

Matching Green Church of England Primary School Parents/Carers Handbook



**“Learning with our head, heart and hands so that we can
experience life in all its fullness”**

Kindness, Endurance, Forgiveness, Friendship and Thankfulness

Message from the Headteacher

Welcome to Matching Green Church of England Primary School. I am delighted that you have chosen Matching Green for your child's educational journey and the team, and I look forward to working with you to achieve the best for your child.

At Matching Green, we have a deep Christian foundation that can be seen through our teaching and learning, through our worship and through our school values, ethos and culture. We are passionate about creating a therapeutic, nurturing and supportive environment where children can thrive. When staff and children feel valued, listened to and safe, everyone achieves. We strive for inclusivity, understanding, patience and acceptance to ensure that our community understands 'everyone is welcome here'. We focus heavily on supporting wellbeing through our Christian Values as we know the importance of this in supporting children through their next stages.

We strongly believe that all children can progress from their starting points, when staff know the children well. Relationships are the foundation of everything we do. We work hard to support children to achieve their potential through high expectations and identifying barriers to learning. We model empathy and compassion so that the children attending Matching Green Church of England School become lifelong learners who can take risks, learn from mistakes and demonstrate resilience.

We educate the whole child by teaching them to learn with their heads, hearts and hands each day to respect and value the diversity of life their communities around them offer in the 21st Century. We do this with the John 10:10 quote at the forefront of our minds 'life in all its fullness' by teaching an enriched curriculum that goes beyond the classroom and incorporates aspects of a social, spiritual, cultural, physical, intellectual, emotional and moral education. We ensure that our curriculum includes opportunities for children to learn with their head (academic) their hearts (wellbeing) and their hands (making/doing). At Matching Green, we want children to foster curiosity and a love of learning through inspirational topics, where they are immersed in their learning and end with a final product that the children can stop to look at; reflecting on the achievements they have made and be proud of their progress and outcomes. The topics the children will be taught will be led by them and will focus on a particular book(s), author or genre. Throughout these topics, children will be creative and have memorable and engaging experiences, encouraged to think analytically and ask questions to further their learning. Our curriculum incorporates various experiences and opportunities to strengthen children's understanding of the world through teaching and educational visits and trips. Our curriculum ensures that children will explore and understand at a deeper level and will leave Matching Green with a love of learning!

Our investment in the '[No Outsiders](#)' project means everyone is welcome at our school. We are an inclusive school where we meet the needs of all pupils and their families, including those with special educational needs and disabilities. We have a shared expectation that all pupils, regardless of their special educational needs or disabilities, will be a valued member of our school community and should be offered inclusive teaching which will enable them to make the best possible progress in school and for them to reach their full potential.

We know that children will only make progress with their learning if their wellbeing is also looked after. At Matching Green, we are lucky to have small class sizes, which enables all members of staff to know the children well and therefore know when they need some extra support. We pride ourselves on being a caring environment both for our children and for their families. Teaching children the Christian Values and how these can reflect on their daily lives is an important ethos of our school.

Partnerships are essential and at Matching Green we want to engage with families in a variety of ways; providing workshops for you to learn how your children learn and how you can support at home, events held by the PTA and inviting you into school to take part in activities with your child's learning to name a few. This extends to working with our local community and we welcome you to contribute to our school in any way you can.

Primary school years are when a lifelong love of learning begins, where children start out on a journey away from the family home and find out about new social situations and scenarios. School days should be enjoyable and unforgettable; full of proud moments for all the small and big achievements that are made in a safe, engaging and friendly environment.

Mrs Childs

Headteacher

Who's Who

Mrs Childs is the Headteacher and the SENCo and Mr Ball is the Senior Teacher. Mrs Childs is the Designated Safeguarding Lead, Mr Ball and Miss Toon are the Deputy Safeguarding Leads.

In the office, Mrs Howes is the School Business Manager and Mrs Dean is the Administrative Assistant. They will be able to help you with any queries you have and will be able to direct you to the best person to help!

Mr Loader is our caretaker, he also leads our Morning Club, so will be on hand to say hello first thing!

We have four classes, which are all named after Great British people. A teacher teaches every class and there are additional support staff across the school to support the children throughout the day.

Staff overview for 2024 - 2025		
Year group	Class name	Teaching staff
Early Years Foundation Stage	Potter Class	Miss Clarke
Year 1 and year 2	Nightingale Class	Miss Mogridge and Mrs Chilvers
Year 3 and year 4	Darwin Class	Mrs Hanifin and Mrs Chilvers
Year 5 and year 5	Shakespeare class	Mr Ball

The School Day

Morning Club

Morning Club provision starts at 8:00am with the children being greeted by Mr Loader. The cost for this provision is £4 per session.

Beginning of the Day

Our school gates open at 8:35am and remain open until 8.45am. Parents/carers are invited into the school playground where they will be greeted by a member of school staff, the children will make their way into the classroom from 8.35am, where they will be met by a key adult to start their day. The school bell rings at 8:45am and registration takes place.

It is important for your children to be on the school premises by 8:45am so that they are not late to start their day.

Morning

Our morning sessions run from 8:45am - 12:00pm, which also includes a morning playtime. Monday-Thursday the children take part in Collective Worship at 9am.

Snacks at Playtime

Children in Reception, Year 1 and Year 2 are entitled to a free fruit piece provided by the government's Schools Fruit and Vegetable Scheme. All children are welcome to bring in a piece of fresh or dried fruit or other healthy snacks e.g. carrot sticks to eat during playtime. We especially encourage this for children from Year 3.

Please be aware that we are a nut free school due to some children having allergies. This means that children are not allowed to bring nuts of any variety into school, including Nutella spread.

School Dinners

Our cook, Miss Bennett, cooks our school dinners on site. A two-week cycle is in place, and this changes twice a year. The school menus can be found on the school website. Children can decide on the day if they wish to have a hot dinner, a jacket potato or, when on offer, the alternative option. All children are also encouraged to try something from our salad bar too. Children in Early Years and Key Stage 1 all receive free school meals through the Universal Infant Free School Meals programme, and for the children from Year 3 and above they are priced at £2.75, payment is made via your School Money account.

At lunchtime, the whole school goes into the hall, they are then called a year group at a time. This gives staff time to help children with their meals. Every half term children sit in new seating places e.g. house groups, year groups, own choice etc.

Afternoon

Our afternoon sessions run from 1:00pm - 3:15pm. At the end of the day, our gates open at 3.10pm and we ask that parents/carers wait in the playground. Children are dismissed into the school playground where our parents/carers will be waiting to collect children.

If your child is attending an after-school club, they will be taken to that club by a member of staff. Clubs usually finish at 4:15pm, unless stated otherwise.

Alternative pick-up arrangements

Keeping your children safe is a fundamental part of our role. Therefore, it is helpful if parents/carers could introduce members of staff to other adults who would be regularly picking up your child/ren e.g. grandparents/carers or a childminder. This means that we recognise a familiar face when handing over your child at the end of the day and know that they are going home with a safe person. If your child is going home with someone different, then we ask that you inform the School Office by 2:30pm on that day.

If you have a longstanding arrangement with another parent/carer, please put this in writing to allow your child/ren to go home with this person, this will then be shared with the staff. If you are running late for any reason, please contact the school as soon as possible to inform us, your child/ren will be supervised by a member of staff until you are able to pick them up. As part of our duty to safeguard children, please be aware that if we do not hear from you and cannot contact you after 4.30pm, we will contact Social Services for further advice.

We do not allow our children to walk home by themselves, as we do not feel that the roads outside of our school are safe enough as there are no pavements, and traffic does build up at the beginning and end of the school day.

After School Clubs

Our After School Clubs are run by Sports Coaching Specialists Limited. You will be able to sign up directly with them via the links on the website, under the Parents – External Clubs and Community Events page.

Prayer

Matching Green CE Primary School is a Christian school and our curriculum and ethos reflect this. However, we are welcoming of children and families from all different faiths. We have a non-denominational prayer space in the corridor outside the School Office, which the children are welcome to use during break times, where they can also use this as a place of reflection/calm during lesson times should they need to.

We have our own school prayer which children say regularly during Collective Worship, alongside the Lord's Prayer. Children also say grace in their classrooms before lunchtime and a prayer at the end of the day.

*Heavenly Father
Make us thankful as we begin our day
For the following things for which we pray.

Help us to learn and help us to share
Guide us in friendship and teach us to care.

May we be kind in all we do
Forgiving others as we have been taught to.

Support us as we work hard each day
And for all these things through Jesus we pray.*

Amen

Attendance/ absence procedures

Attendance and punctuality is exceptionally important and is something that we monitor on a weekly basis. It is a legal requirement for parents/carers to ensure that their child is in school, if your child's attendance drops below 95%, they will be classified as a persistent absentee. If your child is persistently absent or if they are persistently late, we will seek advice and support from our Educational Welfare Officer.

If your child is late for school (e.g. arriving after 8:45am, but before 9:10am) they must be signed in at the School Office and it will be recorded that they are late. If your child arrives after 9:10am, you must still sign your child in at the School Office and it will be recorded as an unauthorised absence.

If your child is ill for a genuine reason, (please see our NHS traffic light tool at the end of this booklet) then please telephone the school and choose the 'reporting your child absent' option or alternatively, email the School Office. Please be assured that if we think your child is unwell or should go home, then we will call you to ask you to come and collect them. In line with our safeguarding procedures, if we do not hear from you by 9:30am as to why your child is not in school, we will contact you to ask for a reason.

Following guidance from the Local Education Authority, absences other than illnesses, medical appointments or exceptional circumstances during term time will not be authorised. Absences that are approved under exceptional circumstances are at the Headteacher's Discretion.

Special Education Needs and Disabilities and Medical Needs

SEND

Our school SENDCO (Special Educational Needs and Disability Co-Ordinator) is Mrs Childs. Our Local Offer on our [SEN Information Report](#) can be found on our school website. Further support can be found on the [Essex Local Offer](#).

Medical

If your child should need regular medical attention, e.g. asthma or if they have any allergies, then we will ask you to come in and discuss their needs so that we can put together a Medical Care Plan. This Plan will then be shared with all members of staff.

Please be advised that all members of staff are Paediatric First Aid trained.

Communication

A senior leader will be available on the school playground at the start of each day. We openly invite families to communicate with us and endeavor to communicate effectively with you too.

Curriculum Maps/Homework

At the beginning of each term teachers will send home a copy of the termly curriculum map, this will provide you with all the information you will need about the topic your child is learning about.

It is important that children read, so please read with them by listening to them or reading a book to them every day. A homework grid will also be sent home – as this is different for each class, more information about this will be provided. All this information (plus the weekly spelling lists) can be found on the school website under 'Children – Class Pages.'

Social Media

All parents/carers are welcome to join our private X account, information and news is shared on here, as well as photos and updates of the children learning with their head, heart and hands. Each class also has an individual Instagram account, and their addresses can be found below:

- Potter Class @potter.class
- Nightingale Class @nightingale.class
- Darwin Class @charlesdarwin.class

- Shakespeare Class @shakespeare.class
- PTA @matchinggreenschoolpta.

Newsletters

The Headteacher sends out a newsletter every week on a Friday, this will give parents/carers information about upcoming events, as well as messages for the whole school community and an overview of the school's week. This will be emailed to you via Teachers2Parents and will also be available on the school website.

Pupil learning reviews and School Reports

We have two learning reviews where we invite parents/carers and children in to discuss the child's learning and progress over the academic year, the first is before the October half term and the second is before the February half term. In the Summer Term, parents/carers will receive a full school report just before the summer holiday break.

Concerns

Should you have any concerns at all, it is best that these are dealt with as soon as they arise, so that appropriate support can be put in place or given.

The first person for you to speak to about a concern with your child is your child's Class Teacher, as they will be the person that spends the most time with your child and will know more about what has happened in their day. However, if you feel that this has not be dealt with appropriately, or that your concern is more serious than this, then please do not hesitate to come and speak to me.

If you have a safeguarding concern about a child, please speak to me, Mr Ball or Miss Toon.

School Closures

In the unfortunate event that the school must close for any reasons e.g. due to extreme weather or heating/electrical failure, we will inform parents/carers as soon as possible.

Information will be shared via Teachers2Parents in the first instance, but messages will also be shared on the school website and via the school X account (@MatchingPrimary).

School Community

House Groups

The whole school is split into four house groups; Matthew (blue), Mark (red), Luke (green) and John (yellow). Children stay in this group for their time at Matching Green, and siblings/family members are grouped together. Children often work in their house groups for different events including Sports Day, events linked to whole school topics, intra house sports tournaments and many more. As part of our reward system, children can collect house points throughout the week. The winners are announced during Celebration Assembly on a Friday and the winning house over the term receives a reward.

PTA

All members of the parent community are part of the PTA (The Friends of Matching Green School) and they welcome any support for the events they hold for the children. There is a main core of PTA members who meet regularly with the Headteacher and other school representatives to plan events and to discuss fundraising ideas. The PTA generously donates their funding regularly to the school to support trips, the curriculum and resourcing the school. They have their own page on Instagram:@matchinggreenschoolpta.

Scooters/Bikes to School

We want to encourage the children to be as active as possible and therefore children are welcome to scoot or cycle to school. Scooters and bikes may be parked in our scooter pod on the playground.

School Uniform and PE Kit

Please see our school website for detailed information on school uniform expectations and further information on where you can purchase all uniform that requires a logo. Our PTA also holds a selection of pre-loved uniform that need a home, please contact the School Office if you need any.