ST MATTHEW ACADEMY

Let your light shine

PARENT HANDBOOK

2023 - 2024

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St Matthew Academy Prayer

Dear Lord,

You are the light of the world, I have your light within me, I will not hide it away

But let your light shine out before others,

So that they may see my good works and give glory to You Father in heaven.

Amen

St Matthew Academy Logo

Our logo with different size rays of light encapsulates our belief of the uniqueness of each individual.

ST MATTHEW
ACADEMY
Let your light shine

Mission Statement

In the Spring term of 2020-21 we began work reviewing the Academy mission statement with a range of stakeholders: pupils, staff and governors. We all wanted the statement to include our Academy motto 'Let Your Light Shine'. This is taken from St Matthew's Gospel [Matthew 5:15-16], and encapsulates our belief in the uniqueness of every individual and is central to all that we do. Following the review, we are pleased to present our new mission statement which we feel really reflects the St Matthew Academy Ethos that is lived out daily by pupils and staff alike.

ST MATTHEW ACADEMY
Let your light shine

Mission Statement

St Matthew says '*let your light shine.*'

At St Matthew Academy we let our light shine by:

- Growing our inclusive, caring Catholic community
- Nurturing faith, discovering talents and cultivating ambition
- Transforming each other through integrity, courage and service

enabling everyone at St Matthew Academy to flourish.

integrity, courage, service

Aims

- Pupils are provided with a plethora of opportunities that enable them to become successful, confident learners of the future, within the classroom and beyond. Enrichment activities alongside targeted academic intervention, dedicated pastoral support and challenge are all important strands in this provision

- All aspects of Academy life are defined by the high standards staff and pupils are held to. We expect our learning environment to be well ordered and pupils to thrive on the challenges presented to them. This enables every learner to achieve pastorally, spiritually and academically; leading to outstanding achievements

- At the heart of our Academy aims is our belief in promoting an 'inclusive, caring, Catholic community.' This means we welcome pupils and staff from every faith and none; we encourage everyone to take responsibility for their actions and words; we develop our students respect for other faiths and we learn together living out our Gospel Values

- We encourage our staff and young people to see themselves as active learners – to inspire and motivate each other to achieve and exceed their potential. Working in partnership with our parents and staff; we play a crucial role in nurturing and supporting every learner, to ensure they fulfil their ambitions

- Collectively, our aims capture the essence of all that we do, and as a result, St Matthew Academy promotes and promises excellence for all members of our community

Important Dates

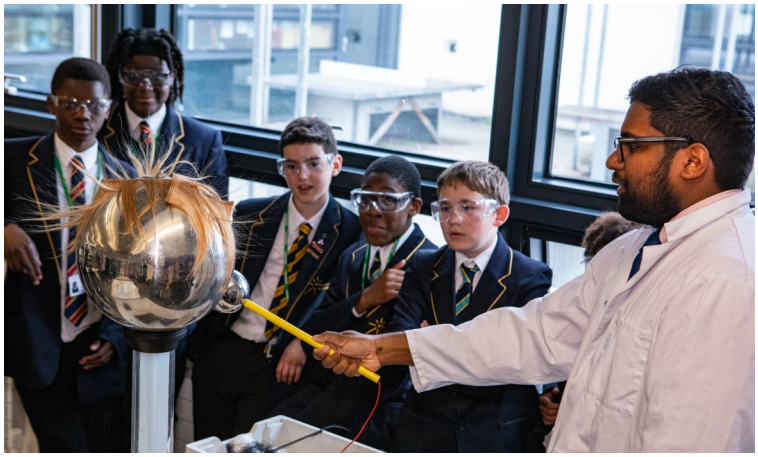
Autumn Term 2023

Tuesday 5th September 2023	First day of term
Friday 15th September 2023	Year 7 Friendship Afternoon Barbecue
Thursday 21st September 2023	Feast of St Matthew
Monday 23rd October 2023	Half Term

The dates above are some of the events taking place in the autumn term at St Matthew Academy. There will be other Academy wide events taking place during the year which will be communicated to pupils and parents. The school website is a valuable source of information about what goes on in the academy and should be visited on a regular basis. Our Twitter page is updated frequently during the week and showcases the range of events our pupils are involved in.

Curriculum for Year 7 and 8

English	4 lessons per week
Mathematics	4 lessons per week
Science	4 lessons per week
Religious Education (RE)	2 lessons per week
Modern Foreign Languages	2 lessons per week
Physical Education (PE)	2 lessons per week
Humanities	1.5 lessons per week
Carousel 1	2 lessons per week - Includes: Art, Design Technology, Food and Textiles
Carousel 2	2 lessons per week - Includes: Computer Science, Dance, Drama and Music
PSHE	1 lesson per week



Homework

At St Matthew Academy we strongly believe that homework helps children to consolidate and build upon what they have learnt in school as well as fostering a culture of independent learners who will advance to the highest level of academic excellence.

Homework at the Academy will vary in frequency, type, style and format depending on the subjects being studied and the class or set your child is in. Tasks may include reading, writing, research or even preparing talks, speeches or presentations as well as on line activities. Generally, pupils from Year 7 to 10 will have two pieces of homework per evening. Year 11 pupils will have at least 2 pieces of homework per evening plus other independent study and revision tasks. In Year 7 and 8, homework is not set for the performing arts subjects of Drama, Dance and Music.

A homework rota is in place for pupils in Years 7 to 10. The rota identifies the day the pupil should complete the homework tasks. The timetable has been put in place to ensure pupils have two homework tasks per day to focus on, nurturing a culture of completing homework on the same day and encouraging better organisational skills.

Pupils should expect to receive:

	Quantity at KS3	**Quantity at KS4**
Core subjects (English, Maths, Science)	45 minutes a week	1 hour a week
Non-core subjects	30 minutes a week	1 hour a week

We take homework very seriously and pupils who fail to complete homework tasks, hand in homework of a poor standard or fail to submit the work by the specified deadline will be issued with a behaviour point. There is a robust procedure in place to monitor homework at the Academy with different thresholds established in accordance with the number of unacceptable homework points accrued. The thresholds include pupils being sanctioned with detentions, placed on a homework report by their form tutor, meetings arranged with key members of staff dependent upon the threshold reached and in some cases pupils being banned from receiving homework. We will communicate each threshold to parents/carers to encourage you and pupils to work with the Academy to avoid this from occurring.

On the other hand, pupils who hand in homework which is of a very high quality will be rewarded in line with Academy's rewards policy and their work displayed and / or celebrated.

At the start of the academic year, every pupil is issued with a planner, which should be used to record homework tasks. We ask that parents/carers encourage pupils to use the planner to stay organised and plan each week's homework activities. Regular planner checks at school ensure children are using their planners effectively and every pupil is expected to have their planner with them each day. Checking the planners on a regular basis and signing at the end of every week is yet another way parents/carers can further support the effective use of the planners.

Homework activities will also be recorded on Google classroom along with resources needed to complete the task. The expectation from the Academy is that all pupil's complete homework regularly and the event a pupil is absent from school; they must still attempt the work set to the best of their ability. The LRC (Learning Resource Centre) is open from 8am to 6pm each day offering a safe space for pupils to complete homework at school if they wish. It does get very well used particularly at lunchtime and after school so we usually implement a year group rota system enabling all pupils to use the library at least a couple of times per week. Studies have shown that the more often a parent/carer supports, checks and encourages a child to do their homework, the better that child performs academically; so it is imperative that you are regularly monitoring your child's homework to ensure they are completing it on time, to the best of their ability and to a high standard.

School Planner

Every pupil will be given a school planner on their first day at St Matthew Academy. The school rules and procedures are listed in the front of the planner.

The school planner is the **pupil's responsibility** and is probably the most important part of your child's school equipment. Pupils **must always carry their planner** with them and use it to record homework and other important information.

The planner is the most important everyday link between home and school. It enables parents to monitor the everyday progress of their child and it gives parents and teachers a direct line of communication between one another.

Parents are asked to **inspect the planner** each day and to **sign it at the end of each week once all homework has been completed to a high standard and checked at home.**

Please use the school planner as the first and speediest way to contact the Form Tutor.

School Day

All pupils are expected to be in the playground and lined-up by 08.35am.

From **08.37am**, pupils' names will be taken by teachers at the gate and marked as late in the register.

Pupils arriving after 8.50am must sign in at reception.

08.40 – 09.00	**REGISTRATION / ASSEMBLY**
09.00 – 10.00	**Lesson 1**
10.00 – 11.00	**Lesson 2**
11.00 – 12.00	**Lesson 3**
12.00 – 12.50	**LUNCHTIME**
12.50 – 13.50	**Lesson 4**
13.50 – 14.50	**Lesson 5**
14.50 – 15.00	**REGISTRATION**

All lessons are 1 hour long.

Houses

Every pupil who attends St Matthew Academy is allocated one of three 'houses' in Year 7. The House system runs vertically through the Academy with pupils in every year from Reception to Year 11 placed into one of the three houses. Pupils stay in the same house for the duration of their time at the Academy and siblings will all belong to the same house.

The house system creates a strong family and community feel and provides considerable opportunity for pupils to develop their leadership skills as they move through the Academy and also be actively involved in a range of enrichment and competitive activities.

Teresa – Yellow

Teresa House is named after Blessed Teresa of Calcutta, a woman who devoted her life to serving God through the work of serving the poor. In fighting for the dignity of the destitute, she gave the world a moral example that bridged divides of culture, class and religion.

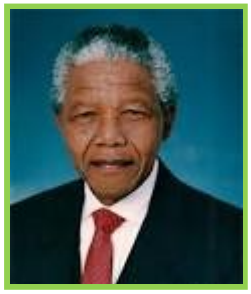
In 1979, Mother Teresa was awarded the Nobel Peace Prize for work undertaken in the struggle to overcome poverty and distress, which also constitute a threat to peace. When Mother Teresa received the prize, she was asked, "What can we do to promote world peace?" Her answer was "Go home and love your family."

A real sense of family is what our House will be about, as Mother Teresa said: "The child is God's gift to the family. By working together, each of us, different branches of an oak tree with our different skills, we can achieve a lot individually and together. What I can do you cannot. What you can do I cannot. But together we can do something beautiful for God."

Romero – Red

Oscar Romero was an influential Archbishop of El Salvador. He witnessed on-going violations of human rights and therefore started a group which spoke out for the poor and the victims of El Salvador's civil war. He spoke words of peace and supported non-violence among people. Whilst celebrating Mass, Romero was assassinated, for his love of God and his devotion to peace and justice in his country.

We aim to apply the morals and principles of Romero's ethos of courage, hope and peace. "This is what we are about. We plant the seeds that one day will grow. We water seeds already planted, knowing that they hold future promise."



Mandela – Green

For many people, Nelson Mandela is the person they most associate with the struggle against apartheid in South Africa. At the forefront of the African National Congress' fight against racial segregation, he campaigned non-violently from 1944.

Nelson Mandela continued his drive to try and establish equality for all South Africans. In 1964, he began a life sentence in prison for political offences. His imprisonment, which was to last for 27 years, led to worldwide publicity and support for his just cause. Mandela thus became an international symbol of the fight for equality. Released from prison in 1990, he won the Noble Peace Prize in 1993 and the South African Presidency in 1994.

Nelson Mandela's ideals of reflection, negotiation and reconciliation are those which we will aim to promote in Mandela House. His admirable personal qualities of calm perseverance, concerns for equality and respect for others will also be among our aims. We have a role model who has demonstrated that, regardless of overwhelming adversity, people can achieve amazing goals. "We are all meant to shine as Children do"

Attendance and Punctuality

Habits of good attendance and punctuality once established at school can remain with pupils for the rest of their days. The school expects for your child to meet the whole school attendance target of 97% as a minimum.

Where possible, medical appointments should be made outside of the normal school day. If a pupil has to leave school during the course of the day, then a letter from a parent or guardian should be shown to their Director of Learning / Senior teacher to be signed, and then shown at reception in order for them to be released from school.

If pupils are ill or need to be sent home for bad behaviour, parents will be informed and pupils should be collected from school. A Senior teacher must give permission for any child to be sent home unexpectedly.

Good Attendance

Good attendance is vital for school success so please do not keep pupils at home for trivial reasons. If your child is absent from school, you are asked to notify the school immediately, if possible, and certainly immediately if there is an infectious illness involved or if the absence is likely to be more than one or two days. If parents have not called in, then the School Attendance Officer will try to contact the parents. On return to school, a written note of explanation must be brought. This is required and will be filed for the school register, which is a legal document.

Pupils should not take holidays during term time. Permission must be requested in writing well in advance of the holiday. Leave will only be granted in exceptional circumstances.

Attendance figures will be included in all references written when a child reaches leaving age. Obviously employers take particular note of such information when selecting new recruits. Any pupil below 95% attendance would be a cause for concern and medical evidence will be required for all future absences. If attendance falls below 90%, then a referral is made to Lewisham Educational Welfare Service.

Punctuality

The school day starts at 8.35am with line up and all pupils are expected to be on the school playground at least five minutes before this time. After 8.37am, pupils are considered to be late. Latecomers can be a considerable nuisance. They get off to a bad start to the day and often miss valuable pieces of information and interrupt lessons. In order to discourage this bad habit, pupils who arrive late to registration, before 8.50am, without a plausible written explanation will have a 20mins detention on the day. Pupils arriving late to school after 8.50am without a plausible explanation will have a detention for 90mins. Persistent offenders face more serious sanctions and parents will be asked to come to discuss this. Again, in serious circumstances the Lewisham EWO service may be notified.

School Meals

Pupils can choose between eating a school meal and bringing a packed lunch. We use a cashless catering system for payment of lunches called ParentPay. On the first day of school in September, your child's 'biometric' finger print will be taken. This enables the pupils to purchase items in the canteen without having to bring any cash into school.

How to Get Started With ParentPay

You will receive an activation letter with a unique username and password to activate your child's account online. If your child has an account with another school, you still need the activation letter to link their account with St Matthew Academy. Instructions of how to activate your account will be in the letter. **If you have not received your activation letter by the end of the summer term please contact the school finance team via telephone: 0208 297 7005/0208 853 6269 or email: finance@stmatthewacademy.co.uk**

ParentPay accounts should be set up prior to your child's first day of school in September. **It is very important to do this as they will not be able to purchase school dinner if their account is not activated. Even if your child has a packed lunch, they will still need to pay for trips etc. and other payment items in the future.**

ParentPay
COUNT ON US

Free School Meals

If your child is entitled to a free school meal, you w ill need to apply online to Pupil Support Lewisham at www.lewisham.gov.uk/myservices/education/student-pupil-support/Pages/Free-school-meals.aspx The value of the free school meal is added to your child's account daily.

Cashless Environment

- ParentPay holds a very limited amount of information about you and your child solely for the purpose of administering your account. ParentPay does not use your personal information other than for supporting the school. We do not share or give information to any other organisations. We operate under strict guidelines set out by the Data Protection Act 1998
- The fingerprint will only be used for meals – no other use – and cannot be shared with any other Agency/ body. We would like to stress that it is not a complete fingerprint – it is a set of up to 40 dots that reflect the "characteristics" of the finger. It is not possible to recreate the actual full fingerprint from the limited data we collect
- ParentPay will NEVER contact you by phone, email or mail and ask you to divulge confidential information like passwords or card numbers. If you are ever contacted by someone claiming to be from ParentPay, please contact the school immediately
- ParentPay is easy-to-use and will offer you the freedom to make online payments whenever and wherever you like, 24/7 for items such as dinner money, school trips, clubs, materials and equipment and much more
- Your child will not have to worry about losing money at school
- Please contact the Academy with any concerns / questions or if you need assistance setting up your account

School Uniform

St Matthew Academy has a very high standard of uniform achieved by a consistent, strictly enforced uniform policy. Pupils are expected to take pride in their appearance and wear the correct school uniform smartly, both in school and on the way to and from school as they are representing the school. Warm clothing worn under the uniform should not be visible. **Any pupils wearing incorrect uniform may be asked to go home to correct it, or be placed in our Behaviour Support Room until the uniform infringement can be rectified.**

ALL ITEMS OF UNIFORM AND P.E. KIT MUST BE CLEARLY LABELLED WITH YOUR CHILD'S NAME.

Skirt Uniform

- St Matthew Academy Blazer
- St Matthew Academy pullover (optional)
- St Matthew Academy House tie
- White Shirt
- St Matthew Academy tartan skirt
- Navy blue or black tights
- Black or white socks
- Black leather shoes (no trainers, plimsolls or canvas shoes)
- Pupil lanyard and ID card

Trouser Uniform

- St Matthew Academy Blazer
- St Matthew Academy pullover (optional)
- St Matthew Academy House tie
- White Shirt
- Black loose fitting trousers (no black leggings, jeggings or jeans)
- Black or white socks
- Black leather shoes (no trainers, plimsolls or canvas shoes)
- Pupil lanyard and ID card

Coats and Bags

- Plain black or navy blue overcoat (no logos or coloured fur trims)
- Appropriate rucksack type school bag
- Coats of any other colour or shade, other than black or navy blue, or with any logo on, are not allowed
- Any pupils wearing a non-uniform coat will have it confiscated. Coats and scarves may not be worn during lesson times or anywhere inside the school building

Other Uniform Expectations

- Black/Navy Headscarves may be worn for religious purposes
- During the summer months, the Academy will make a judgment on the suitability of coats and may decide that coats cannot be worn anywhere on the school site
- Hooded tops and tracksuit type coats are not allowed anywhere on the school site at any time and will be confiscated if seen
- The blazer must be worn at all times whilst on the school premises and the pullover is optional
- Trainers may only be worn during PE lessons or at lunch time for sporting activities. After these activities pupils must change into their school shoes
- The Trouser Uniform only allows black trousers in place of the tartan skirt but these should not be leggings, jeans, jeggings or any other variation other than plain loose fitting trousers

Presentation

With the exception of a wristwatch, St Matthew Academy adheres to a no jewellery policy. Please be aware that the following are also not allowed in school:

- Extreme fashion hairstyles
- Coloured or multi-coloured weaves – hair must be one colour which is the pupil's natural hair colour.
- Nail varnish or false nails and make-up
- Jewellery and piercings of any kind
- Patches covering piercings
- Large hair bands, hair ornaments or large bows
- Hair accessories not in the school colours i.e. navy blue or black
- Shaved patterns in hair or eyebrows

Required P.E. Kit

The St Matthew Academy physical education kit can be purchased online at www.macrondirect.com

P.E. lessons are compulsory and so is the wearing of the correct P.E. kit. If pupils do not bring their kit, a behaviour point will be issued which will result in a detention after school. If a pupil has a medical condition which prevents them from participating in their P.E. lessons a doctor's note is required.

The following items are compulsory to every lesson:

- St Matthew Academy Macron Polo shirt
- St Matthew Academy Macron shorts
- White sports socks (above the ankle or St Matthew
- Academy rugby socks)
- Suitable trainers
- Shin pads for football as needed
- Football or rugby boots as needed
- Mouth guard for rugby as needed

Essential Equipment

Pupil are expected to bring the equipment listed below to school everyday. Pupils are responsible for looking after their property.

- Reading book
- Pens - at least three black and green biros
- Pencils
- Rubber
- Ruler
- Pencil sharpener
- Pencil case
- Protractor
- Calculator (Scientific)
- Scissors

Personal Electronic Equipment

THE ACADEMY TAKES NO RESPONSIBILITY FOR PERSONAL ELECTRONIC EQUIPMENT BROUGHT ONTO THE SCHOOL PREMISES.

This includes headphones and tablets , hand held computer games, etc. These are strictly forbidden and should not be brought into school. If a pupil is seen with them in or out of class, such items will be confiscated and handed to the Director of Learning and kept for 7 days. A parent may collect the item from the Director of Learning after 24 hours and with an arranged appointment.

Mobile Phones

We operate an "on site, out of sight" policy so in the event that your child carries a mobile phone to school, this must not be seen or heard from the moment they come through the Academy gates and until they leave the premises at the end of their day.

Should your child be found in possession of a mobile phone on academy grounds it will be confiscated and only returned to the pupil after 5 full school days or to a parent collecting it after 3pm the following day.

If you need to contact your child during the school day, please call the Academy and we will get a message to them as soon as possible – please do not ask your child to keep their mobiles phones on and do not send them messages during the school day.

School Property

Pupils are responsible for school property lent to them and used by them, e.g. books, equipment and iPads. Loss or damage will be reported and it will be the pupils' responsibility to repair or replace the items. This also applies to all school property around the school which should be treated with respect.

Personal Property

All items of school uniform and P.E. kit must be clearly marked with the owner's name in full. The Academy takes no responsibility for items brought on to the premises, especially any personal electronic equipment. All money must be kept on the person and large sums should be given to the Form Tutor for safekeeping at the start of the day.

High Expectations

High expectations are required of all our staff and pupils. SMA teachers and pupils are expected to promote the very best behaviour and the highest aspirations by living up to the Academy motto, allowing all of our lights to shine brightly:

- Having high aspiration for themselves; their teachers and being confident in their ability to succeed
- Being positive and persistent when facing challenging tasks
- Relishing opportunities to learn both independently and in collaboration with their peers
- Having versatile approaches to problem solving and team work
- Showing enthusiasm for learning in and out of lessons
- Being committed to improving their learning and knowing how to improve
- Taking pride in the presentation and accuracy of their work
- Making positive and thoughtful contributions to class discussion
- Taking time to think and reflect on their learning
- Never being afraid to ask for help or seek out advice
- Relishing opportunities for innovation, adventure and challenge
- Being self-motivated and interested in the world around them

Monitoring Behaviour

All teachers at the academy monitor behaviour through the use of SIMS. This is a computer database system that allows Form Tutors, Directors of Learning and Senior teachers to record information on behaviour and achievement.

Sanctions

Any member of staff may set a detention by recording a behaviour point on SIMS. The detentions are usually given after school and will normally last 20 minutes. No notification is given for this. Two behaviour points in one day will be punished with a 1 hour detention which is referred to as a Director of Learning Centralised Detention. If a pupil accumulates four behaviour points during a week they will receive a two hour detention on Friday, which is referred to as a Friday SLT detention. Parents will be notified of the detention by text message after 2.30pm.

On 'Report'

Pupils who persistently misbehave in class will be put on 'report' and be mentored by their Form Tutor, which is a way to monitor individual pupil behaviour and attainment in each lesson. Pupils on report are set targets and they must present the report book to the subject teacher at the beginning of the lesson so that the teacher can make comments. Pupils show this to Form Tutors at the end of each day and they discuss how the day has gone etc. Parents will also be asked to sign the report each day. Failure to comply with the conditions of this report may lead to further formal sanctions including being placed on report to the Director of Learning (DOL) or a senior member of staff.

Saturday Morning Detention

This detention is given for serious or persistent breaches of school rules and for any pupil that accumulates more than 5 behaviour points in a week. Attendance is between 8:40am – 11:40am and pupils must arrive on time, in full school uniform and with sufficient work to complete during the time of the detention. Parents are informed by email and text message and in some circumstances by phone. If pupils fail to attend or are regularly in Saturday morning detention, then they will be placed in the BSR the following Monday and will be expected to attend the following Saturday. Directors of Learning will contact home to discuss reasons for non-attendance. Further Sanctions may be applied if this detention is missed again.

Suspensions

There are different types of suspensions depending on the seriousness of the incident and exclusion periods vary in length. Internal exclusions result in a referral to the Academy's Behaviour Support Room (BSR) and are for breeches of the academy rules which might not warrant a fixed term exclusion.

The following are the most serious cases, and could result in the pupil being taken before the School Governors for a permanent exclusion:

1. Serious sexual misconduct
2. Bringing a knife or a weapon into school
3. Bringing a drug or an illegal substance into school
4. Serious theft
5. Racial/physical abuse of a pupil or teacher

The governors wish to make it very clear that they have a zero tolerance policy for such behaviour.

Recognition Philosophy

Recognising pupils for effort, attainment, behaviour and conduct is an important part of the development of the whole child through encouragement and praise. Recognition is also key to creating a positive climate for learning and strong pupil and staff relationships. Exceptional behaviour for learning is also best promoted and developed when systems exist which recognise the potential in all students. Recognition and rewards should be used appropriately, and must be linked to evidence of a pupil striving to go above and beyond in all aspects of their life at St Matthew Academy.

The Policy also links individual recognition and achievement to the Academy House system in developing a healthy competition between Houses whilst evolving a sense of individual resilience and determination in pupils, alongside this team ethic.

St Matthew Academy Core Values

The Recognition system centres on the awarding of Achievement Points using our SIMS MIS system. These points are awarded to pupils who strive to 'Go Above and Beyond'

- In their learning: striving to achieve and determined to succeed and make progress
- Living the Academy ethos: always displaying, respect and consideration for others
- In their extra-curricular endeavours: making a contribution to the wider life of t he Academy through their participation in extra-curricular activities and enrichment

Recognition Thresholds:

Directors of Learning will monitor the number of Achievement Points pupils have achieved for 'Going Above and Beyond' and pupils will receive a reward in recognition of their achievements.

Reward point thresholds are as follows:

Points	Rewards
1 point	Recognition and praise from your form tutor
10 points achieved in one week	Form tutor will send home a postcard in recognition
50 points	Form tutor will telephone parents in recognition
90 points	Your Director of Learning will award you the **SMA Bronze Star** in assembly together with a certificate.
150 points	The Director of Learning will award you with the **SMA Silver Star** together with a certificate.
250 points	The Assistant Headteacher KS3 or KS4 will award you the **SMA Gold Star** together with a certificate assembly.
400 points	You will be awarded the title St Matthew Academy **Ambassador** and receive a certificate by the Headteacher in assembly. Your parents will be written to in recognition of your achievements.

The Orange Tie Award

In addition to the badges, each week a pupil in every tutor group will be awarded the Orange Tie. The Form Tutor will award this tie to the pupil who has 'gone above and beyond' in the previous week. This may be through the number of achievement points awarded that week or for a particular act which demonstrates them living the ethos of our school or their contribution to the life of the school in some other way.

Post Cards, Telephone Calls and communication with parents

Recognition, encouragement and praise are key to developing a positive climate for learning across the school and for building relationships between pupils, staff and home and so we encourage all staff to regularly celebrate pupils 'going above and beyond' by sending post cards home and making telephone calls to parents. Pupils and parents appreciate the time and effort given to doing these things
Publicising Rewards and Promoting Achievement.

Recognition Trips/Visits and extra-curricular activities

There will be opportunities during the course of the school year and at the end for pupils to participate in trips/ visits and additional extra-curricular activities in recognition of them 'Going Above and Beyond' in their learning, living the Academy ethos and their extra-curricular endeavours.

Lessons

A positive climate for learning is created in lessons when pupils receive regular praise and there will be a 'Recognition' board in each classroom where pupils who gone 'above and beyond' in the lesson can recognised for the striving to achieve, showing determination to success and living the ethos.

Departments

Pupils should have excellent academic standards, effort, behaviour and participation celebrated in each department. We expect this to be an integral part of our Recognition Policy and therefore pupil's work and other achievements should be prominently displayed in classrooms and around departments.

Display Boards, SMA News, the Website and Social Media

Recognition Boards in school will celebrate those pupils who are 'going above and beyond' and have achieved the highest number of Achievement Points each week and those who have been awarded the Orange Tie. SMA News will also include a 'Recognition' page to celebrate those pupils who are 'going above and beyond'. The 'Latest News' section of the website along with our social media account will be used to share and celebrate the achievements of all our pupils.

Assemblies and Award Ceremonies

Assemblies throughout the year will be used to formally award pupils with badges and certificates as soon as the thresholds are reached. Celebration Assemblies at the end of each term will recognise individual pupils and groups of pupils for achieving, Bronze, Silver, Gold and Ambassador badges alongside recognising other achievements academic or extra-curricular for example taking part in a Debate Mate competition or a sporting endeavour. Assemblies will also take place after Ranking Exams to recognise those pupils who are have made great progress as a result of their hard work and determination and have therefore moved up in the ranking. At the end of each academic year an Award Ceremony will be held to celebrate the achievements of pupils, alongside parents and staff.

St Matthew Academy Rewards Policy

It is fundamental to pupils feeling valued and inspired, that all their efforts are recognised and when appropriate, rewarded. When we recognise achievement, hard work, excellent behaviour and participation our pupils respond positively and are inspired to reach higher in all they do. All Academy staff therefore, are expected to reward pupils as often as is fitting and celebrate these achievements for all to see.

ICT and LRC

ICT Facilities

Each pupil will receive a 'Username' and 'Password', which allows them access to the school ICT/computer system. Pupils will have their own 'area' on the school's server and will be able to store work in 'My Documents'. Pupils will also have access to the Internet. The school has strict guidelines about how pupils use the ICT facilities and parents are asked to read and sign a form that indicates that these are understood. We monitor our digital environment using eSAFE software to alert us to potential safeguarding risks.

Learning Resource Centre

The LRC is comprised of a library, 30 computers and a work space with a whiteboard and projector for pupils and staff. Teachers can book sessions in the LRC for their classes or for small supervised groups of pupils.

When in the LRC, pupils can borrow up to 3 books at a time for up to 2 weeks from our growing range of fiction and non-fiction. We encourage all pupils to use the LRC and enjoy what we have to offer.

We are also proud to have a voluntary pupil librarian scheme which pupils can be a part of, if they complete a brief induction successfully. Pupil librarians' duties include supporting the LRC staff during lunch times on scheduled days.

The Learning Resource Centre is open from 8am to 6pm on Monday, Tuesday and Thursday and on Wednesday and Friday it is open from 8am to 4.20pm. All pupils should check the schedule displayed clearly outside of the LRC.

Safeguarding

The safeguarding of our pupils is of utmost importance at St Matthew Academy. We are committed to promoting the welfare of children and young people and expect all staff, volunteers and visitors to share this commitment. We consistently work with other agencies to ensure adequate arrangements are made to identify, assess, prevent and support any child who suffers harm.

All members of staff believe that St Matthew Academy should provide a safe, caring, positive and stimulating environment that promotes the social, physical and moral development of all our children and as a result receive regular Safeguarding and Child Protection training and are aware of procedures to report any concerns.

Our Designated Safeguarding leads are:

- Academy DSL - Mr Young (Deputy Headteacher)
- Child Protection Officer- Ms Dryden
- Safeguarding Governor - Joan Forrest

Any child with concerns can speak to any member of the safeguarding leads, their Director of Learning, form tutor or any trusted member of staff.

We define bullying by how a person who is bullied feels, rather than what a bully does. It is important to us that every pupil feels safe and supported here a St Matthew Academy.

Bullying

Pupils are encouraged to 'support and report' – if you know someone has been bullied, support them but also report the incident or knowledge to an adult.

Taking action

- We will take seriously all allegations of bullying, addressing as a priority the fears and concerns of the bullied. We will ensure that all incidents are dealt with fairly and consistently. In all incidents of bullying we will:
- Gather as much information as possible, as soon as possible, from the bullied and any possible witnesses
- Ensure that an investigation begins within one working day
- Record exactly what has happened and make careful notes on each stage of the investigation
- Make sure that teaching and support staff know about the incident in order for them to be vigilant and responsive
- Contact parents of the victim and perpetrator in order to enlist their support and explain the consequences of the incident(s) to all parties concerned

When we know a pupil has been bullied we will:

- Respond quickly and praise the reporter
- Listen to and reassure the pupil being bullied and endeavour to reaffirm, boost or repair their self-esteem
- Demonstrate our support by taking the matter seriously and negating what has been said or threatened
- Create a network of support by informing the bullied pupil's friends, parents/carers and class teacher(s), pastoral staff to monitor and report
- Teach or suggest ways the bullied might assert themselves or respond to future incidents
- Consider training or activities for the class/school (e.g. class discussion, drama, literature, assemblies) and buddies

Health and Safety

- Pupils are expected to behave with common sense and thought towards others, in order to avoid accidents and damage to their resources and environment
- Secondary pupils may only be sent home or given permission to attend an appointment by their Director of Learning or a senior member of staff. Staff and parents must be aware of their whereabouts at all times
- Pupils leaving the Academy for appointments during the school day must have written permission from parents/carers and this must be checked by their Director of Learning/Senior Teacher before they are allowed to leave the site
- Inside the buildings, pupils must follow the SMA corridor code guidelines. Staff and pupils are expected to move quietly and quickly to and from lessons
- For safety reasons, cyclists must walk along the drives when entering or leaving school. Cyclists should ensure that their bike is securely locked and they are wearing a helmet whilst cycling

Active Involvement of Parents

We aim to involve parents/carers actively on academic and learning behaviour issues. Approaches may include:

- Phone calls
- Text messages
- Meetings
- Letters
- Pupil Planners which allow for two way communication

Parent Ambassadors

We are looking to recruit some enthusiastic parents who fully support the Academy to our Parent Ambassador Team. If you are interested in finding out more please contact the Academy further details.

SIMS Parent App

The SIMS Parent app is a convenient new way to share information with parents about their child's school life. The app can be accessed from a smartphone, tablet or PC – anytime, anywhere. The app will include information about:

- Important information such as attendance, behaviour and achievement
- School term, inset dates and contact details available at the click of a button
- Access your child's school report
- Receive notifications to remind you about important information such as key dates for your diary
- Access to update your contact details, so we always have the most up-to-date information in case of emergency
- If you have more than one child at school, you'll have access to information for all your children, from the same app
- More details about how to set up your account will be emailed to parents/carers in September

Examinations, Rank Orders and Reports

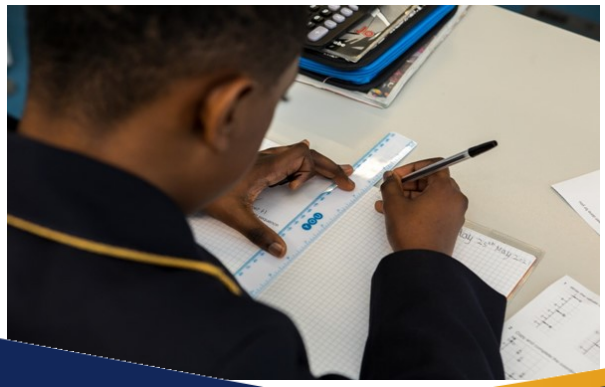
Regular and rigorous assessment to determine academic progress for every pupil is very important. Year 7 will sit Cognitive Assessment Tests (CATs) made up of a quantitative aptitude, non-verbal reasoning and a reading test to evaluate their cognitive ability in the first week of the new academic year. These assessments will help teachers to understand a great deal more about how each pupil processes information and this in turn will help teachers to gauge their level of understanding. The CATs data, together with information received from Primary Schools is then used to place pupils in their English, Maths and Science classes. Some additional subjects will be grouped according to each pupil's English class and other subjects will be mixed ability groupings.

Based on the data from the reading test, some pupils will be identified as pupils who will benefit from attending the reading intervention programme, Lexia. The aim of the intervention programme is to support the development of pupils' reading skills. If a pupil is identified as needing extra support, attendance at Lexia is compulsory and pupils are expected to attend every session, just as they would be expected to attend any other lesson. Pupils who are at the school and regularly attend Lexia have seen their reading ages increase by up to 4 years in 6 months. More information about the Lexia programme will be sent out to the families of identified pupils.

Later in the year, there will be two sets of ranking exams. These exams are marked by all subject teachers and then the assessment team will rank order the pupils. So for example, if a pupil is given a rank of 17 in maths it would mean that this pupil scored the 17th highest mark in maths out of the whole year group. All of the rank orders in all of the separate subjects are then collated to arrive at an average rank order for each pupil. So for example if a pupil is given an average rank order of 8 then this means this pupil gained the 8th highest overall ranking in all subjects. From these rank orders changes to pupils' classes may take place. All of this information will be in your child's school report, which you will be able to collect at parents' evening. You will receive information about parents' evening at the appropriate time.

Rank order exams are an ideal opportunity for pupils to develop a competitive attitude towards their learning. Pupils have a bench mark against which they can compare themselves. The exams are invaluable as a motivational tool, encouraging the pupils to work hard towards improving their rank. Pupils that are able to maintain their rank or rank higher from one rank exam to the next, are given even higher targets to strive towards. On the other hand pupils that do not perform as well from one rank exam to the next are easily identified and the necessary support can be put in place in a timely manner. All pupils, particularly those who are identified as vulnerable in an academic sense, are treated with sensitivity and understanding.

Years 8, 9 and 10 follow exactly the same assessment process with the exception of CATs testing. At the beginning of KS4, pupils will have chosen their option subjects and so the rank orders will consist of their subject choices. The overall rank is then generated providing pupils with a chance to compare their performance with the rest of the year group.



St Matthew Academy Term Dates
Academic Year 2023-2024

AUTUMN TERM 2023	
Start Dates	**Monday 4 September 2023** (*Staff)* Tuesday 5 September 2023 (*Pupils)*
Last day of half term	Friday 20 October 2023
Half Term	**Monday 23 October – Friday 27 October 2023**
Pupils return	Monday 30 October 2023
Last day of term	Wednesday 20 December 2023

SPRING TERM 2024	
Start Date	**Friday 5 January 2024** (*Staff)* Monday 8 January 2024 (*Pupils*)
Last day of half term	Friday 9 February 2024
Half Term	**Monday 12 February 2024 – Friday 16 February 2024**
Pupils return	Monday 19 February 2024
Last day of term	Thursday 28 March 2024

SUMMER TERM 2023	
Start Date	Monday 15 April 2024
Last day of half term	Friday 24 May 2024
Half Term	**Monday 27 May 2024 – Friday 31 May 2024**
Pupils return	Monday 3 June 2024
Last day of term	Tuesday 23 July 2024

- **2 Additional inset days to be confirmed**

Bank Holidays

- Christmas Day: Monday 25 December 2023
- Boxing Day: Tuesday 26 December 2023
- New Year's Day: Monday 1 January 2024
- Good Friday: Friday 29 March 2024
- Easter Monday: Monday 1 April 2024
- Early May bank holiday: Monday 6 May 2024
- Spring bank holiday: Monday 27 May 2024
- Summer bank holiday: Monday 26 August 2024

ST MATTHEW ACADEMY

Let your light shine

Contact Details:

Telephone: 020 8853 6250

Email: info@stmatthewacademy.co.uk

Website: www.stmatthewacademy.co.uk

Twitter: twitter.com/StMattAcad