

St. Matthew High School

ST. MATTHEW
CATHOLIC HIGH
SCHOOL



August 19th, 2025

Dear St Matthew Families,

Welcome back, everyone! We hope your summer was filled with rest, joy, and a little adventure—and that you soaked up the beautiful sunshine we were blessed with in July and August. This year, our board's spiritual theme is *Building Bridges*. Together, we'll create connections, strengthen friendships, and support one another so that every member of our school community feels valued and included at St Matthew. Our staff is excited for the year ahead and look forward to meeting our students on September 2nd! We hope the information below will help you prepare for back to school.

Welcome Day Tour

Any new student from Grade 7-8 who has registered for the fall, and has not had a school tour is welcome to visit the school on **Wednesday, August 27th from 11:00 am - 1:00 pm**. This includes any new students transferring from Lester B Pearson. Please see the parent letter from our guidance team for the following [LINK](#) and follow your alphabet timeslot.

Parents of new students in Grade 7-8 with special needs will receive an email from their resource teacher regarding Welcome Day early next week.

High School students wishing to tour the school are also welcome to visit on this day during this timeslot.

School Uniform - Top Marks

Uniform: St Matthew High School is a uniform school. Students must wear a uniform shirt, pants, or skirt. Our uniform supplier is a Canadian company, [Top Marks](#). Families are asked to create an account and use the code **MAT01** to log in to order their items. Students with special needs or those who have questions about custom sizing, please call Lisa @ 1-800-667-7105 or email info@topmarks.ca **New Item:** We are happy to announce we will have a new stretch fabric elastic cuffed drawstring pant, for September 2025.

NU2U Uniform Consignment Shop

Our gently used uniforms are sold by our School Council volunteers and the dates for evening sales are posted on our [School Website Calendar](#). Please be aware that our stock changes and

sometimes we do not have enough inventory to meet demand. All funds raised are used for school awards and supporting school based activities.

St Matthew Uniform Hoodies

Currently we are working with [Houle Sports](#) for Tiger Hoodies. We ask any parent purchasing a uniform hoodie to only purchase through our supply partner, which at this time is *Houle*. Football, cheerleading or club hoodies, must be approved by the principal and follow our uniform colour scheme etc. **Please note jogging pants can not be worn alone as part of the uniform.*

Grad 2026 Hoodies

Our Grade 12 students are welcome to buy a Grad Hoodie, purchased from Houle Sports in Orleans. Any other supplier offering school wear or Grad hoodies will not be accepted as part of the school uniform. You must order in person from Houle at this time.

Student Fees & Yearbook

We have the following options for our school fees for the upcoming school year.

Student Fee is **\$30** per student.

Yearbook Early Bird Price is **\$55**. (Winter pricing is \$62 per yearbook).

Student Fee and Yearbook combined pricing will be **\$80** per student. Students who purchase a combined fee will be entered into a draw for one of 5 free Tiger hoodies.

School Day Schedule

Our school day begins promptly at **8:30am and finishes at 2:45pm**. Students are asked to be at school by 8:15am to have enough time to go to their locker, remove their coats/boots and have their books organized for homeroom. Students arriving to class after the 8:30am bell are marked late for class. Here is a sample copy of our [Intermediate schedule](#) which has 6 periods and lunch.

Attendance Notification

Please note if your child is late for their class, they must be signed in at the main office if late for homeroom or period 1. Students late for periods 2, 3 or 4 will be signed in late by their teacher. Late arrivals will receive an **email** to the parent with their sign in time. Students who are at appointments will also receive the notification. We appreciate parent communication for lates and absences. We also send out monthly attendance letters to all students.

Presto Bus Passes

Bus pass eligibility is determined by the Ottawa Student Transportation Authority (OSTA). OSTA provides passes to students based on their eligibility, not the school. If you are unsure if your child will receive an OCtranspo Bus Pass, you can log in to the [OSTA Parent Portal](#) or visit the [BusPlanner](#).

**Please note that student ridership eligibility also changes once students move from Grade 8 to Grade 9.*

Presto Pass Pick-up

Presto Passes will be available on September 2nd, the first day of classes, during the homeroom period. Students transferring from other schools may have a delay in their Presto delivery.

Special Transportation

Students with special transportation will receive communication directly from OSTA regarding their child's pick up and drop off times.

Current OCtranspo St Matthew High School Special Bus Routes

School	AM/PM	Route	Start location	Trip start time	Trip end time	End location
St. Matthew H. S.	AM	31	3940 Innes Rd	7:42	8:13	Jeanne d'Arc/Billberry
		31	3940 Innes Rd	7:47	8:15	Jeanne d'Arc/Billberry
		34	Chapel Hill / P & R	7:43	8:10	Jeanne d'Arc/Billberry
		34	Chapel Hill / P & R	7:43	8:10	Jeanne d'Arc/Billberry
		38	Trim Park & Ride	8:03	8:21	Jeanne d'Arc/Billberry
		627	Innes / Tauvette	7:44	8:14	Jeanne d'Arc/Billberry
		637	Chapel Hill / P&R	7:33	8:12	Jeanne d'Arc/Billberry
	PM	31	Jeanne d'Arc/Billberry	14:47	15:19	3940 Innes Rd
		31	Jeanne d'Arc/Billberry	15:00	15:26	3940 Innes Rd
		34	St-Mats HS	14:46	15:25	Saddleridge / Renaud
		34	St-Mats HS	14:46	15:25	Saddleridge / Renaud
		38	Jeanne d'Arc/Billberry	14:47	15:15	Trim Park & Ride
		221	Orleans Station	15:09	15:24	Cardinal Creek / Old Montreal
		627	Jeanne d'Arc/Billberry	15:02	15:33	Innes / Tauvette
		637	St-Mats HS	14:49	15:42	Chapel Hill / P&R
		638	Jeanne d'Arc/Billberry	14:47	15:00	Orleans Station

Lunch Time Procedures

Grade 7-8 students have access to the cafeteria every day during lunch. Students are **not** permitted to leave school property at lunch to go across the street to the food truck or restaurants. Any student needing to leave at lunch time must be signed out and picked up by a parent.

High School students are permitted to leave the school and go to the plaza across Jean D'Arc for lunch time. Students must give themselves enough time to purchase their lunch and not be late for their period 3 class.

Tigers Morning Announcements

We have many activities, sports, and clubs running weekly at St Matthew. It is a lot of information to keep track of, so we have created [Morning Announcements](#) to help students and parents navigate our busy weeks. The link is also available on our website and provides quick access. Teachers review the morning announcements in homeroom daily. We encourage parents to check the site for dates and times for events and use the morning announcements as well to encourage your child to get involved at St Matthew.

Students with Special Education Requirements

Students with Individual Education Plans (IEPs) will be assigned a resource teacher. If you have any questions about accommodations or modifications or if your child requires special transition support (SEA equipment), please reach out to your child's guidance counselor and we will work together to ensure your child's transition plan is supported. mth.guidance@ocsb.ca *(Please note our guidance team and resource teachers do not officially return until September 2nd, 2025).*

How will I know my child's schedule for September?

At St. Matthew, all students 7-12 use the app [my.studentinfo.ca](#). This application is designed using the same username and password used in Grade 6 to access their Student Portal on their Chromebooks. Students will be able to check their [my.studentinfo.ca](#) on the Friday before school starts to see their schedule. New students will not be able to access it until their first day of class.

Grade 7-8 First Day of School

- 1) New students in Grade 7 will meet in the Intermediate Gym on the first day of school. All of our student helpers will direct students from buses to the gym to alleviate any anxiety with navigating their new surroundings.

- 2) Returning Grade 8 students will be directed to their homeroom classroom.
 - 3) New Grade 8 students will come to the main entrance to meet a student helper who will walk them to their classroom
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Cellphones in Grade 7-12

Students in grades 7-12 must store their cell phones in their lockers during instructional/class time. Students will only be permitted to use their cell phones during lunch, before and after school. Students will be encouraged to leverage technology using school-based Chromebooks and/or Laptops brought in from home. We strongly recommend students bring their own Chromebook or laptop. *School Mental Health Ontario has created the following [resource](#) to help parents navigate their child's digital media including support hubs for more information.*

Chromebooks

The OCSB offers technology to students to access over 100 applications. With the high volume of requests, there is often a limited number of Chromebooks for overnight or weekly distribution through the Learning Commons. *Students are highly encouraged to bring their own device (not cellphone) to access classroom activities.*

St Matthew Website

We encourage families to visit the [St Matthew School Website](#) with their child to become more familiar with our school. School newsletters will be sent on a monthly basis during the school year to highlight the events happening at the school.

Grade 7-8 Materials for September

Here is a copy of our [Materials & Supplies List for September 2025](#).

How to help your child have a mentally healthy return to school?

Making the transition to a new school can come with worries, excitement and many big feelings. It is a good idea to start the conversation about the transition to Grade 7 and help your child navigate the new school year. *School Mental Health Ontario has put together this [resource](#) to help parents support their child with this transition.*

Parent Communication

Please note that the first newsletter of the year is sent to all parents however in order to receive future emails families must be signed up for [School Messenger](#). Newsletters are sent to families twice per month. Please use the following link to sign up for general school communication via email if you have not done so already. *(Families new to the OCSB will need to register for their Messenger account - please see below.)*

Parents/Guardians School Checklist

To help you and your family prepare for the new year, we have created a checklist for you to reference before the start of school. This will help ensure you and your child(ren) do not miss out on exciting news and opportunities during the year.

- ☐ [Register for a SchoolMessenger Account](#)
 - ☐ [Register for a Parent Portal Account](#)
 - ☐ [Register for a School Cash OnLine Account](#)
 - ☐ [Fill Out School Forms on Parent Portal](#) *(Helpful Hints for Parent Portal Forms)*
 - ☐ [Update Your Contact Information on Parent Portal](#) *(Help viewing contacts in Parent Portal)*
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St Matthew Catholic School Council

Please consider volunteering with our School Council, either on our committee or as a NU2U parent volunteer which is scheduled in the evening once per month during the school year.

Big Steps in September for our Grade 7 Students

Transitioning to a new school is an exciting milestone, but it can also bring feelings of uncertainty. Please know that these emotions are a normal part of the process, and with time, support, and encouragement, your child will adapt and thrive. Even when it feels challenging, know they are capable and resilient. Our staff is always here to support your child as they move into the Tiger Den and we will champion them every step of the way.

We look forward to having a great year.

Dana Power
Principal

