

ST MATTHEW'S

ROMAN CATHOLIC HIGH SCHOOL
Voluntary Academy

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WE PRAY, WE CARE, WE ACHIEVE



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A GUIDE FOR PARENTS AND STUDENTS 2021/22

WE PRAY, WE CARE, WE ACHIEVE



Welcome from our Headteacher

Dear Parents/ Carers,

Welcome to a new academic year at St Matthew's RC High School.

We are very much looking forward to working in partnership with you once again. This booklet has been designed to provide you with everything you need to know about our expectations and the systems we have in school to support your child. Please take time to read through and keep it in a safe place for future reference.

This year we will continue to strive for Catholic excellence in all we do. Our core business will continue to be teaching, learning and achievement, with our core purpose being our Catholic ethos. We will be building on the work we have implemented across the school, and we ask for your support as we work together in the best interests of your child.

Mrs Murden
Headteacher



Room for notes:

Our Mission Statement

Our mission statement underpins all our work, it supports our faith journey, our personal development and our journey to Catholic Excellence.



We Pray: as a community with Christ and with the teachings of the Gospel at our centre, shown in the things we do and in the ways we worship together.

We Care: for everyone in our school community, respecting them as individuals created by God and recognising and celebrating talents and successes. We see caring for others in the world outside of our school as part of our Christian responsibility.

We Achieve: the best we can in all aspects of school life by learning in lessons, succeeding in examinations and committing to extra-curricular activities.



"There is not a day goes by where I do not hear positive comments and feedback directed at staff and us as a school from parents. We even get students emailing us with the appreciation!" *Head of Year, March 2021.*



"The way Mrs Murden and the SLT have led everyone to develop and form relationships with our students and their families during this pandemic absolutely deserves to be commended." *Member of staff, February 2021*

Pupils explained to inspectors that they feel teaching is getting 'so much better'. *Ofsted Monitoring Inspection, January 2019*

"Remote learning has seen huge strides forward and I regularly visit remote lessons and see the work that the teachers are putting into their planning to enable our students to continue to make progress and be the best version of themselves whilst at home. It is wonderful to see the students engaging in their lessons." *Member of staff, March 2021*

"I can honestly say at the forefront of everything that we are asked to do has always been health, safety and well-being and this makes me as a member of staff feel secure and safe and proud to be part of our school community." *Member of staff, November 2020*

"It is a pleasure to come to work every day and the opportunities that have been created for staff and students to make progress is brilliant. Mrs Murden gets the best out of all staff just by being herself and her ability to hold staff accountable I believe has played a huge part towards the improvements we have made." *Member of staff, March 2021*

The Diocese of Salford, the local authority and a local teaching school have continued their close partnership in support of the school. Those involved know the school well. You plan for the teaching school's support in developing leadership to continue. Leaders from St Matthew's are now making their own contribution to the work of other schools in partnership with the teaching school. This includes work on teaching and learning, SEND provision and the curriculum. *Ofsted Remote Monitoring Inspection, February 2021.*



Leaders continue to have clear, high expectations of all who work in the school. As a result, improvements in the school are clear to see. *Ofsted Monitoring Inspection, February 2021*



"My daughter is currently in Year 11. She has really enjoyed her time at St Matthew's and will be quite sad to leave. The care, help and support she has received from the teachers in the last couple of years has been amazing. The way they have engaged her (and the class) has allowed her to fulfil her true potential and has given her a solid foundation to build her future career.

I feel that people can be quick to criticise, however, I feel it's really important and only right to give credit where it's due.

These teachers are an absolute credit to you and the school. With this quality of teaching and care, St Matthew's will become the outstanding school it aspires to be.

Please can you extend my heartfelt gratitude to all of these teachers." *Parent, June 2021*

One of the school's long-term priorities is to support pupils' reading. This work started before the current restrictions and is developing well. *Ofsted Monitoring Inspection, February 2021*



You have asked teachers to check how much pupils know and remember in all subjects. You have made time each morning for teachers to read with pupils and to practise their numeracy skills. You are using personal, social, health and economic education lessons to support pupils' well-being. *Ofsted Monitoring Visit, November 2020.*

"I want to thank you for everything that you have done to help me with my remote learning and that I really appreciate you and all your efforts to help me to make sure that I am safe and can succeed." *Student, June 2021*

Leaders and managers are taking effective action towards the removal of special measures. The local authority's statement of action is fit for purpose. The school's improvement plan is fit for purpose. *Ofsted Monitoring Inspection, January 2019*

Top Tips to keep E-safe

Educate...

Go on to the social media platforms that they're using and find out what they are all about. If you understand what they're up to online you will be able to better educate and advise.

It's important that children understand the impact that their online activity can have on themselves and other people, today and in the future.

Monitor...

Keep an open dialogue with your child about their use of the internet. Younger children should only use the internet when they are in a family area so you can keep an eye on what they are doing and how they are using it. As they get older they will demand more privacy, but it's important to stay interested and engaged.

Protect...

There are parental controls and filters available to help protect children from harmful inappropriate content online.

Your Internet provider should provide parental controls to help you set safer boundaries for your children by filtering or restricting content.

Devices such as phones, tablets, game consoles and other devices that connect to the internet have parental control settings. Filtering can be very effective but no system is 100% fool proof, so education remains key.

Support...

We all make mistakes, particularly when we are young. Be approachable. Make sure your children know they can talk to you if something goes wrong. And make sure you know what to do if it does. Most sites now have 'report abuse' buttons where you can report inappropriate behaviour and your child's school should have procedures in place to deal with incidents if they do occur.

E-safety: Guidance for Parents

The positives of technology far outweigh the negatives. Parents fear the potential negative impact of social media, cyber-bullying, adult content, predators – you are confronted with so many negative headlines and frightening stories.

But the internet offers amazing opportunities for learning, connecting, creating and collaborating. While it might be tempting to ban internet access on smartphones, this simply makes children more vulnerable when they go it alone.

Just as you taught them how to cross the road safely by doing it alongside you, then taking the lead and finally doing it on their own - staying safe online needs the same approach.



Useful websites for E-safety:

<https://www.thinkuknow.co.uk/parents>

<http://www.ceop.police.uk/safety-centre/Parents>

<http://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety>

Term Dates 2021-22

Autumn Term

Teacher Training Day:	Wednesday 01 September 2021
Term starts:	Thursday 02 September 2021
Half term holiday:	Monday 25 October 2021 - Friday 29 October 2021
Term ends:	Wednesday 22 December 2021
Christmas holiday	Thursday 23 December - Tuesday 04 January 2022

Spring Term

Term starts:	Wednesday 05 January 2022
Half term holiday:	Friday 18 February 2022 - Friday 25 February 2022
MANCEP Staff Training Day:	Friday 18 February 2022
Term ends:	Friday 08 April 2022
Easter break:	Monday 11 April 2022 - Friday 22 April 2022

Summer Term

Term starts:	Monday 25 April 2022
Half term holiday:	Monday 30 May 2022 - Friday 03 June 2022
Last day of term:	Friday 15 July 2022
Public / occasional holidays during term time	
Occasional Days	Friday 26 November 2021 & Monday 29 November 2021
May Day	Monday 2 May 2022

Teaching and Learning at St Matthew's

At St Matthew's, our vision is for all pupils to leave school with the knowledge and skills to enable them to encounter opportunities and challenges with resilience and determination; academically, creatively and culturally. This starts with providing all pupils with a high quality education, one where pupils feel safe, happy and challenged to be the best version of themselves. Our aim is for all pupils to be literate and numerate so that they can access the curriculum at KS3, KS4 and beyond.

On a daily basis, the pupils will follow well known routines that we refer to as our St Matthew's Teaching and Learning Non-Negotiables. Over time, pupils will be provided with the skills to use to deepen their learning, enabling them to become confident learners. Pupils are asked to complete homework as part of this learning, and these activities will enable them to practice what they have learned in lessons. At key points in the year, students complete assessments which they are prepared for in advance, and they receive quality feedback from their teacher explaining how they can continue to improve.

Teaching and Learning Non-Negotiables

Routines - staff to be at the door, on time, with the Retrieval Practice on the board ready for the students. Lesson ends promptly and staff are at the door dismissing students.

Learning Objective - should be on the board at all times, written into the students' books as the title.

Success Criteria - visually shared and revisited throughout the lesson.

Books are marked - in line with the school Feedback Policy.

Retrieval Practice - at the start of every lesson (approximately 5-8 minutes).

Dyslexia friendly PowerPoints/presentations and displays - off white/yellow background with blue cursive writing.

Homework – will be set in line with school policy.

At St Matthew's we ask all students to:

Respect their learning.

Respect the learning of others.

Respect any reasonable request made by an adult.

If students choose not to follow our 3 Rs, they will be issued with a consequence.

C1: Verbal warning of your **CHOICE** to not follow agreed standards

C2: You have been given a **CHANCE** to improve and you have failed to do so. Logged on SIMS with a restorative conversation planned

C3: Logged on SIMS as a failure to improve. Same day 30 minute detention as a **CONSEQUENCE** and escalation through the graduated response cycle. You may be asked to work in isolation

C4: Serious Senior Leadership action and possible fixed term exclusion

We want our behaviour for learning system to be centred upon rewards and not sanctions. Please consider:

- How you respond to adults
- Your use of language
- Your body language
- Taking 100% responsibility for your actions

The Pastoral System

At St Matthew's, we believe that children succeed when they feel safe and happy.

It is important that they know who to turn to if they have a problem.



The first contact for students and families is the form tutor. Please make sure you know who your child's form tutor is.

Need to email a form tutor?

All emails are [first name initial].[Surname]@smrchs.com.

For example: Mrs K Bunn would be k.bunn@smrchs.com

Pastoral Deputy Headteacher	Mr A Passarello
Head of Year 7	Mrs K Bunn
Head of Year 8	Mr G Walker
Head of Year 9	Mrs S Wrigley
Head of Year 10	Ms G Matthew
Head of Year 11	Mr A Brooks
Student Welfare Leads	Mr M Devine and Mr D Latham
Attendance Support Team	Mrs J Clarke, Mrs S Ross and Miss V Bingham

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REWARDS

St Matthew's Stars

Daily	Half termly	Other awards
CLASS TEACHER/FORM TUTOR Issues one for each hour of teaching TOP Award (The outstanding pupil) = 2 points Achievement Point can be awarded = 1 point Issues at least x1 Form Tutor Award per form time = 2 points ALL STAFF can issue Pastoral Points on SIMS = 1 point	HEAD OF DEPARTMENT/ HEAD OF YEAR Issues x 5 Stars/half term =points + CERTIFICATE & STAR BADGE GOLD/SILVER/BRONZE awards for accumulating points GOLD 400 SILVER 200 BRONZE 100 	Class Teacher Exceeding Excellence Award (EEA) Excellent piece of work completed in class = 4 points + POSTCARD home SLT (nominated by HOD or HOY) St Matthew's Community Award = *10 points + CERTIFICATE Head Teacher Award for outstanding work = *10 points + CERTIFICATE

Uniform



Each morning every pupil is checked to make sure they have everything they need to see them through the school day including full school uniform and equipment for lessons.

- Bottle green blazer **with school badge**: to be worn at all times
- Bottle green, V-neck jumper **with school badge**
- White shirt: **top button fastened, neatly tucked into skirt/trousers**
- School tie: **to be worn at all times**

Boys	Girls
	Years 7&8: Green, tartan skirt
Black trousers	Years 9-11: Bottle green, box pleated skirt or black, tailored trousers
Plain, dark socks	Black short socks, black tights for colder weather <i>Please note long socks are not part of the uniform</i>

Sensible black leather shoes. The shoes should be entirely black with no patterns, stripes or embellishments.
You are not allowed to wear pumps or trainers unless you are wearing your PE kit.

Equipment checks are carried out by your form tutor.
 You must bring your planner every day.



Name	Journal	Bag	Pen	Pencil	Ruler
Joe Ander	X	✓	✓	✓	✓
Joe Blogg	✓	✓	✓	✓	✓
Jane Clegg	✓	✓	X	✓	X

St Matthew's Safeguarding Team

Students

"The Staff at St. Matthew's strive to make sure all our students are safe in school, at home, on line and in the community. Our staff are here to help keep you safe and to promote your personal safety and well-being"

Need someone to talk to?

If you are concerned about anything you can also email confide@smrchs.com
 If you feel unable to speak to one of the SMRCHS team. These numbers / website are also here to help.
 Chat Health - 07507 330 205
 Kooth - www.kooth.com
 Childline - 0800 1111
 NSPCC - 0808 800 5000
 Young Minds - 0800 802 5544

We're always here for you...

Headteacher
 Mrs Murden

Deputy Headteachers
 Mr Atkin
 Mr Passarello

Designated Safeguarding Lead
 Miss Nicholls

Deputy Designated Safeguarding Leaders
 Mr Latham
 Mr Devine
 Mrs Walsh

Heads of Year / Form Tutors
 Mrs Bunn
 Mrs Wrigley
 Mrs Matthew
 Mr Brooks
 Mr Walker

Student Support
 Mr Jones
 Miss White
 Mrs Shannon
 Mrs Wall
 Mr Duxbury

Attendance Team
 Miss Ross
 Miss Clarke
 Miss Bingham

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Absence Procedures cont...

Contact Numbers

To guarantee your child's absence is reported to you quickly, please ensure you keep the school informed of any telephone changes. It is helpful for a mobile number so that texts can be sent.

Requests for Leave of Absence

Taking holidays in term time is not permitted. You may request time off in exceptional circumstances by emailing contact@smrchs.com and the Headteacher's PA will respond. All other requests will be denied.

In addition to holidays, parents may see it fit to request to take their child out of school during term time for other reasons.

Examples of exceptional circumstances are:

- Death of parent / guardian or sibling of the student
- Life threatening or critical illness of the parent or sibling
- Leave for armed forces personnel who are prevented by operational duties to take their leave at any other time

The Headteacher will consider the circumstances the leave is being requested for along with the following factors:

- Student's current attendance record
- The year group the student is in
- How close to examinations the request falls
- The duration of the absence

All requests should be made direct to the Headteacher who will then confirm the response to your request via the Attendance Team.

Uniform: Shoes

The shoes outlined below are examples of types of footwear that meet the schools uniform policy.

Suitable formal school shoes for both boys and girls can be obtained from any high street shop.

All shoes must be plain black, formal, leather shoes (these must be below the ankle, not boots, trainers, leisure shoes or canvas pumps). Students are not permitted to wear branded sport shoes such as Nike, Adidas and Vans etc.

If you are uncertain please email contact@smrchs.com and someone will get back to you. Please add a picture if you want us to check whether or not the shoes are acceptable. Better to send an email and wait than to spend big and be disappointed later.

Examples of acceptable footwear:



Uniform: PE Kit

PE Kits are only to be worn on days when students have PE.

Green sports top

Green polo top
(SMRCHS sweater optional)

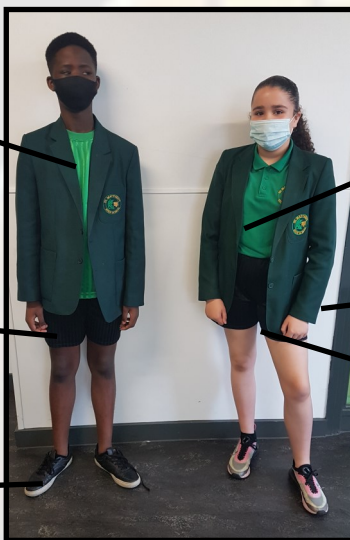
Plain black shorts for boys and girls with school badge

Blazers to be worn over kit

Plain black ankle socks or long green football socks only. Training shoes

SMRCHS leggings or plain black can be worn. Boys can wear these under shorts

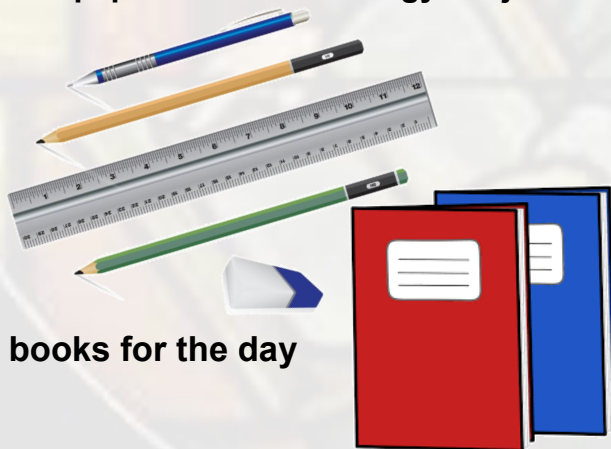
Football boots are to be carried in bags



Equipment

All students are responsible for bringing their own equipment to school. The basics are listed below but students may sometimes be required to bring in specialist equipment for technology subjects.

- ☑ School Bag
- ☑ Pen (Black) X 2
- ☑ Pencil
- ☑ Ruler
- ☑ Rubber
- ☑ Calculator
- ☑ Pencil Case
- ☑ The required exercise books for the day



Promoting Regular Attendance

Helping to create a pattern of regular attendance is everybody's responsibility: the school, parents, carers and students. To help us all in this, as a school we will:

- ⇒ Report to you at least three times a year on where your child's attendance is at and how this is impacting on their progress.
- ⇒ Celebrate 100% and improving attendance through assemblies and rewards.

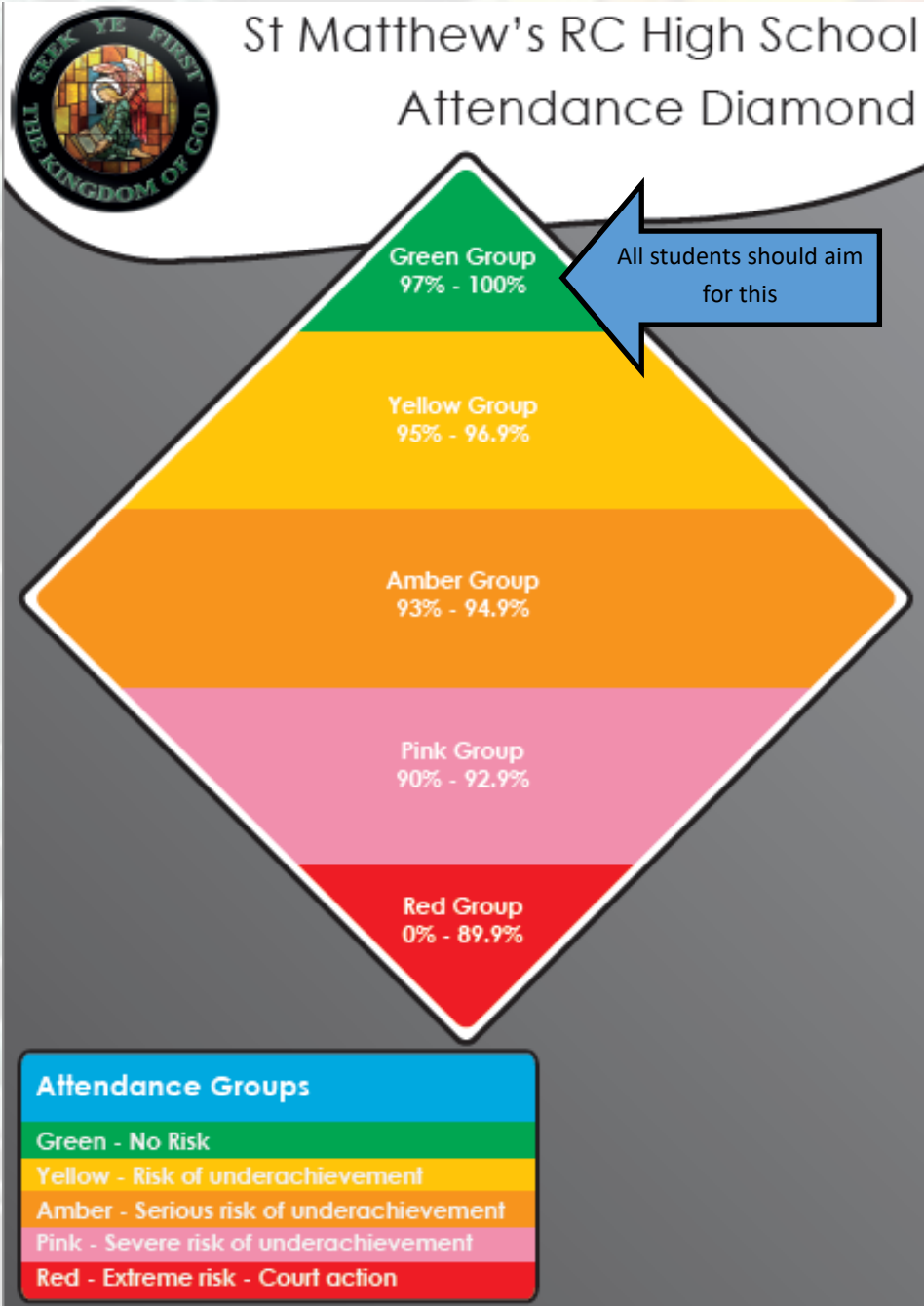
Absence Procedures

If your child is absent you must:

- ⇒ Contact school, in particular the Attendance Team, on the first day of absence.
- ⇒ Contact school on any further days of absence.
- ⇒ On your child's return to school, provide a letter explaining the absence or a medical note. This must be provided even if you have telephoned the school.

If your child is absent, the school will:

- ⇒ Telephone you or text you on the first day of absence if you haven't contacted school.
- ⇒ Visit you at home on, or before the third day of absence.
- ⇒ If your child has been off previously, the home visit may be on the first day of absence if you haven't contacted school.
- ⇒ Invite you in for a meeting to discuss absences if absences are a regular occurrence.
- ⇒ Refer you to the Local authority for prosecution if your child's attendance shows no improvement despite attempts to resolve concerns with you.



Our School Day



Year group	Reg	Lesson 1	Break	Lesson 2	Lunch	Lesson 3
Y7-9	8:30am to 9am	9am to 10:15am	10:15am to 10:30am	10:30am to 12:15pm	12:15pm to 1pm	1pm to 3pm
Y10 & 11		9am to 11am	11am to 11:15am	11:15am to 1:15pm	1:15pm to 2pm	2pm to 3pm

If you are more than 5 minutes late for a lesson without a valid reason, you will receive a C3 and a related detention.

All detentions will take place in the Year Group Removal Room

	Room
Year 7	7F4
Years 8 and 10	S10
Year 9	G16
Year 11	1103

Punctuality

The first session of the school day begins at 8.30 am, therefore all students are expected to be in school ready to start this session at 8.20 am. Any student who arrives after 8.30am will be signed in late for school. This will result in an automatic 30 minute detention the same day after school. You will be informed of this detention by a message via Edulink. Being late impacts on learning and a child's ability to access lesson content. If a child is late to form time they miss vital sessions designed to allow them to make additional progress towards literacy, numeracy and academic resilience.

**How about 10 minutes a day late?
Surely that will not affect my child?**

He / She is only missing just ...	That equals ...	Which is ...	And over 13 years of schooling that's ...
10 mins per day	50 mins per week	Nearly 1 1/2 weeks per year	Nearly 1/2 year
20 mins per day	1hr 40 mins per week	Over 2 1/2 weeks per year	Nearly 1 year
30 mins per day	Half a day per week	4 weeks per year	Nearly 1 1/2 years
1 hour per day	1 day per week	8 weeks per year	Nearly 2 1/2 years



Attendance Guidance 2021-22

Introduction

We aim for high attendance at St Matthew's to ensure we are above national expectations. To do this we aim to create an environment where every student wants to attend school every day throughout the year. For all our students to achieve their very best and reach their potential it is vital that they attend regularly and on time.

All students attendance target is to remain in the 'Green Group' on the attendance diamond of 97% and over.

Why regular attendance is so important

Any absence from school disrupts the learning pattern of students. **One day's absence can put a student behind in five lessons** and causes misunderstanding to occur in the next lesson.



Ensuring your child attends school every day is your legal responsibility

Permitting absence without good reason could result in fines or prosecution. It is a criminal offence under Section 444 of the 1996 Act to fail to secure the regular attendance at school of a child who is a registered student at the school.

On conviction, the magistrates' court may impose a fine of up to £2,500 or imprisonment for up to 3 months, or both. In addition, you would obtain a criminal record.