

Welcome to St. Matthew's CE School



**Information Booklet for
New Parents**

School Times



Morning Drop Off

The gate onto the playground opens at 8.30am. Members of staff are on the playground from 8.30am onwards and are there to supervise your children as they arrive at school. You are welcome to stay on the playground with us but you are also free to drop and go. At 8.45am, the bell is rung. Children then go into school through the back classroom doors. Registers are taken promptly at 8.50am. We ask parents to refrain from trying to catch the class teachers in the morning. Anything important that we need to know can be written in the home partnership book. Alternatively, if you need to speak to someone, please go to the office and they will be more than happy

to help.

Break time – 10.30am –10.45am

Children need a pair of named wellington boots in school. Children in Key stage 1 (Reception class to Year 2) are given their free fruit and milk. Milk is free for 4 year olds but once your child turns 5 you will need to pay for this. Children in Key Stage 2 (Years 3 to Year 6) can bring in a piece of fruit or a vegetable as their snack. Children are given a water bottle free of charge when they start at St Matthew's. These will be sent home periodically for cleaning. They will also need to be replaced each half term/term. They are available to purchase from the office for 40p each. Alternatively, you can send them in with a bottle from home. They will have access to this throughout the school day.

Lunch time – 12.00pm – 1.00pm

Children have a choice of hot school dinner plus a drink or a packed lunch made at home. Please make sure you name your child's lunch box. Please do not send fizzy drinks, glass bottles, cans or anything that may contain nuts.

Break time – 1.45pm –2.00pm

Children in Year 1 and 2 will have an afternoon break. Children in Reception class will have free flow play.

Home time – 3.10pm

Children in Reception class are to be collected from the garden gate outside their classroom. All other classes are brought out to various points on the playground. Children will only be allowed to leave with someone that has been named on their contact form. Please contact the office staff if there is a change to the normal collection routine.



Absences

If your child is unwell, please telephone the school (01420 472844) as soon as possible.

Money

All money sent to school must be in an envelope with your child's name, the amount and what the money is for

Medicines

Medicines are not administered to children during school hours unless completely necessary and prescribed by a GP (eg. medicine that has to be taken with food). Parents must sign a form to allow staff to administer medicine where necessary.

Children with asthma keep a named inhaler in their classrooms and parents must complete an asthma form.

Uniform

Winter Uniform

- Gold Polo Shirt (preferably with school logo)
- Grey or black skirt or trousers
- Green sweatshirt (preferably with school logo)
- School fleece (optional)
- Black, grey or white socks
- Grey/green tights
- Black shoes – heels should be no more than 2cms for girls



Summer Uniform

- Green gingham check/stripe dress
- Grey or black skirt/trousers or shorts
- Gold polo shirt with school logo
- Green sweatshirt (preferably school logo)
- Black, grey or white socks
- Black shoes – heels should be no more than 2cms for girls
- 'Leather' sandals (not fabric) in black, brown or white
- Sun Hat

PE Equipment

- T-shirt in house colour (red, blue, green or yellow)
- Black shorts (not tight lycra 'cycle' shorts)
- Plimsolls or trainers (black or white)
- Black, blue or green tracksuit bottoms and sweatshirt
- Draw stringed PE bag (in house colour)

Please make sure all items are named.



Other Equipment

- Swimming costume/trunks (not shorts) for swimming
- Swimming cap (for chin length hair and longer)
- Specific club footwear (eg. football boots)
- Roll on suncream
- Waterproof trousers for KS1
- Wellington boots are ESSENTIAL and should be left at school

Jewellery

Please do not allow your child to wear jewellery to school. If your child has pierced ears, please make sure they can take the earrings out themselves or that they do not wear earrings on PE days.

Hairstyles

Hairstyles are expected to be sensible and not a distraction. Chin to shoulder length hair should be in a hairband. Below shoulder length hair should be tied back. Sensible hair accessories such as a hair bands or scrunchies may be worn to keep hair tidy. Hair accessories should be in school colours. Hard hair bands must be removed during PE lessons.



Home partnership books

Children take home a 'Home Partnership' book in their book bag every day. This allows staff and parents to have regular contact. It is used as a message book and parents can use it to relay any information to teachers (eg. that the child is being collected by someone else on that day etc). Teachers also write in the book if they need to share information with parents (eg. that a child had made a new friend, reminders about school trips etc).



Special Friends

Each child in Reception will be allocated 2 special friends, one from Year 3 and one from Year 6. All other children are allocated 1 special friend. These friends will walk to church with your child, help them at playtimes and lunchtimes and sometimes work in the class with them.

Parents

If your child is upset when you leave them in the morning and you are feeling upset too, please contact the office and someone will check that all is well. If there are any problems with your child during the day, we will contact you. The start of a new academic year in particular can be a difficult time for children and parents and some children take longer to settle than others. Please don't worry, we will look after them!

If you have any concerns at all, please talk to the class teacher as the first point of contact or the Headteacher if the class teacher is not available. We want to work in partnership with you to ensure the well-being of your child.



We look forward to working with you and your child.