



ST MATTHEW
ACADEMY
Let your light shine

Welcome to Bumblebee Class



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Academy Prayer

*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 they may see my good works
and give glory to you
Father in heaven
Amen*



Welcome to St Matthew Academy

On behalf of the children and staff of St Matthew Academy Primary, I am delighted to welcome your child to our school, to our Early Years family.

We aim to build a partnership with your family to ensure that your child can enjoy their school years. We recognise that in order to be successful in school, our children need support from both home and school. We appreciate a strong partnership with you will make a great difference to your child's education.

As a Catholic school, we are a school community that learns together, prays together and has fun together. We endeavour to teach our children the Gospel values and these are reinforced by our Academy values - Being kind, helpful, understanding, honest and respectful.

We are privileged to teach wonderful children and watch them flourish throughout their learning journey at St Matthew Academy. We consider every one of our pupils to be special; educating the 'whole child' is something we strongly believe in. We are therefore committed to delivering a rich and personalised curriculum in order that each child may reach their true potential.

We look forward to meeting you and welcoming your child into our school.

Ms Joanna Chick
Head of Primary



Meet Our Team



Ms Chick
Head of Primary



Mr Umekwe
Deputy Head of Primary



Ms Hooker
Inclusion Manager



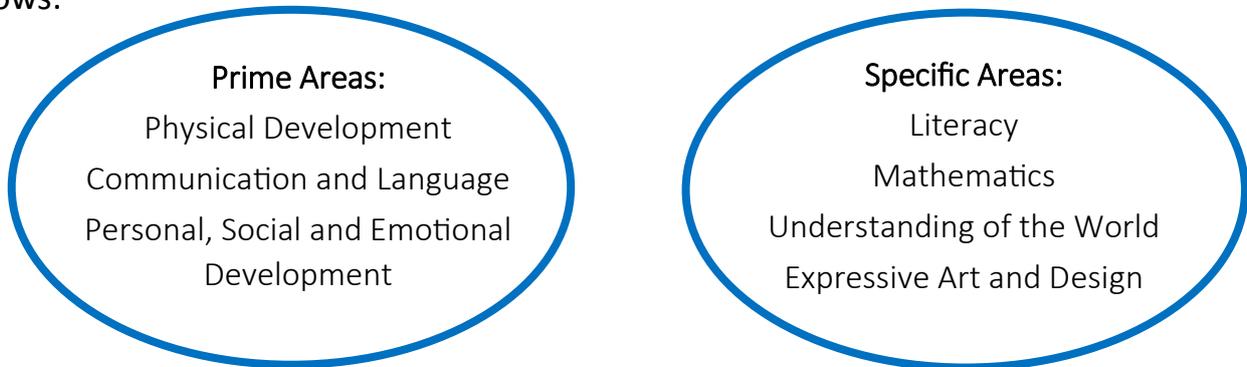
Ms Cassima
Early Years Leader &
Bumblebee Teacher



Ms Budzowska-Gawlak
Bumblebee Teaching
Assistant

The Early Years Curriculum

In reception class we approach learning through play and provide a learning environment that is stimulating and exciting. Children will have the opportunity to explore and investigate in both indoor and outdoor areas, which have been well planned to give access to the seven areas of the Early Years Foundation Stage Curriculum. The seven areas are as follows:



Assessment – The Foundation Stage Profile

Throughout the year we assess the children's progress by observing, listening and taking photos and using this information to plan for the next steps in their learning. The photographs and observations of the children's learning will make up their own individual "Learning Journey." Parents are encouraged to look at the children's learning journey and contribute towards it, by having discussions with their children's teacher and informing them of any achievements that have taken place outside of school. Each week the Parent noticeboard outside of reception class will be updated with what the learning focus of that week is.

At the end of the year, the children are assessed in all seven areas of learning, which will cover Prime and Specific areas. In September there will be a meeting with your child's teacher to explain how we assess and target children in more detail.

Reading and Phonics at Home

When your child brings their reading book home (after October half term) please spend time looking at the book with them and encourage their efforts to read. Encourage your child to point to each word as they read and use their knowledge of phonics to sound out unknown words. Children can be supported to recognise simple common words, such as 'the' by sight. Please practise the sounds of the week with your child for five minutes each night.

Questions you can ask your child when sharing a book

- Discuss the cover - What picture is on the front of the book?
- Who is the main character? What are they doing? How are they feeling?
- What do you think will happen next? Why?
- Did you enjoy the book?

Academy Uniform

Boys Uniform

Yellow polo t-shirt with school logo
Academy Jumper
Black trousers
Black socks
Black shoes or black trainers
School bag

Girls Uniform

Yellow polo t-shirt with school logo
Academy Jumper
Black skirt or black trousers
Black tights or white socks
Black shoes or black trainers
School bag

PE Kit

Navy shorts
Academy t-shirt in house colour
Plimsolls



General

- Jewellery including studs or earrings are not part of the school uniform and must not be worn at all.
- Nail varnish must not be worn
- Hair must be worn in a style appropriate for school and extreme hairstyles, colours and hairbands are not permitted. We do not allow Mohawk hair styles or shaved patterns in hair or eyebrows.

Lost Property

All children are provided with a box to store their belongings in, which are located outside of their classrooms. Please ensure all of your child's belongings are clearly labelled with your child's name and class, so that if they get misplaced they can be returned to your child as soon as possible. If your child accidentally takes home someone else's property, please do not worry! Return it to the class teacher so that they can give it to the correct child.

Where to purchase uniform

We have two main uniform suppliers:

Bailwood Fashions LTD - 246 Lewisham High Street, SE13 6JU, 0208 852 8727

Whitehall Clothiers Lewisham LTD - 244a Lewisham High Street, SE13 6JU, 0208 852 8967



SMA
School ID
70052



Name labels for school uniform and clothing



Suitable for shoes!



Perfect for all school supplies



Delivery within one week



© 76, '16 SANRIO CO., LTD.

MR. MEN™ LITTLE MISS™ © 2016 THOIP



Colour Stickers for stationery



Colour Stickers for books



Colour Stickers for all everyday items



Colour Stickers for clothing care labels*



Save money by reducing lost property

* Our Colour Stickers are not suitable to be stuck directly onto clothing: if you wish to apply the label onto the garment, our Colour Iron-ons are made for that.



Colour Stickers The most versatile nametags: stick to all equipment, and also to the washing/care label of all clothing items.

Colour Iron-ons The perfect nametags for fabric: iron in seconds onto the garment, they come with a 10 year washing guarantee.

	Colour Stickers	Colour Iron-ons
Quantity	56 nametags	56 nametags
Clothing	✓ Stick to clothing care label	✓ Iron onto fabric
Equipment	✓ Stick to equipment	
Shoes	✓ Stick inside shoes	
Price	£ 11.95	£ 11.95

Welcome To Bumblebee Class

Welcome to the Reception year at St Matthew Academy. Beginning school is a major event in the life of a four year old and there will be lots of things you will want to know to ensure that your child is well prepared for this important event. We aim to make it a happy and memorable experience.

10 steps to prepare your child for starting school

- Encourage your child to dress and undress independently
- Use the toilet independently and wash hands with soap afterwards
- Feed themselves independently using a knife and a fork
- Establish good bed time routines so that they will get plenty of sleep every night
- Encourage them to play with other children, sharing, taking turns and tidying away independently
- Encourage them to follow simple instructions
- Share books, read every night and sing songs and nursery rhymes together
- Encourage your child to practise using pens and pencils
- Recognising and writing their name and learning the SOUNDS of the alphabet
- Counting and recognising numbers to 10 (then beyond)



A day in the life of

Bumble



Bee



1. Self-registration



2. Bags & coats away



3. Morning prayer



4. Choosing our learning



6. Lining up for lunch



7. Lunchtime!



8. Choosing our learning



5. Brain Break



9. Home time!



Academy Day - Key Stage 1

Time	Activity
07:30 - 08:30	Breakfast club is available (after October half term for Reception)
08:40 - 08:50	Gates open and children line up in their classes
08:50 - 09:00	Registration
09:00 -10:20	Morning Session
10:20 -10:40	Morning Break
10:40 -12:00	Late Morning Session
12:00 -13:00	Lunch
13:00 - 15:20	Afternoon Session
15:20	End of School Day

Please be punctual at the start and end of the school day as lateness can cause your children anxiety or distress.



Lunches

All key stage 1 children are entitled to free School meals, school dinners are cooked on site and offer a range of tasty healthy food, with vegetarian options always available. You can find the lunch menus on the school website and an example menu can be found on the next page.

Alternatively your child can bring in a packed lunch. We ask that you support our healthy school policy by not including any sweets, chocolate, crisps or fizzy drinks. To help protect any children with allergies we also ask that you do not include anything containing nuts. Workshops will be provided during the year to provide parents with interesting ideas for a healthy lunchbox.

WEEK 3

	Monday	Tuesday	Wednesday	Thursday	Friday
GLOBAL ADVENTURE	<p>INDIAN Chickpea and Tomato Masala</p> <p>Wholegrain Rice*</p> <p>Green Beans</p>	<p>CHINESE BBQ Mandarin Pork</p> <p>Beggars Noodles</p> <p>Stir Fried Vegetables</p>	<p>MEXICAN Beef Barbecoa</p> <p>Baked Garlic & Herb Potato Wedges Broccoli</p> <p>Sweetcorn</p>	<p>THAI Thai Red Chicken Curry</p> <p>Lime and Coriander Rice</p> <p>Crunchy Vegetable Salad</p>	<p>BRITISH Home-made Battered Fish Fillet</p> <p>Chips</p> <p>Baked Beans</p>
HIGH STREET FAVES	Black Eyed Bean Veggie Burger (v)	Loaded Triple Mac 'N' Cheese (v)	Cauliflower & Creamed Corn Bake (v)	Grilled Piri Butternut & Halloumi Skewers (v)	Black Eyed Bean and Vegetable Jambalaya
	Paprika Wedges	Carnival rice	Baked Garlic & Herb Wedges (no oil)	Tomato and Herb Rice	Chips
	Corn Slaw	Southern Greens	BBQ Beans	Sweetcorn Fritter	House Slaw
COLD FAIR	Assorted Sandwich	Assorted Sandwich	Assorted Sandwich	Assorted Sandwich	Assorted Sandwich
	Assorted Cold Sweets	Assorted Cold Sweets	Assorted Cold Sweets	Assorted Cold Sweets	Assorted Cold Sweets
	Assorted Wraps	Assorted Wraps	Assorted Wraps	Assorted Wraps	Assorted Wraps

Reception Staggered Start Dates

Date	Children born between September & January	Children born between February & August
Wednesday 4 September	09:00 - 13:00	
Thursday 5 September	09:00 - 13:00	
Friday 6 September	09:00 - 13:00	
Monday 9 September	09:00 -15:20	09:00 - 13:00
Tuesday 10 September	09:00 -15:20	09:00 - 13:00
Wednesday 11 September	09:00 -15:20	09:00 - 13:00
Thursday 12 September	09:00 -15:20	09:00 - 13:00
Friday 13 September	09:00 -15:20	09:00 - 13:00
Monday 14 September	09:00 -15:20	

Term Dates for 2019/20 Academic Year

Autumn Term

- Wednesday 4 September to Friday 18 October
- Half term: Monday 21 October to Friday 25 October
- Monday 28 October to Thursday 19 December

Spring Term

- Monday 6 January to Friday 14 February
- Half term: Monday 17 February to Friday 21 February
- Monday 24 February to Friday 3 April

Summer Term

- Monday 20 April to Friday 22 May
- Half term: Monday 25 May to Friday 29 May
- Monday 1 June to Tuesday 21 July

Inset Days

- Monday 2 and 3 September
- Friday 22 November
- Monday 6 January

Public Holiday

- Christmas Day & Boxing Day - Wednesday 25 & 26 December 2019
- New Year's Day - Wednesday 1 January 2020
- Good Friday - Friday 10 April 2020 & Easter Monday - Monday 13 April 2020
- May Day Bank Holiday - Monday 4 May 2020
- Spring Bank Holiday - Monday 25 May 2020
- Summer Bank Holiday - Monday 27 August 2020

Important Information

Pupil Premium

Your child will automatically receive a free school meal until the end of Year 2. However, for every child individually registered with Lewisham for a free school meal, the school will receive money to spend on extra resources. It is called the Pupil Premium and is worth over £1000 per child. Even if you don't want your child to have the school meals, if they qualify and are registered, the school still gets the Pupil Premium.

How to apply

You can check your eligibility on www.myfreeschoolmeals.com

Register now <https://schools.lewisham.gov.uk/parentportal/>

Attendance and Punctuality

We wish to work in partnership with parents and carers so are seeking your full support in ensuring that your child attends school every day and on time. We are always pleased to work together with parents/carers in resolving any difficulties but we are also committed to Improving attendance levels at St Matthew Academy.

The target attendance figure for all pupils is a **minimum of 98%** attendance.

Each week in our assembly we celebrate the class with the least number of lates and the highest attendance percentage that week. Our weekly attendance and punctuality figures are posted on our school website.

It is also important that you collect your child on time at the end of the day. If anyone new is collecting your child you must inform the teacher (and preferably introduce them) that morning. For health and safety reasons we will not allow any child to go home with someone we do not know or anyone under the age of 18.



Attendance Cup Winners



Punctuality Panda Winner

What do I do if my child is ill and unable to attend school?

It is very important your child attends school every day unless they are unwell. If they are not able to attend school please leave a message on our absence line, stating their name, class, teacher and reason for being absent. Alternatively email Mrs Walker the Attendance officer at FWA@stmatthewacademy.co.uk with the reason for your child's absence. When your child returns to school please send a letter explaining the reason for their absence or email us.

What do I do if I am running late collecting my child

Call main reception on 0208 853 6250 and ask for a message to be passed onto your child's class teacher.

Behaviour for Learning



ST MATTHEW
ACADEMY
Let your light shine
Values

Life at SMA would be Great
for everyone if we all are:

Respectful

I care about myself and others.
I use good manners, I am tolerant of others and I treat others the way I wish to be treated.

Honest

I am truthful to myself and I am trustworthy.
I will always try to do the right thing regardless of the consequence



Kind

I am caring and nice to others.
I am sympathetic of other people's feelings and treat others with fairness at all times.



Understanding

I am always polite and sensitive to others' needs although I may not agree with them.



Helpful

I try to support others in times of need.
This may be standing up for an elderly person on a bus, it may be raising money for charity or caring for a friend when they are sad.



Our approach to managing behaviour places great emphasis on instilling our learning characteristics and values within our children. We encourage our children to positively manage their behaviour through self regulation and self reflection. Through positive encouragement and praise, consistent boundaries, ensuring a safe learning environment with a strong focus on fairness and politeness is how our staff promote excellent behaviour for learning.



Please refer to the school website for all of our policies.

www.stmatthewacademy.co.uk

Communication

Home and Academy partnership

We greatly value the partnership between home and school. Together parents and teachers together play an important role in educating children and need to support each other in order for children to benefit fully from their education.

Keeping in Touch with us

Parents are welcome to discuss their child either before or after school, or by appointment. If you have any concerns or questions, please speak to your child's class teacher. Please let us know as soon as possible about any problems or changes in circumstances that may affect your child, so we can support your child and ensure their learning and education are as unaffected as possible

How we keep in touch with you

- Parents will be encouraged to attend a termly parents meeting with their child's class teacher.
- Newsletters
- Termly curriculum letter
- Parent workshops
- School website and twitter

During parent meetings you will be given the opportunity to discuss your child's progress, attainment and behaviour in school. You will have opportunity to have a look at your child's work (Learning Journey) and raise any concerns you may have.

Regular school and class newsletters will be sent home with your child and are also put onto the schools website for you to look at.

The Academy offers information directly to parents using email and text. Parents wishing to receive newsletters etc. electronically may have their email added to the register. During the first term there will be a 'Welcome to Reception' meeting for parents and also a phonics workshop, to explain how we teach phonics in school. We also welcome suggestions from parents for other workshops they would find useful. There are also open evenings and special events when parents are invited to come and see the school in action, for example Christmas plays, breakfast mornings, children's Mass.

Home visits

Our home visits will be taking place on Wednesday 19 and Thursday 20 June, Ms Hooker will visit you and your child at your home, please speak to Ms Chick if you have not booked.



Engaging Learning and Enrichment Opportunities

At SMA we strive to ensure that all our pupils are confident and successful learners. Our learning characteristics run through all that we do at SMA.



Trips and visits

Our children love to go on trips to experience first-hand the topics that they are learning in class. Throughout the year we provide many amazing opportunities in school to enrich and engage the children's love of learning i.e. theatre performances for World Book Day, cooking workshops, visits from the Fire Brigade.



Specialist Lessons

Our children are extremely lucky to have full use of the fantastic facilities and specialist staff at SMA. Children take part in dance lessons in our studio, have specialist PE staff to teach their PE lessons and enjoy learning in the Forest school with our outdoor provision teacher.



Working together to support your child at SMA

The Academy recognises that the successful development of its pupils depends on an effective partnership of Academy, parents and pupils.

Together we will commit ourselves to the following:

SMA Academy will...

- Provide a learning environment that is stimulating, safe and caring
- Ensure that each pupil has the opportunities, supports and guidance to achieve their potential
- Expect high standards, set clear rules, promote mutual respect and instil a sense of responsibility
- Keep parents informed about school matters, be welcoming to enquiries and responsive to concerns

Parents & Carers will...

- Make sure my child attends school in correct uniform, arrives on time and is properly equipped for school
- Encourage my child to work hard and support my child with homework and reading at home
- Attend parents evenings and workshops
- Support the schools policies and guidelines as outlined in this booklet

Pupils will...

- Try my best and work hard in class, so that I can achieve my full potential
- Tell my teacher if I am worried about anything
- Listen and follow instructions, keep to the school rules and be polite to everybody



