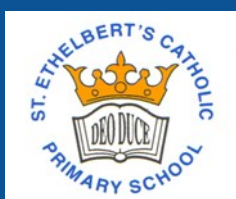


Diocese of Northampton - Duns Scotus Trust  
St Thomas Catholic Academy Trust  
**St Ethelbert's Catholic Primary School and Nursery**



## School Prospectus 2020-2021



**Our mission statement:**  
*Learning, achieving and growing together with Jesus*



## About our school

St Ethelbert's Catholic Primary School is a two-form entry Roman Catholic Academy, a member of the St Peter Catholic Academy Trust (SPCAT) in the diocese of Northampton. St Anthony's Catholic Primary and St Joseph's Catholic High School are partner schools in the Trust.

Our most recent RE Inspection found that 'St Ethelbert's is a good school with outstanding Catholic life and collective worship'. Christ is at the centre of our school and 'The quality of teaching, learning and assessment in religious education is good.'

St Ethelbert's school is situated on a leafy, spacious site about one and half miles from the centre of Slough and close to the Berkshire/Buckinghamshire boundary on the edge of the green belt.

The first St. Ethelbert's School opened over a century ago and was situated in Herschel Street in Slough, serving the parish of St. Ethelbert's, Slough's first parish. In 1968, the junior school moved to our current site in Wexham Road, followed by the infant school some years later. We are one of seven Catholic schools serving the Catholic community in Slough.

We are fortunate that the school is set in beautiful grounds, including a large playing field, spacious hard-surface playgrounds as well as a grassed play areas and an amphitheater for outdoor learning. We have two large halls which we use for assemblies, sports as well as lunches. The school also has a well-resourced library and computer suite to support learning across the curriculum.



## Welcome message from the Headteacher

Dear Parents

I would like to welcome you and your child to the Catholic community of St. Ethelbert's Catholic Primary School and Nursery. St Ethelbert's is a 'Good' school—OFSTED March 2019

As a Catholic school we regard the unique and individual talents given by God to your child as gifts to be nurtured and developed during their time with us. Every member of our community is valued, loved and respected, with Christ acknowledged to be our greatest teacher and at the centre of everything that we do.

Our mission statement '**Learning, achieving and growing together with Jesus**' underpins the high expectations we have of our pupils. Through dedicated teaching, an exciting and varied curriculum, and clear assessment systems we ensure that your child will thrive and reach the very best of their potential. In our recent OFSTED inspection (March 2019), inspectors found that 'Teachers have high expectations of pupils' and that 'Pupils enjoy coming to school. They find lessons interesting and challenging.'

We encourage our pupils to take ownership of their learning, to ask questions and be curious about their learning. We want them to see themselves as learners who put no limit on what they can achieve.

We work in close partnership with our parents, and regard clear communication as essential to building strong partnerships that support our pupils' opportunities to learn and succeed. We aim to give your child an education that equips them to be a confident, articulate, responsible 21<sup>st</sup> Century citizen.

I look forward to meeting you and your child in person.

God Bless

Mrs. Fiona Maynard

## St Peter Catholic Academy Trust

St Ethelbert's school is part of a multi-academy trust governed by a board of Directors. The Directors oversee the strategic direction of the Trust and are accountable to the DfE for the finances and standards of the schools in the Trust.

Each individual school is governed at local level by an Academy Committee, comprising of Foundation representatives from the local Catholic community and parents.

They work with the Senior Leadership team to set the strategic direction of the school, and to ensure that all pupils make progress and attain the highest possible standards. Their aim is that all pupils receive an "outstanding" education.

Important letters from the Academy Committee are published on our website under the "Academy Committee" tab. The Chair of the Academy Committee is Mrs Margaret Dickinson, she can be contacted via the school office, either in writing or by leaving a message with one of our team for her to contact you.



### Key members of our team

During your child's time at St. Ethelbert's it is likely that your closest contact will be with your child's class teacher. The school also has a dedicated and passionate senior leadership who are responsible for the day to day running of the school as well as driving school improvement.

We aim to be an approachable and friendly team and you will find us out on the playground at the start or end of the school day if you want to catch us about anything. Appointments can also be made via the school office if you wish to discuss something on a more confidential basis.

The St. Ethelbert's senior leadership team comprises:

**Headteacher:** Mrs Fiona Maynard

**Deputy Headteacher (Y4/5/6):** Mrs Natasha Harrison

**Assistant Headteacher (Y2/3):** Miss Alyssa Mercer

**Senior Assistant Headteacher (EYFS/Y1):** Miss Emma Harper

**SENCO:** Miss Jessica Page



## School vision

As a Catholic school, the gospel values of love, truth and respect are integral to all we do. We recognise that Jesus is our greatest teacher and try our best, in what we do and say, to always follow in his example.

As set out in our "Home-School" agreement, we aim to:

- Ensure that our mission statement "Learning, achieving and growing together with Jesus" provides the foundation for everything we do.
- Demonstrate our faith by the way we teach, live together and worship.
- Encourage spiritual and moral development through daily prayers, reflection, masses and assemblies.
- Treat your child fairly and consistently, care for him/her and ensure his/her happiness and safety.
- Ensure that your child is well taught and achieves his/her best in all aspects of school life.
- Help your child to develop a sense of responsibility and to be considerate of others.
- Arrange Parents' Evenings to discuss your child's progress and produce our Annual Report.
- Keep you well informed about school activities, through newsletters and notices about special events.

*'Parents feel well informed about how well their children are doing'—OFSTED*

## Our vision for teaching and learning

### Nurturing and caring for each child

Before children can learn successfully, they need to feel safe, secure and well-cared for. Nurturing each individual child is crucial to this. Every child who attends St. Ethelbert's is special and unique and as a school, we aim to celebrate the talents that each child has been blessed with. We also offer appropriate support when we need to so that our pupils become confident and independent individuals, who can contribute to our school and wider community.

### A passion for learning

We want our pupils to be excited about coming to school and excited about their learning. We want them to be curious about the world they live in and ask us (and you) lots of questions. Most importantly we want our pupils to see themselves as learners who put no limit on what they can achieve. This philosophy lies at the heart of how we deliver our curriculum. We actively plan in opportunities for experiences (such as trips, visits or visitors and practical, hands-on learning) which aim to develop children's curiosity and creativity, alongside their skills, knowledge and understanding. Termly Enrichment Weeks' allow our pupils to access a broad, creative curriculum. We believe that this approach will foster a lifelong love of learning and ensure that when our pupils move on to secondary school they are well-prepared (both in terms of their skills and their attitude) to take on the new and exciting challenges that await them.

### High expectations for all

St. Ethelbert's strives for excellence in all that we do. We have high expectations for what our pupils can achieve and seek to ensure that every pupil receives the right balance of challenge and support so they achieve the highest possible standards in all areas of the curriculum. We place no limits on what a child can achieve and seek to work in partnership with our parents so that every child experiences success and works to the best of his/her ability.

We are rigorous in our teaching of the key skills, knowledge and understanding in reading, writing and mathematics because we understand how vital this is in ensuring every child is well-prepared for secondary school and beyond.

## Our Learning Powers

The St Ethelbert's Learning Powers are skills and attitudes we use to maximize learning opportunities. The Learning Powers are linked to Scriptures to encourage the pupils to reflect on their learning in a holistic, spiritual way. Each half term has a different focus, these are celebrated in assemblies, in displays and are an integral part of how we encourage our pupils to become independent, confident learners.

**Advent Term:** Persevere, Unite

**Lent Term:** Give it a Go, Challenge Yourself

**Pentecost Term:** Be inquisitive, Enjoy Learning

*'Collective worship at St Ethelbert's is outstanding' Section 48 RE Inspection March 2019*



## The Catholic Life of our School

The teaching and living out of the Catholic faith is central to the school's life. Together with our parents and the parishes of St Ethelbert's and Holy Redeemer we work in partnership towards educating our pupils within a Catholic context.

We wish our school to be a community of faith, in which each member participates, fully aware that all our work and aspirations derive from Jesus Christ.

We believe that the ethos of our school is of prime importance, as our children are sensitive to learn from the atmosphere and attitudes within the school. Our aim is to permeate all facets of education in our school with Gospel values, creating a Catholic Christian community, where all education goals are rooted in Christ and in his Gospel and we are reflecting God's purpose in our undertakings.

All of our pupils participate in daily acts of collective worship and reflection which foster their spiritual well-being and growth, recognising Jesus as their way of coming to know God. During these times we also make time for personal prayer and reflection so that every child grows closer to God and recognises prayer as a way of talking to God and trusting that his loving presence is always there to guide and support us.

The school meets for assembly three times a week, either as a whole school or as a Key Stage. We celebrate masses in school and special liturgies are held to celebrate Advent, Lent, Harvest and other events in the Christian calendar. We actively support many charities including CAFOD and hold regular fundraising events to contribute to their mission.

We are blessed by the fact we share a site with the Church of the Holy Redeemer and children celebrate mass at the Church at least once every half-term as well as for special liturgies and for some Holy Days of Obligation. All parents and family are warmly invited to celebrate any school Mass, liturgy or class assembly with us. Information regarding dates is sent to parents at the start of each term.



## The teaching of reading

Being a fluent and confident reader is crucial to children's success at school, not just in English but in all curriculum areas. Our approach to the teaching of reading is based on the following:

- The teaching of phonics using a structured scheme called Read, Write, Inc
- Developing reading comprehension so children can understand and talk about what they have read in English and other curriculum subjects
- Promoting reading for pleasure by ensuring children read a range of different texts and authors
- Daily reading of quality texts by the class teacher

## Phonics

The teaching of phonics focuses on helping children understand the sounds that each letter or group of letters in our alphabet make. It is an essential skill that children need to help them read fluently. We teach phonics daily through a scheme called "Read, Write, Inc". All children in Reception, Year 1 and Year 2 follow this scheme until they are fluent readers. Children in years 3, 4, 5 and 6 are offered "catch-up" sessions when needed. This is to ensure they have a secure understanding of how to use phonics to help them read.

***'Pupils achieve well in the Year 1 phonics screening check'—OFTED March 2019***

## Organisation of the curriculum

### Religious Education

Religious Education is at the centre of the curriculum and accounts for 10% of our timetable—this normally equates to two and a half hours a week. As well as teaching the tradition, practice and values of the Catholic faith, we base all our teaching across the whole curriculum on the values of the Gospels. Our Religious Education curriculum is based on the programme "Come and See". This is a scheme widely used in Catholic schools as it is recommended by the Bishops of England and Wales. Part of our Religious Education curriculum involves studies of other faiths and this may include visits to local places of worship.

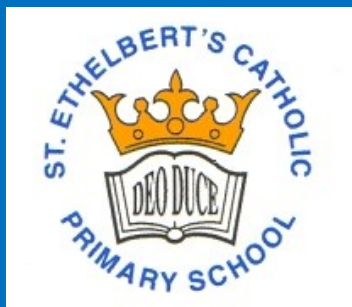
As well as Religious Education, all pupils take part in Collective Worship either as a class, year group or in assemblies. We pray regularly throughout the day as a way of strengthening our faith and our relationship with God.

### The National Curriculum

The National Curriculum sets out what all schools have to teach in each subject at each key stage. The subjects schools must teach are:

- English
- Mathematics
- Science
- Computing
- History
- Geography
- Art
- Design and Technology
- Music
- Physical Education
- Personal, Health and Social Education
- Modern Foreign Languages (Year 3 upwards)

Pupils are assessed regularly through teacher assessment and tests against the age-related expectations set out in the National Curriculum and these assessments are communicated regularly to parents at Parent Consultations and in end of year reports so parents understand their child's achievements. As well as this, all pupils take part in national assessments at the end of their Reception year, year 2 and year 6. These assessments take the form of teacher assessment or tests. Pupils in year 1 also take the Phonics Screening Check as a way of checking their progress in reading.



## Working with parents

Parents are invited to termly meetings to discuss Support Plan targets and how these will be met in school. Targets are reviewed regularly and monitored to ensure that they are manageable and meaningful for the pupils. Parents are kept informed of all developments by class teachers and the Special Educational Needs Co-ordinator (SENCO). Parents of pupils with an EHCP are invited for an annual review meeting where the provision will be reviewed and targets set for the following year.

## SEN Staff

The SENCO oversees all members of staff responsible for SEN support. All LSAs receive regular training to ensure that our pupils receive the best possible provision. We are fortunate to have a large number of LSAs, many of whom hold specialist SEN qualifications. Most of our LSAs are class based.

*'pupils, whatever their level of ability, have positive attitudes to learning, work hard and are proud of their successes' OFSTED March 2019*

## Special Educational Needs

All pupils at St Ethelbert's are equally valued. Some of our pupils may have additional needs that mean they need extra support with their learning. These pupils will have a Support Plan that details additional support that will be given in lessons and/or small group or individual interventions to ensure they make progress. Support plan targets are reviewed every term and we work closely with parents to communicate all information clearly and in a timely manner.

Pupils who have an Education, Health and Care Plan (EHCP) will have a named adult who provides support for a named number of hours per week. This could include 1:1 or small group work, working alongside the child in the classroom.

## Resource Base

The school houses a ten-place Speech and Language Resource base for pupils with Education, Health and Care Plans for Speech and Language. Four of these are allocated to Nursery age pupils. The Resource base is fully integrated, which means that pupils mostly work in mainstream classes with the support of specialist Speech and Language staff. Intervention work is carried out in the Resource Base.

Speech and Language assessments are administered out by a qualified therapist who also works with our Resource Base pupils. We have a full time Speech and Language HLTA (Higher Level Teaching Assistant) and a Speech and Language LSA (Learning Support Assistant).



## What happens if you are worried about your child?

We aim to be an approachable and friendly school and we are always ready to listen to the views or concerns of parents. If you are at all worried about anything then please come and talk to us. It may be that you feel that things are not going as well as they could be or you are worried about something your child is or isn't doing.

In the first instance please talk to your child's class teacher who will be able to help you with your concerns or reassure you. Teachers are usually available at the start or end of the day for quick questions or queries. If you wish to discuss things more confidentially please make an appointment via the school office.

If your concern is more serious or you feel that a situation has not been dealt with appropriately then please contact the Assistant Headteacher for your child's phase. They will then be able to help resolve the issue or where necessary refer the matter to the Deputy Headteacher or Headteacher.

We take all concerns raised by parents seriously, but if you feel a concern has not been dealt with appropriately then there is an official complaints policy. Copies of this policy are available from the school office on request.



## School Policies

We publish key information and policies on our website. All policies are also available from our school office on request. We ask parents to pay particular attention to our Home Learning Policy, Behaviour Policy and Attendance Policy.

## Behaviour and Safety

All members of staff have a statutory duty to ensure the safety and care of all our pupils. All of our staff have received safeguarding training and we regularly update our staff on important changes or developments.

In September 2014, a new Behaviour Policy was developed in consultation with our staff, pupils and families. A copy of the policy is available on our website.

## Anti-bullying

The school does not tolerate bullying of any kind and we have agreed a clear policy about how bullying will be dealt with at the school. In all cases the situation will be dealt with seriously and sensitively and all parents will be involved at an early stage. If you think that your child is being bullied please inform us immediately. All situations will be handled sensitively and in confidence.

***'The school has a strong culture of safeguarding, where everyone accepts and embraces their responsibility for keeping pupils safe.'***  
**OFSTED March 2019**

***'Pupils feel safe in school. They are kind and thoughtful to each other because the school's values expect this of them...They say that bullying almost never happens..'*** **OFSTED March 2019**

## Home Learning

We have a consistent approach to the setting of homework. The Home Learning policy was developed in consultation with parents through our "Parent Focus" groups.

The policy recognises homework as an important and complementary part of the work we do at school to ensure every child makes good progress. It should be used to support or develop a child's learning and help parents understand the types of learning their child is doing at school.

The Home Learning Policy sets out the types of homework each year group should be doing on a weekly basis. At the start of the year your child's class teacher will give you information on what homework will be set, which days it will go out on and when it has to be returned. We expect all parents to support their child with regular and timely completion of their homework, ensuring it is completed to the best of his/her ability. Please speak to your child's class teacher if you have any questions or concerns regarding homework.

We also encourage you to read with and read aloud to your child on a daily basis. These sessions don't have to be long—10 minutes a day is enough. Firstly this helps develop their reading skills. It also promotes a love of reading and helps develop a child's range and understanding of vocabulary.

***Parents are invited to a weekly drop-in session every Wednesday morning before school to see their child's work in class***



## Communication with parents

Clear communication with parents is essential if the school and parents are going to work successfully in partnership. We believe that if you know what is happening at school, then you are in a better position to support your child and help him/her experience success in all aspects of our curriculum.

At the start of each term, the school sends out key dates for events happening in school (e.g. assemblies, masses, special events). In addition to this, the Headteacher produces a regular newsletter to keep parents up to date on what is happening in school. These are published on our website and emailed to parents every Friday afternoon.

In addition to this, the school sends out whole school or year group letters to keep parents informed. These letters usually go out on a Monday. A text is sent to alert parents that key information has been sent so you don't miss important information.

All newsletters, key dates and important letters are available on our website and are sent via email to parents who provide us with an email address.

Please ensure we have your up to date mobile number and email address so we can get important information to you quickly.

***'Parents are positive about the school' OFSTED March 2019***



## Health and safety at the start and end of the school day

In order to ensure that all our pupils and parents are safe at the start and end of the school day we ask that you follow the guidance below:

- Only enter the school playground via the designated gate and pathway which is located to the left of the main gate.
- If you arrive before our gates open at 8:30am please wait in the “waiting area” by the entrance gate. The pavement outside the school is narrow and the waiting area is designed to ensure parents can keep children away from the Wexham Road which can get very busy in the morning and at the end of the school day.
- We encourage families to walk to school if they can. However if you need to drive, we ask that you park considerately of our neighbours and adhere to parking restrictions. Drivers who are disabled may apply for a parking permit which will enable them to use our car park.
- Please ensure that you and your child keep to the pathways at all times. Parents and children must not walk through the car park. This will avoid accidents as the car park is always very busy throughout the day.

## Organisation of the school day

### Arriving at school

- **School starts at 8:50am for all pupils.** The school gates open at 8:30am for pupils and parents to gather in the school playground to ensure prompt registration and the start of lessons.
- The playground is supervised by members of staff from 8:30am, however we do not recommend that young pupils (in Year 3 and below) are left unsupervised during this time.
- A whistle is blown at 8:50am and this is a signal that all pupils should line up in their classes ready to enter the school building. Class teachers will collect their class from the playground and lead them into the building. Once the whistle has been blown and pupils line up, we ask that parents step back from the line to help the pupils enter the building safely.
- Children who arrive after 8:50am should go straight to the school office. We expect all children to be punctual and arrive on time as this ensures they are ready to begin learning at the start of the school day. If for any reason a child is unavoidably late then please notify the school office.
- Please be aware that any child who arrives after 9:00am when registration closes may be marked as having an “unauthorised absence” unless there is an authorised reason given.

### At the end of the school day

- **School finishes at 3.20pm** for all pupils from Reception through to year 6. Children are dismissed from their classrooms, or from doors from the Key Stage 2 building (Years 4 and 5).
- For safeguarding reasons, class teachers will only dismiss children to their parents/carers unless we have been informed of alternative arrangements that parents may have made (e.g. with child minders, other family members or friends). Please ensure you inform the school of these arrangements.
- Children who are not collected by 3.30pm will be taken to the school office. Please try to pick your child up punctually as it can be distressing for the child if a parent is late. However we do understand that there may be the odd occasion when you are unavoidably late. Please contact the school office as soon as possible so we can get a message to your child’s teacher.



## Class organisation

The National Curriculum divides these year groups into “Key Stages”

- Foundation Stage: Nursery and Reception
- Key Stage 1: Year 1 and Year 2
- Key Stage 2: Year 3, 4, 5 and 6

Children begin school at the beginning of the school year before their fifth birthday. Each year group is divided into two classes with a maximum of 30 pupils per class.

The class teacher is responsible for their class and will teach them for the majority of the day, although for some subjects we group the children into “sets” so they may be taught by another teacher.

The class teacher is responsible for the welfare of all the children in their class and should be the first contact should you have any concerns or questions.

We also employ a number of teaching and learning support staff (Learning support assistants and Higher Level Teaching Assistants) who will work in class with the children to support them with their learning.



## Important information about the school day

### School lunches

We are fortunate enough to have a recently refurbished kitchen on our site. Together with our catering partners, Taylor Shaw, this allows us to offer all pupils the option of a nutritious, hot meal at lunchtimes, should their parents wish them to have it. All children eat in our Key Stage 1 hall, although in warm weather children with packed lunches may choose to eat outside.

Pupils in Reception, Year 1 and Year 2 are provided with funding for a school dinner from the Government, parents do not need to pay for lunches.

There is a set menu which offers different meal options, including a vegetarian option. The menu is sent home via email each term so you can help your child choose the option they would like. All of the options are designed to give your child a healthy and balanced lunch. A copy is also available on the school website.

You may decide that you would prefer your child to have a packed lunch. If your child has a packed lunch you will need to provide a plastic lunch box clearly labelled with your child’s name. Please ensure that packed lunches are healthy and balanced. Small packets of crisps or small snack-size chocolate bars are permitted but only as part of a balanced lunch. Fizzy drinks or drinks in glass bottles or cans are not permitted. We will contact parents directly if we feel that a child is not being provided with a healthy balanced lunch (e.g. if a child is given family sized packets of crisps, large chocolate bars or more than one packet of crisps or chocolate bar).

**IMPORTANT NOTE:** Many of our pupils have allergies to nuts and this can cause in some cases a very severe allergic reaction. Please do not provide your child with nut based snacks in their lunch boxes as this may trigger an allergic reaction.

### Playtime

All pupils in Key Stage 1 and Key Stage 2 have a playtime in the morning—usually at 10:15am. You may provide your child with a mid-morning snack but this should only be fruit or a cereal bar. No chocolate, sweets or crisps are permitted.

# ST. ETHELBERT'S CATHOLIC PRIMARY SCHOOL AND NURSERY

## Lunches, Breakfast Club and Trip's and Events

### Parent Pay

Anytime parents need to or have been asked to make payment for any trips/events/breakfast club/lunchtime meals, all payments are made online using [www.parentpay.com](http://www.parentpay.com).

All children are given activation details after they have joined the school to create their accounts. All payments relating to school events are accessed on here. We are a cashless school, we do not accept cash payments for any event.

In the event payment is requested by parents, a letter will be sent home detailing what the event is and the cost per child.

In 2018, a capping system was implemented for our lunchtime accounts to prevent increased debts for parents. The capping system allows us to directly notify parents when the account balance reaches £30.

All parents can complete a Free School Meal form upon admission. Please see the school office for more information.



Headteacher: Mrs Fiona Maynard

Wexham Road, Slough, SL2 5QR

Tel: 01753 522048

Email: [post@stethelberts.slough.sch.uk](mailto:post@stethelberts.slough.sch.uk)

[www.stethelberts.slough.sch.uk](http://www.stethelberts.slough.sch.uk)

## Attendance

Attendance at St. Ethelbert's is above the national average. We believe that is because our pupils enjoy coming to school and also because we work in partnership with our families to secure good attendance. Regular attendance is key to a child's well-being and achievement at school. The government target for every child is 95% over the course of an academic year.

If your child is too unwell to come to school you will need to contact the school office to provide an explanation. We always phone or text parents if a child is absent and no explanation has been provided.

By law we have to keep careful records of all attendance and have to record all absences as "authorised" or "unauthorised". Unauthorised absences will be recorded when no explanation has been given or the absence is for a reason that we do not consider as justified (e.g. family holiday).

Together with the Attendance Officer from Slough Borough Council we regularly monitor the attendance of all our pupils. Where pupils are persistently late or where a child's attendance is causing concern, we will ask you to attend a meeting to explain this. If the problem persists then further action may be taken, this can include the issue of a written warning or the issue of a Penalty Notice (Fine).

**PLEASE NOTE: Attendance regulations introduced in September 2013, mean all absences due to family holidays can not be authorised.**



## Breakfast club

We offer a breakfast club before school to help parents who have early morning work commitments. Breakfast club opens at 7:45am and is open to pupils in Reception to Year 6. Please note, we do not accept pupils in Reception before the October half-term as this allows them sufficient time to settle into our school.

The cost of the club is £2 per day per child. This includes breakfast and children have a choice of 5 items from toast, cereal, fruit, yoghurt and a juice drink.

We are able to offer this service at such a reasonable cost because the school subsidises some of the running costs to make sure it is financially viable for our families. At present, there is no need to book this service, just turn up on the day. However, all payments must be made online.

## After-school clubs

For pupils in year 1 to year 6 we offer a number of extra-curricular clubs, including cooking, art and sports clubs. The cost of this is approximately £30 per term per club. All clubs finish at 4:30pm and pupils are dismissed from the main school office. Spaces on these clubs are limited and parents will be given the chance to sign up at the start of each term.

## Medical Information

In order to ensure the welfare of your child at all times, you must provide us with up to date and full information on any medical conditions that may affect your child. You must inform us in writing when circumstances change.

In particular we must know about children who have allergies or conditions that require medication such as asthma or diabetes. If your child needs an inhaler (for asthma) or an epipen (for allergies) we must have two in school: one in the classroom and one to be kept in the medical room. In some cases we may ask you to attend a meeting to discuss your child's welfare so we can put together a care plan to ensure we meet your child's medical needs at school.

If medicine has been prescribed by a doctor, you must come to the school office to complete written permission with dosage information. We will not give medication unless it has been prescribed by a doctor. Please do not give your child medication to hand into the school office. For health and safety reasons, all medication must be stored in the school medical room and only given by our trained staff. The Headteacher reserves the right to withdraw this facility if you do not provide us with full information or cannot be contacted.



## First Aid

We have a number of First-Aid trained staff within school and we invest in their training and development on a regular basis. If your child is involved in an accident (e.g. they fall over and graze their knee) we will always administer basic First Aid. We will let you know how the accident happened and what we did. If the accident is more serious we will contact you immediately. On rare occasions we may recommend hospital treatment and we will take prompt action to ensure your child receives the treatment they need.

## Illness during the day

If a child becomes ill during the day, we will contact you to make you aware of the situation. If it is agreed that your child is too ill to stay at school, we will ask you to collect your child from our main office and sign them out.

## Contact information

Please ensure that the school holds up to date contact information (home number, mobile number, work number). It is really important that you update us when you change numbers so we can always contact you in an emergency. We expect at least two emergency contact numbers along with parent numbers for all pupils.



# St Ethelbert's Catholic Primary School

Headteacher: Mrs Fiona  
Maynard

Wexham Road, Slough, SL2 5QR  
Tel: 01753 522048



## Uniform

*School uniform is an integral part of a Catholic school, providing pupils with a clear identity and a recognisable sense of belonging to a community.*

*We expect our pupils to look smart and to take pride in their appearance. The uniform comprises:*

- Navy blue jumper (boys) or cardigan (girls) embroidered with 'St Ethelbert's' logo.
- Grey trousers or shorts, grey skirt or pinafore.
- Blue shirt (available from Tesco, Asda, M&S etc).
- School tie (elasticated for KS1).
- Grey or black socks (boys), white or grey socks or tights (girls)
- Plain black shoes, no coloured trims or laces.
- A plain, warm coat in winter months.
- PE kit is navy shorts, House Team Polo Shirt and plain black plimsolls for both boys and girls. In the winter months navy joggers and a navy sweatshirt may be worn.
- Plain navy, black or brown hairbands, no decorative bows or hairbands. Long hair should be tied back.
- Jumpers, cardigans, ties and house team polo shirts are available from Recognition Express. Their website is [www.st-ethelberts.re-schooluniform.co.uk](http://www.st-ethelberts.re-schooluniform.co.uk)