



Starting School at Claycots

Welcome to Claycots School and thank you for choosing our school.

Claycots is a good school with an enormous amount of potential to improve further and a positive staff team who are committed to ensuring that outcomes for our children are the best that they can be. This is an exciting time for our school as we look towards the future.

This booklet should provide you with some of the essential information that you will need before your child starts with us. However, should you have any questions please do not hesitate to contact the school using the contact details provided at the end of this booklet.

We look forward to welcoming you and your child.

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

Being on time

The school gate opens at 8.20am, registration is at 8.45am.

If your child is late before register closes, they have missed the opportunity to say hello to and play with friends. They are likely to feel unsettled and embarrassed as they start morning lessons.

If your child is late after register closes, this counts as an unauthorised absence and will show on your child's attendance record.

The habit of good punctuality at school will help your child throughout their education and into adult life and the workplace:

5 minutes late each day = 3 days lost over a year

10 minutes late each day = 6.5 days lost over a year

15 minutes late each day = 10 days lost over a year

20 minutes late each day = 13 days lost over a year

Timings

Gates Open	08.20
Gates Close	08.45
Registration	08.45
Registration Closes	08.50
Lessons Begin	08.50
End of the School Day	15.15
Gates Close	15.30

Lunch Timings Britwell Campus

Year Group	Break Time	Lunch Time
Reception	N/A	11.15am to 12.15pm
Year 1	10.30pm to 10.45pm	11.45am to 12.30pm
Year 2	10.30am to 10.45am	12.00pm to 12.45pm
Year 3	10.30am to 10.45am	11.45am to 12.30pm
Year 4	10.45am to 11.00am	12.30pm to 1.15pm
Year 5	10.45am to 11.00am	12.15pm to 1.00pm
Year 6	11.00am to 11.15am	12.30pm to 1.15pm

Lunch Timings Town Hall Campus

Year Group	Break Time	Lunch Time
Reception	N/A	11.30am to 12.15pm
Year 1	10.15am to 10.30am	11.45am to 12.30pm
Year 2	10.15am to 10.30am	12.00pm to 12.45pm
Year 3	10.30am to 10.45am	12.15pm to 1.00pm
Year 4	10.30am to 10.45am	12.30pm to 1.15pm
Year 5	11.00am to 11.15am	12.15pm to 1.00pm
Year 6	11.00am to 11.15am	12.30pm to 1.15pm

Regular attendance

Regular attendance is vital for your child to make good progress academically and socially. We expect all children to come to school every day. If attendance is a concern for any reason, the school will establish close links between home and school. Parents have a responsibility to ensure that their child receives an adequate full-time education, and we ask that parents work closely with the school to ensure that this happens.

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. Please note that if you do not report your child absent, this will be recorded as an unauthorised absence. Children who have 5 days or more unauthorised absences over a 10-week period, and are of statutory school age, will receive a fines warning from the Local Authority.

In line with our safeguarding procedures, the Attendance Manager and Family Support team may carry out a home visit if your child has been absent for 3 days. We may decide to carry out a home visit within this time if we feel that it is necessary for any reason. Your child's welfare is our priority.

The school does not authorise leave of absence, under any circumstances. All leave of absence will be recorded as unauthorised. Parents who take their children away during term time for 5 days or more will receive a penalty notice by the Local Authority if their child is of statutory school age.

Only 2 penalty notices can be issued to the same parent in respect of the same child within a 3-year rolling period and any second notice within that period is charged at a higher rate:

- The first penalty notice issued to a parent in respect of a particular child will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same child is charged at a flat rate of £160 if paid within 28 days.
- A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. Where the threshold is met for a third time within those 3 years, alternative action will be taken.
- Once 3 years has lapsed since the first penalty notice was issued a further penalty notice can be issued.

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

PE kit is as follows:

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

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.

School Meals

The school is proud of its school lunch service and is confident that it provides nutritious and tasty meals and therefore we require all Reception, Year 1 and Year 2 to have a free lunch each day. The school does not allow children in these year groups to bring in a lunchbox.

Please see the school's website for our 3-week menu. If your child has an allergy or you are concerned in any way, please contact the school's Catering Manager who will be able to work with you and your child to make lunchtimes a success.

We will also carry out a check, with the information you have provided on your child's application form, to see if the school are entitled to additional funding to support your child.

Children in Years 3 to 6 only, will be permitted to bring in a healthy packed lunch.

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.

House system

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

- Cox: **Blue**
- Yousuf: **Yellow**
- Attenborough: **Green**
- Rashford: **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 teamwork 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 behavior, 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.

Arbor Parent Portal/App

Claycots School uses Arbor Parent Portal (both website and the Arbor Parent App) and the associated communication tools included with Arbor as the primary way to communicate with parents. As a large school, we use email and in-app messages (not to be confused with text messages) to communicate with parents. The Arbor Portal/App is also essential for providing admission details, updating your child's and your emergency contact details, booking clubs and trips, consenting to trips and paying for all school-related purchases.

As part of your induction to Claycots School, you will soon receive an email asking you to sign up to the Arbor Parent Portal/App. This is how you will provide your child's details to the school in place of the traditional application form filled out on paper. For further details on how to use the parent portal, please follow this link: <https://www.claycots.co.uk/parent-portal-arbor/> Please ensure once you receive this email that you sign up, log in and provide all requested details in a timely fashion to ensure your application proceeds efficiently. This login will remain valid for the time your child is at Claycots School.

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
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SL1 3UQ
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