



Starting School at Claycots

Welcome from the Headteacher



Welcome to Claycots School. We are a very large eight form entry primary school spread across two campuses in Slough serving two vibrant and diverse communities. The purpose of this booklet is to provide you with some key information. Please also look at our website www.claycots.co.uk which I hope will give you a flavour of our unique school.

At Claycots we strive for excellence in learning but we also aim to develop the personal qualities that will allow our children to leave our school ready to make a positive contribution to society. We understand that being successful is often about attitude and the ability to work hard and we aim to instill those qualities in our pupils.

Our curriculum focuses on developing children's creativity and provides opportunities for them to enjoy a range of educational visits, workshops and hands on learning experiences. We always aim to make learning exciting so that everyone at Claycots can enjoy the sense of adventure that learning brings and discover how learning can change lives.

I am very proud and excited to be leading Claycots into this next phase of development as we ensure that the teams at both campuses work closely together as 'one school' to provide the very best for all of our children. I have the very highest expectations of all the staff and children and I know, by working together, we can ensure all children achieve their full potential.

Claycots has a positive and highly skilled staff who are committed to ensuring that outcomes for our children are the best that they can be. This is a really exciting time for our school as we look towards the future.

Sarah Mijatovich
Headteacher

Our School Values

At Claycots, we have four core school values. These values underpin our approach to learning, the way we treat one another and provide an environment that can prepare our children to be confident, happy individuals ready to make a positive contribution to society when they leave us.

Curiosity
Kindness
Respect
Integrity

We expect our whole school community to uphold these values and to work together to ensure that the needs of the children are at the heart of everything we do.

The School Day

Gates Open	08:35
Gates Close	08.45
Registration	08.45
Registration Closes	08:50
Lessons Begin	08.50
End of the School Day	15.15

Lunch Timings

Britwell Campus:

Year Group	Break Time	Lunch Time
Reception	-----	11.30am – 12:15pm
Year 1	1.30pm-1.45pm	11.30am – 12:15pm
Year 2	1.45pm-2:00pm	12.00pm – 12:45pm
Year 3	10:30am – 10:45am	11:45pm – 12:30pm
Year 4	10:45am – 11:00am	12:30pm – 1:15pm
Year 5	11.00am – 11.15am	12:15pm – 1:00pm
Year 6	11.00am – 11.15am	12:45pm – 1:30pm

Town Hall Campus

Year Group	Break Time	Lunch Time
Reception	-----	11.20am – 12:05pm
Year 1	10:20am – 10:35am	11:45am – 12:30pm
Year 2	10:20am – 10:35am	11:45am – 12:30pm
Year 3	10:35am – 10:50am	12:15pm – 1:00pm
Year 4	10:35am – 10:50am	12:15pm – 1:00pm
Year 5	10:50am – 11:05am	1:00pm – 1:45pm
Year 6	10:50am – 11:05am	1:00pm – 1:45pm

Being on time

Your child's day starts promptly at 8.45am.

Children arriving after this time should enter school via the office and are recorded as late.

Regular attendance

Regular attendance is vital for your child to make good progress academically and socially. We expect all children to aim for attendance of at least 95%.

If attendance is a concern for any reason, the school will establish close links between home and school. They have the responsibility of ensuring that every child of school age receives full-time education and works closely with the school to ensure that this happens.

If your child comes to school regularly they will enjoy their learning and make good progress. School is preparation for life. Help your child to do well by ensuring prompt and regular attendance.

If your child is ill, please ring the school office at 8:00am and leave a message on the school's answer machine providing your child's name, class and reason for absence.

The school is unable to support families booking holidays during term time for any reason. All holiday absences will be recorded as unauthorised. Parents who take their children away for a holiday during term time risk being fined by the Local Authority.

School Uniform

All children from Reception to Year 6 are expected to wear uniform.

Uniform requirements are as follows and can be purchased from any supermarket:

White shirt, blouse or polo-shirt
School tie (non-compulsory)
Grey trousers or a grey skirt or dress
Green jumper or cardigan
White or grey socks or tights
Black school shoes – no boots or trainers

In the summer, children may choose to wear grey shorts or a green check dress.

PE Uniform

All children should change into PE kit for all PE lessons. PE kit is as follows:

House colour T shirt
Black shorts, tracksuit bottoms or leggings
White socks
Black plimsolls

PE bag to keep kit safe and tidy

If you wish to purchase branded uniform, this can be purchased through School Days Direct either via the website [http://www.schooldaysdirect.co.uk](http://www schooldaysdirect.co.uk) or directly from the shop

School Days Direct Ltd
20A Buckingham Avenue
Slough Trading Estate
Slough
SL1 4QA

Tel (01628) 665353
info@schooldaysdirect.co.uk
www.schooldaysdirect.co.uk

****PLEASE MAKE SURE THAT ALL UNIFORM AND PE KIT IS CLEARLY NAMED, INCLUDING SOCKS AND SHOES *****

Hair

Please help your child to keep their hair neat and tidy by tying or clipping it back if it is long.

Jewellery

Please do not allow your child to wear, or bring, items of jewellery to school. If your child has pierced ears, only studs may be worn. Studs should be removed for P.E. and Games, so should only be worn if your child knows how to remove them and is able to keep them safe. We cannot take responsibility for any loss or damage to jewellery worn or brought to school by children. Children may wear a watch.

Spare clothes

Please help prepare your child for school by encouraging them to be independent with toileting. If you have any concerns about your child please speak to their teacher.

We fully understand that accidents can and do occur and we ask that you send in spare clothes in a named bag so we can change children if necessary.

Security

At Claycots children come first. Their safety is our priority. The Headteacher, staff and Governors are aware of their responsibility to ensure that all members of the Claycots community feel safe and secure when they are on the premises.

To ensure security, the school operates the following systems:

- All visitors must report to reception upon arriving. This includes parental enquires. Parents must not enter school via classrooms and doors other than the main reception area.
- All visitors must wear a visitor lanyard all times. Staff are aware of their responsibility to question anyone who appears to have no authorisation to be on the school premises.
- We will not allow children to leave the school with adults whom we are not expecting. If a parent has arranged for someone else to collect their child, the school must be informed.

Concerns

We hope that you will find a warm welcome at Claycots School but are always here to help with any questions or problems that arise. If you wish to raise any concerns we ask that you speak to your child's teacher in the first instance. If this does not resolve the situation you will be referred to the Year Leader and following this, if necessary, a member of the Senior Leadership Team.

Parent Pay

Our school operates a cashless system through Parent Pay.

ParentPay enables you to:

- enables you to pay for lunches, school trips and other items such as uniform and clubs
- offers a highly secure payment site
- gives you a history of all the payments you have made
- allows you to create a single account login across all your children that attend a Parent Pay school
- shows you all items available for payment relevant to each of your children
- emails a receipt of your payment to the email address you register
- offers you the ability to set automated email/SMS payment reminders

We will send you an activation letter containing your activation details to enable you to set up your Parent Pay account.

If you have more than one child at a Parent Pay school/s you can add them to a single account, providing one login for all children at Parent Pay schools.

School Meals

Claycots School provide a wide variety of hot lunches that include Farm Assured and Red Tractor accredited British Meat and Poultry as well as Marine Stewardship Approved (MSC) certified fish from sustainable fisheries, our Halal meat is HMC and is also UK sourced.

Our aim is for all children to have a well-balanced lunch and therefore from September, it will be mandatory for all children in Reception to have a school lunch. It is free of charge for children in Reception, Year 1 and Year 2 through the Government's Universal Free School Meals scheme. It is not benefit related and all children can have a lunch and dessert at no cost.

We do understand that children can be picky so we have provided a number of different options each day, including a sandwich option, so that there is something on the menu that your child will eat.

If you are still concerned, please do not hesitate to contact either Marje Randall (m.randall@claycots.com) at the Britwell campus or Karan Birk (k.birk@claycots.com) at the Town Hall campus.

The school provides a Halal and Vegetarian option each day and can accommodate specific allergies such as Gluten, Dairy and Egg. Please speak to Marje or Karan to make any arrangements.

Please go to our website www.claycots.com to view our full menu.

Drinks

Water is provided throughout the day. Each year base has drinking water available for pupils and water fountains are available around school.

During lunchtimes, water and milk are the only drinks available to pupils.

The learning environment is arranged to provide an orderly, calm and stimulating space in which children can independently find, use and return the resources they require.

House system

When your child starts Claycots they will become a member of a house team. The house teams are:

- Dorney: **Blue**
- Thames: **Yellow**
- Jubilee: **Green**
- Bray: **Red**

Your child will belong in the same house throughout their time at Claycots. Throughout the year there will be a number of house competitions, including sports, music and art. House teams instill a sense of belonging, promote team work and add an element of healthy completion amongst peers. By demonstrating an excellent attitude, trying their best in their learning and showing leadership qualities through behaviour, children can earn house points which are accumulated as a whole school. Rewards are given to each house and individuals at the end of term.

A final note

We hope your child enjoys their time at Claycots and hope that this has helped to answer some of your questions. If you have anything you would like to ask or discuss, do not hesitate to contact our Reception staff. We have an open door policy and are committed to working together with our families to give each and every child the best possible start to their education.



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SL2 1QX
01753 521215
enquiries@claycots.com



Claycots School Town Hall Campus
Bath Road
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SL1 3UQ
01753 531415
enquiries@claycots.com