

Much time is given to ease the transfer from primary to secondary school. Our children transfer to numerous local secondary schools including Shireland Colligate Academy, Lordswood and Holly Lodge. Each school invites prospective pupils, with their parents, to Open Days early in the academic year. This opportunity may help you to make decisions about which school will best meet the needs of your child.

Complaints procedures

At St Matthew's we welcome suggestions and comments from parents and will always take seriously any complaint that might be raised. If you are unhappy or concerned about any issues relating to your child's education, the staff are always willing to discuss your concerns with you and to work together to find a solution.

Complaints about any matter should be addressed to the Headteacher, in the first instance. After meeting with the headteacher, if you still feel that your concerns or complaints are unresolved, you can write to the Chair of Governors c/o the school address.

Term dates 2016-2017

Autumn term 2016

- Term starts for staff: Monday 5th September 2016
- Term starts for children: Wednesday 7th September 2016
- Half term holiday: Monday 24th October to Friday 28 October 2016
- Term ends: Friday 16th December 2016
- Christmas holiday: Monday 19th December 2016 to Monday 2nd January 2017

Spring term 2017

- Term starts for staff: Tuesday 3rd January 2017
- Term starts for children: Wednesday 4th January 2017
- Half term holiday: Monday 20th February to Friday 24th February 2017
- Term ends: Friday 7th April 2017
- Easter holiday: Monday 10th April to Friday 21st April 2017

Summer term 2017

- Term starts: Monday 24th April 2017
- Bank holiday: Monday 1st May 2017
- Half term holiday for children: Friday 26th May to Friday 2nd June 2017
- Term ends for children: Friday 21st July 2017
- Summer holiday for children: From Monday 24th July 2017

INSET Days (school closed) 2016-2017

- Monday 5th September 2016
- Tuesday 6th September 2016
- Tuesday 3rd January 2017
- Friday 26th May 2017
- Monday 24th July 2017