



St Ethelbert's Catholic Primary School

"I serve Jesus with my body, heart, mind and soul."

Serviam means 'I serve'. Jesus Christ has taught us that it is more blessed to serve than to be served. At St Ethelbert's school, following our Catholic faith, we serve the whole person – mind, heart, body and soul.

Body – because we care for our wellbeing, our parish neighbourhood and our environment.

Heart – because we teach love and respect for all.

Mind – because we believe in excellent education.

Soul – because we learn to pray and become closer to God as his children.

Expectations and Procedures for Good Working Relationships and Practices

- Staff will support colleagues during their working day. This will promote good practice to the children in our care and follow the ethos of the school.
- Staff will greet parents in a professional manner and all dialogue should be reported to the class teacher. Confidentiality must be adhered to at all times.
- Staff must have an empathetic and good working relationship with other staff members. We should be aware that we all have different skills and be positive and encouraging to others to develop and share those gifts. Good self-esteem is important to all.
- Staff are encouraged to take their breaks with other members of staff and are encouraged to plan and work together when ever possible.
- Staff members are requested to dress in a comfortable and practical manner. No jeans please.
- We encourage all members of staff to be aware of routines and safety procedures followed by the school e.g. greeting and meeting children and parents, children leaving the school at home or lunchtime, opening the doors to the school (codes etc), fire drill procedure (on wall in every room). Your line manager will inform you of any information you will need.
- When absent, staff are requested to inform the school as soon as possible. A doctors' certificate is required on the 5th day of absence, a self-certificate is provided by the school office if absence is less than 5 days.

- Staff are asked to inform the class teacher/line manager about any concerns or difficulties when working with other members of staff. If the problem is with the class teacher or line manager, the member of staff has the right, and is encouraged, to bring these concerns to the Senior Management Team. A meeting will be called as soon as possible for both sides to air their views. The teacher, line manager, or Senior Management will give direction for solution to any problems.
- Any staff member who breaches the expectations of the school will be informed by the Senior Management team who will then follow school disciplinary procedures.

Headteacher
Review November 2017