

School Brochure

School Year 2023-24

INFORMATION FOR PARENTS

Welcome

Contents	1
Welcome from our Headteacher	2
The School's Aims and Mission Statement	3
School is a Partnership	4
Details about the school	5
School Governors	6
We are a Church School	7
The School Staff	8
Attendance	9
School Website	10

The Work of our School

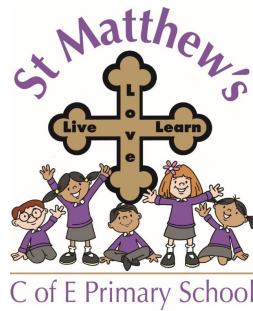
School organisation	11
Curriculum organisation	11
Home/Community Links	12
What children learn	12
Special Educational Needs and Disabilities	14
Worship	14
Extra Curricular Activities	15
School Links	15
Parental Involvement	15
Behaviour	16
Curriculum Assessment Arrangements	17
Resilience Skills	18
Homework	21
Relationships & Health Education	22
Child Protection/Safeguarding	22
Internet Use	22
Safety	24
Charging	24
Data Protection	24

Useful Information

Uniform	25
Team System	26
School Meals/Milk	26
SchoolMoney (online payment system)	27
Medicines, Accidents & Illnesses	27
Holiday Dates	28
Useful Addresses	29
Privacy Notice	30

The information in this brochure was correct at the time of printing (June 2023)

WELCOME FROM THE HEADTEACHER



Dear Parents,

I warmly welcome you to St. Matthew's Church of England Primary School, where children are encouraged to develop the very best of their individual abilities, in a challenging, stimulating and nurturing environment.

At St. Matthew's, we believe that an all-round education is important for development. Children attending St Matthew's have access to a high quality education in the basic subjects together with opportunities for creative, sporting and cultural activities.

As a parent myself, I know how important it is for children to feel settled and secure during their time at school. It is vital that a close relationship is established between home and school. Parents and staff sign our Home/School Agreement. Parental involvement and liaison with our school community creates the happy atmosphere which we believe is essential to the children's wellbeing.

As the staff of St Matthew's, we set ourselves the highest possible standards as educators and as carers. We believe that this, in turn, will give your child the very best start in life at our school.

Thank you for choosing St Matthew's.

Yours sincerely,

Julian Rogers
Headteacher

Withers Street, Blackburn, BB1 1DF
01254 291250
office@stmatthews.blackburn.sch.uk
www.stmatthewsblackburn.com

THE SCHOOL'S AIMS

At St. Matthew's we aim to:-

- Be a happy, caring school where children enjoy learning, and reach the highest possible personal standards.
- Promote the spiritual, moral, cultural, mental and physical development of children and to encourage them to be part of a Christian community which also values and welcomes those of other religions and cultures.
- Develop lively, enquiring minds, a sense of confidence in their own ability and encourage independence of thought and action.
- Develop children's ability to communicate orally and through written language and to encourage a love of reading.
- Ensure the development of mathematical skills, knowledge and understanding.
- Engage the children in scientific activity through direct experience.
- Enable children to identify and solve problems.
- Develop, through geographical, historical and religious topic work, an awareness of their own heritage and that of other cultures.
- Develop musical and artistic skills and appreciation.
- Encourage the development of physical skills through gymnastics, dance, games and drama.
- Help children to understand themselves and the world they live in and to prepare them for life in secondary school and ultimately for adult life.
- Encourage a partnership between home, school and the community.

OUR MISSION STATEMENT

We aim to provide a positive learning experience in a safe and respectful environment. We strive to teach an inspiring and inclusive curriculum that promotes a love of learning. As a Christian school, we endeavour to develop the spiritual and moral values of all members of the St. Matthew's family, and a meaningful, loving relationship with God.

We want our children to be cheerful and independent individuals who reach their potential and are proud of their achievements.

We hope to develop confident, caring citizens who are well prepared to enjoy happy and rewarding lives.

Our motto: Live, Love, Learn

SCHOOL IS A PARTNERSHIP

Parents and carers have a hugely important part to play in their child's education. When parents and carers work in close partnership with school it really helps your child to make the maximum possible progress. With this in mind we would ask all parents and carers to support us in the following areas:



Attendance

If your child isn't in school, they won't make progress. Please make every effort to ensure that your child is in school, on time, every day. This will give them the best chance to succeed.



Reading with your child

For your child to make the best progress with their reading, which is such a vital skill, please make sure you read with them at least four times a week – daily if possible.



Supporting with homework

Your child will bring home extra tasks to complete each week in addition to reading. Please support your child in making sure that these tasks are completed and sent back to school.



Resilience Skills

Make sure that your child can do as many of the activities as possible on the resilience skills sheet contained later in this prospectus (and available on the school's website).



Attend Parents' Evenings

It is vital that you take every opportunity to talk to your child's teacher about your child's progress. We need to work together to make sure they make the full progress of which they are capable.



Attend Parent Workshops

These are arranged during the year for various reasons - to help you understand how your child is being taught in school, to explain about tests that your child might take (particularly Y2 and Y6 SATs) and what you can do at home to support your child's learning.



Attend Assemblies

Your child will take part in various assemblies and services during the year. They might also receive certificates in our Friday Achievement Assembly. Please come along and watch them if you are available.

DETAILS ABOUT THE SCHOOL

St. Matthew's Church of England Primary School offers 280 places to children between the ages of 4 and 11. Our school is a modern building, set in pleasant grounds close to the business and shopping centre of Blackburn.

Light, airy classrooms have been built around a central hall. The Infant and Junior departments interconnect. In addition the school has excellent Library and ICT facilities. The school is furnished and equipped to a high standard. There are ramps and toilet facilities to cater for children and adults with physical disabilities.



There are two playgrounds and two fenced fields around the school, used for sports and recreational activities.

St. Matthew's is federated with Brunel Nursery School. The two schools are led and managed by one Headteacher and Governing Board.

The School Day

Breakfast Club	7:45am to 8:20am
Morning Session	
Reception (Foundation Stage)	8.30am to 12.00noon
Infants (Key Stage 1)	8:30am to 11:30am
{Classes named: Woodpeckers, Kingfishers & Swallows}	
Juniors (Key Stage 2)	8:30am to 12:10pm
{Classes named: Doves, Owls, Kestrels, Hawks, Falcons & Eagles}	
Doors are opened at 8.20am for children to go into their classes.	
Afternoon Session	
Infants	12:30pm to 3:00pm
Foundation Stage and Juniors	1:00pm to 3:00pm

Children should be collected from their external classroom door.
School is open for 32.5 hours a week.

Once children are in the school grounds, they should not leave for any reason. School takes responsibility for all children from the time the 8.20am bell sounds. At the end of the school day, children should be collected from the classroom exit doors.

We want to keep your children as safe as possible during the school day therefore parents bringing and collecting their children by car must NOT use the school car park. This is ONLY for staff cars.

SCHOOL GOVERNORS

St Matthew's is 'Church Aided' and is part of the Family of Schools belonging to the Blackburn Diocese. Although there is no longer a St. Matthew's Church, the school is affiliated with Christ Church on Mosley Street and Blackburn Diocese, both of which provide substantial support for the school. The Governing Body is made up of representatives from the parents, Christ Church Parochial Council Committee, Blackburn Diocesan Board for Education, the Local Authority (LA) and the school staff. The Governors have overall responsibility for the management of the school and they also employ all the staff.

The School Governors are:

Foundation Governors

Mr F Kershaw	Chair of Governors
Canon A Raynes	Vicar of Christ Church
Mr G Boyes	Chair of Achievement Committee
Mr S Hartley	Chair of Resources Committee
Mrs Fiona Pattison	
Mrs Kathryn Adnitt	

Blackburn with Darwen Borough Council

Mr A Dean	LA Representative/Vice Chairperson
-----------	------------------------------------

Parent Governors

Mrs S Umerji
Mrs S Isa

Staff Governors

Miss M Galvin	Staff Governor
Mr J Rogers	Headteacher

Queries or complaints should be addressed to:

Mr F Kershaw	or	Mrs Helen Morris
c/o St Matthew's School		Clerk to Governors
Withers Street		Diocesan Offices
Blackburn		Cathedral Walk
BB1 1DF		Blackburn
		BB1 5AA

WE ARE A CHURCH SCHOOL!

We are proud (in the right sense of the word!) to be a Church of England Voluntary Aided Primary School.

But exactly what is a Church of England Voluntary Aided Primary School?

A voluntary aided school is a state-funded school in England and Wales in which a foundation or trust (in our case, the Church of England) contributes to building costs and has a substantial influence in the running of the school. Such schools have more control than voluntary controlled schools, which are entirely funded by the state. In most cases (including ours) the foundation or trust own the buildings.

The Diocesan Board of Education for the Diocese of Blackburn appoints a majority of the school governors. The governing body runs the school, employs the staff and decides the school's admission arrangements, subject to the national Schools Admissions Code.



Pupils at voluntary aided schools follow the National Curriculum. Voluntary Aided faith schools, like all faith schools, may teach religious education according to their own faith.

The ethos of church schools is based on distinctively Christian values. This means that every child and adult associated with the school is not just important because they are members of the school but also because they are seen as unique individuals within God's creation.

Church schools offer children an experience of faith through collective worship and links with the parish church. In our case, this is Christ Church on Mosley Street. Their contact details are as follows:



Mosley Street
Blackburn
Lancashire
BB2 3ST
Telephone: 01254 673135
Email: office@christchurchblackburn.org.uk

The Vicar of Christ Church, Andrew Raynes, is one of our school governors. He regularly leads assembly in school.

THE SCHOOL STAFF

(from September 2023)

Teachers	Role	Responsibility
Mr J Rogers	Headteacher	Collective Worship Educational Trips, Child Protection, Health & Safety
Mrs L Martin	Deputy Headteacher	Assessment, Pupil Premium, Teaching and Learning
Mrs R Fenton	INCO (Inclusion Co-ordinator)	Special Educational Needs & Disabilities Designated Safeguarding Lead
Miss M Galvin	Class Teacher Robins	PSHE
Miss K Lovick	Class Teacher Robins	Music
Mr J Grimshaw	Class Teacher Woodpeckers	Computing
Mr W Ulhaq	Class Teacher Kingfishers	Mathematics and Key Stage 1 Leader
Mr T Woodward	Class Teacher Swallows	Physical Education
Miss D Thompson	Class Teacher Doves	Phonics and Spanish
Mrs F Sajjad	Class Teacher Owls	Creative Curriculum and Lower Key Stage 2 Leader
Miss V Giles	Class Teacher Kestrels	Science
Mrs C Minoprio- Nicholson	Class Teacher Hawks	Art & Design and Design Technology
Mrs L Kelly	Class Teacher Falcons	
Mrs S Matthew	Class Teacher Eagles	English and Upper Key Stage 2 Leader

Higher Level Teaching Assistant

Mrs K Gillibrand

Teaching Assistants

Mrs F Nagdee	Mrs K Dalal	Mrs F Hussain	Mrs L Monk
Mrs L Cook	Mrs F Patel	Mrs J Trisorio	Mrs F Mulla
Miss S Speakman			

Learning Support

Mrs T Duckett	Mrs N Karolia	Mrs S Ismail	Mrs S Sumner
Mrs Q Dedat	Mrs A Mahmood	Mrs N Bibi	Mrs S Karolia
Mrs A Patel	Mrs S Ougradar	Miss M Mohammed	

School Wellbeing Mentor

Mrs Z Patel

School Business Manager

Mrs S Higgins

School Admin Officer

Mrs J Rhodes

Site Supervisor

Mr S Orange

Catering Staff

Mrs P Richardson, Kitchen Manager
Mrs C Nickson, Deputy Manager
Mrs N Patel
Mr K Richardson

Cleaning Staff

Ms S Orange
Ms S Nizamodin

Midday Supervisors

Mrs A Kheratkar	Mrs A Makda	Mrs Z Patel
Mrs S Sondhe	Mrs S Survey	Mrs H Timol
Ms S Nizamodin	Mrs F Patel	Mrs G Hasan
Mrs S Robinson	Mrs H Seedat	Mrs S Gharade

ATTENDANCE

It is important that your child attends school every day unless he/she is ill. A telephone call should be made by 9.30am and a message left on the absence line or a written note must be sent to school to account for your child's illness. Please see the Headteacher if you know your child is going to miss some school days for any reason other than illness. Our school is a popular one with waiting lists in many of the year groups. Any child who is absent for a length of time may run the risk of losing his/her school place.

Absence for holidays during term time is NOT allowed.

Please also read the Pupil Leave of Absence Policy carefully – this can be found on the school website.

OUR SCHOOL WEBSITE

Our school website can be found at www.stmatthewsblackburn.com



The website contains a wealth of information about the school, accessed through the icons at the top of the screen.

About us: includes details about staffing, contact details, our Governing Body, Curriculum and school policies.

Key Information: includes information about Special Educational Needs and Disabilities, Pupil Premium, Results and Safeguarding.

News and Events: Here you'll find our latest newsletter (published every Monday), other letters and the school calendar.

Parents: includes information about SchoolMoney, our online payment system (more details can be found on page 33 of this prospectus), Admissions, School Holidays and Resilience Skills.

Children: Each class has their own class page on the website. You'll also find information about the School Council here.

Please do make use of the website – it is a great source of information for parents about the life of the school.

THE WORK OF OUR SCHOOL

SCHOOL ORGANISATION

At present the school employs over fifty staff to provide a high quality education for a maximum of 280 children. The children belong to seven year groups and are divided into nine classes:-

- 4 classes in the Infant Department (Foundation Stage: 4-5 year olds + Key Stage 1)
- 6 classes in the Junior Department (Key Stage 2)

Some classes have mixed ages.

Each of the 7 year groups has a maximum of 40 children. Within the Foundation Stage, the 40 children are taught in a large purpose-built classroom with 2 qualified teachers and 2 full-time Teaching Assistants. Extra support is given to children who have English as an additional language (EAL). Children with Special Educational Needs or Disabilities (SEND) receive extra help from the school's Co-ordinator for Inclusion (INCO), a range of support staff and external agencies. Children who have no discernible special needs, but may require extra help in lessons, are given support from a well trained team of Teaching Assistants.

CURRICULUM ORGANISATION

Our youngest children (4-5 year olds) benefit from the Foundation Stage Curriculum, as do the 3-4 year olds in Brunel Nursery School. These two age groups form our Early Years Foundation Stage Unit. The curriculum is specially designed to encourage the children to learn through active involvement and structured play activities.

Our 5-7 year olds are taught according to the National Curriculum for Key Stage 1 and our 7-11 year olds follow the Key Stage 2 National Curriculum. In both these Key Stages, children are taught daily sessions of English and Mathematics, where the levels of work are tailored to ability. A broad, balanced curriculum is planned and taught in a stimulating environment in which children have as much access as possible to first-hand experiences.

Children are taught in whole classes, in ability groups and on an individual basis. Independent and collaborative skills are reinforced from the earliest years.

HOME AND COMMUNITY LINKS

The school aims to encourage home/school/community links. Its fund-raising events help to equip the school for the children's benefit and its social events enhance an atmosphere of community cohesion. Parent Governors represent the views and wishes of the parents on the Governing Body.

There is a noticeboard in the school's main entrance, where information about school and local events are displayed. Weekly newsletters keep parents informed of all relevant information and school activities. All curriculum policies and schemes of work are available in school for parents to read on request. The school website is also a useful reference point for parents. The school complies with the Freedom of Information and the General Data Protection Regulations. Parents are welcome to discuss, with the Headteacher, any concerns they may have regarding school life.

Our school is involved in the life of the parish of Christ Church with St Matthew's. Children and staff take part in activities and events connected with Christ Church. We are federated with Brunel Nursery School, creating a seamless transition for those children who transfer to St. Matthew's Primary School. We also have close links with the local high schools to which our children transfer at age 11. Links are also strong with local mosques and community centres.

WHAT CHILDREN LEARN

The National Curriculum states what children should know, understand and be able to do. The curriculum is divided into the following subject areas:

- English
- Maths
- Science
- Geography
- History
- Art
- Computing
- Physical Education
- Design & Technology
- Religious Education
- Music

English: Core Subject

Speaking, listening, reading, writing, spelling, handwriting, grammar and punctuation. Parents can play an active part in encouraging and listening to their children read and learn spellings at home.

Maths: Core Subject

Exploring numbers and algebra, shape, space and measurement, handling data, problem solving and investigations.

Science: Core Subject

Observing, questioning, investigating, experimenting and concluding.

Religious Education:

Developing an awareness of God's world in accordance with the school Trust Deed. Praying, celebrating and supporting the needs of others.

Computing:

Developing computer skills using laptops and tablets, including accessing the Internet; using a range of technological equipment (digital and video cameras, roamers etc).

History:

Looking at the present in the context of the past.

Geography:

Knowledge and understanding of places, people, land formation and the environment.

Art:

Developing imagination and creativity, observing, recording and interpreting. Transforming materials into images and objects. Children learn about the creative arts by visiting Art Galleries and Museums. They take part in workshop sessions given by specialists and enjoy a range of cultural activities.

Music:

Singing, listening, composing and playing a variety of instruments. Music and drama productions are an enjoyable feature of school life.

Design and Technology:

Planning, designing, making and evaluating.

Physical Education:

Netball, football, hockey, cricket, swimming, athletics, outdoor pursuits, gymnastics and dance.

Topic-based teaching:

Maths and English lessons are taught as separate daily lessons at St Matthew's. In addition, to promote skill-based learning, we teach through a topic-based approach to include the traditional subjects of Science, History, Geography, Art, Design Technology, Music and P.E. Each class studies a new topic each term. Some topics have a heavier bias towards certain subjects such as History or Geography. Over the Primary years, children receive a broad and balanced curriculum which meets National Curriculum requirements.

SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

Class teachers will normally try to meet the needs of all children as they help them to learn. However, when a teacher feels that a child has special needs, the Co-ordinator for Inclusion (INCO)/SEND teacher will work with the class teacher to draw up, monitor and review special educational programmes for the child. Parents are informed and invited to regular review meetings in which their comments are valued.

It may be that a child's special needs require an 'Education and Health Care Plan' which is a promise by Children's Services to give the child extra help. In this case, with parents' permission, the Educational Psychologist may need to assess the child's needs so that special outside help can be provided. Again parents play an important role in this process and are kept informed at all times.

Any child with special medical needs will be given the best possible care by staff, co-operating with parents and other outside agencies.

The school follows the Special Needs Code of Practice as laid down by the Government. Our school's Accessibility Plan also complies with the requirements of the Discrimination and Disability Act (DDA). The school building is barrier-free and has toilet facilities for the disabled.

If parents have any concerns about their child, they should contact the class teacher in the first instance.

WORSHIP

Worship is intended to encourage the children to develop their own understanding of God. It is based on the Christian understanding of God's work in accordance with the school's Trust Deed, and aims to encourage children to explore values and moral principles through Christian teaching, whilst recognising and respecting other faiths and beliefs.

Worship takes place on a daily basis. Assemblies are led by the Headteacher or another member of staff or the children. The Vicar of Christ Church, or other visiting clergy, lead Worship on a weekly basis and, at other times, visitors come to tell the children about their work. Prayers are said in class at the end of the morning and afternoon sessions.

Parents have the right to withdraw their children from Worship and Religious Education. However, if you choose to send your child to this school, whereby Christ Church and Blackburn Diocesan Board of Education support the school, it is on the understanding that you are happy for your child to take part in the religious life of the school.

EXTRA CURRICULAR ACTIVITIES

Before school, at lunchtime and after school, various clubs and activities are held at different times throughout the year. All children are encouraged to participate.

Breakfast Club

A Breakfast Club is held every morning, serving a selection of nutritious breakfast food from 7.45am to 8.20am at a cost of £1 per day. Children must arrive by 8.00am.

SCHOOL LINKS

Many of our children attend Brunel Nursery School, before joining us at St Matthew's. We are very fortunate to be federated with this excellent Early Years provider. Please note that children who attend Brunel Nursery School do not automatically transfer to our school. If you want your child to come to our school you must fill in a school application form.

On leaving St Matthew's, most of our children go to either Blackburn Central High School, Witton Park, St Wilfrid's, Pleckgate, Darwen Vale or Our Lady's & St John's High Schools, QEGS or Islamic high schools in the town.

The teachers from the high schools, together with our own teachers, spend time with children in Year 6, ensuring that the move to high school is smooth and free from worries.

Links are made with local industries and the wider community as part of the school curriculum. Termly trips and visits to factories, workplaces and the wider environment are organised for all age groups, to enhance children's learning and understanding of the wider world outside school.

PARENTAL INVOLVEMENT

We greatly value the support parents give us at St Matthew's. We aim to involve parents by providing:-

- An induction programme in the Summer Term for parents and their children who are due to join our Robins' class in September (4-5 year olds)
- Weekly newsletters
- Invitations to weekly Achievement Assemblies
- Invitations to class-led assemblies

- Invitations to special events in school
- Parents' Evenings twice a year, when you can discuss your child's work with the teacher
- Open Days or Themed Weeks focusing on Literacy, Mathematics or Science, when you can see the work of the school first-hand
- Social activities / fund raisers organised and / or assisted by parents and our School Council
- Parent workshops

Fund Raising

We hold various events throughout the school year to raise money for our School Fund and local, national and international charities. We ask that parents support these events as much as they are able to. Money raised for School Fund is used to subsidise the cost of educational visits and to buy treats and prizes for the children.

BEHAVIOUR

Our children are extremely well-behaved – a fact that is frequently commented on by visitors.

Each class has its set of rules which we expect children to follow. Each class decides on its rewards and treats. All classes follow the same 5-step system of sanctions for children who choose not to follow the rules.

Children who do not follow our rules are disciplined initially by their class teacher or another member of staff. More serious or repeated bad behaviour is dealt with by the Deputy Headteacher or the Headteacher. Parents of children who struggle to show appropriate behaviour are informed and involved from an early stage. Parents are invited into school to discuss the issues with staff and plan the way forward, as necessary.

The school has a Behaviour Policy, which seeks to reinforce the kind of sensible and considerate behaviour leading to a good working atmosphere in the classroom and pleasant playtimes.

The Behaviour Policy includes a section on anti-bullying which aims to ensure immediate intervention (if bullying is found to be taking place) and to provide appropriate support for those involved. Any aggressive behaviour of one child,

or a group of children, which deliberately and continually adversely affects another child's behaviour over a period of time, can be defined as bullying.

We aim to provide a happy, secure environment in which our pupils can become caring, self-confident individuals. It is important, therefore, that all members of staff, parents and children, are aware that bullying is not tolerated. Any complaints of bullying are taken very seriously by the staff and thoroughly investigated. All staff are expected to:-

- Be alert to signs of bullying
- Ensure children are aware of the school's policy towards bullying
- Deal firmly with all bullying behaviour
- Be aware of the benefits of social skills training for the victim and the bully
- Support children who are victimised

CURRICULUM ASSESSMENT ARRANGEMENTS

Assessment and Testing

Children are continually assessed by their teachers in a variety of ways. Informal assessment takes place through:

- Asking questions
- Marking work
- Observing a child at a given task

Children are often given tests at the end of a block of work, to assess their progress.

Every June, children in Years 3, 4, 5 and 6 take end of year tests in Reading, Writing and Maths. The main form of assessment for Year 2 children is undertaken by the teacher, although they do take additional tests in Reading, Writing and Maths.

Parents and carers are kept informed of their child's progress throughout the year. Our consultation evening takes place at the end of the autumn term. A summary report is sent home at the end of the spring term. March. An annual written report for each child is also sent out at the end of the summer term, with an opportunity for parents to discuss their child's report with the class teacher if required.

You are always welcome to discuss your child's progress with the class teacher at any time throughout the school year, if you make an appointment convenient to both you and your child's class teacher.

RESILIENCE SKILLS

The following is an explanation of what skills would be helpful for your child to have before they enter the next year group. If your child cannot achieve them all, it does not mean that they cannot enter the year group! However, if parents can support their child it will give them plenty of resilience and skills to cope with the new school year.

When a child starts Reception we expect them to:
--

Self-help skills

- Use a knife and fork correctly.
- Use please and thank-you automatically.
- Get undressed and dressed unaided.
- Put on and take off their own coat and shoes unaided.
- Use the toilet unaided.
- Be completely dry during the day.

Learning behaviours

- Follow 1 and 2 step instructions.
- Recognise their first name (and surname if possible).
- Clearly recite several common Nursery Rhymes e.g. Humpty Dumpty, Jack and Jill - this is to encourage confidence to speak in an audible clear voice; and to be able to hear rhyming words (this will also help with reading skills).
- Put up their hand to talk in class.
- Share play items with others.

When a child starts Year 1 they should have mastered all the Reception self-help skills and learning behaviours, plus:
--

Self-help skills

- Zip up their own coat/fasten buttons/toggles unaided.
- Know when to wash their hands.
- Organise themselves ahead of tasks.
- Find their own peg.
- Carry their own equipment.
- Get changed for PE and changed back without losing equipment.
- Hang up their PE bag on the correct hook.

Learning behaviours

- Follow 1 and 2 step instructions.
- Sit attentively for 15 minutes.
- Listen for sustained periods of time.
- Ask a question.
- Hold a pencil with an appropriate grip.
- Sit correctly on a chair in preparation for writing.
- Use classroom prompts effectively- use the number line, alphabet, word mats.
- Take turns.
- Share and tidy up resources.
- Learn to respect the boundaries of others.
- Stand in a line without fuss.
- Remember groups and monitor jobs.

When a child starts Year 2 they should have mastered all the Year 1 self-help skills and learning behaviours, plus:

Self-help skills

- Hand in homework, letters etc.
- Tie their shoelaces.

Learning behaviours

- Settle down quickly to tasks.
- Show independence when working.
- Work with different members of staff effectively.
- Show respect to others at all times.
- Know and follow the routines of the classroom/school.
- Know and use the appropriate volume for a set task.

When a child starts the Lower Juniors (Year 3) they should have mastered all the above self-help skills and learning behaviours, plus:

Self-help skills

- Be responsible for their own things – pens, pencils, jumpers, coats, hats, scarves, gloves, snow suits, wellies etc.
- To take responsibility for handing in homework on time, passing letters to the class teacher/TA. If a child has a note in their book bag – to get it out and pass it on.
- Not blame their parent/carer for failure to complete homework, failure to bring swimming kit in to school etc.

- Take responsibility for their own actions – to know that they are likely to make mistakes in lessons and in the playground. To face up to what they have/haven't done, accept the consequence and move on.
- Deliver non-essential messages independently.
- Visit any class in school independently and pass on a simple oral message accurately
- Take out/put in earrings independently (teachers are not allowed to do this)
- Try to sort out friendship issues independently – saying I do not like it when you ..., It hurt my feelings when you said ..., If you continue to do this, I will then speak to a teacher.
- Have the right equipment for the task – pen, pencil, hair bobble for PE etc.

Learning behaviours

- Understand that there are consequences to lack of concentration in lessons and that to enjoy play time, you must first complete sufficient work in lessons.
- Follow the correct procedures when changing reading books.
- Look for a solution to a problem before asking the teacher
- Be able to fail with confidence and security
- Cope with very challenging work in a positive way – i.e. not crying because it's hard
- Apply this to learning, recognising that people who don't want to do something will find an excuse, people who do want to do something will find a way.
- Speak to all adults in coherent sentences rather than e.g. standing at the door and waiting for the adult to deduce their requirements.
- Tell the time in order that they can work out how long they have to complete a task.
- Pass oral messages to parents

When a child starts the Upper Juniors (Year 5) they should have mastered all the above self-help skills and learning behaviours, plus:

Self-help skills

- Hand in their own money and/or letters to the office in a polite manner.
- Check homework independently and give it in on time without reminders.

Learning behaviours

- Complete “fix-its” at the start of lessons when asked.

- Have several attempts at solving a problem in different ways before approaching the teacher.
- Be honest when asked, “Do you understand?”
- Understand that if they get things wrong, they are learning.

When a child starts Year 6 they should have mastered all the above self-help skills and learning behaviours, plus:

Self-help skills

- Take full responsibility for their own work and belongings.
- Help other children / share knowledge and ideas.
- Hook coat by hook not hood.
- Look after their own PE kit and tell a parent if items are missing.
- Look after class tray so that it is not overflowing.

Learning behaviours

- Act upon feedback and advice given.
- Use their own initiative e.g. Get themselves a dictionary/iPad etc.
- Set themselves challenges / strive to move onto a challenge.
- Know to ask the teacher if they need any help.
- Concentrate on a task without disturbing others.
- Respect own and others' equipment.

Homework

All homework set reinforces children's reading, writing and mathematics. As the vast majority of our children attend madrassah in the evening, we are careful not to overload children and allow them some 'down time'.

According to age, children are set the following:

- 10 minutes reading practice from reading/library book
- Spellings to be learnt for a weekly test
- Number bonds or multiplication tables

Year 6 are given increasingly more homework tasks throughout the year to prepare them for end of year tests and high school routines.

(Additional homework tasks may be given to children to be completed during school holidays).

RELATIONSHIPS AND HEALTH EDUCATION

'Staying safe, being healthy, enjoying and achieving, making a positive contribution and achieving economic well-being' are important elements in the wider curriculum offered to each child at St Matthew's.

The school is visited regularly by the school nurse and, annually, by the school doctor and the school dentist. Health screening takes place during the Reception Year and Year 6 at school. Parents are invited to attend. Eye tests and hearing tests are also carried out throughout the Primary years.

We encourage children to adopt a healthy life-style particularly regarding healthy eating, the importance of regular exercise and personal hygiene. Year 6 children are taught by the school nurse about the onset of puberty. Children learn about reproduction of animals, including human reproduction, as part of their Science curriculum. The Governing Body has a 'Relationships and Health Education' policy which endorses aspects of human growth and development to be taught to the children in a sensitive, age-appropriate manner.

CHILD PROTECTION/SAFEGUARDING

Because of day-to-day contact with children, our staff are particularly well-placed to observe outward signs of abuse, changes in behaviour or failure to develop. Parents should be aware, therefore, that where it appears that a child may have been abused, the school is required, as part of the local Child Protection Procedures, to report their concerns to the Social Services Department immediately. All staff who work with, or come into contact with, children in our school are vetted and cleared by the DBS.

INTERNET SAFETY

Responsible Internet Use

As part of your child's curriculum and the development of ICT skills, we provide supervised access to the Internet. We believe that the use of the World Wide Web is worthwhile and is an essential skill for children as they grow up in the modern world. Although there have been concerns about pupils having access to undesirable materials, we take positive steps to deal with this risk in school. Our school internet provider operates a filtering system that restricts access to inappropriate materials.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, we cannot be held responsible for the nature or content of materials accessed through the Internet. We will not be liable for any damages arising from your child's use of the Internet facilities. You will be asked to sign an Internet Permission form once your child has started school.

ST. MATTHEW'S C. OF E. PRIMARY SCHOOL
ONLINE SAFETY - RULES FOR RESPONSIBLE INTERNET USE

Reception Class and Key Stage 1 {Classes Robins, Woodpeckers, Kingfishers & Swallows}

Think then Click

These rules help us to stay safe on the Internet



We only use the internet when an adult is with us

We can click on the buttons or links when we know what they do.



We can search the Internet with an adult.

We always ask if we get lost on the Internet.



We can send and open emails together.

We can write polite and friendly emails to people that we know.



Key Stage 2 {Classes Doves, Owls, Kestrels, Hawks, Falcons & Eagles}

Think then Click

These rules help us to stay safe on the Internet

- We ask permission before using the Internet.
- We only use websites that an adult has chosen.
- We tell an adult if we see anything we are uncomfortable with.
- We immediately close any webpage we not sure about.
- We only e-mail people an adult has approved.
- We send e-mails that are polite and friendly.
- We never give out personal information or passwords.
- We never arrange to meet anyone we don't know.
- We do not open e-mails sent by anyone we don't know.
- We do not use Internet chat rooms.

SAFETY

The school supports and encourages the development of positive attitudes towards safety. This is achieved through integrating appropriate themes and topics into the curriculum and from visits from the Fire Service and the Police. Efforts are also made to work in partnership with parents to encourage further safe practices. The Governors' Health and Safety Committee regularly reports to the Governing Body.

Risk Assessments are undertaken for each out of school trip. Assessments are also carried out for in school activities that involve any kind of risk.

CHARGING

Educational visits in school time, which support the curriculum, are seen to be an important part of the learning process. Parents are asked to contribute to the cost of such visits. A child whose parents do not contribute will not be treated any differently from the others, however, if enough parents do not contribute then the visit may not take place. School will charge £3.00 for lost or damaged reading books, £5.00 for library books and 50p for reading badges.

DATA PROTECTION

Under the General Data Protection Regulations, schools are obliged to state the type of personal information held on computer about any child registered as attending the school. The information will be used to assist the school in the management of personal and academic records and will be treated confidentially by those members of staff who have legitimate right to use it. Access to the data is limited to a small number of staff, authorised by the Headteacher.

The type of personal information required by the school and stored on the computer may include:

- The name, date of birth, addresses and telephone number of the child.
- The names of his/her parents or guardians.
- A record of emergency contact names and telephone numbers.
- The child's religion (if any).
- The name and address of the child's doctor and details of any special medical conditions which need to be made known to those caring for the child in school.
- Any special educational need the pupil may have.
- The type of mid-day meal taken.
- The method of travel to school.
- Ethnic group and language spoken at home.
- Pupil photo - electronically imaged.

Much of this information is contained on the school admission form, which all parents are asked to complete when registering their child for school. Parents must inform school with any change in their child's personal details. Data will be stored for a maximum of five years after the child has left school. The majority of information will, however be destroyed within two years of the child leaving. Academic data stored on computer will include details of the child's class registration group, the results of national curriculum assessments, teacher assessments and other kinds of testing.

USEFUL INFORMATION

UNIFORM

All our children are encouraged to wear the school uniform. Our uniform consists of:-

- WHITE POLO T-SHIRT (available with school logo)
- PURPLE SWEATSHIRT OR CARDIGAN with school logo.
- GREY TROUSERS or SKIRT or PINAFORE
- GREY or WHITE SOCKS or GREY TIGHTS
- BLACK SCHOOL SHOES

Purple and white checked dresses, purple cardigans and grey shorts are all optional for the summer.

Whittakers School Outfitters on Church Street, Blackburn and The School Uniform Company on River Street, Blackburn stock the white polo t-shirts and purple sweatshirts with our school logo embroidered on.

Things NOT to wear to school

- jewellery
- jeans
- trainers
- sandals
- high-heeled shoes
- heavy boots

Things NOT to bring to school

- money
- sweets
- mobile phones
- chewing gum
- canned drinks
- electronic games

PE/Games Kit

It is important that each child has the following items for all PE and Games lessons, kept in a drawstring bag and brought to school on Mondays and taken home each Friday to be washed.

- WHITE T-SHIRT
- SOCKS
- BLACK SHORTS
- BLACK SLIP-ON PUMPS

Junior children taking part in games such as football and rugby need a change of socks and trainers or football boots.

During the winter months it is most important for junior children to have a tracksuit or warm clothing for outdoor games.

(Sports kits for children taking part in our school teams are provided by the school and laundered by the school after each wearing.)

TEAM SYSTEM

The school has a team system to encourage a sense of belonging and co-operation. All children are allocated to a team on entry to the school and remain with that team until they leave. Each team has been named after a famous inspirational person. The teams are:

DAVID ATTENBOROUGH - GREEN ROSA PARKS - RED
MALALA YOUSAFZAI - BLUE MARY SEACOLE -YELLOW

Children are awarded Team Points throughout each school week for good work, good behaviour, acts of kindness, making a special effort etc. Total points each week are announced in Friday morning's Achievement Assembly. The team with the most points at the end of each term is rewarded with a party.

SCHOOL MEALS/MILK

Meals

Our school meals are cooked on the premises and provide a carefully balanced diet at a reasonable price. Our menus rotate on a 3-weekly cycle and all meals conform to the food standards issued by the Department for Education (DfE). We offer choices to cater for all children, including a daily vegetarian option. Halal meat is used, to comply with Muslim food laws. All infant children are entitled to receive a Universal Infant Free School Meal each day. Children are able to choose bread & butter, salads and fresh fruit in addition to their hot meal. Meals cost £2.35 each / £11.75 per week.

A packed lunch may be brought to school instead. Drinks must be brought in unbreakable containers.

School dinners must be ordered and paid for in advance using our on-line payment system, SchoolMoney, using the Teachers2Parents app. Children who are entitled to free school meals, including Universal Infant Free School Meals, should order their choice of meal using the app but no charge will be made.

Details of benefits for school meals and other benefits to which you may be entitled, can be obtained from the Old Town Hall, King William Street, Blackburn.

Milk

Children in Classes Robins, Woodpeckers, Kingfishers & Swallows may have milk each day. A £12.00 charge is made at the beginning of each year. Children who are entitled to free school meals do not have to pay for their milk.

SCHOOL FRUIT SCHEME

The National Fruit Scheme was introduced to ensure that each child, aged 4-7 years old, is given a piece of fresh fruit to eat, each day. Money to provide the fruit is made available from the Department of Health. Children aged 7-11 are encouraged to either bring fruit from home to eat at playtime.

SCHOOLMONEY

SchoolMoney is our online payment system. We require most things to be paid using this system – this includes school meals. Cash is only accepted for events like non-uniform days. All new parents are issued with login details and a password to use this system. For more details, please speak to Mrs Rhodes in the school office.

MEDICINES, ACCIDENTS and ILLNESS

If your child is taken ill or has an accident whilst at school, you will be contacted as soon as possible. *For this reason it is most important that we have a phone number where we can reach you or a member of your family. Remember to let school know if you change your telephone number.* There are trained First-Aiders in school.

If your child is not well, please do not send him/her to school. Please ring us or send a message on the first morning of his/her absence, letting us know approximately how long the child will be absent. If your child has been absent from school but is well enough to return, yet has a course of medicine to finish, please consult with the Headteacher. School will do its best to help your child finish the medicine and help, if necessary, to administer.

If your child has been sick (they have vomited) they will need to be kept off school for 48 hours after the last episode of vomiting before returning to school. This is to avoid spreading the illness to other children and adults in school.

**ST. MATTHEW'S C. OF E. PRIMARY SCHOOL with
BRUNEL NURSERY SCHOOL
SCHOOL HOLIDAYS 2023-2024 {Parent Copy}**

Autumn Term 2023

INSET	Friday 1 st September 2023
INSET	Monday 4 th September 2023
INSET	Tuesday 5 th September 2023
Re-open	Wednesday 6 th September 2023
Mid-term closure	Monday 23 rd October – Friday 27 th October 2023
Re-open	Monday 30 th October 2023
Closure after school on	Friday 22 nd December 2023
	Number of openings: 73

Spring Term 2024

Re-open	Monday 8 th January 2024
Mid-term closure	Monday 12 th February – Friday 16 th February 2024
Re-open	Monday 19 th February 2024
Closure after school on	Thursday 28 th March 2024
	Number of openings: 54

Summer Term 2024

Re-open	Monday 15 th April 2024
Closed for May Day	Monday 6 th May 2024
Re-open	Tuesday 7 th May 2024
INSET	Friday 24 th May 2024
Mid-term closure	Monday 27 th May – Friday 31 st May 2024
Re-open	Monday 3 rd June 2024
Closure after school on	Friday 19 th July 2024
INSET	Monday 22 nd July 2024
	Number of openings: 63

(Total number of openings for children – 190)

CLOSURE AFTER SCHOOL ON THE LAST DAY OF EACH TERM

ALL CHILDREN AT ST. MATTHEW'S SCHOOL FINISH AT THE USUAL TIME OF 3.00PM

BRUNEL NURSERY SESSIONS FINISH AT THE USUAL TIME

{Morning session: 8.30am-11.30am and Afternoon session: 12.00noon-3.00pm}

LEAVE OF ABSENCE DURING SCHOOL TERM TIME IS NOT AN ENTITLEMENT

USEFUL ADDRESSES

CHILDREN'S SERVICES:

Our school is funded by Blackburn with Darwen Local Authority.

The Director for BwD Education Service is:

Mrs Jo Siddle

Duke Street

Blackburn

BB1 6AD Telephone: 01254 666425.

THE DIOCESAN BOARD OF EDUCATION

St Matthew's is a Voluntary Aided Primary School, which means that it receives support from the Parish of Christ Church with St. Matthew as well as the Blackburn Diocesan Board of Education.

All enquiries of the Diocese should be addressed to:

Iain Parks

Director of Education

Blackburn Diocesan Board of Education

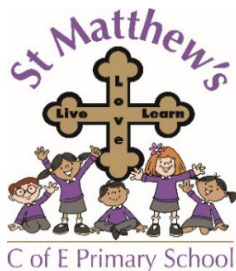
Diocesan Offices

Clayton House

Walker Office Park

Blackburn

BB1 2QE Telephone: 01254 503070.



St. Matthew's C. of E. Primary School with Brunel Nursery School

Withers Street, Blackburn BB1 1DF.

Telephone: 01254 291250 Fax: 01254 291251

Email: office@stmatthews.blackburn.sch.uk

Website: www.stmatthewsblackburn.com



Privacy Notice (How we use school workforce information)

The categories of school workforce information that we collect, process, hold and share include:

- personal information (such as name, employee or teacher number, national insurance number)
- special categories of data including characteristics information such as gender, age, ethnic group
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- medical information (such as occupational health reports and medical conditions)

Why we collect and use this information

We use school workforce data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- enable individuals to be paid
- provide training and development for employees

The lawful basis on which we process this information

We collect and use workforce data under the following conditions contained within Article 6(1) of the General Data Protection Regulations:

- (a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose.
- (c) Legal obligation: the processing is necessary for you to comply with the law
- (d) Vital interests: the processing is necessary to protect someone's life.
- (e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
- (f) Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

Where we process special category data we identify an additional processing condition within Article 9(2) of the GDPR:

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

Storing this information

We hold pupil data for a specified period which is detailed in the School's Retention Schedule which is contained within the IRMS's Information Management Toolkit for Schools. A copy of the retention schedule is available on request from the School's Data Protection Officer.

Who we share this information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE)

Why we share school workforce information

We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.

- Local authority - We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.
- Department for Education (DfE) - We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

Data collection requirements

- The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005
- To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The department may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact the department: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Julian Rogers, Headteacher, by email: office@stmatthews.blackburn.sch.uk

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

Mr Lee Gardiner
Data Protection Officer
Blackburn Town Hall (G Floor), Blackburn, BB1 7DY or
Schools.IG@blackburn.gov.uk