

Matthew Arnold Primary School
including Granby & Dingle Children Centre & MAPS
Nursery



Prospectus

2025 - 2026



Welcome

This booklet is an introduction to Matthew Arnold Primary School. We aim to answer all your questions by providing the information you need. If you require any further information or would like to view the school, please contact us and we will do our best to help you.

School Information

Matthew Arnold Primary School
(including Granby & Dingle Lane Children Centre & MAPS Nursery)
Dingle Lane
Liverpool
L8 9UB

School Tel: 0151 539 0300
Children Centre Tel: 0151 233 4930

Email: admin@matthewarnold.co.uk
Web: www.matthewarnold.co.uk

Headteacher: Mrs Louise Evans
Chair of Governors: Miss Shelley Pennington

Mission Statement

It is our aim to be a centre of excellence where children and adults are successfully supported and encouraged to discover new horizons and develop their true potential.

Our School

Matthew Arnold Primary School is at the forefront of educational developments for the twenty-first century. It is our aim to be a centre of excellence where pupils and adults are successfully supported and encouraged to discover new horizons and develop their true potential. We aspire to this by providing full extended services through our mainstream schooling, 2 year old provision, a speech and language centre and links with the Children Centre. Also we have been hosting 'Princes at Matthew Arnold' from September 2018, a specialised provision for the assessment of complex needs children and a KS1 ASD class.

As an inclusive community of well qualified staff, children, families and friends it is our shared aim to give each child the best education and start in life that we can. Our staff hold a range of experience and knowledge that enables us to provide services and approaches to our pupils that will support each child and give them the opportunity to reach their true potential. That is why we would like you to visit the school and get a real feeling for what it is like here.

Matthew Arnold Primary School is an inclusive community of well qualified staff, children, families and friends. Together, we utilise our experience and knowledge to provide services and approaches to our pupils that will support each child and encourage them to reach their true potential.

We hope that you feel Matthew Arnold Primary School is where you would like your child to be. In placing your child into our school you will be entering into a partnership of shared

commitment, with a genuine ambition for their success and growth into the future.

Admissions

Matthew Arnold Primary School is a Foundation School. This means that the governors are responsible for deciding the schools admission arrangements. The admission arrangements have been determined in accordance with the School Admissions Code.

Reception Class Admission Policy for September 2026

The governing body of Matthew Arnold Primary School have agreed admission number for September 2026 will be 30 children.

The governors have agreed to follow the coordinated admission arrangements determined by Liverpool Local Authority.

In Liverpool most children start full-time infant education in the September following their 4th birthday. Parents can defer admission until later in the academic year, but not until the start of the next academic year. A child must attend full-time education in school from the beginning of term following her / his fifth birthday.

If the school is under-subscribed all applicants will be admitted.

The Government's infant class size legislation limits the number of pupils in infant classes (Reception Class, Year 1 and Year 2) to 30 pupils per class. The governors of Matthew Arnold Primary School have to follow this legislation when allocating places in the school.

Following consultation with the Local Authority children with a Statement of Special Educational Need which names Matthew Arnold Primary School will be admitted.

A request for a place **does not guarantee admission** if the school is over-subscribed.

Where requests for places exceed the admission number, children will be allocated places in the following priority order:

Priority 1

Looked after children in the care of the local authority.

Children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). (See definitions)

Priority 2

Children with exceptional medical / social needs.

Applicants wishing to be considered under this criterion should submit documentary evidence with their pack by the deadline given. The governors will review the evidence and if necessary take advice from educational professionals, social workers etc. A decision will be made as to whether your application falls under this criterion based on the evidence supplied. (See definitions)

Priority 3

Children who will have a sibling at the school when they are due to the start school other than attending one of the specialist resource provisions. (See Definitions)

Priority 4

All other applicants who have expressed a preference for the school.

In priorities **1** to **4**, if there are more applicants for places than there are places available, distance from the child's permanent home address to the main entrance of the school will be used to determine which children are admitted. In all cases where distance from home to school is used to determine admission, those children living nearest to the school will be given preference. The distance will be measured by straight line distance between the child's permanent home address and the main entrance gate of the school using the local authority's computerised measuring system. Parents will be required to provide relevant proof of address e.g. council tax bill, utility bill, tenancy agreement or proof of change of contracts if the property has been recently purchased. The school will reserve the right to request any additional information that may be required to confirm proof of address. If two or more children live the same distance from the school and there is only one place available, random allocation will be used to decide which is admitted.

Important Notes

- The waiting lists for will be drawn up in accordance with the admission policy. This will be operated until the end of the following term after the application is made i.e. If the application is made in Autumn term, application will stay on the waiting list until the end of the Spring term.
- The issue of a statement of Special Educational Needs may override the offer of a school place under the school's admission policy or may result in the withdrawal of the offer of a school place. This is because the school may not be able to cope with the child's individual needs. Parents will be consulted about a school placement via the statement procedure.
- Your child has to be in full education from the start of the term following their 5th birthday. The School Admissions Code allows parents to defer entry for their child until later in the in the academic year but not beyond the start of term following the child's 5th birthday. You cannot defer your child's entry to school until the start of the following academic year. If you wish to defer your child's entry to school you must discuss this with the head teacher. If you choose to defer entry to reception class your child can remain in nursery provision or you can opt for your child to attend the reception class on a part time basis.

Nursery Applications

Matthew Arnold nursery is very popular and places are limited. If you would like your child to attend our nursery, please refer to our Nursery Admissions Policy for further details. Policy is available upon request.

Child Protection / Safeguarding

At Matthew Arnold Primary School we are committed to safeguarding and promoting the welfare of children. We expect everyone to share this commitment.

In the event of a member of staff having a child protection concern about a pupil, he/she will immediately inform the Designated Safeguarding Lead and record accurately (including date) the events giving rise to the concern.

Child Protection / Designated Lead: Mrs L Evans
Deputy Child Protection / Deputy Leads: Mrs R Pender / Ms J Macmillan
Child Protection / Safeguarding Governor: Ms J McGee

Staffing

Senior Leadership Team

- | | |
|------------------|--|
| • Mrs L Evans | Headteacher |
| • Mrs R Pender | Deputy Headteacher |
| • Mrs R Boyd | Year 1 Teacher with Phase Leadership |
| • Mrs R Broad | Reception Teacher and Early Years Lead (Mat Leave) |
| • Miss S Welsh | Year 6 Teacher with Phase Leadership |
| • Miss J West | Language Unit Teacher and SENDCO |
| • Mrs S Nuttall | Business Manager |
| • Ms J Macmillan | Children Centre Manager |

Early Years

- | | |
|--------------------|--------------------------------------|
| • Miss C Brown | Nursery Teacher |
| • Miss M McCormick | Reception Teacher (Mat Cover) |
| • Mrs S Dyer | Learning Support Officer - Nursery |
| • Miss K Ogden | Learning Support Assistant – Nursery |
| • Mrs L Hewitt | |

Key Stage 1 & 2

- | | |
|------------------|------------------------------------|
| • Mrs O Millar | Year 2 Teacher |
| • Miss J Beer | Year 3 Teacher |
| • Mrs P Roberts | Year 4 Teacher |
| • Mrs S Battison | Year 5 Teacher |
| • Miss R Newitt | Language Unit Teacher, Cover (P/T) |
| • Miss S Jones | Learning Support Assistant |
| • Miss C Furlong | Learning Support Assistant |
| • Mrs Y Sullivan | Learning Support Officer |
| • Miss N Garbe | Learning Support Assistant |
| • Mrs J Doran | Learning Support Assistant |
| • Mrs D Taylor | Learning Support Assistant |
| • Miss C Duff | Learning Support Assistant |

Curriculum Support

- | | |
|--------------------|-------------------------------------|
| • Mrs C Millington | Higher Level Teaching Assistant |
| • Miss B Pedic | Higher Level Teaching Assistant SEN |
| • Miss K Bauress | Learning Mentor (Mat Leave) |
| • Miss A Cook | Learning Mentor (Mat Cover) |

Language Unit

- | | |
|-----------------|----------------------------|
| • Mrs B Badger | Language Unit Teacher |
| • Mrs H Lawler | Learning Support Assistant |
| • Mrs L Tweedle | Learning Support Assistant |

Admin Team

- Mrs L Bauress Admin & Finance Officer
- Miss K Lonergan Clerical Officer

MAPS Nursery – 2 Year Old Provision

- Miss J Bampton Early Years Practitioner
- Mrs K Bouckley Early Years Practitioner
- Mrs R Cookson Early Years Practitioner
- Mrs D Crawford Early Years Practitioner

Site Management

- Mr C Bauress Site Manager

Lunchtime Assistants

- Miss J Martin Supervisory Assistant
- Miss L Jones Supervisory Assistant
- Mrs A Roberts Supervisory Assistant
- Miss J Scott Supervisory Assistant
- Mrs R Lin Supervisory Assistant

Catering Staff

- Mrs E Ellis Cook
- Mrs D Kenny Catering Assistant
- Miss L Walsh Catering Assistant

We work closely with Granby & Dingle Children Centre

Children Centre Staff

- Miss R Drummond SEN / Disability Worker (P/T)
- Mrs N Martin Family Link Worker (P/T)
- Mrs G Gornell Family Link Worker (P/T)
- Mrs A Hornby Receptionist

Governing Body

LA Representative

- Ms S Pennington

Co-Opted Governors

- Mrs J Doran
- Miss J McGee
- Miss E Cant
- Mr G Twist

Partnership Governors

- Mr M Kophamel
- Mr M Collins

Staff Governors

- Mrs L Evans (Headteacher)
- Miss K Bauress

Parent Governors

- Mrs C Coombes
- Mr J Coombes

Clerk to Governing Body

- Bought in Service

The School Day

Nursery

- 8.40am to 11.40am Morning session
- 12.30pm to 3.30pm Afternoon session

(Children will attend either a morning **OR** afternoon session.)

Reception, Key Stage1 & 2

- 8.50am Registration
- 9.00am Session 1
- 10.00am Session 2
- 10.45am Morning Break
- 11.00am Session 3
- 12.00 noon Lunchtime
- 1.00pm Registration / Spelling
- 1.20pm Session 4
- 2.00pm Session 5
- 3.20pm Home time

There is a daily act of worship, this may be as a whole school or class assembly. Class assemblies are held on Fridays and parents/carers are invited to attend.

We expect your child to attend school each day and be punctual. If your child is unable to attend school, you must contact the school as early possible (before 9 am) each day. If your child has to leave school early for any particular reason, you must inform the school writing prior to the event. If your child has an appointment (eg, doctor, dental etc), you must provide a copy of the appointment card or letter to the school.

Please note, any changes in contact details must be given to the school immediately.

Medication

Medicines are not allowed in the school. If your child requires medication during school, the medication must be handed directly to Admin staff by a parent / carer. A form must be completed giving consent for the administration of the medication. All medicine must be in the original, appropriately labelled pharmacy container.

Any changes in medical conditions must be notified to the Admin office immediately.

Mobile Phones

Children are **not** permitted to have mobile phones in school. Please see our Mobile Phone Policy.

Attendance

Matthew Arnold Primary School promotes good attendance and punctuality for all pupils. We believe for every pupil to achieve their full potential regular attendance is essential.

Punctuality

A record of lateness is kept every morning and the school monitors and addresses any poor and persistent punctuality.

Family Holidays

Family holidays are to be avoided in term time as this disrupts pupil learning. Due to government legislation we remain unable to authorise holidays in term time.

Daily Absences

Absence for any reason during term time is discouraged. The following reasons for absence would be authorised:

- Illness
- Religious observation
- Attendance at medical appointments which can't be made outside school hours

Parent / Guardian Responsibility

If your child will not be attending school, parents should contact the school before 9 am on the first day of absence informing the school for the reason of absence.

(We have an automated service which will direct you to an answering machine to report the absence).

A letter of absence can be sent to school on the day your child returns to school.

School Responsibility

If your child is absent with no reason recorded, our Clerical Officer will call you to ascertain information with regards to the absence. On your child's return, if no reason is given for the absence, the school will send a letter home to be completed.

Failure to inform the school for the reason for your child's absence, will result in this being marked as 'unauthorised'. This will have a negative impact on your child's attendance record as well as their attainment level.

Persistent cases will be referred to the school Education Welfare Officer (EWO) for further investigation.

We look forward in working together to achieve and maintain a high level of attendance and punctuality for your child to be a successful learner.

School Uniform

Our current school uniform is as follows:

- Grey Trousers / Skirt
- (Grey shorts for boys)
- (Blue summer dress for girls)
- White Polo Shirt
- Royal Blue Sweatshirt with School Logo *
- Black Shoes

PE Kit

- White T Shirt with School Logo *
- Royal Blue Shorts *
- PE Bag *
- Pumps / trainers

*These items are available to purchase at Laser School Wear and Kitted Out

Curriculum Overview

At Matthew Arnold Primary we aim high and want every child to experience success; our motto is 'Developing True Potential'.

Every child has access to a broad, balanced and differentiated curriculum which prepares them for the opportunities, responsibilities and experiences for now and the future. We aim to tailor our curriculum to individual need, interest and aptitude to fulfil every child's potential.

All National Curriculum subjects are carefully planned and structured to ensure progression across both units of work and across year groups / key stages. We are committed to providing a curriculum that increases pupils' knowledge, skills and understanding as they grow and develop. We aim for high standards in English and maths as well as foundation subjects.

Our curriculum is both stimulated and challenging. It aims to develop curiosity and enable children to be independent, active learners. It allows creativity, collaboration and for children to take ownership and to celebrate their learning.

Learning is engaging through varied real life experiences, using fieldwork, education visits and visitors to school to bring relevance and enjoyment. Our curriculum aims to enable children to grow and develop as individuals whilst deepening their understanding of the incredible world around them.

Special Educational Needs

The policy for pupils with Special Educational Needs (SEN) includes the requirements of the 1993 Education Act. This piece of legislation sets out a Code of Practice which is as follows:

All pupils with SEN should have their needs addressed as soon as possible. The variety of needs are to be met with a variety of approaches.

Children with SEN require the greatest possible access to a broad and balanced curriculum, including National Curriculum.

Matthew Arnold Primary School provides a broad, balanced and relevant curriculum for all children. The National Curriculum is used as a starting point for planning that meets the specific needs of individuals and groups of children. When planning, teachers set suitable learning challenges and respond to children's diverse learning needs. A minority of children have particular learning and assessment requirements that could create barriers to learning. These requirements are likely to arise as a consequence of a child having special educational needs. Teachers take account of these requirements and make provision, where necessary, to support individuals or groups of children and thus enable them to participate effectively in curriculum and assessment activities.

Matthew Arnold Primary School recognises that a child may have additional needs either throughout, or at any time during, their school career. Curriculum planning and assessment for children with special educational needs takes account of the type and extent of the difficulty experienced by the child.

Parents have a vital role to play in their child's education. Throughout the special needs process parents are kept fully informed and involved. We take account of the wishes, feelings and knowledge of parents at all stages. We encourage parents to make an active contribution to their child's education.

Behaviour and Discipline

It is a primary aim of our school that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. Our school behaviour policy supports the way in which all members of the school can live and work together in a supportive way. It aims to promote an environment where everyone feels happy, safe and secure.

The school has a number of school rules, however the primary aim of our behaviour policy is not a system to enforce rules. It is a means of promoting good relationships, so that people can work together with the common purpose of helping everyone to learn and to work together in an effective and considerate way.

The school expects every member of the school community to behave in a considerate way towards others. We treat all children fairly and apply our behaviour policy in a consistent way. We aim to help children to grow in a safe and secure environment, and to become positive, responsible and increasingly independent members of the school community.

The school rewards good behaviour, as it believes that this will develop an ethos of kindness and co-operation.

- We praise and reward children for good behaviour in a variety of ways:
- Pupils congratulate each other, usually in assemblies and circle time
- Teachers and support staff congratulate children;
- Teachers and support staff give pupils stickers for good work and behaviour;
- Each week we nominate a child from each class to be 'pupil of the week';
- Each 'pupil of the week' receives a certificate in the school assembly;
- Pupils who have displayed acts of kindness or have produced special work are sent to the Headteacher and / or the Deputy Headteacher for praise;
- Notes and messages may be sent home in home-school diaries or reading records
- Children may be given a choice of activity
- Star charts
- Displaying children's work
- Golden Time

The school employs a number of sanctions to enforce the school rules, and to ensure a safe and positive learning environment. Consequences will be applied after a full consideration of a child's individual ability to understand. The most appropriate consequences for each child will be used.

- We expect children to listen carefully to instructions in lessons. If they do not do so, we ask them either to move to a place nearer the teacher, or to sit on their own.
- We expect children to 'have a good go' in all activities. If they do not do so, we may ask them to redo a task.
- If a child is disruptive in class, the teacher reprimands him or her. If a child misbehaves repeatedly, we isolate the child from the rest of the class until s/he calms down, and is in a position to work sensibly again with others. There may be a loss of minutes from playtime or golden time and use of that time to complete work with supervision.
- The safety of the children is paramount in all situations. If a child's behaviour endangers the safety of others, the class teacher stops the activity and prevents the child from taking part for a period of time.

- If a child threatens, hurts or bullies another pupil, the class teacher records the incident and the child is spoken to about appropriate behaviour. If a child repeatedly acts in a way that disrupts or upsets others, the school contacts the child's parents and seeks an appointment in order to discuss the situation, with a view to implementing strategies to improve the behaviour of the child.

The class teacher discusses the school rules with each class. In addition to the school rules, each class also has its own classroom rules, which is agreed by the children and displayed on the wall of the classroom. In this way, every child in the school knows the standard of behaviour that we expect in our school.

The school does not tolerate bullying of any kind. If we discover that an act of bullying or intimidation has taken place, we act immediately to stop any further occurrences of such behaviour. While it is very difficult to eradicate bullying, we do everything in our power to ensure that all children attend school free from fear.

School Meals

The school meals provided at Matthew Arnold Primary School are prepared and cooked by our catering staff working with Food For Thought. All meals are excellent and are fully compliant with the Government Nutritional Standards to ensure all children maintain a healthy diet. Menus are sent home to parents and are also displayed in the hall. Children have choices of main and sweet courses and special diets are catered for. We also supply water or juice.

School meals cost £2.00 per day (£10.00 per week). Payment must be made on Monday mornings each week, or the first day back after a holiday. We can also accept payment in advance if preferred. All payments should be made via ParentPay.

We discourage transfer from school meals to packed lunch at short notice. The preferred time scale is two weeks.

Packed Lunches

Children may bring a packed lunch if they do not wish to have a hot meal. However, we do request the lunch should be a healthy one in support of the school's healthy eating policy.

Free School Meals

If you think your child is eligible for free school meals, applications can be made by the school office on your behalf. Please speak to the school office for further information.

Breakfast and After School Club

Breakfast is the most important meal of the day. At Breakfast Club your child can have a healthy breakfast with other children in a supervised setting before school. The club is operated by Dingle Kids Club Ltd.

The club offers activities and opportunities that support learning at school. Breakfast club is particularly useful if your child arrives early at school.

Breakfast Club costs £3.50 per day and starts at 7.45am.

Children can choose from various cereals, pancakes, crumpets, toast, yoghurts and juices.

During term time Dingle Kids Club also operate after school club from the close of school until 5.55pm, at a cost of £13.00 per evening, (discounts available for siblings). Children are provided with a range of activities and have a light snack and refreshments throughout the session.

Extra Curricular Activities

Extra-curricular activities are currently available at the school. For further details please contact the school / look at the school website for latest information.

If you have an enquiry of concern about any aspect of school or your child's education, please contact the school who will try to help or inform you of the information you require.