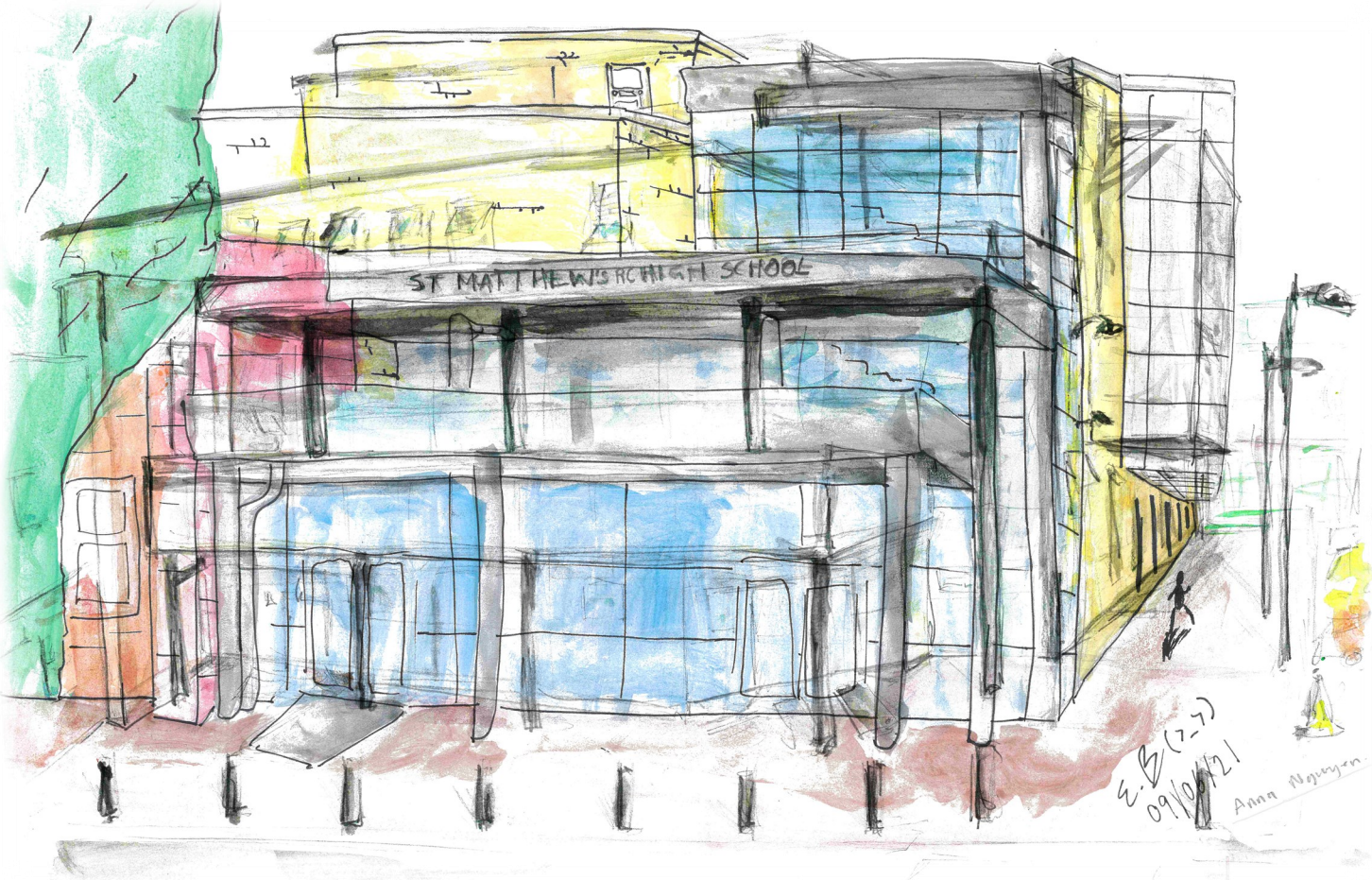


St Matthew's Roman Catholic High School

Voluntary Academy We Pray, We Care, We Achieve



St. Matthew's Family Handbook 2022-2023



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ST MATTHEW'S VISION AND HEADTEACHER'S MESSAGE

Dear Families,

At St Matthew's RC High School, our core purpose is Teaching, Learning and Achievement. Our core mission is our Catholic identity, which underpins all our work. We focus on ensuring we are all the best version of ourselves, so that we prepare young people to change the world for the better.

We are delighted to welcome your child to our wonderful community. In choosing St Matthew's, you have put enormous faith and trust in us for your child's education and wellbeing. With your support we will work tirelessly to ensure your child achieves the best that they are capable of.

St Matthew's RC High School is a rapidly improving school. We expect a lot from our staff as educators, and we expect a lot from our students and their families. We recognise that being the best version of ourselves is not always easy, and we continue to work extremely hard to make sure that we continue to improve. We ask that every student follows three simple expectations that will help them achieve success:

Respect your learning

(Work hard)

Respect the learning of others

(Be kind)

Respect anything an adult reasonably asks you to do (Follow instructions first time)

We recognise that our families are extended members of our St Matthew's community. We expect all families to work in partnership with us to support your child's education. This means that you will ensure your child arrives in school on time (Before 8.30am), in full school uniform, with all the equipment that they need for the day ahead. We also expect your full support in attending parents' evenings throughout the year.

Your child will be expected to complete homework daily. Homework will be set on Edulink and your child will have the choice to record this in their journal. From September 2022 we will call homework, 'Retrieval, Repetition and Reading'. Please support them with this. Research shows that regular home learning in this way, helps students to recall key information and to consolidate learning more effectively.

Finally, we expect all students to read regularly. Their progress in reading is monitored so that we know they are building up a wide vocabulary and they can access all resources more easily. Please support your child by discussing the books they are reading.

We look forward to working with you and your child in partnership to help them achieve excellence.

Thank you for your support in the year ahead

Mrs Murden

Headteacher



ST MATTHEW'S MISSION STATEMENT

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



ST MATTHEW'S UNIFORM EXPECTATIONS

Uniform will be checked at the entrance to school each day. Ties must be worn at all times and the top buttons of shirts are to be closed. Shirts are to be tucked in and not pulled out over pants. Blazers must also be worn at all times.

SMRCHS SCHOOL UNIFORM

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

Years 7-9 & 11: Plain tie

Year 10: Striped tie

Boys	Girls
Black trousers	<u>Skirts</u> Years 7-9: Green, tartan skirt Years 10-11: Bottle green, box pleated skirt Black, tailored trousers
Plain, dark socks	Black short socks, black tights for colder weather <i>(Long socks are not part of the uniform)</i>

Black Shoes

Sensible black leather shoes

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.

SMRCHS SCHOOL PE KIT

Boys	Girls
Green sports top	Green polo shirt Black sweatshirt <i>(Optional)</i>
Black shorts with school badge (Skins permitted underneath)	Black shorts with school badge <i>Or</i> plain black leggings
Plain black ankle socks	Plain black ankle socks
Long green socks for football	

Unisex tracksuit top



ST MATTHEW'S UNIFORM EXPECTATIONS / SHOES

Examples of acceptable footwear:

From experience it is the boys who tend to find more variety in what constitutes acceptable footwear. Here are some suggestions of what is acceptable and where you can purchase shoes from. 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 shoes are acceptable. Better to send an email and wait than to spend big and be disappointed later.

ASDA



Clarks



WYNSORS
WORLD OF SHOES



next



Popular shoes

Please note that it does not matter what shoes your child has worn in previous years, from September 2022 these are the only rules that will apply in relation to full school uniform:

The shoes outlined below are examples of types of footwear that meet and do not meet the schools uniform policy.

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



Kicker boots are acceptable but not the patent leather version

VW "Melissa" shoe:
Expensive and not hard wearing



ST MATTHEW'S UNIFORM EXPECTATIONS

A reminder for 2022-2023

Students will be expected to go home to change if they come to school in any items that are not listed above. We will contact parents after arrival to school.

- ⇒ **Make-up** is not permitted to be worn; students wearing make-up will be given wipes to remove it.
- ⇒ **Nail varnish** must not be worn; students wearing nail varnish will be given remover to remove it. Acrylic nails are not permitted at school.
- ⇒ **Facial piercings** of any description are not allowed.
- ⇒ **Earrings** are limited to a pair of matching plain gold / silver stud earrings, one in each earlobe.
- ⇒ **Hair should be a natural colour** and should not be shaved below a number two.
Patterns should not be shaved into hairstyles.
- ⇒ **Skirts** need to be of an **appropriate length**. Any pleats must be the same length all the way around the skirt like the Year 7 and 8 version available at Ziggy's.
- ⇒ **Jeans, leggings, tracksuit bottoms or cords** are not allowed.
- ⇒ **Outdoor coats** must not be worn in classrooms, and should not be worn in the building.
- ⇒ Headwear is not allowed unless for a valid religious reason.

Mobile phones must not be seen or heard in school at any time.

Mobiles are to be switched off, kept out of view and be stored safely in an inside pocket or a bag – not in the blazer front pocket.

We work on the principle of "On site, out of sight".

Please note: We have a strict code of behaviour expectations upheld by our governing body. Incidents involving weapons (whether used or not), drugs or alcohol will most likely lead to an exclusion. This could be made permanent.

The school takes no responsibility for lost or stolen electronic equipment when in the students' care.



KEY STAFF AT ST MATTHEW'S

Mrs H Murden	Headteacher
Mr A Passarello	Deputy Headteacher – Pastoral, Culture & Climate
Mr S Atkin	Deputy Headteacher – Curriculum & Achievement
Mrs G Jones	Assistant Headteacher – Teaching & Learning
Mrs K Callison	Assistant Headteacher – KS4 Achievement Lead
Mrs R Walsh	Assistant Headteacher – KS3 Achievement Lead
Mrs L Darlington	Assistant Headteacher – Curriculum Development
Mr A Gorey	Assistant Headteacher – Behaviour & Climate
Mrs A Lennon	Assistant Headteacher – Ethos and Culture
Mrs C Holt	SENDCo
Ms L Cooper	Assistant SENDCo
Mrs K Bunn	Head of Year 7
Ms V O'Brien	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
Mrs J McKay	Director of Maths
Ms R Cross	Director of English
Mr R Singh	Director of Science
Ms S Taylor	Acting Director of RE

To email any member of staff take their first initial, add a full stop and then their second name to @smrchs.com
EG: **Ms R Cross will be r.cross@smrchs.com.**



TERM DATES

Term Dates 2022-23

Autumn Term

Teacher Training Day:	FRIDAY 02 SEPTEMBER 2022
Term starts:	MONDAY 05 SEPTEMBER 2022
Half term holiday:	MONDAY 24 OCTOBER 2022 - FRIDAY 28 OCTOBER 2022
Teacher Training Day:	FRIDAY 25 NOVEMBER 2022
Term ends:	THURSDAY 22 DECEMBER 2022
Christmas holiday	FRIDAY 23 DECEMBER 2022 - FRIDAY 06 JANUARY 2023

Spring Term

Term starts:	MONDAY 09 JANUARY 2023
Half term holiday:	FRIDAY 17 FEBRUARY 2023 - FRIDAY 24 FEBRUARY 2023
MANCEP Staff Training Day:	FRIDAY 17 FEBRUARY 2023
Term ends:	FRIDAY 31 MARCH 2023
Easter break:	MONDAY 03 APRIL 2023 - FRIDAY 14 APRIL 2023

Summer Term

Term starts:	MONDAY 17 APRIL 2023
Half term holiday:	MONDAY 29 MAY 2023 - FRIDAY 02 JUNE 2023
Last day of term:	FRIDAY 21 JULY 2023

Public / occasional holidays during term time 2022/2023

Occasional day:	MONDAY 28 NOVEMBER 2022
Bank holiday	MONDAY 01 MAY 2023



THE SCHOOL DAY

School starts at 8:30am each day so students need to be in the building for 8:25am.

	Year 7-9	Year 10 and 11
Form time or assembly	8:30am to 9:00am	
Period 1	9am to 10am	9am to 11am
Break	10am to 10:15am	11:00am to 11:15am
Period 1 continues	10:15am to 11:15am	
Period 3	11:15am to 12:15pm	11:15am to 1:15pm
Lunch	12:15pm to 1pm	1:15pm to 2pm
Period 3 continues	1pm to 2pm	
Period 5	2pm to 3pm	
Period 6 (Optional or directed)	Intervention sessions and Year Group detentions for up to 90 minutes	

Intervention sessions will be advertised by departments and Heads of Year.

Detentions will run as follows:

Any C3 gained during a day will be a 30 minute detention.

Parents will receive communication by Edulink up to 2:30pm

After 2:30pm (a C3 received during period 5) we will ring parents to consult

We would like all detentions to be served on the same day they are received so that students can come into school with a fresh start each day. This is essential for wellbeing and to avoid anxiety.

When a detention is missed, it is doubled for the next day (or over consecutive days).

We host a 90 minute detention every Friday and on others days of the week if they are required.



FORM TIME

During form time we will host the following sessions to develop literacy, numeracy and wider personal development. The PSHE curriculum is delivered in a rolling 1 hour session starting on Monday 12th September period 1.

	Monday	Tuesday	Wednesday	Thursday	Friday
Year 7	Targeted reading and word of the week	Numeracy	Reading and literacy	Form tutor housekeeping, mentoring and Newsround	Assembly
Year 8	Targeted reading and word of the week	Numeracy	Reading and literacy	Assembly	Form tutor housekeeping, mentoring and Newsround
Year 9	Targeted reading and word of the week	Numeracy	Assembly	Reading and literacy	Form tutor housekeeping, mentoring and Newsround
Year 10	Targeted reading and word of the week	Assembly	Numeracy	Reading and literacy	Form tutor housekeeping, mentoring and Newsround
Year 11	Assembly	Targeted reading and word of the week	Numeracy	Reading and literacy	Form tutor housekeeping, mentoring and Newsround



ST MATTHEW'S CURRICULUM MODEL 2022-23

Year 7		Year 8		Year 9		Year 10		Year 11	
Maths	4	Maths	4	Maths	4	Maths	4	Maths	4
English	4	English	4	English	4	English	4	English	4
Science	3	Science	3	Science	4	Science	5	Science	5
RE	2	RE	2	RE	3	RE	3	RE	3
Geog	1	Geog	2	Geog	1				
History	2	History	1	History	1				
MFL	2	MFL	2	MFL	2				
PE	2	PE	2	PE	1	PE	1	PE	1
Computing	1	Computing	1	Computing	1	Option A	3	Option A	3
Drama	1	Drama	1	Drama	1	Option B	2	Option B	3
Music	1	Music	1	Music	1	Option C	3	Option C	2
Art	1	Art	1	Art	1				
Technology	1	Technology	1	Technology	1				
Total hours	25		25		25		25		25

Please note that the numbers next to each subject denote the amount of hours a child receives per week in that subject.

At St. Matthew's RC High School we have a two-week timetable and so you may hear your child talking about A and B week. This will make sense if you look at their timetable.

At various points during the year we will collapse the curriculum to host 'Super Learning Days' where a subject or topic will be the sole focus of the day.

PSHE and RSE are a very important contributor to how we help develop a students personal and wider social development skills. PSHE is 1 hour per week and takes over the timetabled curriculum subject. This starts on Monday 12th September, period 1.



ATTENDANCE

Attending school is not only a legal requirement it also has a direct impact on the outcomes of young people. The reality is that the chances of a student gaining five or more grades 5 or above drop drastically if their attendance level falls below 95%.

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.

We know that on rare occasions you may need to take time off school.

From 1st September 2013, the law gives no entitlement to parents to take their child on holiday during term time. Any activity, holiday or event should be arranged during the 13 weeks of school closure. Leave of absence will have a detrimental impact on your child's educational achievement. We cannot accept any leave of absence requests for holidays. Any request must be sent to contact@smrchs.com and the Headteacher's PA will respond. Any questions about attendance should be directed to attendance@smrchs.com

If leave of absence is taken during term-time parent/carers will receive a Penalty Notice from the Local Authority for taking a child out of school without the school's permission. From 1st September 2013 Penalty Notices cost £60 per child, per parent if paid within 21 days increasing to £120 per child, per parent if paid between 22 and 28 days.

Examples of Absences

Authorised	Unauthorised
<ul style="list-style-type: none">• Hospital or orthodontist appointment (evidence required).• College/Connexions/Employment Interview (evidence required).• Funeral (1 day only).• Reported Illness of less than 4 days (unless medical evidence has been requested).• Illness of 5 or more days WITH medical evidence or Home Visit.• Emergency doctor or dental appointments (evidence required) Routine appointments should be made outside of school hours.	<ul style="list-style-type: none">• Leave of Absence NOT approved by school.• Absence NOT reported on the day or supported by written explanation upon return to school.• Absence of 5 or more days WITHOUT medical evidence.• Routine doctor/dental appointments.• Arriving late after registers have closed.• Truancy (both internal & external).



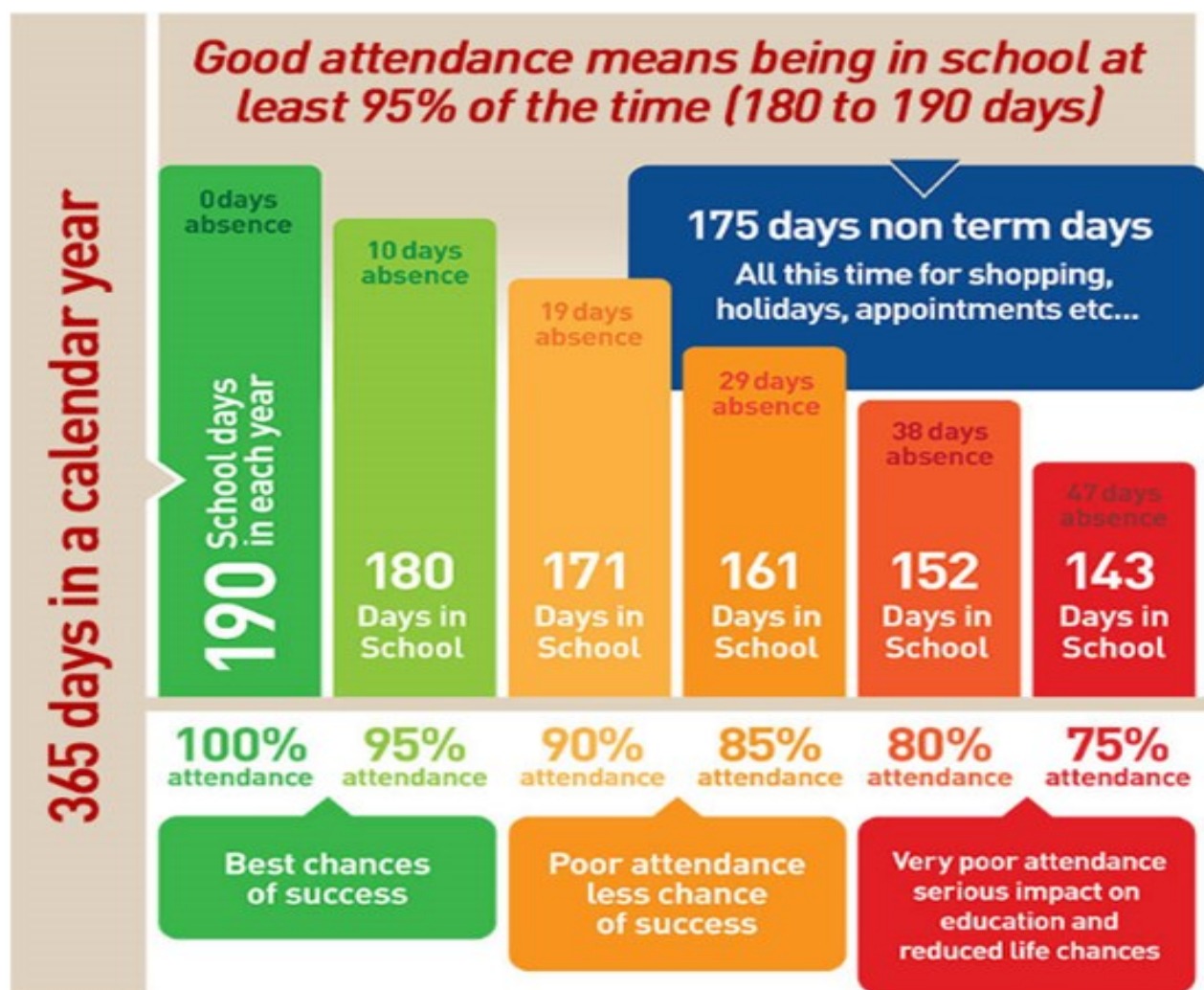
ATTENDANCE / ABSENCE PROCEDURES

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.



PUNCTUALITY AT ST MATTHEW'S

Being late for school or for lessons can contribute to missed sessions and impact on a student's educational achievements. Punctuality to school is a key focus area at St. Matthew's RC High and so we want all parents to support us as we improve standards.

Punctuality to school:

- ⇒ **School starts at 8:30am so students need to be through their entry gate by 8:25am**
- ⇒ **Form time is an important time for staff to deliver mentoring, key messages and information to all students. We also host literacy and numeracy sessions designed to improve life chances**
- ⇒ **Students who arrive after 8:30am are Late and we will collate all late minutes and run regular reports to challenge students and their families**
- ⇒ **Our registers close at 9:30am and so any late after this time is recorded as a half-day absence and will count against your child's attendance**

Punctuality to lessons:

There are bells at St. Matthew's that indicate the start and end of form time and the start and end of break/lunch. Students are expected to be in lessons within 3 minutes of a bell.

We encourage all students to wear a watch and to move 5 minutes before the bell goes to get to lesson on time.

Being more than 10 minutes late for lesson will lead to a C3 same day detention.

This is also recorded as a safeguarding issue and our team will start to contact home.

After 30 minutes we will contact the police when necessary.

Once a child arrives at school, all parents should expect them to be in all lessons. When this does not occur your child is not safe. Any action from a child that leads to a safeguarding alert will be dealt with very seriously.

We urge all parents to support us as we challenge internal truancy.

How about 10 minutes a day late? Surely that won't 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



ATTAINMENT AND PROGRESS AT ST MATTHEW'S

Reporting to parents - Frequency of data collection:

At St Matthew's RC High School we understand the need to balance regular collection of data with staff workload. To this end we have recently reduced the amount of data we collect from teachers and have staggered the times in the school year when we ask for data to be submitted. We now collect formal assessment data for each year group twice per year. We also collect 'Effort and Engagement' data at other points in the calendar to allow parents, students and staff to know how hard students are working.

How often we report to parents/carers

Parents/carers will receive two written reports during the course of the school year. Each report will include information from each subject area about attainment in each subject; effort and engagement with both classwork and homework, as well as the student's response to the St Matthew's Respect agenda.

Use of Edulink

To enable reporting to be as fast as possible, and also to reduce environmental costs, our reports are now sent electronically via the Edulink app. Parents/carers need to have this app on their device in order to view the report. For any help with this please contact your child's form tutor in the first instance.

Reporting of effort, engagement and behaviour

Our aim with all reporting is to make the information easy for parents to understand using a simple to follow method. Staff are asked to answer the following questions with a number 1-4:

Does the pupil make 100% effort in lessons?

Does the pupil make 100% effort with homework?

Does the pupil follow the St Matthew's respect agenda?

The possible answers to this are:

1 – Always

2 – Usually

3 – Sometimes

4 – Rarely or never

How we report academic achievement

Attainment is reported as a percentage score achieved by the student in each subject area. To help provide context to this attainment score the average percentage score of the year group in each subject area is also included. As students reach the end of Year 10 and enter Year 11, GCSE grades or equivalent (e.g. BTEC grades) are used to provide further information about what level of work the student is currently producing and also which grade they are likely to achieve at the end of the course.



TEACHING AND LEARNING / NON-NEGOTIABLES AT ST MATTHEW'S

At St Matthew's, teaching, learning and achievement is at the centre of all that we do. We strive to ensure that each pupil receives the highest standard of education, so that they are well prepared to encounter all opportunities with enthusiasm, resilience and determination. We aim to give them access to a high-quality curriculum, so that they can build on their literacy and numeracy skills, which includes a broad range of extra-curricular activities. We believe each pupil should be the best version of themselves, and we will work in partnership with your child and your family to make this happen.

On a daily basis, your child will follow well known routines: our St Matthew's Non-Negotiables. This will include our St Matthew's **SHARP** start to every lesson.

Silence on entry

Have equipment out on the desk

A Learning objective and date written down

Retrieval Practice completed and marked with green pen

Pray together

We expect your child to be prepared for every lesson, by bringing the correct equipment with them to school each day. The basics are listed below but your child may be required to bring in specialist equipment for certain subjects.

- ✓ **School bag**
- ✓ **Pen (black/blue) x 2**
- ✓ **Pencil**
- ✓ **Ruler**
- ✓ **Rubber**
- ✓ **Calculator**
- ✓ **Pencil Case**
- ✓ **Reading book**
- ✓ **The required exercise books for the day**

Over time, your child will understand how to deepen their knowledge and become independent and confident learners. They will be expected to complete Retrieval, Repetition and Reading outside of the classroom, as part of this learning. These activities will enable them to practice what they have learned in lessons. At key points in the year, your child will complete assessments, which they will be prepared for in advance, and from which they will receive quality feedback from their teacher explaining how they can continue to improve. In summary, we aim to give your child the knowledge, skills, attitudes and habits that will enable them to live a happy and fulfilled life, and the confidence to always strive to be the best version of themselves.



RSE AND PSHE AT ST MATTHEW'S

At St Matthew's, we want to create opportunities to deepen our pupils understanding of life in the local community and the wider world, outside of the classroom. We aim to develop our pupils understanding of democracy, good health, and finance, enabling them to value the rule of law and British Values through our broad curriculum in PSHE. We aim to ensure that pupils have the knowledge to make decisions, make the right choices on their journey through adulthood, and understand the impact the wrong decision can have on the people and World around them. We study a range of topics to ensure our learners appreciate a variety of cultures, opinions and ideas. We aim to achieve excellence by ensuring our learners participate in discussions and practical activities to enable them to develop as learner and citizens. They are challenged through the topics we study and encouraged to use their integrity throughout the lessons and the work we produce.

At the end of his/her PSHE education at St Matthew's, we hope to inspire each student to:

- Become confident in their understanding of the following three topics; Living in the wider world, Relationships and Healthy Living.
- Become active members of both their school and local community
- Have aspirations and belief in themselves as learners and as citizens
- Express their ideas clearly and creatively through the use of regular discussions
- Write successfully for a range of purposes
- Approach texts and information critically and perceptively
- Go on to approach different situations in a well-informed way
- Use the knowledge they gain in the lessons effectively to be the best version of themselves

Assessment:

Students are assessed by their teacher every half term. This is completed through a mixture of discussion work, practical activities and written activities.

Relationships and Sex Education at St. Matthew's RC High School:

This Policy and Curriculum have been updated to comply with statutory guidance from the Department for Education (DfE), "2019 Guidance. Relationships education, relationships and sex education (RSE) and health education", which is compulsory from September 2020. We weave topics through the curriculum and have bespoke lessons in RE and PSHE for themes that may not appear within our advertised curriculum:

To know and understand:

- the Church's teaching on relationships and the nature and meaning of sexual love;
- the Church's teaching on marriage and the importance of marriage and family life;
- the centrality and importance of virtue in guiding human living and loving;
- the physical and psychological changes that accompany puberty;
- the facts about human reproduction, how love is expressed sexually and how sexual love plays an essential and sacred role in procreation;
- how to manage fertility in a way which is compatible with their stage of life, their own values and commitments, including an understanding of the difference between natural family planning and artificial contraception;
- how to keep themselves safe from sexually transmitted infections and how to avoid unintended pregnancy, including where to go for advice.



RETRIEVAL , READING AND REPETITION

The work that pupils are expected to complete outside of their timetabled lessons is known as RRR. Retrieval, Repetition and Reading activities are set by all subject areas throughout each half term.

Retrieval, this is when pupils are set tasks that require them to recall knowledge previously learnt.

Repetition, this is when pupils practice specific tasks and activities, requiring them to apply their knowledge and understanding. This supports the process of embedding knowledge and understanding to their long-term memory.

Reading, these tasks promote the importance of reading across all subject areas. It exposes pupils to subject specific vocabulary in a variety of contexts.

All RRR work is set through Edulink, our communication platform. Pupils are expected to complete this work at home, or when attending our RRR enrichment opportunities taking place before school at lunchtimes and afterschool. Please see the enrichment timetable for this.

All year groups have their own RRR timetable, which will communicate when homework is set and by which subject. We will reward pupils for their RRR completion and achievements. Where RRR work is not completed, or not of a quality expected, we will require pupils to catch up or repeat work where needed. Below is an example of the Year 7 Autumn Term RRR timetable. Individual year group RRR timetables will be sent out to all pupils and parents at the start of each term.

Autumn Term RRR Timetable

	Reading Book	Subject	Learning Platform / Format	Frequency
Monday	20/30 Minutes	Science (Week A) RE (Week B)	Educake Kahoot	Fortnightly
Tuesday	20/30 Minutes	MFL	Language Gym	Fortnightly
Wednesday	20/30 Minutes	English	Bedrock	Weekly
Thursday	20/30 Minutes	History (Week A) Geography (Week B)	Sececa Kahoot	Fortnightly
Friday	20/30 Minutes	Maths	Hegarty	Weekly

Half Term 1	Subject	Half Term 2	Subject
Week 1	Computing	Week 1	Art
Week 2	Art	Week 2	Music
Week 3	Music	Week 3	Games
Week 4	Games	Week 4	Technology
Week 5	Technology	Week 5	Drama
Week 6	Drama	Week 6	Computing
Week 7	Computing	Week 7	Art
		Week 8	Music



LITERACY, NUMERACY AND INTERVENTION AT ST MATTHEW'S

Reading Mentoring Scheme involves paired reading following the accelerated reader programme, which runs alongside the English department. The scheme has taken place during registration. Pupils' reading is tested at least termly to monitor progress.

Spelling support using a combination of phonic intervention programmes. TAs are trained in delivering these programmes.



SEMH support is available to pupils on a one to one/group basis, identified by Pastoral Staff or via self-referral. The programme is to support those children unable to access social inclusion in its widest sense. The sessions delivered by a Learning Mentor may be individual or small group based.

Speech and Language support is available for pupils identified by Subject Teachers. This programme is delivered by Elklan (Elklan training was established in 1999 by two speech and language therapists Liz Elks & Henrietta McLachlan) trained TAs, individual or small group based. This programme is to support the communication skills of pupils with Speech, Language and communication needs.

Social Skills support is available for pupils identified by subject teachers and transition mentor. This support is delivered by TAs in group work sessions to support the social development of pupils.

Core Intervention support from Maths and English teachers is available during registration for pupils requiring additional support in literacy and numeracy.

Each week in form we have the opportunity to look at **Word Of The Week** so that we can break it down to assess the skills used to decode language. We read from our **literary canon** in form time and take regular tests using our **targeted reader programme** or the **Arrow Intervention platform**.

Numeracy Intervention is available for pupils struggling with basic numeracy skills. The programme follows the Numicon intervention Scheme.

A full session of form time is used for numeracy skills each week. The aim is to expose students to the skills they may need in everyday life that require quick mathematics. This will include choosing the right contract for a variety of items (mobile phone/broadband etc) and choosing the best rate of a loan.

We believe that literacy and numeracy skills are the key to improved life chances and so we encourage students to develop these in as many ways as possible.





Communication between school and home is key to positive and successful outcomes for our young people. At St Matthew's, we exclusively use a mobile phone application (app) called **EduLink** to support this communication.

The EduLink app allows you to receive communications regularly from school. This communication is in the form of shorter messages through the app and longer messages with attachments through email. Other features of the app will allow you to:

- ✓ **View information about your child's attendance**
- ✓ **Receive school reports and assessment data**
- ✓ **See when your child receives achievement points and what they are for**
- ✓ **View your child's timetable**
- ✓ **See what RRR tasks they have been set, and if this was received by their teacher**
- ✓ **Check their canteen balance and see that they are eating lunch and making healthy choices each day**
- ✓ **Receive school letters**
- ✓ **Book parents evening appointments**
- ✓ **Give consent for your child to take part in afterschool activities, and visits and trips**
- ✓ **View any behaviour/detentions given, and the reasons for these**

EduLink can be accessed on any internet capable device. The EduLink app is available to download for free on Apple or Android devices, just search for "EduLink One" through Google Play or the App Store. Through a web browser you should go to <https://www.edulinkone.com/#!/>

If you have any questions about our communication platform, or need support logging in, please contact your child's form tutor in the first instance.



MENTAL HEALTH AT ST MATTHEW'S

Caring for the Social, Emotional and Mental Wellbeing of all students is a priority for everyone at St. Matthew's RC High School. We have a number of support mechanisms available for young people who do not want to make contact with their form tutor or year tutor.

Self-referral: Every Head of Year has a self-referral box outside their office. Simply put your name on a piece of paper and post it in the box. This will be picked up by a member of our SEMH team so be sure to write your full name and year group.

SEMH support sessions: We have a team of trained SEMH specialists who deliver individual and group sessions throughout the week.

M-thrive: We have our own CAMHS professional who visit to see students who have been identified as needing mental health support.

School Nurse: We may offer a school nurse referral if we feel a child needs support with managing their everyday health and wellbeing.

PSHE/assemblies: Mental health and well being is a key part of our PSHE curriculum.

School planner/Diary: We encourage all students to write down lists of things that need to be completed and RRR tasks so that they can prioritise these each day. Journaling and keeping track is a proven way of supporting anxiety and mental health.

Prayer: We pray at the start of each lesson and at the start of each day. Prayer and meditation are great ways to clear our mind and to aid wellbeing.

We encourage all students to live a healthy and balanced lifestyle. This includes what they consume, how they exercise, personal hygiene, reflection and caring for the environment and others. If you need help outside of school, please use the links below.



St. Matthew's R.C. High School is committed to safeguarding and promoting the welfare of young people.



SAFEGUARDING AT ST MATTHEW'S

Bullying (student-on-student abuse*) is not tolerated in schools. The characteristics of bullying have changed, especially since the pandemic, and so have the governments guidelines. We will continue to log all bullying issues, work with children and families to offer support and challenge the students and families of alleged perpetrators. Please note that we are bound by government guidance and so the outcome of all bullying cases is to ensure that the victim receives relative justice and that the bully receives restorative support to allow them to change their future behaviour.

If your child feels they are being bullied; either in school or online, they must report this to their form tutor or year tutor as soon as possible. An appropriate route forward will be identified and parents will be kept UpToDate with actions and response. Where this does not happen you can escalate your concerns to the senior leadership team:

Mr A Gorey: Assistant Headteacher Behaviour and Rewards
a.gorey@smrchs.com

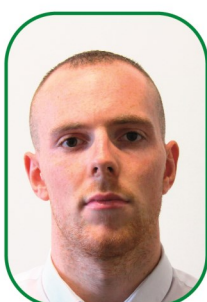
Mr A Passarello: Pastoral Deputy Headteacher
a.passarello@smrchs.com

*DFE: Keeping Children Safe in Education Updated May 2022

The Safeguarding Team



Mr Passarello
Designated Safeguarding Lead & Deputy Headteacher



Mr Latham
Deputy Designated Safeguarding Lead



Mr Devine
Deputy Designated Safeguarding Lead



Mrs Murden
Headteacher



Mr Atkin
Deputy Headteacher



Mrs Walsh
Assistant Headteacher

If you are worried that your safety or the safety of any other student is at risk please talk this through with any adult of your choice at St. Matthew's.

Health Advice
Chat Health
<https://chathealth.nhs.uk>



Domestic Violence
National Helpline
<http://thehideout.org.uk>



Need to talk?
Childline - 0800 1111
<https://www.childline.org.uk>



Prevent Bullying
Kidscape
<https://www.kidscape.org.uk>



Internet & Phone Safety
Think You Know?
<https://www.thinkuknow.co.uk>



Mental Wellbeing
Kooth
<https://www.kooth.com>



St. Matthew's R.C. High School is committed to safeguarding and promoting the welfare of young people.



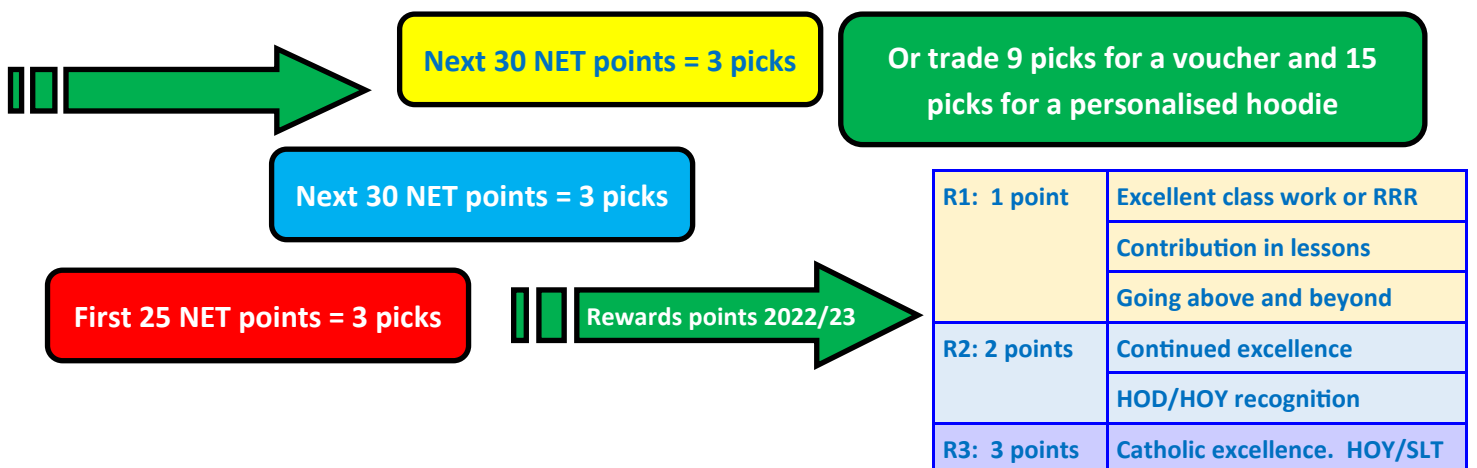
REWARDS AT ST MATTHEW'S

(NET means rewards points with C points deducted)

	Bronze	Silver	Gold
Autumn Term	<ul style="list-style-type: none"> ◇ 75 NET achievement points ◇ Above 98.5% attendance ◇ No more than 15 minutes of late time this term ◇ Full uniform 	<ul style="list-style-type: none"> ◇ 125 NET achievement points ◇ Above 99% attendance ◇ No more than 10 minutes of late time this term. ◇ Full uniform 	<ul style="list-style-type: none"> ◇ 150 NET achievement points ◇ Perfect attendance ◇ No late minutes this term. ◇ Full uniform
Spring Term	<ul style="list-style-type: none"> ◇ 150 NET achievement points ◇ Above 98% attendance ◇ No more than 15 minutes of late time this term ◇ Full uniform 	<ul style="list-style-type: none"> ◇ 225 NET achievement points ◇ Above 98.5% attendance ◇ No more than 10 minutes of late time this term. ◇ Full uniform 	<ul style="list-style-type: none"> ◇ 275 NET achievement points ◇ Above 99% attendance ◇ No late minutes this term. ◇ Full uniform
Summer Term	<ul style="list-style-type: none"> ◇ 225 NET achievement points ◇ Above 97% attendance ◇ No more than 15 minutes of late time this term ◇ Full uniform 	<ul style="list-style-type: none"> ◇ 300 NET achievement points ◇ Above 98% attendance ◇ No more than 10 minutes of late time this term. ◇ Full uniform 	<ul style="list-style-type: none"> ◇ 350 NET achievement points ◇ Above 98.5% attendance ◇ No late minutes this term. ◇ Full uniform

The Rewards Shop is open every week and you students will have access to it when they hit rewards milestones as listed below.

The end of year reward day activity is for all eligible students who have at least 250 NET reward points over the year. They must also have zero exclusions and zero days in isolation. The Head of Year has final say on attendance to this reward.



BEHAVIOUR FOR LEARNING EXPECTATIONS AT ST MATTHEW'S

We ask all students to do three simple things in every lesson:

Respect their learning.

Respect the learning of others.

Respect any reasonable request made by an adult.

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

Consequences are monitored closely and will lead to "stages of exclusion" as detailed on the next page. We administer C sanctions as follows:

C1: Verbal warning if you do 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 at an agreed time

C3: Logged on SIMS as a failure to improve. Same day 30 minute detention 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

In exceptional circumstances we may need to issue a suspension. This will be for a period of time no longer than 5 days. Work will be set for students while they are suspended. Students will be sent home with a pass after contact with home has been established. A suspension can only be issued if there is an agreed reintegration meeting planned for the return of the child with parents/carers in attendance. During the suspension adjustments to learning will be made to ensure that the returning student does not encounter a similar issue down the line.

A suspension may be given if:

- There is a serious safeguarding breach (EG, an offensive item is brought on site)
- Students are refusing to cooperate after a C4
- Students are refusing to be isolated or to attend an agreed respite placement
- Students have received several C3s in a single day
- Students are not safe/making others unsafe

There will be exceptions to this list but we want to avoid suspensions as much as possible. Reflection and redirection with parental support will always be a preferred route for the staff at St. Matthew's RC High School.



BEHAVIOUR FOR LEARNING EXPECTATIONS AT ST MATTHEW'S / THE C SYSTEM

At St. Matthew's RC High School we understand the importance of positive affirmation. When student behaviour needs to be challenged, we use the C system to log this. Our intention here is to build patterns over time and try to address any concerns before they escalate. This can only ever be accomplished with an effective home-school partnership in place. Here are our C consequences and then examples of responses to certain behaviours.

C tariff	Consequence	Time and Location
C1	Verbal warning about continued behaviour. Logged by teacher	<p>The correction will take place after school on the Second Floor.</p> <p>Students will be told if they have a detention during period 5 and it is their responsibility to get there on time.</p> <p>Failure to complete a detention will result in a further detention and further involvement of families.</p>
C2	Minimum 10 minute restorative conversation and logged on SIMS	
Multiple C2s or C3	30 minute detention at the end of the day	
Multiple C3s or C4	Up to 90 minute detention at the end of the day	
Beyond	Possible internal isolation Suspension and reintegration meeting Respite at another centre/school Managed move to another school	



BEHAVIOUR FOR LEARNING EXPECTATIONS AT ST MATTHEW'S / THE C SYSTEM

These are examples of the C sanctions at St. Matthew's RC High.
There are always individual circumstances so we use this as a guide:

Table of Possible Consequences for Different Behaviours	Teacher / Form Tutor	Teacher / HOY / Form tutor		HOY/SLT/ Deputy Head	Deputy Head/Head teacher	
	C1 verbal warning	C2 restorative	C3 detention	Extended detention	Isolation	Suspension or Permanent Exclusion
Late for lesson		✓	✓			
More than 10 minutes late for lesson			✓	✓		
Off task behaviour	✓	✓	✓	✓		
Continued off task behaviour			✓	✓	✓	
Leaving the room without permission			✓	✓	✓	
Using mobile phone/ headphones			✓	✓		
Refusing to hand over a requested item			✓	✓	✓	
Lack of equipment	✓	✓	✓			
Unacceptable use of language including swearing			✓	✓	✓	✓
Out of bounds			✓	✓	✓	



BEHAVIOUR FOR LEARNING EXPECTATIONS AT ST MATTHEW'S / THE C SYSTEM

Table of Possible Consequences for Different Behaviours	Teacher / Form Tutor	Teacher / HOY / Form tutor		HOY/SLT/ Deputy Head	Deputy Head/Head teacher	
	C1 verbal warning	C2 restorative	C3 detention	Extended detention	Isolation	Suspension or Permanent Exclusion
Aggression towards a student (including fighting)			✓	✓	✓	✓
Aggression towards a teacher				✓	✓	✓
Aggression towards a teacher including physical touch					✓	✓
Online abuse towards a student				✓	✓	✓
Online abuse towards the school/a member of staff				✓	✓	✓
Bringing in an offensive item				✓	✓	✓
In possession of an intoxicant (including vapes)				✓	✓	✓
Distributing/selling and intoxicant					✓	✓
Vandalism (due to reckless behaviour)			✓	✓	✓	
Vandalism (deliberate)				✓	✓	✓



USING TECHNOLOGY RESPONSIBLY AT ST MATTHEW'S

Guidelines for Students

St. Matthew's RC High is committed to providing good computer facilities and access to the internet and email for all staff and students.

Computer Equipment:

Treat computer equipment with care. Do not take food and drink into computer areas. School computer equipment is primarily for student education and staff professional activity. It must not be used for private purposes. Use for personal financial gain, gambling, political purposes or advertising is forbidden.

Password Security:

You will be held responsible for anything done on a computer logged on with your user name; log out when you finish. Do not tell other people your password. If you suspect that someone knows your password, change it and tell the Help Desk / Form Tutor / Head of Year.

Information stored on School computers:

Copyright and intellectual property rights must be respected. Using the school badge, pictures of students or the school grounds on personal social media sites is not permitted and will bring serious consequences. Do not store or distribute any offensive material. Do not install any unauthorised software.

Email:

Users are *personally* responsible for email / (s) they send and for contacts made. Therefore email should be written carefully and politely. Any email / (s) sent to an external organisation should be authorised before sending. Do not send or forward offensive emails, anonymous messages, or chain letters.

Internet access:

All Internet use is monitored. Access to inappropriate sites is barred in so far as this is possible; access to these sites is not accepted, and the user is liable to disciplinary actions. Details of any accessible site with inappropriate content should be reported to the IT Helpdesk.

The use of public chat-rooms and social networking sites are not allowed.

Photographs or video clips taken within the school environment, including off-site trips and residential, must not be distributed or uploaded to public sites without prior consent of the school and those captured in the images.



USING TECHNOLOGY RESPONSIBLY AT ST MATTHEW'S

Social Networking Sites:

The use of social networking sites is not permitted within the Academy at any time. Students must be aware that any inappropriate use of social networking sites outside of school that causes a problem inside our community, or brings us into disrepute, will be treated very seriously and will include police involvement. We advise all families to carefully monitor their child's use of social networking sites and seriously consider whether it is appropriate for younger students.

Concerns about posts on social media

If you are made aware of social media posts that target a child unfairly we want to help. In the first instance, if this happens in school hours, the issue must be reported to a head of year. If the incident occurs outside of school time we advise the following course of action:

- Write down the username/account details of the person posting the offensive item
- Screenshot if possible
- Do not respond in any way
- Block the person if possible
- Report the issue on the platform that it appears on. This is the quickest way to get it removed
- Log the issue with the police. The easiest way to do this is by using the 101 service online. They will get back to you
- Inform your child's head of year if there is a connection with school and we will support the police in their investigation.

We also have an email that we can use to get posts taken down. This can take up to 72 hours and we do require precise details of the post (s) such as usernames and times.

Over the past year we have supported a variety of families with unique issues that have started on social media platforms. Sometimes we are not permitted to sanction students involved from school due to ongoing investigations by services. We will always endeavour to help but please be mindful that we are often limited in our ability to respond to issues that occur outside of school.

The greatest piece of advice we can give is to monitor your child's activity on social media and limit it where possible. TikTok and Snapchat are the main platforms where issues occur.

Any concerns about online bullying or intimidation need to be reported to a head of year, welfare lead or by using confide@smrchs.com



ParentPay AT ST MATTHEW'S



We have chosen ParentPay as the preferred method of making payments to school, and I am pleased to inform you that we are now a fully cashless school.

ParentPay is easy-to-use and will offer you the freedom to make online payments whenever and wherever you like, 24/7. The technology used is of the highest internet security available ensuring that your money will reach school safely – offering you peace of mind. Full payment history, balance alerts and statements are available to you securely online at any time.

If you would like your child to buy a snack/meal from the school catering service, you will need to activate your child's ParentPay account and add funds to cover the cost of each meal.

If you already have a ParentPay account with another ParentPay school, you can simply login to that account and add your other children via the **'Add a child'** tab on your home page.

If you have never used ParentPay before, please visit www.parentpay.com and enter your 'activation username and password' (provided by the school) in the Account Login section. You will need to choose your own username and password for future access during the activation process. Once you have included all the necessary information, including your email address, we will be able to send you receipts and reminders. Once activation is complete you will be able to pay for other school items too, like trips, tuition books, extra curriculum activities, etc.

If you think you qualify for Free School Meals, please register online on:

<https://www.cloudforedu.org.uk/ofsm/sims>

Students on Free School Meals have an automatic allowance of £2.40 added every day to their account, which will cover the cost of a meal deal: main, drink and dessert. At the end of the day any money unspent is taken away and another £2.40 is added the following day. Please note that the free allowance is not shown on Edulink or Parentpay, but is there for your child to be used on a daily basis.

Please do not hesitate to contact the finance office if you need any assistance, by emailing ParentPay@smrchs.com

Thank you for your support.



Check Information and Consent Form / September 2022

Please complete this form and return to school in September 2022

Dear Parent/Carer,

Caring for your information

As you may be aware, new data protection rules came in from 25 May 2018 (General Data Protection Regulations or "GDPR"). As part of our ongoing process of meeting the new requirements and best practice, we would like to take the opportunity to do two things:

1. Checking the accuracy of your child's information

Firstly, we would like to check that the information we hold about your child, including emergency contact details, are fully up to date. A printed copy of the information we hold was sent to you in July. Please ensure that you return this as soon as possible.

This can also be updated via EduLink.

2. Seeking your consent

Secondly, at St. Matthew's RC High School we use information about your child in a number of different ways, and we'd like your consent for some of the ways we use this personal data. This includes using your child's photo in school, on promotional materials and on social media posts. We will never identify your child other than using their first name. A separate information sheet will be sent out for you to read. If you are not happy for us to use information in the ways we list below, that's no problem – we will accommodate your preferences. Similarly, if you change your mind at any time, you can let us know by emailing contact@smrchs.com calling the school on **0161 681 6178** or just popping in to the school office.

If you have any other questions, please do not hesitate to get in touch.

Yours sincerely



Mrs Murden

Headteacher

1. Checking the accuracy of your information

QUESTION	TICK (✓)
I have returned the print out of my child's information, or updated EduLink including emergency contact information, and I confirm the details are correct (or where incorrect I have amended).	

2. Consent

QUESTION	TICK (✓)
I am happy for the school to take photographs of my child, to use them on the school website and in the school prospectus I am happy to receive marketing materials and fundraising requests from the school.	

3. Signature

Signed by parent/carer:

Date:

