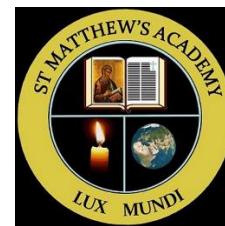


## NEW S1 PUPILS – Transition Information



Your child is starting in St Matthew's in August and below is some information to help make the transition as smooth as possible. The information shared is based on questions that have been asked and some suggestions made by parents of our current S1.

### Attendance

We have an expectation of excellent attendance. If however your child is unable to attend school we would ask that a phone call is made to the school office. Guidance staff check attendance of pupils and if there has been no phone call for an absent pupil a text message will be sent to the main contact only. It is therefore important that contact details are accurate and up-to-date.

### School Meals

If a pupil is due a free school meal, they must apply for this each session. In St. Matthew's the pupils have the opportunity to purchase food at the start of the school day, at interval and at lunchtime. Parents and carers are able to pay in money for school meals via ParentPay. <https://www.parentpay.com/> There are no cash tills in the school. S1 pupils are not allowed out of the school grounds at interval or lunchtime.

### Uniform

St Matthew's Academy has a school uniform, which encourages and supports a sense of identification with the school. All pupils, therefore, are expected to wear uniform at all times. The uniform for St Matthew's Academy is as follows:

- white shirt / blouse
- school tie (striped for S1 – S4; crested for S5 – S6)
- black skirt / trousers
- black jumper / cardigan
- school blazer with badge
- black shoes

Trousers and skirts should be smart and modest and extremes of fashion should be avoided. Hipsters, denims, shorts, tracksuit trousers and casual trousers are not permitted. Jumpers and cardigans should be plain (i.e. no logos) and should allow the school tie to be visible. All items of clothing should be clearly labelled with the child's name in case of loss.

This school dress code has been agreed through consultation with parents.

Both the crested and striped school ties will be available for direct purchase from the school at very reasonable prices.

Parents receiving jobseeker's allowance or income support, family credit, housing benefit or council tax rebate will normally be entitled to grants for footwear and clothing for their children. Information and application forms may be obtained from schools or from Education & Skills, Cunninghame House, Irvine, KA12 8EE.

It is possible to order a blazer online. The website is [www.schoolwearmadeeasy.com](http://www.schoolwearmadeeasy.com). You select 'Badged School Uniform' and then search for St. Matthew's Academy.

### Transport

At present, there are 13 school buses for St. Matthew's. If a pupil is entitled to school transport, it is important that the appropriate paperwork is completed. This paperwork will be issued by each primary school. Information on the route and pick up times for each bus can be accessed by calling SPT on 0141-333-3362.

### Timetables

All S1 pupils will have a copy of their timetable posted home to them during the summer holiday. This will give pupils an idea of the structure of each day and a chance to familiarise themselves with the names of their teachers. Pupils will be issued with a new copy of this timetable on their first day.

All pupils will follow a 33 period week and the periods are 50 minutes long. Monday, Tuesday and Wednesday, class starts at 0850 and finishes at 1535. Thursday and Friday class start at 0850 and finish at 1445. Pupils have a break mid-morning for 15 minutes and 40 minutes for lunch.

### Lockers

All pupils have access to a locker although many pupils choose not to have one. Lockers will be issued during September and a £5 deposit is requested. Pupils will have access to their lockers at the start and end of each day as well as at interval and lunchtime.

### Homework

We use Microsoft Teams for all homework. All pupils will be given a Glow username and password at the start of term. Pupils will receive training on how to use Teams when in school in August.

### First Day

All S1 pupils will meet in the Auditorium at 8.50 am on their first day. This is the same room that they gathered in for their Induction Days. Pupils will have S6 Buddies who will accompany them to each class during the first week.