

# St Matthew's Catholic Primary School



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

School Website: [www.stmatthewsprimaryschool.co.uk](http://www.stmatthewsprimaryschool.co.uk)

## Prospectus 2019 – 2020



Dear Parents/Carers,

I hope you will enjoy reading this booklet and will find it useful.



From your child's first days in the Primary School, education is a partnership between, Home, School and Parish of St. Matthew's.

The information inside this booklet will help us to develop this partnership. Please read it carefully and remember that you are always welcome to contact the school if you would like to discuss any matters concerning your child.

Thank you for your co-operation.

Kind regards,

*Mrs M Loftus*

Headteacher

## General Information

<b>Address:</b>	St. Matthew's Catholic Primary School Queen's Drive Liverpool L4 8UA
<b>E-mail:</b>	matthewsj-ao@st-matthews-jun.liverpool.sch.uk
<b>Telephone/Fax:</b>	0151 226 1871
<b>Chair of Governors:</b>	Mr F Vaudrey
<b>Vice Chair of Governors:</b>	Mrs C Sergeant
<b>Head Teacher:</b>	Mrs M Loftus
<b>Numbers on Roll:</b>	407

## Classification of School

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





## St. Matthew's Catholic Primary School Mission Statement

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

### **Statement of Intent:**

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

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

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

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

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

## School Governors

Parish Priest Foundation Governor	Fr C. Stainton-Polland
Chair of Governors Foundation Governor	Mr F Vaudrey
Vice Chair of Governors LEA Governor	Mrs C Sergeant
Foundation Governor	Miss P O'Toole
Foundation Governor	Mr D Gidman
Foundation Governor	Miss M Black
Foundation Governor	Mrs H Lockley
Foundation Governor	Mr R Burke
Parent Governor	Mrs A Fair
Parent Governor	Mrs C Byrne
Head Teacher	Mrs M Loftus
Staff Governor	Mrs J Evans
Associate Governor	Mrs L Evans
Associate Governor	Mrs J Walsh
Clerk to the Governors	Mrs T Latham

## Teaching Staff

Mrs Moira Loftus	Headteacher
Mrs L. Evans	Deputy Head Teacher
Mrs J Walsh	Assistant Head Teacher – KS1 Lead
Mrs S Rawnsley	Inclusion Manager
Mr Brooks	Year 6 – Upper KS2 Lead - Senior Teacher
Miss A Parry	Year 6
Mr M Edwards	Year 5
Mr M Greaves	Year 5
Mr J Chalmers	Year 4
Mrs A Dunbar	Year 4
Mr M McNally	Year 3 – Lower KS2 Lead - Senior Teacher
Miss J Dillon	Year 3
Miss C Rush	Year 2
Miss E Little	Year 2
Mrs C Pritchard	Year 1– Senior Teacher
Miss K Byatt	Year 1
Miss J McNally	Reception - Foundation Stage Lead
Miss H Connor	Reception
Miss A Melville	Reception
Mrs E O’Hanlon	Year 2 additional support
Mrs J Evans	Year 6 additional support

## Classroom Support

Miss L Bligh	Miss B Carter
Mrs P Clews	Mrs L Coleman
Mrs L Higham	Mrs S Jones
Miss C Mills	Mrs N Morgan
Mrs D O’Neill	Mrs J Wilkinson
Mrs G Leonard (PPA cover)	

### **Non-Teaching Staff**

Mrs T Latham	School Business Manager
Miss S Johnston	Senior Administration Officer
Mrs G Skivington-Hall	Administration Officer
Mrs H Grier	Pastoral Care Manager

### **Additional Support**

Mrs M Cromby-While	ICT
Miss R Smith	Music
Strikedance	Dance
Active Soccer	Sports

### **Lunchtime Supervisors**

Mrs S Crowther  
Miss N Masterson  
Miss S Pritchard  
Miss M Hazlett  
Miss M Hartless

### **Premises Staff**

Mr P Johnson	Site Manager
Mrs T Gamble	
Miss N Masterson	
Miss S Pritchard	
Ms D McCormack	

### **Kitchen Staff**

Miss S McAllister	Cook
Ms B Channel	
Mrs C Donlevy	
Ms L Harper	
Ms S Rowlandson	
Ms S Hill	

## **Admission Policy**

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

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

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

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

Please see school website for links to LA forms including Faith forms.

<http://www.stmatthewsprimaryschool.co.uk/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 Pastoral Care Manager.

Class teachers, the Inclusion Manager and Headteacher meet the special needs of children jointly. The Support Service and other outside agencies assist us.



## School Uniform

School uniforms must be worn by pupils each day – see list below. Please refer to the website for suppliers.

<http://www.stmatthewsprimaryschool.co.uk/school-uniform/>

<b>RECEPTION- WINTER</b>	<b>RECEPTION SUMMER</b>
School grey tracksuit, blue polo shirt, black shoes/pumps	Summer dress (girls) – yellow pin stripe Grey shorts/blue polo shirt(boys) Black shoes/pumps
<b>GIRLS – WINTER</b>	<b>GIRLS - SUMMER</b>
Grey pinafore, white shirt and striped tie, grey cardigan, grey or white socks or tights, black shoes	Yellow pin striped dress with short sleeves, grey cardigan, grey or white socks, black shoes
<b>BOYS – WINTER</b>	<b>BOYS – SUMMER</b>
Grey jumper, white shirt, striped tie, grey trousers or shorts, black shoes	Grey tank top, white shirt, striped tie, grey trousers or shorts, black shoes

Trainers may be worn during playtime

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.

## Sports Kit

Correct P.E. and games kit must be worn at the right times.

- ✓ Red T-shirt with school logo and blue shorts.
- ✓ School tracksuit in cold weather
- ✓ Trainers.

All pupils are expected to join in P.E., games and swimming lessons. Parents are asked to send a letter to the class teacher if the child is to be excused on medical grounds.

## The School Day

School commences each day at **8.55 a.m.** Children should not come to school before 8.45 a.m. at the earliest, unless they are involved in an official and supervised activity.

8.55 a.m. - 12.00 noon	Reception.	-	Yr. 2
8.55 a.m. - 12.30 p.m.	Yr. 3	-	Yr. 6
1.00 p.m. - 2.55 p.m.	Reception.	-	Year 2
1.30 p.m. - 3.05 p.m.	Year 3	-	Year 6

There is a mid-morning break of fifteen minutes between 10.30 and 10.45 a.m. (Y1 & Y2) and 10.45am to 11.00am (Y3-Y6). Sweets, chocolates, canned or bottled drinks are not permitted. Fruit is provided as part of the Liverpool Fruit Project and KS1 pupils have access to this daily. The school is committed to encouraging Healthy Lifestyles and request that parents do the same.

### Term Dates 2018/2019 – Total of 195 days

	AUTUMN TERM 2018	SPRING TERM 2019	SUMMER TERM 2019
<b>Term commences</b>	Monday 2nd September	Monday 6 <sup>th</sup> January	Monday 20 <sup>th</sup> April
<b>Half term holiday</b>	Monday 28 <sup>th</sup> October – Friday 1 <sup>st</sup> November	Monday 17 <sup>th</sup> – Friday 21 <sup>st</sup> February	Monday 25 <sup>th</sup> May – Friday 5 <sup>th</sup> June
<b>Bank holidays in term time</b>	None	None	Friday 8 <sup>th</sup> May
<b>Term ends</b>	Friday 20th December	Thursday 9 <sup>th</sup> April	Friday 17 <sup>th</sup> July

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

Monday 2<sup>nd</sup> September 2019

Monday 6<sup>th</sup> January 2020

Friday 22<sup>nd</sup> May 2020

Monday 20<sup>th</sup> July 2020

Tuesday 21<sup>st</sup> July 2020

## Attendance

Our Pastoral Care Manager, Mrs Hayley Grier, is vigilant in ensuring the welfare of our pupils. She will phone home to make enquiries on the first day of pupil absence.

Pupils are expected to attend school regularly. If a pupil is absent without prior notice, parents are asked to inform the school on the first day of absence. Our EWO (Educational Welfare Officer) is Miss Carol Deering, who helps to monitor attendance in accordance with DCSF regulations.

Holidays in term-time cannot be authorised in line with Local Authority policy. Please see our website for term dates for next two years.

<http://www.stmatthewsprimaryschool.co.uk/term-dates/>

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

Year	Attendance	Authorised Absences	Unauthorised Absences
17/18	95.6%	2.9%	1.5%
18/19	95.8%	3.4%	1.2%

## Medicines

If pupils need to use an inhaler, parents are asked to label the inhaler and give it to Mrs. J. Walsh, who will give you a consent form to sign.

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



## Lunches



Lunch takes place between: -

12.00 p.m. and 1.00 p.m.

Reception. – Year 2

12.30 p.m. and 1.30 p.m.

Years 3 – Year 6

Pupils may have a school dinner or packed lunch alternative at £1.80 per day (£9 per week). This must be paid on a Monday. Arrangements for lunch may be altered at the beginning of a new school term.

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

We also have special themed lunches throughout the year. Please take a look at our menu on the school website:

<http://www.stmatthewsprimaryschool.co.uk/school-dinners/>

## School Discipline

At St. Matthew's we aim to help our pupils towards self-discipline, and we promote and reward good behaviour. In short, we wish to encourage a safe, happy and secure learning environment for everyone. There is a staged approach to alleviate any difficulties which may arise and staff are always available by appointment.

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

Mrs. Walsh - Early Years & KS1 Pupils  
Mr. Brooks - KS2 Pupils

Further appointments, if necessary, may be made with Mrs Evans (Deputy Headteacher) or Mrs. Loftus (Headteacher).

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

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

In exceptional circumstances it may be necessary to exclude a pupil from the school for a period of time. The governors would make this decision.

## Curriculum

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





### **National Curriculum 2018 Subjects are:-**

#### **Core Subjects**

English                      Mathematics                      Science                      R.E.

#### **Foundation Subjects**

Geography                      Computing                      Art  
Music                      Physical Education  
History                      Design & Technology



#### **Creative Arts Curriculum**

Mrs O'Hanlon coordinates our Creative Arts Curriculum. We celebrate our children's talents in Music, Dance, Art and Drama. Collaborations with The Liverpool Playhouse and Everyman Theatre enrich our curriculum further.

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

## Assessment

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

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

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

### **Assessment in St. Matthew's Primary School will:**

- Enable individual pupils to make progress in their learning.
- Relate to shared learning objectives, demonstrated through outcomes
- Be underpinned by confidence that every child can improve.
- Help all pupils to demonstrate what they know, understand and are able to do independently, appropriate to their age.
- Involve success criteria that is shared and, that work is assessed against the success criteria.
- Include reliable judgements about how learners are performing against expectations
- Involve both teachers and pupils in reviewing and reflecting upon assessment information
- Provide feedback which leads to pupils recognising the 'next steps' in their learning and how to work towards achieving these.
- Enable teachers to plan more effectively, by using assessment outcome, to develop next steps.
- Provide us with information to evaluate our work and amend planning at whole school, class and individual pupil levels.
- Enable parents to understand and be involved in their child's progress.
- Ensure that our practices in this area are fully inclusive.

### **Reception- EYFS Profile**

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

### **Year 1- Phonics**

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

### **Year 2 & Year 6**

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

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

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

### **Summative Assessment**

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

### **Reporting outcomes to parents and outside agencies**

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

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

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

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

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

**Working significantly above expectations** – those children who have progressed further and are working beyond age related expectations.

It should be noted that as the school has moved to an **age appropriate curriculum** it is anticipated that large shifts of children will take place over time rather than in year.



## St. Matthew's Comparative Data – 2018

### EYSP

% of pupils attaining a good level of development

	School	City	National
2016	79	59.8	69.3
2017	72	62	70.7
2018	75	66.2	71.5

### PHONICS- Year 1

% of pupils working at the required standard

	School	City	National
2016	86.4	75.4	80.6
2017	85.5	75.9	81.2
2018	91.7	78.9	82.6

### KEY STAGE 1

% of pupils achieving the expected standard

	School	City	National
RWM	66.1	60	65.3
Reading	76.3	69.8	75.5
Writing	72.9	64.4	69.9
Maths	79.7	71.9	76.1

### KEY STAGE 2 2017-2018

% of pupils achieving the expected standard

	School	City	National	Progress Measures
RWM	73	61	64	
Reading	86	72	75	+1.5
Writing	86	74	78	+1.9
Maths	82	72	75	+1.4
GPS	91	74	77	

## Extra – Curricular Activities

Extra-curricular activities are organised by Miss A Melville throughout the school year. These activities include:-



Creative Arts  
Reading Stars  
Rainbows  
Choir  
Woodwind  
E-cadets

Multisports  
Football  
Dance  
Purple Mash



There are many more clubs on offer throughout the year.

Although places are limited all children will have an opportunity to spend time at an after school club.

For more pictures of our after school clubs please see our website.

<http://www.stmatthewsprimaryschool.co.uk/topic/school-clubs>

## Religious Education

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

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

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

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

### **Sex Education**

We see our educative task as supporting parents or guardians in their responsibility of seeking the fullest possible development of the young people entrusted to us. Sex education is taught within a moral framework and through our integrated programme entitled “Journey in Love.”

### **Additional Educational Needs**

Our Inclusion Manager, Mrs S. Rawnsley, will work closely with the Head Teacher, class teachers and parents regarding children who may have additional needs.

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

Some children may require support from outside agencies.

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

### **School Council**

We believe it is important that our pupils have a “voice” concerning the school life. In order to listen to “the voice” our school council is annually elected by the pupils themselves.

### **Equality**

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

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

## Homework

**All homework to be sent out on a Monday and returned on a Friday.**

	Literacy	Numeracy	Other
Reception	Weekly Newsletter - inform parents of Literacy/Numeracy objectives and suggestions of how to support and extend at home. Daily reading folder/Daily phonics assessment file.	Weekly Newsletter - inform parents of Literacy/Numeracy objectives and suggestions of how to support and extend at home	
Key Stage 1	Daily reading folder.  Comprehension(Y2)  Spellings/Handwriting	Times tables- weekly  (Basic skills/passport)	Research work linked to class themes. Can be presented in a variety of ways. Half termly  SATS work for Year 2.
Key Stage 2	Reading book- every day  Spellings/Handwriting Weekly	Times tables- weekly  Number work- weekly (Basic skills/passport)	Research work linked to class themes. Can be presented in a variety of ways. Half termly  SATS work for Year 6. Topic work- every half term and linked to the curriculum.

\*spellings- linked with phonics and handwriting

## Reports

**Autumn Term:** - Progress towards targets reports

**Spring term:** - Progress towards targets reports

**Summer term:** - End of year reports

Parents are always welcome to arrange a visit 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 upmost importance at St. Matthews. We work with a Safeguarding team who meet weekly to ensure all children are safe from harm. (See Safeguarding leaflet)

All visitors to school must sign in at reception where Miss Johnston or Mrs Hall will administer a visitor's badge.

The badge must be returned when visitors sign out, as they are leaving the building. All visitors are asked to read our 'Code of Conduct' document.

**Our policies can be found on the school website.**

<http://www.stmatthewsprimaryschool.co.uk/term-dates/>

## Charging Policy

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

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

## 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.

## Parental Involvement

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

As a staff we have agreed to fully welcome parents into school and to work together to take this process further.

This has led to a greater awareness amongst the parents of the work of the school and a deeper involvement on a daily basis.

Through developing constructive Home/School partnerships in which the responsibilities of pupils, parents and school are acknowledged, respected and promoted, we aim to raise standards further.

## Healthy Eating

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



## **Extended School's Early Bird Club**

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

## **After School**

A wide range of educational clubs and activities are available to children on a regular basis. Parents are signposted to local child minding groups if they need an after school childcare facility.

## **Raindrops**

We run a parent and child group for pre-school aged children on a Tuesday morning in the hall. Parents are welcome to come together with their child for activities and refreshments.

## **St. Matthew's PTA**

St. Matthew's Parent Teacher Association supports the life of the school in a variety of ways, including fund raising activities. If you would like to become a member please contact the school and ask for Mrs. Walsh. Our PTA meet regularly as part of Raindrops on a Tuesday morning.