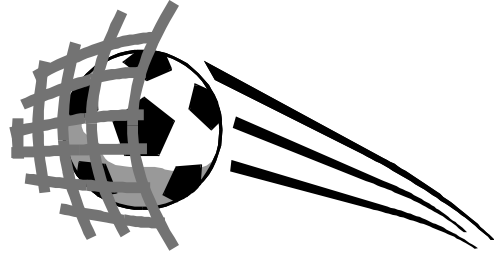


School Uniform

At St Ethelbert's, we believe that a child's appearance and dress play an important part in the life of the school. It is important that children come to school dressed sensibly, safely and tidily.

Wearing school uniform helps to make our school distinctive and gives children a sense of belonging to the community. Governors, parents and staff all agree that our children should wear school uniform. A list of the main items for boys and girls is available. Some of the items are available for sale in school. Please ask for prices. An order form is available from the Office



Footwear

All pupils should wear sensible dark coloured shoes to and from school and for outdoor wear. Please buy girls' shoes with safety in mind rather than fashion. Shoes with platform or raised heels are not safe on stairs or on the playground.

Jewellery

Pupils should not wear jewellery to school. However, we will not object to studs in pierced ears. These items must be removed for games and PE lessons and can easily be lost. The school cannot accept responsibility for them.

Other pieces of jewellery such as chains, rings and bracelets are unnecessary and should not be worn.

Hair Styles

Please consider common sense and safety! Long hair is not practical in some lessons. It needs to be tied back for school. Fashions in hair styles come and go and extreme or out of the ordinary hair styles draw attention to the pupil and often cause problems. Please do not have the boys' hair too short or with logos cut into it.

Please, make a family decision based on common sense and stick to it!

Games and PE Kit

Indoor PE Lessons

The normal wear for indoor lesson consists of white T shirt and navy shorts. Plimsolls are also required although children will sometimes work in bare feet.

Outdoor Lessons

In addition to the above, pupils may wear a navy tracksuit for outside games. Trainers are suitable for outside activities.

LOST PROPERTY

We have a Lost Property Box in the Upper School Building. It is normally full to overflowing!

You are welcome to come and rummage for missing items. However, it would be far more convenient for you and for us if all your child's clothing was named. If everyone did this, the box would be empty

All clothing needs to be marked with the child's name

School Uniform

NAME LABELS !!!!

BASIC UNIFORM

School sweat shirt or cardigan (school shop)
School polo shirt (school shop)
Grey trousers/shorts (local shop)
Grey skirt/pinafore (local shops)
Grey/white/navy socks or tights (local shops)
Sensible, sturdy shoes (local shops)
Warm waterproof coat (local shops)
Summer dress blue & white check
Winter hat/scarf/gloves – plain colours to match uniform

P.E. KIT

White t-shirt or polo shirt (local shops)
Navy shorts (local shops)
Black plimsolls/trainers (local shops)
P.E. bag (school shop or make a simple drawstring bag)

EQUIPMENT

Lunch box – with child's name on the outside (local shops)
Book bag (school shop)
Water Bottle (school shop)
Basic pencil case – Year 3 upwards
School Book Bag (School shop)

ACCESSORIES

Soft hairbands and scrunchies in blue/white
Uniform summer cap (school shop)
Stud earrings for pierced ears
Money belt
Pack of plasters to cover earrings during P.E
Summer dress blue & white check (local shops)
Winter hat/scarf gloves – plain colours to match uniform (local shops)
Tell-the-time watches (at owners risk)

FOR HEALTH & SAFETY REASONS - JEWELLERY IS NOT PERMITTED

Arrival at School - Starting the Day

Bell goes at 8.50 for registration by 9 :00 a.m.

Arriving by car

Parents must not drive onto the school site at any time unless they have written authority from the Headteacher.

Arriving on time

Please ensure that children arrive at school in good time for the start of lessons.

We expect all children to **arrive by 08.50** to register, so that lessons can begin at 09.00 prompt. The school gate is closed at 8.50. Anyone arriving after 8.50 must go to the office. Teachers are not officially on duty before this time and therefore we cannot guarantee the safety of children who arrive too early.

On arrival, children make their way into the building and should be in their classrooms by the time lessons start. We encourage all our children to be punctual and hope for your support in this. Please leave your children at the door where they will be received by a member of staff. Children who arrive after the register has been taken may have to be counted as absent unless there is an authorised reason.

Arriving on foot

All children arriving on foot should use the footpath and the gates between the two main buildings. They enter their buildings from the playground and not from the car park. Children who arrive from Moray Drive can enter the school via the rear gate.

Parking around the School

You are asked to park sensibly and safely at all times and to consider the safety of children, other road users and local residents. The police advise that parking and dropping off children on Wexham Road is dangerous. Drivers who are genuinely disabled can apply to the Headteacher for a parking permit which will enable them to park in the church car park.

Safety First

Our recommendations

- Young children should not come to school unaccompanied
- Children should never linger on the road outside the school
- Always use the crossing
- Use the pathways at all times - don't take short cuts across the car park
- Use your eyes, your ears and be responsible at all times

Lessons end at 3:20 pm

Absence from School

It is your responsibility to make sure that your children attend school.

We have to keep careful records of all absence.

We record all absences as either authorised or unauthorised.

Authorised absences

These include:

- Sickness, but only when we are informed, preferably in writing, and sometimes backed by a doctor's letter
- Other acceptable family reasons

Unauthorised absences

These include:

- Unexplained absences
- Absences which we consider are not justified

Holiday Absence

Absence from school due to family holidays. can be very disruptive to children's education and will not be authorised. Parents are asked to take this into account when planning family holidays. For exceptional circumstances, Governors **may** grant permission for up to ten school days **in total** during the Primary School Phase.

When children are persistently late for school, and when children are absent without authorisation e.g. without explanation or for unacceptable reasons, the school will:

- Firstly contact the parent for an explanation

If the problem persists, we will:

- Issue a written reminder to the parent

If the problem continues, we will:

- Report to the Attendance Officer who will take appropriate action

Please ensure all absences are genuine and a letter is sent in with an explanation on your child's return to school.

Teaching and Organising the Curriculum

Organising our Classes

In all schools in England and Wales, children are organised in Years. These are as follows.

Age at end of school year	
5	Year R
6	Year 1
7	Year 2
8	Year 3
9	Year 4
10	Year 5
11	Year 6

The National Curriculum divides pupils into Key Stages according to age. Children in Reception are part of the Foundation Stage, children in Years 1 and 2 belong to Key Stage One. Pupils in Years 3 to 6 are in Key Stage Two.

Children begin school at the beginning of the school year before their fifth birthday. Each child spends a maximum of nine terms at Key Stage One, and four years (twelve terms) at Key Stage Two.

Each year group is divided into two classes. This organisation depends on Year Group numbers and may alter from year to year. We start the school year with fourteen classes. Class sizes are a maximum of 30 in Key Stage 1 and rarely exceed 30 in Key Stage 2.



Class organisation

Each class is in the charge of a class teacher. Some classes are taught by two teachers in 'job shares'. The class teacher is responsible for most of the teaching although other teachers may teach classes or groups for some subjects. The class teacher is also responsible for maintaining pupil records and for assessing the progress of each pupil.

Religious Education

Religious Education is at the centre of the curriculum and occupies about 10% of the time. As well as teaching the tradition and practice of the Catholic faith, we base all our teaching across the whole curriculum, on the values of the gospels. Our Religious Education course is based on the series 'Here I Am'. This is the scheme recommended by the bishops of England and Wales for use in Catholic schools. Part of our RE curriculum involves studies of other faiths and this might involve visits to local places of worship.



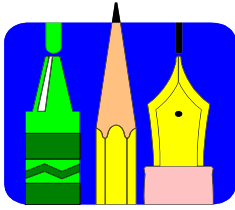
The National Curriculum

The subjects of the National Curriculum are compulsory in all schools. These are English, Maths, Science and R.E. (The Core Subjects), Information Technology, History, Geography, Music, Art, Physical Education, Design Technology and PHSE. Children progress through the stages or levels of the National Curriculum and their progress is assessed regularly through teacher assessment. At the end of each Key Stage, in Years 2 and 6, all children are assessed. Year 6 take national tests in the core subjects. Year 2 are assessed by the teacher rather than a set test. Results of these tests are available to parents. This pack contains a summary of the most recent results. Years 3, 4, and 5 take optional tests, but the results of these are not published.



Personal Relationships and Sex Education

We have designed a carefully planned programme covering personal and social education. The programme is part of the curriculum and links with most subjects. Sex Education is an integral part of this programme. Our teaching is based on a need for respect for self and for others and is naturally influenced by Catholic teaching.



Homework

Homework is recognised as an important and essential part of school life. It supplements the child's learning and involves parents in a practical way.

In the early years, reading with children is of prime importance and the Early Years teachers will advise you on how you can do this most effectively. As time goes by, homework will be presented in other forms. It will become more formal and play an increasingly necessary part in your child's education. Your child's teacher will give you a copy of our policy on homework in your child's year. You are asked to support the teachers by following the policy.

Parent Partners

We have a successful Parent Partner scheme. Parents who offer to help in school are given some basic training and sign a voluntary contract. Why not speak to your child's teacher about becoming a parent partner?

Extra Curricular Activities

We supplement the curriculum in a number of ways. Football, netball, athletics, choir, philosophy, CC4G (Computer Club 4 Girls), computer and a book club are all offered from time to time. Parent help with these activities is much appreciated.

Breakfast Club

From September 2007 we will be offering a Breakfast Club from 8 a.m. which will have a limited number of spaces and will incur a cost to parents.

School Policies

We have a range of policy statements and these are all available to parents on request. A small charge will be made for copies. Of special interest to parents are our policies on Behaviour Management, School Punctuality and Attendance, Homework and Marking.

We also have National Curriculum Policy statements which describe our teaching approaches in each subject.

The School Development and Improvement Plan is also available on request. This document identifies the areas for future development and is agreed by Staff and Governors.

Bullying

Governors and Staff have agreed a clear policy about how bullying will be dealt with at the school. In all cases, the parents will be involved at an early stage. If you think your child is being bullied, you should contact us immediately. All situations are handled sensitively.

Dealing with Problems

If things don't seem to be going well, if you are worried about what your child is or isn't doing, please see the teacher. Most teachers will be able to see you quickly but it is best to ring and make an appointment. If the problem is more serious or hasn't been dealt with, make an appointment to see the Key Stage Co-ordinator. Most problems can be sorted out in these ways. If the problem cannot be resolved in this way, please make an appointment to see the Deputy Head or the Headteacher.

Other helpful people are the Priests and the Governors. Maybe a word with the Parent Governor will help.

If all fails and you still have a serious problem or complaint, there is an official Complaints Procedure. Ask and we will give you details.

St Ethelbert's Parent Teacher Association

*All parents of pupils at the school are members of the PTA.
The PTA raises funds for the school and enables parents to meet each other
Why not get involved?*

School Meals

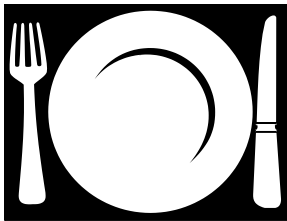
During lunch time, meals are provided in the Key Stage One Dining Hall. There is a set menu which includes 2 main meals at a set price. When there are changes, the caterers usually inform parents.

The menu is sent home for you to help your children make healthy and sensible choices for their lunchtime meal.

If you would like to see the lunchtime arrangements for yourself, you are welcome to call in during lunchtime. We would be grateful if you could let us know that you are coming by ringing us first.

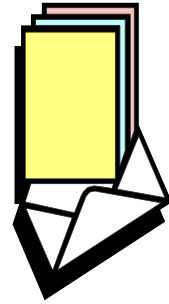
Facilities for eating packed lunches are also provided. If your child brings a packed lunch, you will need to provide a plastic lunch box. The lunch may include crisps but these must be eaten at table as part of the lunch. Drinks must be stored in an unbreakable flask. Children should not bring drinks in cans or glass bottles.

Many of our children leave home early in the morning and some parents like to provide a mid morning snack. If you do, please make it a healthy one! We approve of fruit, cheese or raw vegetable. (Children should not bring chocolates, sweets and drinks.)



Communications

Knowing what is going on in school is a priority if you really want to be involved. Your child will often bring letters and information home. Check bags and pockets as the child delivery service is not always reliable!



Most Fridays, you will receive our weekly Newsletter which keeps you up to date with school news and events.

The PTA also sends out regular information about social and educational events.

During the course of the year, we run a programme of educational events designed to keep you in touch with the school and with the progress of your child. Dates are always in Newsletters and our diary is well publicised.

Keeping our children safe

The School Governors have done all they can to ensure that our site is safe and secure and that our children are safe.

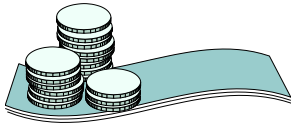
Parents are asked to play their part by -

- obeying parking rules (see page 3)
- reporting to Reception when visiting school
- reporting any suspicious strangers immediately
- ensuring safe arrangements for children coming to and from school.

St. Ethelbert's News

Our weekly newsletter is usually published on Friday

Money Matters



Instrumental Music

Termly fees are payable for tuition provided in school by independent tutors. Please ask for information. Children whose parents are on Income Support are subsidised.

Charging In Kind

Where parents indicate in advance that they wish to own the finished product of a practical activity, they may be asked to provide or pay for ingredients or materials needed. No child will be at a disadvantage because of parents' inability to contribute in this way.

Document Fees

You are welcome to ask us for copies of school policies and other documentation, which are available to parents. We will charge a fee to cover copying costs.

School Meals

If you are on Income Support, Income based Jobseeker Allowance, receive child tax credit, or receive support under the Immigration and Asylum Act 1999, your child is entitled to a daily allowance which covers the cost of a main meal. Please ask for a form. You will then need to see us with the completed form and relevant proof of allowance receipt. Both you and your child will be dealt with sensitively and in confidence.

School Shop

The school shop stocks various items of stationery and school materials. It is organised and run by pupils for pupils and is open at regular intervals during pupil breaks.

Outings and Activities

From time to time, outings and activities will be arranged for children in a particular class or year. These are connected with the topics being studied. When this happens, we will ask you for a voluntary contribution towards the cost. In most cases, the cost has to be covered by these contributions and without them the activity may have to be cancelled. If you are on income support, talk to us in confidence and we may be able to help.

Charges for Loss or Breakages

The Governors reserve the right to ask parents to contribute to the costs of replacement books, equipment or materials that have been lost, broken or damaged.

All children must use a sensible purse or wallet, labelled with the child's name and place it in the valuables bag.

No child should have money on them during the day.

Sending money to school

PLEASE - send money in a named envelope and detail contents on the front

Health and Safety Matters

During the day

We need to know where all our pupils are and that they are safe. They are not able to leave the school during the day unless they are collected by a responsible adult. If you have to collect your child for a medical or other appointment, you will need to report to the Office (KS2 Building) and sign the Release Book.

At the end of the day

Children should leave the school site promptly unless they are involved in an extra activity. If you are delayed and cannot collect your child on time, please ring us. Young children who are not collected are always instructed to stay with their teachers; not to wait offsite or to go with friends. If your child is not collected by 4 p.m., we will charge a child-minding fee for each child.

After School Activities

We will always give notice of after school activities. You must make proper arrangements for the collection of your child. We ask that children are not allowed to walk home without supervision.

Medical Matters

Asthma

If your child is an asthma sufferer, you will need to let us know. We will then give you full details of our arrangements for giving medication.

Medicine

If a medicine has been prescribed by your doctor, you are welcome to come to school to give the medicine to your child. If it is necessary for your child to have medication during the school day, you will need to come into the office to complete a form with details of dosage. We will do our best to give the correct dosage at the correct time. The Headteacher reserves the right to withdraw this facility if, for example, you have not given us sufficient information or cannot be contacted.

First Aid

It is imperative that the school holds accurate and up-to-date contact numbers.

If your child has an accident in the classroom or the playground, we will always give basic first aid and we will let you know what has happened and what we did. If the accident is more serious, we will contact you. If hospital treatment is required, we will ensure that prompt action is taken.

Illness during the day

If a child becomes ill during the day, we will decide whether to contact you. If it is agreed that the child should go home, we will ask you to collect the child and to sign the Release Book in the School Office.

Personal Hygiene

Not all pupils are independent enough to be totally responsible for personal hygiene. They all need a word in their ears occasionally! Please encourage clean habits. Care of feet, teeth and hair are important. Some of our older pupils need help and advice with personal hygiene. We all share the responsibility for sensible health education but the process begins with you, in the home.

Medical Information

You must give us the fullest information about any medical conditions which might affect your child in school.

In particular we need to know about children who have allergies or conditions which require medication.

In some cases, we will ask you to attend a meeting to discuss your child's welfare.

You must also give us written updates if and when circumstances change.

St Ethelbert's Catholic Primary School is a Roman Catholic Voluntary Aided School. The school is under the trusteeship of the Roman Catholic Bishop of Northampton. We are situated about one and a half miles from the centre of Slough close to the Berkshire / Buckinghamshire boundary on the edge of the green belt.

Who's Who

The Bishop of Northampton

The Rt. Rev Peter Doyle
Bishop's House
Marriott Street
Northampton. NN2 6AW
Tel: (01604) 715635

The Strategic Director for Children's Services (*Interim*)

Mr Ian Sandbrook
Education Department
Town Hall
Slough. SL1 3UQ
Tel: (01753) 875720

The Chair of Governors

Mrs Anna Cerenzia
St Ethelbert's Catholic Primary School
Tel: (01753) 522048

The Headteacher

Mrs Theresa Haggart
St Ethelbert's Catholic Primary School
Tel: (01753) 522048

The Governing Body

The Board of Governors meet each term. Minutes of their meetings are available in School Reception. The Elected Parent Governors can be contacted by any parent through the school if you have concerns or queries.

Admissions to the School

The school offers places to children between Rising 5 and 11 years old. A copy of the Admission Policy of the Governors is available. We admit children below five into our Nursery class. Admission details on request.

Our Parishes

The Parish of Our Lady Immaculate and St Ethelbert

Parish Priest: Fr Ray
Wellington Street, Slough SLY 1XU
Tel: (01753) 523147
Sunday Masses: 9.30am, 11.00am, 6.30pm

Church of Holy Redeemer

Parish Priest: Fr Noel Connolly
Wexham Road, Slough SL2 5QR
Tel: (01753) 578328
Saturday Masses: 6.30pm
Sunday Masses: 9.30am, 11.00am

History

The first St Ethelbert's School opened over 120 years ago and was situated in Herschel Street. From the beginning, the school served the parish of St Ethelbert's, Slough's first parish. In 1968, the juniors moved to the present site followed by the infants some years later. We are now one of eight Catholic schools serving the Catholic community.

Secondary Schools

St Bernard's Convent School,
Langley Road, Slough. SL3 7AF
Tel: (01753) 527020

St Joseph's Catholic High School
Shaggy Calf Lane, Slough. SL2 5HW
Tel: (01753) 524713

