

St Matthias Church of England Primary School



Handbook 2023 -2024



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No written information can tell the whole story about our school. We hope our prospectus will encourage you to visit us here at St. Matthias to find out what is distinctive about us.

We look forward to welcoming you to our school.



St Matthias Church of England Primary School is committed to safeguarding and promoting the welfare of children.

St. Matthias CE Primary School is the trading name for St. Matthias CE Primary Academy.

St. Matthias CE Primary Academy is a company limited by guarantee, registered in England and Wales, Company No. 07704001 and an exempt charity.

Registered address: Cromwell Road, Malvern Link, Worcester, WR14 1NA



Hello and welcome to St. Matthias CE Primary School

Dear Parent / Carer,

Starting school is a very important step in a child's life and we aim to make your child's primary years as enjoyable, interesting and engaging as possible by providing exciting learning opportunities in a safe and secure environment. We are determined to make school life happy and memorable for both you and your child.

St. Matthias is situated in Malvern Link, just a mile away from the delightful town of Great Malvern and the beautiful Malvern Hills. Many of our children come from families who have long been connected with both the school and St. Matthias Church. We have eight classes from our Nursery up to Year 6 and we currently have just over 200 pupils on our register.

Our school is a busy, vibrant place with a warm, welcoming atmosphere. Each child is regarded as an individual, with different strengths and needs and we work hard to ensure everyone is able to achieve their best. We aim to inspire confidence and build self-esteem so our children will be increasingly able to face the challenges ahead of them in a complex and rapidly changing world. We have a dedicated and enthusiastic team of teachers and teaching assistants who work together with our Governors to provide the best conditions for teaching and learning.

We hope you will find our prospectus interesting and informative. Hopefully it will give you a flavour of what makes our school special. Making the right choice of school for these important years of your child's life is crucial and if there is any further information you would like, please do not hesitate to contact us.

You are most welcome to come and visit.

Virginia Beale

Headteacher



ASPIRE BELIEVE ACHIEVE *Mission Statement and Aims*

In the spirit of its Christian foundation, St. Matthias Church of England Primary School aims to provide the optimum environment for the intellectual, emotional, physical, social and spiritual growth of every pupil in its care.

Within this supportive environment we aim to:

- Draw together a community of learners within our school and involving all stakeholders
- Enable our learners to engage in learning and develop a good understanding of their strengths and skills
- Provide opportunities for all learners to enjoy learning and strive for excellence
- Provide meaningful contexts for productive and independent learning within an interesting, relevant curriculum
- Challenge our learners to develop new skills and be able to transfer these to different contexts
- Promote Christian values in a safe, supportive environment where respect, love, giving, trust, forgiveness and honesty are highly prized
- Create opportunities for all pupils to be successful and thus develop a sound sense of self belief
- Seek the keys to unlock the potential of all our learners to compete in and appreciate a global world
- Empower all learners to make considered choices for a healthy, balanced lifestyle
- ***Provide opportunities for all our learners to grow together intellectually, emotionally, in understanding, faith, cultural awareness and spiritual understanding.***

As a Church school our ***Christian beliefs*** and ***values*** underpin everything we do. We strive to create a loving, caring attitude within school where each member of the school community is valued and can realise their full potential in the love of God. ***We give opportunities for children to learn about God and to worship Him.*** During their time with us, our children gradually develop familiarity with, and learn to appreciate, the Church, its building and its traditions.



Admissions Policy

St. Matthias welcomes all children to the school and is proud of its inclusive attitude. We are a one form entry school with classes from our Nursery and Pre-School to Year 6. All classes from Year R to 6 can have up to 30 children in total.

St. Matthias CE Primary School is an academy which means the criteria by which your child is able to attend our school is determined by the Governing Body and not the Local Education Authority.

Unless the school is oversubscribed (more children apply than we have room for in our classrooms) then it is likely that St. Matthias will be able to accept your child. In cases of oversubscription, the following rules are applied and show the preference order by which new places are allocated;

1. Children in the 'looked after' system or who have an Early Health and Care Plan.
2. Children who have a brother or a sister in the school at the time of admission.
3. Children of practising members of an Anglican or other Christian Church for whom this is the nearest Church School.
4. Children who are practising members of a community of any other established faith.
5. Children who have a parent employed at St. Matthias at the time of admission.
6. Children whose principal address is within the school's catchment area.
7. Children whose principal address is outside of the school's catchment area.

Should you wish to have any further information on these criteria please contact the school office or view our Admissions Policy on our website.

NEW INTAKE Application forms for those children starting full time education are available online.

WAITING LISTS

(Subject to changes in Regulations) Waiting lists for admission to our Reception Class will remain open until the end of the Autumn Term in which the child starts school and will then be discarded. Parents may apply for their child's name to be reinstated. The waiting list will be prioritised in line with the oversubscription criteria and not dealt with on a first come, first served basis.

CHILDREN TRANSFERRING FROM OTHER SCHOOLS

Parents / Carers wishing to apply for a place for their child during the school year are advised to apply directly to the school.

Please see our Admissions Policy on our school website for further information.



Contact between Parents/Carers and School

At St. Matthias we encourage parents/carers to play an active and positive role in their child's education.

Parents/Carers who wish to visit the school are most welcome. If you have a concern or you would like to tell us anything that may be of benefit to your child, please come along and see us.

There are two Parents Consultation Meetings each year plus an open event in the Summer term for you to discuss your child's progress. However if you feel you need to see the class teacher at other times, you must not hesitate to ask the teacher.

The Headteacher is also available for consultation by appointment.

Parents are kept informed of school news and forthcoming events in our emailed weekly newsletter or by text.

We also scan and email flyers advertising local community events.

In addition, we have a school **website** www.stmatthiasceprimary.co.uk which is full of useful information about the school for parents / carers.

ACADEMIC TERM DATES for St Matthias of The Spire Learning Trust 2023 - 2024

AUTUMN TERM

Staff Professional Development Monday 4th September 2023 – School Closed
Staff Professional Development Tuesday 5th September 2023 – School Closed
SCHOOL & NURSERY OPEN Wednesday 6th September 2023 at 8.45am
SCHOOL & NURSERY CLOSE Friday 27th October 2023 at 3.15pm
HALF TERM BREAK Saturday 28th October to Sunday 5th November 2023
SCHOOL OPEN Monday 6th November 2023 at 8.45am
SCHOOL & NURSERY CLOSE Thursday 21st December 2023 at 3.15pm
Staff Professional Development Friday 22nd December 2023 – School Closed

SPRING TERM

SCHOOL & NURSERY OPEN Monday 8th January 2024 at 8.45am
SCHOOL & NURSERY CLOSE Friday 9th February 2024 at 3.15pm
HALF TERM BREAK Saturday 10th to Sunday 18th February 2024
SCHOOL & NURSERY OPEN Monday 19th February 2024 at 8.45am
SCHOOL & NURSERY CLOSE Friday 22nd March 2024 at 3.15pm

SUMMER TERM

SCHOOL & NURSERY OPEN Monday 8th April 2024 at 8.45am
MAY DAY (School Closed) Monday 6th May 2024 - School Closed
SCHOOL & NURSERY CLOSE Friday 24th May at 3.15pm
HALF TERM BREAK Saturday 25th May to Sunday 2nd June 2024
Staff Professional Development Monday 3rd June 2024 – School Closed
SCHOOL & NURSERY END Friday 19th July 2024
Staff Professional Development Monday 22nd July 2024 – School Closed

The children attend school each year for 190 days. The staff work for 195 days per year.

The five Teacher Education Days are for staff training, the dates vary each year and are often held at other venues or online.

The School Timetable

Nursery hours 9am - 12 noon and 12 noon - 3.00pm.

Year R to Year 6

Lunch is at staggered times between 12noon and 1pm

Reception go to the hall at 11.50 am

KS1 at 12.00

KS2 at 12.10

8.45 - 8.55am	Arrive and go straight to class for Registration.
9.00 - 10.15am	Lessons
10.15 - 10.30am	Playtime
10.35 - 12 noon	Lessons
12.55pm	Lunch ends go to registration
1.00 - 1.30pm	Lessons
1.30pm - 1.45 pm	Worship
2.15 - 3.15pm	Lessons
3.15pm	Home time
3.20—4.00/4.15pm	Activity Clubs



School Uniform

We are extremely proud of our children and our school. To help us show this, we strongly recommend that our children wear school uniform. This helps us to develop a sense of community and belonging. Our school colours are red, white, and grey. Our uniform with logo is sold at "School Togs" in Worcester or Kitz UK in Malvern. The other items are readily available at popular chain stores.

For Nursery

There is an optional sweatshirt for nursery children or they can wear their own clothes.

For Reception, Years 1 and 2

Sweatshirt with logo: **Red**

Sweat Cardigan with logo: **Red**

Polo shirts: **White**

Trousers, Skirt or Pinafore dress: **Grey**

For Years 3, 4, 5 and 6

V neck jumper or cardigan with logo: **Red**

Long or short sleeve cotton shirt: **White**

Worn with a **School Tie**

Trousers, Skirt or Pinafore dress: **Grey**

For all pupils

All Hair accessories should be red or black.

Socks or warm tights: **White, Red, Grey or Black**

Sensible school shoes in a **Black, Brown or red** with corresponding shoe laces.

Shoes must do up with: laces, a buckle or Velcro.

(No trainers, no heels, no open toes, no Ugg Boots)

Summer Options

Dress: **Red and white gingham check**

Short trousers: **Grey**

Summer Hats or Caps: **Red** (for sale in school)

All items of clothing and footwear must be clearly named.

Please Note

- Designer clothing, footwear and football kits are not school uniform.
- A simple watch and small stud or sleeper earrings may be worn to school, BUT **For the health and safety of the wearer and others, NO earrings or other jewellery will be worn during PE, swimming, or games.**

Clothing for P.E. Games

Shorts: **Red**

Tee-shirts: **White**

School Hoodie with Logo: **Black**

Joggers: **Plain Black** for winter PE lessons.

Footwear (Year R to Year 2): **Black Plimsolls**

Footwear (for Years 3 to 6): **plain Black Trainers**

All PE kit and footwear

Children must come to school wearing their PE kit on the day of their PE lesson.

Swimming

One piece swimsuits/trunks should be worn for swimming. We do not allow long swim shorts or bikinis.

Pupils with long hair must wear swimming hats.

All items of clothing should be clearly marked with the child's name.

We have the following items available for purchase or order from the school office:

PE Hoodie £ 11.00

PE Tee-shirt £4.00

PE Shorts Cotton £6.00

P.E. Bags: - £4.00

Book Bags: - £6.50 and £5.00

We sell 3 types of hat all at £3.50:

- Baseball caps
- Legionnaires hats
- Beanie hats

Uniform, both with and without our logo, can be bought from "School Togs" in Worcester or from "Kitz UK" in Malvern.

School also has a nearly new selection of items that are available for a small contribution to school funds from our 2nd hand uniform shop which is open on Monday after school. Contributions go towards playtime games or other items requested by School Parliament.

Lost unnamed items will be recycled after a term.



Attendance

School education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. Parents, carers and school staff should work in partnership to make education a success and ensure that all children have full and equal access to all that the school has to offer. As a school we will encourage parents/carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly. It is the responsibility of all parents to ensure that their child arrives at school on time every day and returns home safely.

Non School Attendance in Term Time

Absence known to be for the following reasons would be authorised:

- Illness
- Religious observance
- Attendance at medical appointments which can not be made outside school hours

However, the Department of Education has, from the 1st September 2013, announced that parents have no entitlement to take their child out of school for a holiday during term time.

Any application for leave must only be in exceptional circumstances by completing an application for leave of absence form, which can be obtained from the school office. The Head Teacher will decide if the application warrants exceptional circumstance.

We work closely with our Education Welfare Officer (EWO) who monitors attendance fortnightly. If attendance drops below 95% you will be informed. Attendance of 90% or less will result in meetings where support and advice will be offered.

Unauthorised Absence

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. These may include;

- Parents / carers keeping children off school unnecessarily
- Truancy before or during the school day
- Absences which have never been properly explained
- Shopping, looking after other children or birthdays

This type of absence can lead to the Local Authority using sanctions and / or legal proceedings.

No child is allowed to leave the school premises during school hours unless permission is given by the Headteacher.

Permission will only be given provided the child is collected by his/her parents or carers. We are sure you will appreciate this is for the safety of your children.



Pupil Premium

The Pupil Premium has been allocated to schools to provide a high level of support to those children identified as being entitled to and in receipt of free school meals. However, the grant is not ring-fenced to those children and the school is able to decide where best the money can be spent. At St. Matthias, as a direct result of this additional funding, we have been able to;

- provide additional resources to support English and Mathematics
- provide an extra adult to support reading throughout the school
- provide 1:1 tuition and small group support to give an extra boost to children – both in skills and confidence
- subsidise school trips and invite skilled people into school like the Animal Man and the History Man
- training teaching assistants to deliver a First Class Number and success@arithmetic programs so more children can benefit from support with mathematics
- training teachers and teaching assistants to deliver narrative and word aware
- increasing the number of books in school – both fiction and non-fiction
- providing an iPads for all children across the school to support their learning.
- provide extra spelling and comprehension small group work

Pupil Premium has already had a big impact at St. Matthias and we will continue to allocate the funding to specific projects / resources which will have the maximum impact on pupil progress.



Equality Plan

At St. Matthias CE Primary School, we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of race, gender, disability, faith or religion or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life.

The achievement of pupils will be monitored by race, gender and disability and we will use this data to support pupils, raise standards and ensure inclusive teaching. We will tackle discrimination by the positive promotion of equality, challenging bullying and stereotyping and creating an environment which champions respect for all. At St. Matthias we believe that diversity is a strength, which should be respected and celebrated by all those who learn, teach and visit here.

Further details are available in the Equality Plan. Please ask at the school office for details or look on our school website.

Health and Medication

We work closely with our school nurse and health organisations to maintain a healthy environment and help parents/carers to improve the health and wellbeing of the children. **The School Nurse can be contacted direct on 01684 612784** if you have any concerns or questions about your child's health.

No child should have medication with them in school (and none should be put into pupils drinks containers for consumption later in the school day).

The only exceptions to medicines on the premises are; blue inhalers for asthmatic pupils or glucose tablets for diabetics, epi-pens or Jext pens for anaphylactic allergies which will be kept in a safe but accessible place in the child's class and in the office and where necessary, Ritalin or similar medication.

Pain killers Junior forms of ibuprofen or paracetamol can be administered to pupils by staff, with verbal or written permission of the Parents/Carers.

We are not permitted to administer antibiotics or other medicines which are prescribed for 3 times per day. The NHS advice is that antibiotics three times a day should be given in 8 hour intervals; when the child wakes in the morning, just after school and then as late as possible at night, (perhaps when parents go to bed).

However, should Parents / Carers feel it is necessary they are welcome to pop into school at lunchtime to give medicines to their child.

Drinking Water: We encourage our pupils to keep a water bottle in school with them so they are able to have a drink whenever they need one. To ensure that these water bottles are in a suitable condition, we recommend that the children take them home daily to be thoroughly cleaned and checked.

Hair Care: Like all schools, there will be times when head lice become a problem. We prefer that children with long hair keep it tied up or plaited during the whole school day. We ask all our parents/carers to comb and check their child's hair every day if possible, particularly after washing and using conditioner to ensure that any head lice picked up by children are quickly found and not brought back into school.

If it should be necessary for your child to leave the school premises for any reason, such as a medical appointment, please give the school prior notice and arrange for your child to be collected.

For children with any ongoing medical condition, it is important that parents / carers provide full information on the condition and its treatment by school staff in case of an emergency. If this applies to your child please call in at the school office to update us with this information and complete a care plan.

Your child's well-being is our top priority.

Sex and Relationships Education

This key area is studied under the umbrella of Personal, Social and Health Education which, together with Science, provides a natural, caring environment for learning about growing and changing, both physically and emotionally. Parents are always given the opportunity to discuss the details of the programme and become familiar with it before it begins.

The government has decided that Sex and Relationship Education is compulsory for all pupils in light of safe guarding issues.

The Sex and Relationships Education Policy was developed by a working party of teachers, parents and governors and ratified by the Governors. If you would like to see a copy of the full policy, please contact the school office or have a look on our school website.

Behaviour

Children learn best when they are happy, confident and secure in the knowledge that they are appreciated and valued. As a church school our Christian beliefs and values underpin everything we do. As such, we seek to promote a caring community at St. Matthias in which responsibility, consideration for others and politeness are highly valued and encouraged. To maintain this purposeful working environment we have high expectations of everyone working in the school.

We believe that good behaviour is at the centre of our happy school and essential for successful teaching and learning. Teachers cannot teach effectively and pupils cannot learn effectively in classes disrupted by poor behaviour.

Parents, carers, teachers, support staff, pupils and governors all have a role in helping to establish and maintain good behaviour at St. Matthias.

At St. Matthias we ask that everyone working in the school promotes and follows our school values and make sensible choices:

- ⇒ Be ready
- ⇒ Be respectful
- ⇒ Be safe

This can be seen in the classrooms and playgrounds as children:

- ⇒ Listen when someone else is talking
- ⇒ Follow instructions at all times
- ⇒ Work quietly and let others work without interruption
- ⇒ Work together to achieve their best
- ⇒ Take care of their own and other people's property
- ⇒ Being kind to everyone outside and inside

We recognise that to maintain high standards great emphasis needs to be placed on recognising positive attitudes and behaviour. Praise and congratulations for effort are essential elements of our practice. Pupils will achieve more, be motivated and well behaved when we commend their successes and their potential.

Some of the ways we do this are by **Praise**, both written and verbal, **Certificates**, or a special mention in **Reward Assemblies**, **Newsletters** and **our End of Year Service**.

Supporting your child

School staff want your child to do well and to be happy and safe while at school. You can help the school by keeping them informed about anything that might affect your child's behaviour, such as a special need or something upsetting that has happened at home. You should ensure that your child behaves in line with the school's expectations and be prepared to work with the school, if need be, to improve your child's behaviour.

If your child's behaviour becomes a cause for concern, the school may provide extra support to find out why that is happening and to look for ways of helping your child to improve their behaviour. You can expect the school to take steps to work with you on this, to be kept updated about progress and to be involved in discussions about the best way of supporting your child.

If you feel your child is being bullied at school, you can expect the school to take your concerns seriously and to act to make sure the bullying stops. A phone call to the school can help ensure staff are fully aware of the problem and the impact on your child.

A full copy of our Behaviour Policy is available from the school office or can be downloaded from our school website.



Successful Learners

At St. Matthias we are excited about learning!

We understand that children learn in different ways; by seeing, hearing, feeling, doing. We know that for learning to be effective it has to be memorable. Our skilled and enthusiastic members of staff provide many rich and exciting learning opportunities to inspire and challenge our pupils. As a result our pupils are engaged in their learning and can tell you what they need to do next in order to improve further.

We teach our children to apply the skills they learn in one subject to other areas of the curriculum so skills are practised and not forgotten! Pupils are always encouraged to reach their full academic potential.

At St. Matthias we strongly believe in the importance of literacy and numeracy skills. Our aim is for all children to leave St. Matthias able to;

- express themselves clearly and confidently
- listen intelligently
- take pleasure in reading,
- write fluently and
- be proficient in calculating and estimating

To achieve this we have introduced a new, dynamic curriculum supported by exciting up-to-date resources. English and Mathematics are taught in the morning as a matter of priority with pupils of all ability levels benefiting from opportunities to work in small groups to extend thinking and develop skills.



Confident Individuals

At St. Matthias we want to give all our children the chance to succeed!

We offer a broad, balanced curriculum to all our pupils, designed to accommodate the needs of all learners. Our curriculum builds upon prior learning and expects our learners to;

- Play an active part in their own learning
- Take appropriate responsibility for their learning
- Persevere when challenged

Through our curriculum we aim to make learning an exciting, enjoyable and stimulating experience. Cross curricular links are developed where appropriate. Lessons cover a range of subjects to include;

English
Mathematics
Science
History
Geography
Religious Education (RE)
Design and Technology (DT)
Art
Physical Education (PE)
Music
Personal, Social, Health Education (PSHE)
Citizenship
Information Communication Technology (ICT)
Modern Foreign Languages (MFL)

At St. Matthias we are determined to bring learning alive and take every opportunity to enrich our curriculum with school trips; to museums, places of worship, the library and experiences that enrich the theme of learning such as visits from the History Man.

We have visits from the emergency services and other services to explain how to keep safe both in school and at home as well as adults with specialist skills or interesting stories to tell from time to time. The children learn a lot from these sessions which are



Responsible Citizens

At St. Matthias we aim high for all our pupils!

We attach great importance to the development of our pupils' social skills and manners as we want to empower them all to build successful relationships with other children and adults and to be sensitive to the needs and feelings of others. We work hard to ensure all our children feel good about themselves, make responsible choices and acquire a high level of self-esteem.

We know from personal experience that if you feel successful, you will achieve success!

We are very proud of our School Parliament who are beginning to have an impact on our school. Each year representatives are elected from Year 6 to run our School Parliament for the year. Two representatives are then chosen by each class from Years 1-5 to be our Class Representatives. These children meet regularly throughout the year to discuss issues and topics that are important to the children and our school community. They consult with their classmates and report back on decisions.

Spiritual, Moral, Social and Cultural Education

At St. Matthias CE School we recognise that the personal development of pupils, spiritually, morally, socially and culturally (SMSC) plays a significant part in their ability to learn and achieve. We therefore aim to provide an education that provides pupils with opportunities to explore and develop:

- ⇒ their own values and beliefs
- ⇒ spiritual awareness
- ⇒ high standards of personal behaviour
- ⇒ a positive, caring attitude towards other people
- ⇒ an understanding of their social and cultural traditions
- ⇒ and an appreciation of the diversity and richness of the cultures
- ⇒ their understanding of British Values
- ⇒ their contribution to life in modern Britain

Full information about SMSC education at St. Matthias can be found on our school website.



Religious Education

Religious Education at St. Matthias C.E. Primary School is taught in accordance with the Worcestershire Syllabus, which has the full endorsement of the Diocese of Worcester. The spiritual, moral, social and cultural development of pupils is the concern of the whole school curriculum. RE lessons have a special role to play in this development, but it is only a part of the whole process.

We are a church school and are very proud of our close links with St. Matthias Church. The vicar Rev. Johnson is a frequent visitor to the school and regularly leads our Worship. Every child has an entitlement to Religious Education. In our school it is given in accordance with the teaching and practice of the Church of England.

Some areas we study in RE are as follows:-

- Christian qualities of caring and sharing
- Living the Christian way
- Main Christian Festivals of Harvest, Christmas and Easter and why they are important to Christians
- Worship and the community - looking at main world religions - Hinduism, Islam, Judaism
- Identifying similarities to and differences from Christianity
- Why are sacred texts important?

We endeavour to foster an appreciation and basic understanding of Christianity and other religions to help the children make sense of the world in which they live. To do this effectively we ensure our children have the opportunity to visit various places of Christian worship as well as places of worship from other faiths. This enables our pupils to reflect and put their ideas and knowledge into perspective.



Collective Worship

Collective Worship is an integral and important part of our day, when we meet together as a whole school to share our love of God and celebrate our achievements (and sometimes failures) together. The Worship of the school is based on promoting and reflecting on the Christian values which permeate the ethos of the school. It is a time when we come together to *'nourish those of faith, encourage those of other faiths and challenge those who have no faith.'* (Ref: Lord Runcie) As such, the contributions of staff, pupils, church clergy and other visitors are valued highly.

Our Collective Worship allows us to focus on matters of worth 'beyond the everyday' and includes a short time for quiet thought, reflection and a prayer.

Assessment

At St. Matthias we are committed to continuous assessment of our children's needs and progress. The outcomes from assessments are used to inform future planning and to set targets. Assessment can take the form of observations, discussions, specific activities or tests.

Continuous teacher assessment is a major feature of the assessment process in all year groups and the school has invested a lot of time and training into ensuring all staff are accurate in their judgements.

On entry to school, the Reception class pupils are continually assessed. The data is collated in the form of the Foundation Stage Profile. The information, which the Profile reveals, is then available to and can be shared with Parents/Carers at regular intervals throughout the year.

At the end of Year 1, pupils are assessed using a National Phonics Test. Year 2 and Year 6 (the school year in which pupils are aged 7 & 11), each child is assessed using the National Tests (SATs). These tests measure each child's attainment in English and Maths. The results of these tests are supplied to parents/carers along with the child's annual report in the Summer Term. We use a similar test system, in Years 3, 4 & 5 to help us to assess each child's needs and to give each child the opportunity to experience and become confident with the test situation.

Assessment helps **pupils** to;

- Recognise and celebrate their achievements
- Identify their strengths and areas for improvement
- Take responsibility for their learning
- Be aware of their next steps

Assessment helps **teachers** to;

- Be aware of their pupils' achievements
- Quickly identify pupils who are falling behind so extra support can be put in place
- Plan the next steps for each child
- Evaluate the effectiveness of their teaching strategies

Assessment helps the **school** to;

- Track pupil progress
- Set challenging targets
- Know current standards
- Identify the correct priorities for school development



Special Educational Needs and Disabilities

Every child who comes to St. Matthias is special. We acknowledge the right of every child to develop his/her full academic potential and we appreciate that not all children learn at the same pace. Some children may experience some form of difficulty, perhaps in learning or behaviour and may require additional support.

Our Special Educational Needs Co-ordinator monitors children with special educational needs within the school. Our philosophy is to address all needs across the whole range of abilities valuing and giving full and equal access to all aspects of school life.

Children who have special educational needs may not always learn at the same rate as everyone else. (This can be a temporary condition). The reason may be due to;

- physical or cognitive disabilities.
- sensory impairment connected to sight, hearing or speech.
- their emotional behaviour.
- specific learning difficulties in relation to the curriculum.
- developmental problems.

If difficulties are not identified and addressed at an early stage, they are likely to escalate. For this reason the school gives high priority to the area of Special Needs.

Help is available for all children with Special Educational Needs and we are constantly reviewing our procedures to fulfil the requirements of the current Code of Practice. We have a whole school approach so that all children with Special Educational Needs are integrated into their class groups and regularly monitored.

Full information regarding the support we are able to offer children with special educational needs and /or disabilities can be found on our school website.



Mastery Curriculum

Our curriculum is designed to give challenge to all pupils and teachers plan lessons to increase the the depth of understand and mastery of concepts. This style of curriculum develops deeper thinking which means that every child works purposefully at a level that is appropriate for them. Our policy at St. Matthias is to treat each child as an individual. Throughout the school we incorporate a range of teaching strategies that will facilitate meaningful learning for all children through high expectations, differentiation, enrichment and access to a wide range of resources as well as visitors and visits.

In Key Stages 1 and 2 children work in groups or with reasoning partners for English and Mathematics, enabling pupils to collaborate and explain their thinking to their peers.

At St. Matthias we strongly encourage parents to play a vital role in working with the school and supporting the development of their child/children.

This can take place through;

- good open communication,
- meaningful working liaison and relationships between parents / carers and the school,
- parents / carers attending meetings, events and supporting homework set by the school.

Environmental Education

As a part of everyday life at St Matthias we try to be aware of our responsibility to the environment. This means that at school, as adults and as children, we try to use resources wisely and economically. We are continually looking to improve the school environment, both indoor and out, to help create a positive learning environment for all.

We play an active part in recycling; collecting paper in purple sacks, recycling fruit waste in our compost bins, litter picking etc. We also have a gardening club who meet regularly after school in the warmer months and work on our school grounds.

Curriculum time is devoted to the environment via many subject areas, helping us to develop the children's personal commitment to, and understanding of, the reasons for environmental concern. This is then reinforced through the comments and actions of all adults and the school as a whole.



School Lunches

St. Matthias is fortunate to have an agreement with Black Pepper, a local catering company, which prepares and delivers delicious hot and cold school lunches to our school every day.

A new menu is available every half term. The menu has a three week rotation. All meals must be ordered and paid for in advance every half term. Black Pepper meals are free for Yrs R, 1 and 2.

All children, whether they choose a Black Pepper lunch or bring in sandwiches from home, are supervised by our Lunchtime Superintendents during lunchtimes.

Healthy Schools

At St. Matthias, we believe that promoting a healthy lifestyle should not simply be taught within the school curriculum, but should centre around the whole school environment and all aspects of school life.

Our main focus is to raise the awareness of health issues by creating a healthier school environment and part of the way to achieving this will be to work towards maintaining our Healthy Schools Award.

We promote healthy eating and physical exercise for our children in and out of school. It is vital that children learn the best ways to look after themselves and are aware of healthy lifestyle choices from an early age.

Part of our brief is to provide, promote and monitor healthier food at lunch and break times. We actively encourage children to bring a healthy lunch to school. **Children should not have chocolate, sweets or fizzy drinks as part of their lunch.**

Our involvement in the National **Free Fruit Scheme** means that all children in Nursery, Reception and Key Stage 1 are offered a piece of fruit on a daily basis. We encourage Key Stage 2 children to bring their own fruit or piece of cheese to eat at break-time.

We also encourage our children to bring water bottles containing water or weak lemon squash to school and to have regular drinks during the day.

We are also looking at ways we can encourage our children to be active during play times and have purchased some additional playtime equipment. We are now looking at how we can improve our outdoor learning environment and extend provision for outdoor learning.



Extra Curricular Activities

St. Matthias provides many opportunities for children to access a wide range of extra curricular activities. These foster friendship, fun, new skills and interests in pursuits that can support personal development for years to come. These activities will reflect the particular interests and talents of the staff who organise them.

Some clubs may also be run by professional coaches. This means that the variety of clubs on offer is subject to change.

Recent extra curricular activities have included;

Football	Art
Dancing	Tag Rugby
Keyboard Skills	Netball
Eco/Gardening	Rounders
Cooking Club	Craft
Homework	Coding
Sewing	Board Games

All children must be collected by an adult after these late afternoon clubs.

We hold an annual Sports Day and enter teams in local competitions.

All pupils have the chance attend an outdoor adventure residential visit when they are in Year 5.

At St. Matthias we greatly appreciate all the help and support parents can give in ensuring that their child receives the maximum benefit from the homework set. In particular, you can take an interest in your child's homework by;

- Encouraging your child with their homework and praising them when they complete it
- Doing all you can to provide a reasonably peaceful, suitable place where your child can do their homework

Our Homework Policy will give you further details regarding the type of homework your child can expect to receive and additional suggestions of activities you could do at home to support your child's learning.

Each term we will send you a Curriculum Information Letter explaining the topics and areas of learning your child will be working on that term. We hope this will help in keeping all parents / carers fully informed. All children and parents can attend homework club.



Helping your child at home

We believe that homework plays a vital part in each child's education, helping our children to:

- Consolidate and reinforce work done at school
- Develop the skills, confidence and motivation needed to study on their own
- Extend school learning
- Involve Parents / Carers in their child's education
- Encouraging your child with their homework and praising them when they complete it
- Doing all you can to provide a reasonably peaceful, suitable place where your child can do their homework

Our Homework Policy will give you further details regarding the type of homework your child can expect to receive and additional suggestions of activities you could do at home to support your child's learning.

Equal Opportunities

At St. Matthias we operate an Equal Opportunities policy with two main aims: -

To ensure that equal opportunities are available for everyone regardless of gender, class, racial group or ability.

To eliminate unjust forms of discrimination and to continue to promote equal opportunities in all aspects of school.

Charging for School Activities

We do our best to provide a rich variety of additional experiences for our children, including school trips and visits from theatre groups/musicians. However, these can be costly and, on some occasions, we will ask for a contribution from parents and carers. Full details of the charging and remissions policy determined by the Governing Body of the School under Section 110 of the Education Reform Act, 1988 are available from the school.

The basic principle underlying the charging policy is that the education provided by the school for its registered pupils should be free of charge if it takes place wholly or mainly during school hours.

The Governing Body have therefore decided the following:-

1. If the number of places for a particular activity is limited the Head and/or Governors will decide which pupils should participate, and this decision will be made without reference to a Parents/Carers willingness or ability to make voluntary contribution towards the cost.
2. Under normal circumstances the school will provide or pay for any ingredients, materials or equipment that is needed for practical subjects. However, should the Parents/Carers wish to own a finished article, then the Head and/or Governors have a right to ask for part or full payment of materials used.
3. Parents may be asked for a voluntary contribution of either money or

materials for use in connection with education during school hours. The Governors accept this as permissible provided no child is disadvantaged because of a Parent's / Carers unwillingness or inability to contribute in this way e.g. swimming, educational trips, excursions, visiting performances etc.

Should there be an insufficient income of funds for any particular activity, the Governors give the Headteacher authority to cancel all or part of the activity.

4. The Governors give the Headteacher authority to ask Parents/Carers for payment for damages to property or equipment provided it can be proved beyond all reasonable doubt that such damage was the result of their child's behaviour.
5. Any activity falling outside school hours, and one that is not a necessary part of the prescribed curriculum e.g. A PGL adventure weekend is deemed an 'optional extra' and the Governors give the Head the right to charge Parents/Carers of children attending the activity up to the full cost.
6. All children study music as part of their normal school curriculum. We do not charge for this. However, individual or small group tuition that is an additional curriculum activity, and not part of the National Curriculum will incur the full cost of the tuition as charged by the peripatetic music teachers. However, Parents / Carers in receipt of state benefits are exempt from payment.

Staff List

Year	Teacher	Responsibility	Teaching Assistants
	Mrs G.Beale Headteacher	Safeguarding Lead	Classes and pupils for TA's will variate.
	Mr Thompson Deputy Headteacher	Assessment Curriculum Computing Data Lead PPA Cover Yrs 3 & 4	Additional Support for specific pupils HLTA cover supervision Teaching Assistants
	Mrs L Joyce	SENDCo PPA Cover Yrs 5 & 6	Mrs Allen Miss G Williams Ms S Williams Mrs Plant Mrs Howden Mrs Lester Mrs Baylis Miss Bannister Mrs Staniforth Miss Pearman Mrs Blundell Ms Boddy
Early Years	Mr Salmon Mrs Cale Mrs Cook	EYFS Manager EY DSL PE / Sports	
Year 1	Mrs O'Connor Mrs Page	RE and Worship & PSHE	
Year 2	Mrs Philgence Mrs Page	Geography & History	
Years 3/4	Miss Houlston Mr Thompson		
Year 5	Mrs Maidens Mrs Joyce	English MFL	
Year 6	Mrs West Mrs Joyce	Mathematics Art & DT	

Support Staff

Mrs James	Finance Administrator & Whizz Kids
Mrs Kazerooni	School Administrator
Mrs Bough	Lunchtime Superintendent
Mrs Hough	Lunchtime Superintendent
Mrs Allen	Lunchtime Superintendent + Play Leader
Mrs Willems	Lunchtime Superintendent
Mrs Lancett	Lunchtime Superintendent
Mrs Plant	Lunchtime Superintendent + Play Leader
Mrs Y Lee	Lunchtime Superintendent
Miss G Williams	Lunchtime Superintendent
Mrs J Lee	Lunchtime Superintendent
Mr Rabin	Caretaker

The Friends of St. Matthias

We are lucky to have a small but active 'Friends' group to help support our school to organise and run social / educational fund raising events like our Christmas and Summer Fairs, which are always very popular. More members are always welcome.

Our Friends have supplied and funded many pieces of equipment and activities for our children, to include books, visiting performers, items for our outdoor learning environment and our end of term discos.

We are always very grateful for all the help and support we receive from our parents / carers. We work as a team, believing that children feel more secure at school if Parents/Carers, Staff and Friends co-operate closely and support each other.



The Governing Body

Our school governors have a very significant role in our school. The Governing Body works as a team to support the Headteacher and school staff in setting the direction of the school, recruit staff and manage budgets.

As a critical friend, the Governing Body offers support, constructive advice, a sounding board for ideas, a second opinion on proposals and help where needed. Governors may also challenge and ask questions to ensure the school is moving forward and providing the very best for all pupils.

A post box is situated in the main entrance for any suggestions, comments or complaints Parents / Carers may have. Any correspondence will be dealt with at the next Governing Body meeting and the outcome reported back to respective parties.

Our Governing Body

NAME	STATUS	TYPE OF GOVERNOR
Mrs L Bessant	Chair of Governors	FGB Chair + Parent Governor
Rev P Johnson	Vicar of St Matthias Church	Incumbant WDAT
Mrs V Beale	Headteacher	Staff Governor
Mrs B West	Teacher	Staff Governor
Mrs E Page	Teacher	Staff Governor
Mrs C Bird		Parent Governor
Mr A Foulds		WDAT
Mrs J Batelen		WDAT
Mrs J Sharp		PCC
Mr A Hudson		PCC
	Clerk to Governors	

Dates and times of meetings of the Governing Body are published in the Newsletter.

Anyone interested in attending meetings should seek permission from the chairperson of the meeting through the Clerk. Email: lgoldsby@stmatthias.worcs.sch.uk

Pupil Comments

I really like maths and like learning.
Evelyn

The school parliament is great.
Freya



I love reading because it's fun to read different stories.
Logan



I like St Matthias because all of the teachers and children are friendly.
Hayden

I like the playground.
Freddie

I like St Matthias because people help me when I need looking after.
Gracie



I like doing PE because we always have nice coaches.
Zoe

I like it when we do maths and solve problems together.
Tia

I like St Matthias because people are nice to me here and they care about me.
Robyn

I love St Matthias because our learning is fun and exciting.
Elizabeth

I like St Matthias as it is a place where I can be myself.
Beau

I like coming to St Matthias because I enjoy learning about new subjects.
Hannelore



I like coming to St Matthias because I like seeing my friends and I like the tricky work they give us.
Kian

One reason why I like St Matthias is because it is a very creative school.
Filip



We hope you enjoyed reading our Prospectus.

St Matthias Church of England Primary School
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WR14 1NA

Headteacher: Mrs Virginia Beale

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