

St Matthew Academy

St Joseph's Vale, Blackheath, London SE3 0XX

Headteacher: Ms Miranda Baldwin

Head of Primary: Ms Joanna Chick



13 July 2020

Dear Parents and Carers

We have come to the end of a very unusual summer term and are already making preparations for the safe return of all our pupils in September. I would like to take this opportunity once again to thank you all for your hard work in supporting your children at home over this very difficult period. I am immensely proud of the Primary staff and the quality of work that they have continued to deliver to our children via Seesaw. It has been an absolute pleasure to receive many examples of outstanding work from our children over the last term.

We are really looking forward to welcoming back all of our children in September but have to put extra measures in place to ensure that everyone is kept safe and that Government guidelines regarding health, safety and hygiene are adhered to. In order to do this effectively there will be some changes to how we operate.

Firstly, **we will be asking all Year 3, 4 and 5 pupils to come into the Academy on Monday 7th September and Tuesday 8th September** as these pupils have not had the opportunity over the last half term to familiarise themselves with the new procedures and systems in place. **From Wednesday 9th September all remaining pupils; Reception, Year 1, 2 and 6 will attend.**

Attendance

Attendance in September is **compulsory** for all pupils in all year groups. If your child is unwell and absent from the Academy please email attendance@stmatthewacademy.co.uk or leave a message on pupil absence line – 0208 853 6250 and pressing Option 1 stating clearly your child's full name, year group and the reason for their absence.

Class bubbles

All pupils will be taught in their normal classes with their teacher and teaching assistant. Pupils will remain with their assigned adults for all lessons and they will not mix with other class bubbles however, they can mix with their parallel classes. The measures that we will be putting into place to avoid pupils coming into contact with other bubbles are as follows:

Staggered drop off and collection times

Class	Drop off	Collection
Reception	9.30am	3.30pm
Year 1	9.30am	3.30pm
Year 2	9.20am	3.20pm
Year 3	9.20am	3.20pm
Year 4	9.10am	3.10pm
Year 5	9.00am	3.00pm
Year 6	8.50am	2.50pm

☎: 0208 853 6250 ✉: info@stmatthewacademy.co.uk 🌐: www.stmatthewacademy.co.uk 🐦: @stmattacad

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Successful, confident learners High expectations, outstanding achievements Inclusive, caring, Catholic community Nurturing talent, cultivating ambition Excellence for all

Dropping off and collecting children

Parents will not be permitted to enter the academy building but, will drop their children off at the designated time outside the Primary gate. All parents and children will enter the Academy site via the pedestrian gate and walk along the left hand side of the car park following the markings. Children will be met at the gate by their class teachers and line up on their designated spots. Parents will then exit the car park on the right hand side following the markings. We kindly ask all parents not to congregate in the car park. If you need to contact the class teacher please do so via email.

Children who have siblings in other year groups

Provision will be made for those children who have siblings in other year groups to support parents when dropping off and collecting children. Children who finish at an earlier time to their sibling will be kept in the Primary hall until their sibling finishes their academy day and they will be both brought out to the Primary gate to be met by their parent. The same applies in the morning i.e. if one sibling starts at 9.00 and another at 9.20 then both siblings can be dropped off at the same time and they will be taken to their respective classrooms where they will be met by the teaching assistant.

Hygiene, health and safety

On entering the Academy, all pupils will sanitise their hands. Pupils will regularly be asked to wash their hands thoroughly using soap and water in the sinks in their classrooms. All hygiene and social distancing procedures will continue to be enforced and modelled by staff. Children will remain in their bubbles and staggered playtimes and lunchtimes will take place for all classes. Our rigorous cleaning programme will continue to be in full force.

Lunchtimes

Children can choose to bring in a packed lunch from home or have a meal provided by the Academy. All children in EYFS and KS1 are eligible for a free school meal. If your child is in years 3 – 6 and would like a meal provided, then please make payment for this via Parentpay. If your circumstances change over the summer please do sign up for free school meals so that you can receive support over the holiday. All details for how to sign up for free school meals can be found on the Lewisham website. Children can choose from an academy packed lunch or a hot meal.

Uniform

All children need to attend in September wearing full St Matthew Academy uniform. PE kit needs to be provided for days when the children have PE. Your child will be notified of their PE days during the first week back and will commence PE lessons in the second week back in September.

Breakfast club

From Monday 14th September we will be reopening our Breakfast Club provision. This provision will from 7.30am until the children go into class. If you require this provision please email info@stmatthewacademy.co.uk by Monday August 10th. Please state which days you require the provision, your child's name and year group. The relevant forms will be sent out to you via email so that you can complete them and return on the first day back in September.

After school clubs/interventions

We will be commencing the running of our after school provision from **Monday 28th September**. Our after school programme takes the form of a variety of enrichment clubs and reading/maths intervention groups. Information regarding which enrichment clubs are available for year groups will be sent out on Monday 14th September. Parents will specify which clubs their child would like to attend. Pupils will be invited to attend intervention groups to provide additional support and challenge in terms of their learning. Again, information will be sent out to parents if their child has been selected to attend interventions. As I am sure you will appreciate, given the current circumstances, we are not able to offer the extensive range of clubs that we did this year as all clubs have to be run in class bubbles. Clubs run for 1 hour from the time the academy day ends for that specific class bubble i.e. if Year 6 finish at 2.50pm then any clubs/interventions will finish at 3.50pm.

Curriculum Newsletters

Curriculum newsletters will be sent home via email and a paper copy given to the children in the first week back in September. The newsletter will provide further details of the curriculum areas that your child will be studying in the Autumn term, PE days, homework due days and information regarding Seesaw. If you have any questions please email the class teacher directly.

Your child will receive a holiday homework pack through the post with lots of fun activities to complete over the summer holiday.

I wish you and your family a restful and enjoyable summer holiday. We cannot wait to see all our children ready to learn in September.

Yours faithfully,



Joanna Chick
Head of Primary Phase