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## A message from Mr Coombes - Headteacher

Please find what I hope is a useful booklet with the sort of information that is helpful this side of the summer break.

We have tried to set out how we want to work so we can concentrate on doing the best for your child.

Sometimes the things like how we dress, the drinks we choose or how we pick up or drop off our children can get in the way of what is really important - learning new things and how to get along with each other.

The stakes are high and we want your child to be safe, successful and happy. It sounds easy but it takes a lot of hard work.

Your help working with us is important. Where your child, you, their teacher or even well meaning headteacher get things wrong, I'm hoping that wherever possible we can learn and move on together.

Have a great Summer break and do find time to enjoy yourselves. If you can make a little bit of time to talk through school procedures with your son or daughter that would help.

See you in September.

Dean Coombes  
Headteacher

# Key contacts in School

Mrs Gill, Assistant Headteacher, is the main point of contact for admissions to Year 7.  
To get in touch please email [enquiries@st-matthias.com](mailto:enquiries@st-matthias.com).

| I HAVE A QUESTION ABOUT...                                 | WHO YOU NEED TO TALK TO  |
|--|--|
| My child's learning/class activities/lessons/homework      | Your child's Form Tutor or Year Leader   |
| My child's wellbeing/pastoral support                      | Your child's Form Tutor, Year Leader, or Students Services   |
| Payments   | The School Office  |
| School trips   | The School Office  |
| Uniform/lost and found                                     | The School Office or Students Services   |
| Attendance and absence requests                            | If you need to report your child's absence this can be done through Class Charts. Alternatively please call: 01902 556400 ext 1<br><br>If you want to request approval for term-time absence, complete a LOA form (link accessible from Students Services) |
| Emotional wellbeing, behaviour and allegations of bullying | Your child's Form Tutor or Year Leader   |
| School events/the school calendar                          | The School office  |
| Special educational needs (SEN)                            | Your child's Form Tutor, Year Leader or the SEND Team  |
| Welfare/Safeguarding                                       | The Safeguarding and Welfare Team  |
| Before and after-school clubs and activities               | Your child's Form Tutor or Year Leader   |
| Governing board  | The School Office  |
| Catering/meals   | The School Office  |



For further information on how to contact a member of staff or make an appointment to come to school please refer to our Home School Communication policy accessible from:

<https://www.st-matthias.com>

## Term Dates



### Start of Term Arrangements

Tuesday 2nd September 2025 – Year 7 only

Wednesday 3rd September 2025 – All Year Groups

### Autumn Term 2025:

Term Time: Monday 1 September 2025 to Friday 24 October 2025

Half term: Monday 27 October 2025 to Friday 31 October 2025

Term Time: Monday 3 November 2025 to Friday 19 December 2025

### Spring Term 2026:

Term Time: Monday 5 January 2026 to Friday 13 February 2026

Half term: Monday 16 February 2026 to Friday 20 February 2026

Term Time: Monday 23 February 2026 to Friday 27 March 2026

### Summer Term 2025:

Term Time: Monday 13 April 2026 to Friday 22 May 2026

Half term: Monday 25 May 2026 to Friday 29 May 2026

Term Time: Monday 1 June 2026 to Monday 20 July 2026

## Structure of the day



|               |            |
|---------------|------------|
| 09:00 – 09:10 | Form Time  |
| 09:10 – 10:00 | Period 1   |
| 10:00 – 10:50 | Period 2   |
| 10:50 – 11:10 | Break Time |
| 11:10 – 12:00 | Period 3   |
| 12:00 – 12:50 | Period 4   |
| 12:50 – 13:30 | Lunch Time |
| 1:30 – 2:20   | Period 5   |
| 2:20 – 3:10   | Period 6   |
| 3:10 – 3:30   | Form Time  |

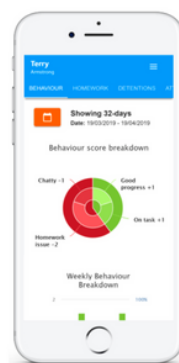
### Extra Curricular activities:

Students are encouraged to attend at least one after school club per week. Further information about clubs and activities will be issued to Parents in due course.

# How the School keeps you informed

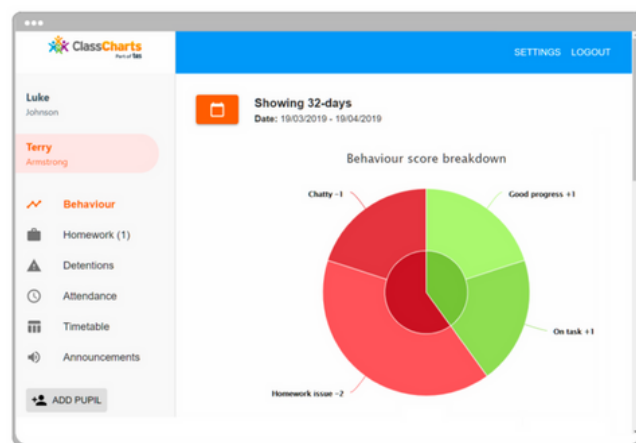


At St Matthias we use an application called **Class Charts** to help you keep track of your child's behaviour, view their timetable, receive announcements from school, access attendance records, view assigned Independent Study tasks and track scheduled Restorative Interventions.



If you have more than one child, you can access Class Charts information about your children from a single, centralised parent account.

Class Charts for parents can be accessed via their website, or through their iOS and Android apps.



Further information about our other methods of communication with families is contained in our Home School Communication policy available from our website: <https://www.st-matthias.com/>

# Uniform Guidelines 2025 - 2026

## Blazer (compulsary)

Blazer with our School logo must be worn at all times



## White shirt

Plain white long/short sleeved shirt.  
(Tucked in at ALL times)



## Black socks/tights

Black socks must be worn under trousers.  
Black tights must be worn with skirts.



## Tie/Scarf



## Coats

Coats must be plain black with no large logos. No hoodies or sports coats to be worn on the school premises

Examples that are ACCEPTABLE



Examples that are NOT ACCEPTABLE



Different colours/patterns are NOT acceptable.

## Nails

Natural nail only. All nails must be short in length and neutral in colour

## Smart Tailored black trousers

All trousers need to be formal tailored trousers in full length. No jeans, canvas or legging type material are allowed. No tight fitting/skinny trousers.



## Plain black skirt

All skirts must be tailored and below the knee. No elasticated/lycra, tube style, front splits, zips or decorations allowed



## Shoes

Only black flat leather type formal shoes are allowed. No trainers/trainer type or canvas shoes allowed

Examples that are ACCEPTABLE



Examples that are NOT ACCEPTABLE



## Caps/Hats

No Caps or hats to be worn on the school premises

## Hair

Only plain black hair accessories

## Jewellery

Should be kept to a minimum, ie watch, bracelet. Necklaces should be worn under the shirt. Stud earrings only. No facial piercings

# What do students need for PE?

- Basic Trainers
- PE Socks
- PE Shorts
- Polo Shirt
- Jogging Bottoms
- Hoodie/Sweater
- Jacket
- Sports Leggings
- Gumshields (recommended)



**Please advise your child of the following:**

- Hair should be tied back at all times.
- No jewellery allowed in any P.E. lesson.
- To wear gum shields during contact sports
- To change socks for PE
- To hand any valuables to keep them safe and secure

The school cannot accept responsibility for lost items not handed in

## Price list

**Blazers, ties, scarves and PE Kit can only be purchased from school, through ParentPay**

| Item              | Price  |
|-------------------|--------|
| Blazer            | £39.50 |
| Tie/Scarf         | £5.00  |
| PE Jacket         | £28.00 |
| PE Hoodie/Sweater | £19.00 |
| Jogging bottoms   | £23.00 |
| Sports leggings   | £17.00 |
| PE Polo shirt     | £13.00 |
| PE Shorts         | £11.00 |
| PE Socks          | £6.00  |

There will be opportunity to purchase those items during the Yr7s interview days. For the rest of the time, parents are asked to liaise with Student Services and payments can be made through our ParentPay system. If you require any support please contact Students Services.



# School Equipment

## School Equipment

Every student is expected to bring a school bag each day and provide the following basic items of equipment for every lesson:

### Essentials

Black or blue ball point pen (and a spare)

Pencil

Green pen

Eraser



# Quality food experience

Food is made freshly on site by our in-house Chef and catering colleagues. We offer balanced hot and cold meals available to purchase using Parent Pay or through the Free School Meal scheme. Menus are available on our website. We cater for all dietary needs and/or cultural restrictions. Please ensure you notify us of any food allergies or intolerance for your child.

## Free Breakfast from 8.30 am



All children have access to nutritious breakfast options on arrival and before Form time at no cost. They can choose from a selection of: Toast, bagels, crumpets, beans, fruit, cereals/porridge, milk, yogurts, smoothies, orange/apple Juice.



## Lunches

Children will have a choice of the main meal of the day, or grab and go item, pasta pots or jacket potatoes. We also offer a selection of cold sandwiches and a popular salad bar. The desserts offer is fresh fruit pots, yogurts, jellies and mousses. On selected days, we will offer home made cakes.



| Lunch Prices                          | Per item | Combo with cake | Combo with fruit pot/jelly/mousse |
|---------------------------------------|----------|-----------------|-----------------------------------|
| Main meal - Chef's Favorite           | £1.80    | £2.60           | £2.40                             |
| Grab & Go of the day                  | £1.80    | £2.60           | £2.40                             |
| Pasta Pot/Jacket Potato - one topping | £1.60    | £2.40           | £2.20                             |
| Sandwich                              | £1.60    | £2.40           | £2.20                             |



See our full price list on our website



## Free school meals eligibility:

We work with City of Wolverhampton Council to run frequent checks to verify new entitlements to free school meals and we will notify eligible families where appropriate. Please ensure you have provided your NI number for automatic checks. For more info: <https://www.wolverhampton.gov.uk/education-and-schools/free-school-meals-eligibility-checking-service>

# Promoting Positive Choices

## Packed lunches and snacks brought into school

All students are encouraged to eat a healthy balanced diet. Students are therefore not allowed to bring in items such as: large bars of chocolate, family sized packets of crisps, packets of biscuits or any sugar / energy drinks.



## Drinking in lessons

The school encourages students to drink water only and bring their own bottle which can be refilled in school. Fizzy drinks are not allowed.

Clear, unflavoured mineral water can be brought in and drank in lessons. This is healthy and stops any learning time being wasted discussing what type of drink it is.



**Chewing gum** is not allowed in school

No chewing gum

# Expectations

A St Matthias student is always:

- ready and willing to improve their own learning
- on time for school and all lessons
- co-operative and respectful of others
- smart and equipped for learning
- responsible and does the right thing
- a positive role model
- resilient and never gives up



If a student does not show respect and disrupts lessons the following process will take place:

- 1. A warning by the member of staff**
- 2. The student will be given a 15 minute Restorative Intervention.**
- 3. The student will be given a 20 minute Restorative Intervention.**

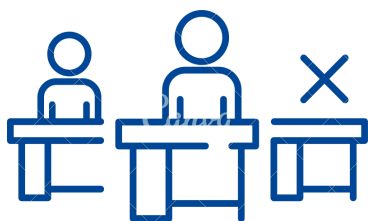
If the inappropriate behaviour continues or there is a serious incident the student will be removed from the room. The student will be given a 30 minute Restorative Intervention.

Students are supported with their behaviour in a number of ways including:

- Monitoring Cards
- Restorative Intervention
- 1:1 or Small Group Interventions
- Temporary suspension

School only ever suspends as a last resort.

# Attendance & Punctuality



## Reporting sickness absence

If your child is ill and unable to attend please contact the school by 9am. The only acceptable reason for absence is the child's own illness. It is part of the school's policy to encourage full attendance. If we do not hear from you regarding your child's absence the school's Attendance Officer will make contact immediately. From this, home visits will be made and educational welfare service will be informed if appropriate.

## Becoming unwell during the school day

If your child becomes unwell during school they need to report it to staff and/or attend Student Services if contact with parents/carers needs to be made. Students should not be making that call themselves. It is important that we have updated telephone numbers to enable us to contact you or a nominated family member or friend.

## Visit to Doctor or Dentist

Children with an appointment with their doctor, dentist or at hospital should bring their appointment card or a note to the Attendance Officer on the day of the appointment, they will then be 'signed out at the appropriate time'. Where possible appointments during the school day should be avoided.

## Requesting leave of absence for a holiday during term time

Parents/Carers do not have the right to take their children out of school during term time. They may receive a Fixed Penalty Notice for taking holidays without the Headteacher's permission. Before taking a child out of school during term time, parents/carers should complete a leave of absence request form, at least four weeks before the leave is taken. A link to the form to complete is accessible from our website.



# Attendance & Punctuality



Please visit our Attendance and Punctuality information page on our Website to access the below. We have also have links to other useful information to help parents and carer with attendance.

<https://www.st-matthias.com/>

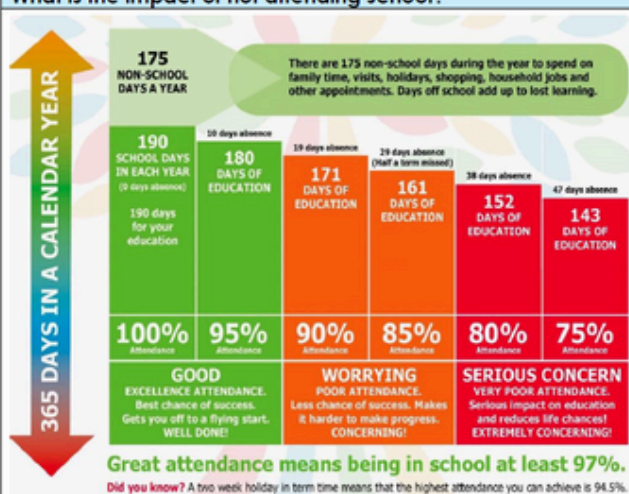


## Attendance and Punctuality - Every School Day Counts

### Why is attendance important?

Children should attend school every day. Those who attend regularly are more likely to feel settled in school, maintain friendships, keep up with their learning and gain the greatest benefit from their education. We want all our children to enjoy school, grow up to become emotionally resilient, confident and competent adults who are able to realise their full potential. Regular attendance and punctuality are essential in the workplace and children who are used to attending school on time will be better prepared for the attendance expectations in the workplace.

### What is the impact of not attending school?



### How many lessons are missed?

When children aren't in lessons gaps form in their knowledge and understanding. The more lessons missed, the bigger these gaps become. The table below indicates the amount of lost learning.

| Attendance | Days lost in a year | Which is approximately | Approximate number of lessons missed |
|------------|---------------------|------------------------|--------------------------------------|
| 95%        | 10 Days             | 2 Weeks                | 60 Lessons                           |
| 90%        | 19 Days             | 3 Weeks 4 days         | 114 Lessons                          |
| 80%        | 38 Days             | 7 Weeks 3 days         | 228 Lessons                          |
| 75%        | 47 Days             | 9 Weeks 2 days         | 282 Lessons                          |
| 50%        | 95 Days             | 19 Weeks               | 570 Lessons                          |

### Working Together to improve Attendance

Sometimes children can be reluctant to attend. The school encourages parents/carers and children to be open and honest about the reason for the child's absence. If a child is reluctant to attend, it is never better to cover up their absence or for a parent/carers to give in to pressure to let the child stay at home. This can give the impression to the child that attendance does not matter and can make things worse.

School needs to understand the reasons why a child is reluctant to attend, in order to be able to support them and their parents/carers in the best way.

We aim to work in partnership with parents and carers to remove barriers to good school attendance. Staff strive to establish good working relationships with the families of our students through good communication and regular meetings to address on-going attendance concerns. If necessary, staff signpost our families to specialist support services who can work with the family and school in a multi-agency approach.

**MOMENTS  
MATTER,  
ATTENDANCE  
COUNTS.**

### What is the impact of arriving late to school or lessons?

When a child arrives late to the school, they miss important events like form time, teacher instructions and introductions; this can seriously disadvantage students. The table below indicates how frequent lateness can add up to a considerable amount of lost learning

| Minutes per day | Days lost in a year | Approximate number of lessons missed |
|-----------------|---------------------|--------------------------------------|
| 5 Minutes       | 3 Days              | 15 Lessons                           |
| 10 Minutes      | 6 Days              | 30 Lessons                           |
| 15 Minutes      | 9 Days              | 45 Lessons                           |

### Attendance Target Groups

The Attendance Target groups are used to identify areas for improvement and to target interventions to support children to improve. In addition to this, improvements are encouraged, recognised and celebrated. School and home can work together to ensure children do their very best.



# Rewards and Incentives



Parents are regularly notified about achievements. This is done through phone calls, class charts and letters home.

## Commendations

Five commendations are given out in each lesson. Parents will be notified on Class Charts when their child has received commendations.

### Bronze, Silver and Gold Commendations



All staff nominate three students each week to receive a Bronze, Silver, or Gold Commendation.

## Behaviour for Learning Target Groups

On a termly basis students who regularly maintain 1A status for all four Behaviour for Learning Target Groups are rewarded e.g. Christmas lunch or Theatre Trip.

# Behaviour for Learning Targets



Please visit our Behaviour for Learning information page on our Website to access the below <https://www.st-matthias.com/>

## Behaviour for Learning Target Groups



### What are Behaviour for Learning Target groups?

We are always looking for ways to support your child to achieve their best. One way we do this is to track their attendance, punctuality, behaviour and prepared for learning. All four of these have a big impact on their readiness for learning and achieving academic potential. Each half term all students are put into the four Behaviour for Learning Target Groups. Below you will see the criteria that we use to work out which target group each student belongs to e.g. 3 lates to school or lessons = Punctuality Target Group 2B or 4 Behaviour points = Behaviour Target Group 1B.

The Target groups can then be used to identify areas for improvement and to target interventions to support students to improve. In addition to this, improvements are encouraged, recognised and celebrated. School and home can work together to ensure students do their very best. This means different things to different students. A student might be in Behaviour target group 3 and the next half term move to 2C, all improvements are recognised. The ultimate goal is to be in 1A or 1B for all four target groups, these students are most likely to achieve their academic potential.

| Attendance Criteria   | Behaviour   | Punctuality  | Prepared For Learning  |
|---|---|--|--|
| Criteria = Based on overall school attendance during the half term. | Criteria = Based on the number of behaviour points received during the half term e.g. a 15 minute Restorative Interventions equals 2 Behaviour Points | Criteria = Based on the number of lates to school or lessons during the half term. | Criteria = Based on the number of prepared for learning points received during the half term e.g. points for not having equipment or wearing the correct uniform |
|   |   |  |  |

### How will I know which Behaviour for Learning Target Group my child is in?

There is a table included in every school report, this is where you can see which Target Group they are in. Here is an example of what it looks like:

|          | Behaviour for Learning Target Groups |           |             |                       |
|----------|--------------------------------------|-----------|-------------|-----------------------|
|          | Attendance                           | Behaviour | Punctuality | Prepared for Learning |
| Autumn 1 | 2B                                   | 1B        | 1A          | 1B                    |
| Autumn 2 | 2B                                   | 2A        | 1A          | 1B                    |
| Spring 1 | 2A                                   | 1B        | 1A          | 2A                    |

### How well is my child doing?

The ultimate goal is to be in 1A or 1B for all four target groups, these students are most likely to achieve their academic potential.



|          |       |                                  |
|----------|-------|----------------------------------|
| 2C or 3  | Red   | Requires significant improvement |
| 2A or 2B | Amber | Requires improvement             |
| 1B       | Green | Good                             |
| 1A       | Gold  | Outstanding                      |



# Mobile devices

## Mobile Phones

Students are not allowed to use their mobile phones at any point during the school day. This includes lessons and around school. Mobile phones, Airpods or headphones must NOT be seen or heard at any point during the school day.

## iPads

iPads bought through the school scheme are allowed to be used in lessons with the teachers permission.

Students must not use their iPad in lessons to:

- Search any sites or topics other than those specified by staff
- Send any communication or post any material other than that specified by staff
- Film or take photographs without permission from staff
- Listen to music



## Consequences

Our guidance is as follows:

1st time – Confiscated and given back at the end of the day.

2nd Time - Confiscated , message sent home and given back at the end of the day.

3rd Time – Confiscated, message sent home, given back at end of the day but banned from having one in school for at least the rest of the term. It can be handed in each morning and collected at the end of each day or left at home, this will be agreed with school and parents.

School cannot accept any responsibility for any lost mobile devices. We will obviously help your child to try and find the device but we will not replace it. In PE, students are requested to hand their mobile devices in so that they can be locked away safely. Please advise your children to hand them in so that they are secure.

# Arriving to School

We encourage children to walk or cycle to school.

## Pedestrians

Please ensure your child accesses and leaves the school via the student gate only.

**This gate is open as follows:**

**8.00 – 9.00 am**

**3.15 – 4.30 pm**

If your child arrives or leaves school **at any other time**, please ensure they go through the pedestrian gate and walk along the pathway



## Bikes

Students may cycle and leave their bikes at the school. We do have spaces for bicycles and encourage children to use these with parental permission, but cannot accept responsibility for bikes stored on school premises. Bikeability sessions are provided in school to promote the safe use of bikes.

## Cars

The safety of all children attending St Matthias is taken very seriously and can be maximised with the cooperation of parents/carers. Please think twice before parking on pavements, across driveways, at designated crossing points and illegally on parking restrictions.

Please consider parking away from the immediate vicinity of the school (e.g. in appropriate places in Deans Road and Tyburn Road) when dropping off and picking up your child and walking a short distance with them to and from the school. This can help them develop their road safety skills for future years.

To keep our students safe please regard the following:

- Please don't turn into the main entrance to drop off children.
- Please don't drop your children off in the visitors entrance. This is for staff, visitors, those registered disabled and the school taxis.
- Please don't park anywhere in the driveway



Further information about parking on site or nearby please refer to our Car Parking guidelines document available from our website: <https://www.st-matthias.com/>

# Notes/Things to Clarify