

STAFF HANDBOOK

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MISSION STATEMENT

Our School promotes the development of happy and confident learners, so that each child can achieve his or her full potential.

This Mission Statement is set within the context of faith in God and recognition of our Christian tradition

Vision Statement

We Work, We Play, We Care, We Pray

THE AIMS OF THE SCHOOL

1. To educate pupils intellectually, socially, morally, aesthetically, physically and spiritually within a school based on Christian principles.
2. To provide an environment where children can react positively to learning. This is achieved by valuing each child and by the effective development of his/her skills and talents.
3. To develop each child's sense of social responsibility, self-esteem, good manners, respect for others and self discipline.
4. To develop each pupil's spiritual awareness by promoting Christian principles, love of God and love of one's neighbour and by recognising and respecting other faiths present in our school.
5. To provide a balanced curriculum within and beyond the regulations of the National Curriculum.
6. To stimulate children's curiosity and excitement about the world and to encourage them to search for a faith by which to live.
7. To use the financial resources at our disposal to provide the highest possible levels of staffing, equipment, good attractive accommodation and surroundings.

The school shares the responsibility of the education of each child with the parents. We encourage parents to become actively involved in school and they are invited to visit and work with the children. We are aware that children benefit from knowing that their parents are interested in what happens in school.

ABSENCE - ATTENDANCE

CHILDREN

Staff are asked to complete the Class Attendance Registers according to the following procedures.

a.m. session

- Registers are taken between 8.55 - 9.00 a.m.
- Children who arrive late after 9.30 a.m. without an authorised reason will be regarded as absent for statistical purposes.
- Children arriving late **must** enter the school building via the Main Entrance, and must give their name to the School Admin Officer (SAO) before going to class.
- The SAO will add the correct symbol for any child who is absent or who arrives late.
- Registers should be completed as soon as possible in order that dinner numbers can be determined.

p.m. session

- All the above items apply, except that children arriving within 30 minutes of the session starting will be regarded as statistically present and anyone arriving after this will be regarded as statistically absent.
- Registers should be sent to the Office as soon after completion.

WEEKLY/MONTHLY/TERMLY/ANNUAL TOTALS and WEEKLY PERCENTAGES

- The AO is responsible for completing the Weekly Totals boxes in the Attendance Registers.
- The AO will complete these figures and will also complete any returns to the L.E.A. concerning attendance
- The AO will convert Weekly Totals into a percentage figure and these figures will be used to promote a "good attendance" competition between classes. - see below.

TELEPHONE ABSENCE MESSAGES

- The SAO will keep a record of all messages received concerning absence and will also notify class teachers by placing a note in the electronic Register.

ABSENCE MONITORING

- The school attempts to contact parents who have failed to notify us of a child's absence, ON THE FIRST DAY.
- The Learning Mentor (LM) will inform the Head Teacher of any child absent for a second day without any notification or any child arriving late for a second time in a week.
- The LM will check registers daily to look for any patterns in absence
- Absence without notification, once identified, will be followed up by the School contacting the parents/family either by telephone or letter.
- If this does not produce a satisfactory reason for the absence, the Education Social Worker will be contacted and informed.
- Persistent and/or regular absence will also be followed up by a letter to parents, and again if no satisfactory response is received, the Early Intervention Worker will be informed.
- Lateness will also receive careful follow-up.
- Any child arriving late 2 days in a week will be required to take home a letter asking parents to explain the lateness and also asking for support in dealing with the issue.

REWARDS FOR ATTENDANCE

- There will be a weekly announcement of the class in each Key Stage with the highest percentage attendance figure. Any class with 100% attendance will be rewarded by their class teacher.
- Individual children who have a 100% attendance over a 4 week period will be rewarded with a Certificate and a non-uniform day.
- Any child with a 100% attendance record for a School year will receive a Certificate and a £5 book token.

STAFF ABSENCE

Any member of staff who is ill should inform the Head Teacher at home or at school as far in advance as possible. **Staff are asked not to leave messages about their absence on answer machines.** If an illness is to extend beyond the first day, please advise the Head Teacher by mid-afternoon so that cover arrangements can be made.

Leave of absence for such things as removals, funerals etc. may be requested when necessary. All details may be found in the school policy for Leave of Absence. **ALL STAFF SHOULD BE FAMILIAR WITH THIS POLICY.**

Routine medical appointments should be kept to out of school hours where this is possible.

All staff must report to the Head Teacher when returning from an absence, no matter how long the absence.

ACCIDENTS

CHILDREN.

First Aid kits are to be found in;

- Office
- Reception Unit-
- Lower School - L2
- Middle School - M3
- Upper School- U4

The "**ACCIDENT LOG BOOK**" and a supply of accident report forms and letters for parents are kept in the school office. Accident report forms are also available from the staffroom.

A list of qualified first aiders is on the Staff Room Notice Board, the main office and in the upstairs building. The following procedure should be followed whenever a child has an accident.

1. Minor Accidents.

- Record in the Accident Log Book.

2. Nasty Grazes.

- Record in the Accident Log Book
- Complete an Accident form and give it to the School Secretary or the Head Teacher for signing.
- Complete a First Aid letter for parents and ensure that the child takes it home.

3. Fractures.

- Notify the Head Teacher and the Named First Aider immediately.
- Record in the Accident Log Book.
- Complete an Accident form and give to the School Secretary or Head Teacher for signing
- Complete a "First Aid letter for parents" and ensure that this is given to the parents.

4. Bumps to the head.

- Record in the Accident Log Book and complete an Accident Form.
- Complete a "First Aid letter for parents" and give it to the parent at the earliest opportunity on the day of the accident.

STAFF

1. Minor accidents - i.e. nasty grazes, fractures - please report to the H&S dept.

2. Lost time accidents.

- Any accident, which occurs at work and prevents a member of staff from working for more than 4 days, may need to be reported to the H & S Dept. at the Town Hall.

ANY MEMBER OF STAFF WHO SUFFERS AN INJURY WHILST AT WORK MUST ENSURE THAT IT IS RECORDED IN THE ACCIDENT LOG BOOK.

ASSEMBLIES

Bishop Bridgeman C.E. Primary School is an "Aided" school, which means three things;

- That the school was established with a specific purpose by the local parish church and the Diocese. The actual purpose is spelled out in what is called "the Foundation Deed", which is a legal document valid today.
- That as a result of this Foundation Deed the school is required to take seriously its duty to hold a daily act of worship.
- That also as a result of the Foundation Deed the school is supported financially and practically by the local church and the Diocese.

The school has a detailed policy for *Collective Worship*, which should be kept in mind whenever we lead or share in worship. However, the following represents a summary of the essential features, which need to be included in each worship;

- children should enter and leave the hall "quietly" and "be encouraged to settle into a peaceful and receptive frame of mind";
- an appropriate piece of music will be used to set the tone and children should be encouraged to listen to it;
- The worship should begin with a corporate act such as the lighting of a candle and a brief opening prayer;
- Time allows usually for two hymns, the "thought for the day" - however it might be delivered - based on the theme for the week, and a time of prayer;
- The prayers used should include from time to time, the Lord's Prayer and the school prayer, plus any other prayers which the children find easy to learn;
- The worship should end by the extinguishing of the candle or some other sign, before 'notices' are given out;
- All staff should be present for the 'whole school' acts of worship; any staff needing to be absent from the worship must speak to the Head Teacher.

Practical points

- Year 6 monitors - prefects - will set out the hall for each act of worship. i.e. Chairs for staff and benches for children.
- The worship leader should set up the focus for the worship and the OHP;
- The Music Co-ordinator will arrange the music for the day.
- Monitors - prefects - will operate the OHP and be responsible for helping put the transparencies away.

Assembly Timetable.

Monday, Wednesday and Friday	- Full Assembly 9.00am
Tuesday	- Full Assembly + Hymn Practice - 9.00am
Thursday	- Key Stage assembly 9.00am - 9.30am; Big Sing - 10.30am - 10.55am

AUDIO - VISUAL EQUIPMENT.

There is range of AV equipment available in school:

At present this equipment is located around the school in a variety of secure stores. Staff are asked to ensure that any item used by them is returned to this safe storage place after use.

Children should not be asked to move this equipment around the building but they should be given instruction on how to operate it safely **under supervision**.

BEGINNING OF THE SCHOOL YEAR.

- 8.55 a.m. - Children go to their new classes;
- 9.05 a.m. - Register children; establish dinner preferences; allocate seating and cloakroom space; explain contents of classroom Organisation document and set clear guidelines for the smooth running of the class; **explain the FIRE DRILL procedures**; allocate pencils, rulers etc.
- After morning break move as quickly as possible to following the timetable;

CHILD PROTECTION.

The school's Senior Designated Child Protection Officers are the **Head Teacher and Miss Helen Fazakerley (Learning Mentor) and Mrs Nikki Patel** and all concerns of Abuse - Concern, should be referred to them.

Staff are asked to make sure that they are familiar with the school Child Protection Policy and of the framework for action; a copy is kept in the Staff Room and another is kept in the Head Teacher's room.

Unsubstantiated incidents such as unexplained bruising, or unusual behaviour that gives cause for concern should be noted and dated in a purely factual way on a **RECORD OF CONCERN** sheet and kept safely in your Planning file. All such notes are highly confidential and the school is not obliged to disclose the information.

Where there is clear evidence of abuse or there is a disclosure made by a child, the Head Teacher should be informed immediately.

Staff should **NOT** pursue any in-depth interview to establish facts or detail. This should be left to the relevant agencies.

Once again, the incident and the circumstances surrounding it should be recorded on a **RECORD OF CONCERN SHEET** and handed to the Head Teacher along with any other notes made prior to the incident. These notes may be used at a case conference.

CHURCH.

It is important for all staff to remember that, as an "Aided" church school, our foundation lies with Bolton Parish Church and St Philips Church. It is the Governors' hope that the links, which exist between the school and the church, will be strengthened and developed in as many ways as possible.

Alongside the whole school visits which occur from time to time, all staff are welcome to worship at the Parish Church and St Philips Church when they wish; any such attendance **DOES** serve to add to those links which we are building.

CLOAKROOMS.

Cloakrooms, along with all other areas of the school building, make an important impact on visitors to our school.

Children should be encouraged to keep coats on pegs and the only bag brought to school must be a draw - string P.E. bag.

Children need to be encouraged in proper hygiene standards and should be taught to be economical with paper towels.

Every effort should be made by staff and children to keep them tidy, friendly and attractive.

COMPUTERS.

If there are any problems either using or with the computers, staff are asked to see the I.C.T. Co-ordinator or the ICT TA4 as soon as possible. Use of the ICT Suite is set out in a timetable. The ICT TA4 works to support teachers using the suite. All computers must be switched off at the end of the day.

CONSUMABLE STOCK.

The ordering of stock is the responsibility of the departmental managers who will normally order in time for the beginning of the Autumn term. Any specific requirements or suggestions for stock should be made to them.

CO-ORDINATORS.

Oversight and general management of the Curriculum is one of the responsibilities of the Head Teacher but individual curriculum areas are co-ordinated by members of staff as follows: -

English	- Mrs. Hafeji
Maths	- TBC
Science	- Mrs Cooper
I.C.T	- Mr McPahil & Mrs Alcock
Art	- Miss Brooke
History	- Mrs Gough
Geography	- Mrs Gough
Music	- Mrs Wagstaff & Mrs Little
RE	- Mrs. Gough
P.S.H.E.	- Mrs Little
D.T.	- Miss C Brooke
MFL	- Miss Baldwin
Assessment, Recording & Reporting	- Mrs Patel & Mr McPhail
Special Educational Needs	- Miss Martland
Inclusion Co-ordinator	- Miss Martland
Lower School Manager	- Mrs Hafeji
KS2 School Manager	- Mrs V Patel

Release time for co-ordinators to monitor their subject is determined on an annual basis and is dependant on the priorities of the S.D.P. and the state of the budget.

Co-ordinators are given an amount of money to spend each year on books and equipment. Teachers requiring specific resources should make their requests to the appropriate co-ordinator.

DAILY ROUTINE.

Nursery	Morning	8.30 a.m. – 11.30 a.m.
	Afternoon	12.30 p.m. – 3.20 p.m.
Key Stage 1	Morning	08.55 a.m. to 12.10 p.m.
		Break 10.50 – 11.05 a.m.
	Afternoon	1.05 p.m. to 3.20 p.m.
		Break 2.00 – 2.15 p.m.
Key Stage 2	Morning	08.55 a.m. to 12.10 p.m.
	Afternoon	1.05 p.m. to 3.20 p.m.

DINNER MONEY.

Children who pay dinner money should give it to the class support staff before 9.00 a.m. on the first day of the school week.

DISCIPLINE.

See the school Behaviour and Discipline Policy.

DRESS.

CHILDREN

Children are expected to wear School Uniform. Any child not wearing the uniform should be challenged and strongly encouraged to do so. Footwear needs to be carefully monitored – girls wearing unsuitably healed shoes must be challenged.

STAFF

Staff and students are expected to dress in a manner, which reflects the professional status of teaching. Jeans, tracksuit bottoms and trainers are not appropriate.

Casual dress may be worn for school trips and training days.

Staff should wear appropriate dress for Games and PE lessons.

EDUCATIONAL VISITS.

Educational visits form an extremely valuable part of a child's studies; because many of our children rarely leave their home environment such visits assume an increased importance.

When organising a visit:

- Risk assessments must be completed and given to Head Teacher.
- Costs need to be kept to a minimum.
- The visits should be educational and relevant to the children's studies
- The venue should have been pre-visited.
- Preparatory work, as well as follow up work enhances the value of the visit.
- The office staff will help with the booking of the venue and the transport.
- Any letters to parents regarding the trip should be seen and signed by the Head Teacher.
- The cook must be given at least two weeks notice.
- An appropriate child – adult ratio must be achieved; i.e. KS1 – 1 : 6 and KS2 – 1 : 10 minimum.

END OF TERM.

Each term ends at a time to be agreed by the Governors - normally 2.30pm

Staff are asked to;

- Ensure that any school equipment or books that have been taken home have been returned.
- Ensure that all cloakrooms are cleared of bags and coats.
- Talk to children about safety during the holidays e.g. strangers, crossing roads etc.
- Review all pupil record sheets.
- Ensure any relevant planning and ordering of resources has been done for next term.

END OF YEAR.

Staff are asked to:

- Ensure that all records, including mentoring files and general curriculum progress records are passed on to the next class teachers.
- Clean and label trays, paints, pencils, rulers etc.
- Remove spare paper from old exercise books.
- Ensure that classroom floor surfaces are accessible for a thorough clean.

ENERGY CONSERVATION.

Money saved on energy can be spent on books and equipment etc.

Staff are asked to:

- appoint an Energy Monitor
- inform the Head Teacher if classrooms are too hot or too cold;
- encourage children to close outer doors.

EXTRA CURRICULAR ACTIVITIES.

Children at present take part in a whole range of activities. Our aim is to have a co-ordinated programme of activities which all staff make a contribution to. New ideas for clubs and activities are welcome at any time.

Parents should be kept informed in writing if children take part in the clubs and activities and are to be late home.

Staff who transport children in their own cars should ensure that their insurance companies have been informed, evidence should be given to the School Business Manager. An information form on advice is held on the system. (See the School Business Manager).

FIRE.

"In case of fire" notices should be displayed in classrooms. Children should be made aware of the regulations.

A fire practice is held once a term.

FIRST AID.

See "Accidents".

GOOD MANNERS.

Good manners are an important part of the school ethos. They should be encouraged between children as well as towards adults.

Positive reinforcement, reminders of appropriate responses, as well as setting good examples in the way we speak to and interact with children, will all encourage good manners.

HOME READING.

All children should be encouraged to take their reading book home on a daily basis, to discuss and read specific pages to family and/or friends. The aim is to encourage family involvement and enjoyment of books.

School library books may also be taken home providing that parents have accepted liability for lost or damaged books. (see **LIBRARY**).

HOMEWORK.

We have a Homework Policy, which in general, for most children, means taking home spellings, tables and home reading. However, regular work should be set and marked and "homework" should be seen as a proper part of children's education

Caution does need to be exercised however, as many of our children attend mosque for two hours every night. Children who request homework should have some set.

Parents will be asked to reimburse the school for any schoolbooks that are lost or defaced.

See the Head Teacher/Secretary for guidance on cost.

SMILIE SYSTEM.

The school behaviour policy is underpinned by the Assertive Mentoring "Smilie" system.

The "SMILIE" system is a way of encouraging team spirit across the whole school. "Smilie" points are given to children for good work, good behaviour and general helpfulness. Children are rewarded based on the number of smilies they achieve.

We also use the "House" system for sports and other events, for which trophies are awarded.

INFORMATION FOR PARENTS' BOOKLETS.

These are kept in the Secretary's Office and are given out to the parents of all new children

INSET. (Professional Development)

School-based INSET involves:

- The equivalent of 5 training days
- Weekly Staff Meetings, currently held after school on Monday evenings.
- Curriculum working parties, when necessary.
- Attendance at courses held beyond the school

Involvement in courses is dependant upon the priorities set in the School Development Plan and any budget restrictions, which apply from time to time.

See School **PROFESSIONAL DEVELOPMENT** policy.

JEWELLERY.

Children are not allowed to wear jewellery of any kind in school. If a child wears earrings it must be a stud and it must be taken out for P.E. or Games. If parents are not happy about this they must sign a disclaimer in school. Forms are available at the school office. Legally, a disclaimer is not thought to hold water, but it is a useful exercise to remind parents about our concern.

See "P.E."

KEYS.

The Head Teacher, School Business Manager and Site Supervisor have keys to the building. Access during the holidays can be arranged through them.

LATENESS.

Children who are late on more than two occasions in one week or who are repeatedly late should be reported to the Head Teacher for referral to the Early Intervention Worker, dependent upon the circumstances.

Staff are expected to be on the premises at least 10 minutes before the start of the morning and afternoon sessions, and should not leave until at least 4.00 pm. If problems occur which mean that these guidelines cannot be adhered to from time to time, staff should let the Head Teacher know as soon as possible.

LETTERS TO PARENTS.

Letters to parents must be submitted to the Head Teacher for approval before they are sent out. Items for inclusion in the School Newsletter should be submitted to the Head Teacher or the AO.

LIBRARY.

The library contains a selection of fiction and non - fiction books, classified according to the Dewey system. All classes have access to the library and it is also available for individual and group topic research. Children are allowed to take library books home if their parents have signed the standard letters accepting liability for the replacement of books lost or damaged by their child. Further guidance in the use of the library is to be found in the school **English Policy**.

LOST PROPERTY.

Lost property will be circulated round school. Unclaimed items will be stored in a box in the Caretaker's room and will be periodically sold to benefit school funds.

MAINTENANCE.

Minor items of maintenance should be reported to the Site Supervisor. More major items of maintenance should be reported to the School Business Manager.

Faults with equipment e.g. computers, should be reported to the relevant co-ordinator.

MEDICAL MATTERS.

Treatment

Key Stage 1 and Key Stage 2 children should not leave school for treatment unless accompanied by an adult. No child may leave school under any circumstances without a note from home and all children leaving school for a genuine reason must carry an **EXIT PERMIT issued by the AO**

Medicine

Teachers must not generally administer any medication. The Head Teacher may accept responsibility but only in limited circumstances providing that parents have completed the appropriate form. In the case of children prone to anaphylactic reaction training will be provided for all staff but no one is compelled to administer the medication.

If medication e.g. inhaler, is kept in school, it should be kept safe in the school Office. Children should only administer medication themselves when in the presence of a member of staff.

Medical problems of a long-term nature e.g. asthma, once notified by parents, should be noted on the child's record sheet.

Teachers should check at the beginning of each year, and when accepting a new child, if any children have specific medical problems e.g. diabetes, and should familiarise themselves with any relevant emergency procedures.

Medicals

Medicals are held in the Community room. Children should be excused from class.

Injuries in school (See Accidents.)

Illness in school

Where a child is too ill to remain in school, the Head Teacher or Deputy Head Teacher should be informed, and if they are in agreement parents will be sent for or the child will be taken home.

Children must not be sent home without informing the Head Teacher or the Deputy Head Teacher, and class teacher.

MERIT AWARDS.

A weekly assembly takes place on Fridays when one child from each class is selected for special praise. The children each receive a star of the week certificate.

At the same assembly the name of the class, which has gained the most points for good work and behaviour, will be announced and the Class which has worked together best will receive The Class of Excellence award. The 2 classes with the highest attendance percentage will be awarded one of the "Attendance Bears."

In addition there is a range of class based merit awards which all teachers use but staff are encouraged to operate systems of their own.

MONEY AND VALUBLES.

Children

Children should be discouraged from bringing money or valuable items to school.

Money for trips, photographs etc. should be sent to the Office for safe keeping as soon as possible after registration. All monies should be brought to school in clearly marked envelopes.

Money given in each day should be recorded on a class sheet stating how much to be paid in, reason for money collection and signed by the class teacher or TA and sent, with any money, to the secretary. Money should be sent to the secretary in a clearly marked class container. The AO will initial the amounts each day, to show that money sent balances with the amount recorded.

If money is being collected for more than one event, a separate column should be used for each event.

If children ask Staff to look after money or valuables they become their responsibility. However, there is no compulsion to agree to such a request even during PE or games lessons. If children bring valuables to school, they are responsible for them.

Staff The school cannot re-imburse staff for items lost or stolen at school, even when the items have been brought to school as teaching aids.

NON-CONTACT TIME - PPA (Planning, Preparation and Assessment time)

The school is committed to providing the statutory non-contact time (PPA time). This should be taken, where possible, on the school premises.

In addition, an amount of non-contact time is provided during Hymn Practice on Tuesdays and The Big Sing on Thursdays. This time may be directed by the Head Teacher from time to time.

NON-TEACHING ASSISTANTS.

The school's staffing structure allows for Teaching Assistants, all of who support the work with all children, with or without any Special Educational Need (SEN). In addition there are Special Needs Assistants (SNA's) who support children with specific difficulties. All these staff are allocated timetables to meet the needs of the school; these timetables are subject to change.

NOTICES.

All notices and diary dates are held on the school website and Frog, a virtual learning platform (VLE). All Staff have access to this site and are responsible for keeping it up to date and for checking its contents on a regular daily basis.

Staff meet at 8.30am on the last day of the week for a "Briefing" meeting.

Messages sent around the school should be kept to a minimum to avoid disruption.

ORDERING MATERIALS AND EQUIPMENT.

Teachers with responsibility for ordering materials and equipment should do so on order forms obtainable from the AO. Details of the supplier's name, address and telephone number together with quantity, description, reference number and price should be filled in. Completed forms should be given to the Head Teacher for approval.

The price of items should always be compared in a number of catalogues, but it is worth remembering that Y.P.O. and Xcel prices are generally cheaper.

PARENTS.

Parents should always be treated with courtesy.

Information supplied by parents about their own children, as well as themselves, is often very valuable and may need to be noted on record sheets.

Our bi-lingual staff are usually available to help with interpretation difficulties. Great care should be taken when using children as interpreters as the information divulged may be very sensitive or confidential.

Parents who wish to speak to the teacher in mid-session should be asked to return at 3.20 pm. If the matter is judged to be very urgent a support teacher should be asked to take over the class.

Irate parents who are creating a problem should immediately be referred to the Head Teacher. Colleagues should be sensitive to such a situation developing.

Parents and other adults expressing an interest in helping in class should be actively encouraged to do so. e.g. helping with cookery, listening to readers, playing games and sharing activities but must be in receipt of a CRB.

PARENTS' EVENINGS.

Parent's Evenings are held during the autumn and spring terms. Parents are sent a letter with a return slip asking them to request an approximate time for their appointment and stating the names of all their children.

These return slips are given to the teacher of the eldest child who gives an appointment, writes it on the appropriate form, then sends both slip and the form to the teacher of the next eldest child and so on.

Teachers should avoid making appointments for families at consecutive times. Completed appointment forms should be sent home with the eldest child.

On Parent's Evening a copy of the teachers list of appointment times should be displayed for parents to see.

After Parent's Evening a copy of this list should be given to the Head Teacher, indicating which parents attended.

P.E.

All children are expected to do PE unless they have a note from their parents. Long-term exemptions require a doctor's note. Junior children also do games and Years 6 children also go swimming.

P.E. kit should be kept in a named bag - preferably a drawstring type.

The AO has a standard letter for children who repeatedly forget to bring PE kit. If the child still fails to bring their kit they should be referred to the Head Teacher.

Children will only be allowed to do PE, games or swimming if they remove all items of jewellery. A special ruling applies to newly placed earrings. Staff need to familiarise themselves with this ruling in the PE policy. Older junior girls should be allowed to wear tracksuit bottoms for PE. and may also need to be treated sensitively when getting changed.

Children who are constantly absent on swimming lesson days should be referred to the Head Teacher.

Children are allowed to do indoor PE in bare feet but must not do PE in stocking feet. **Trainers** may not be worn for apparatus. When using the large fixed apparatus, PE mats should be placed at points of danger. Games such as pirates or tig should never be played on apparatus.

The PE Co-ordinator should be consulted concerning all matters of safety in PE.

PHOTOCOPYING.

Children are not allowed to use the photocopier at all.

The Teaching Assistants are available to help with photocopying; the AO is available to help, but must be given sufficient notice. Forms are held in the main office for completion.

New staff should seek instruction in the use of the photocopier from the AO.

Photocopying costs rapidly mount up. Please be prudent in your use of this machine.

Faults should be reported to the AO.

Each member of staff has been allocated a personal number for access to the photocopier.

PLAYGROUND.

Duty

A list of playground duties is displayed on the staff notice board.

During wet playtimes all teachers help with supervision.

Teachers on duty must try to be on duty as quickly as possible. Children must NOT carry hot drinks.

Colleagues can also help by clearing classrooms and cloakrooms before going to the staff room.

Children should be discouraged from going back into school during playtime.

Games

Rough games, play fights or "British Bulldog" type games should not be allowed. Junior children are allowed one football and may use tennis balls of their own in other parts of the yard.

PREFECTS - MONITORS.

Each year a number of children from year 6 are chosen to be prefects, including a Head Boy and Head Girl. These children are expected to help with the smooth running of the school and the enforcement of school rules.

Staff should support the prefects in the carrying out of their duties but should be aware that some children can become carried away with their new found authority.

PRESENTATION OF WORK.

The importance of good presentation should be stressed in all areas of the curriculum. Correct formation of letters, neatness, use of rulers, correct style of dating and careful drawings are all important. A child who presents his work well can take pride in it and will know that its content can be more easily understood.

RECORD KEEPING.

As a school we are working to becoming paper free in terms of planning and organisation. However, all staff are required to keep **PLANS** as per policy.

All teaching staff are required to prepare "Medium term" (usually half termly) plans and "Short term" plans - weekly lesson records. A date will be agreed for the completion of the Medium term plans.

The Short-term plans should be displayed on a notice board in the classroom on a Monday morning. The Head Teacher, the Deputy Head Teacher and the Assistant Head Teacher have responsibility for checking planning and share this work with the subject Co-ordinators. All Medium term plans are held on the school's computer network.

Pupil records should be kept up to date regularly. These records should be kept in a secure place. They are seen by the Head Teacher in June and should then be passed, together with other accumulated records in specific subject areas, to the pupil's next class teacher.

Year 6 teachers are expected to complete transfer records for Secondary schools in early June. Further detailed guidance on record keeping is available in the Assessment Policy.

REPORTS.

Reports are completed towards the end of the summer term using the computer programme recently adopted. Care should be taken to ensure that each report is free from spelling mistakes and grammatical errors.

In completing reports, teachers should try to be fair and honest. No child however should receive an entirely negative report.

Writing reports is a very onerous task and sufficient time needs to be allowed for completion so that comments are meaningful and informative. (See A.R.R. Policy)

RESOURCES.

See individual Curriculum Policies.

SCHOOL FUND.

Various fund raising events are held throughout the year.

School fund provides us with a readily available source of money which can be used by teachers who wish to purchase goods and services of a relatively urgent, immediate and /or inexpensive nature.

A receipt must always be obtained.

The School Fund is administered by the School Business Manager. Enquiries about expenditure from it should be addressed to the School Business Manager.

SCHOOL NURSE.

The role of the school nurse has changed dramatically and although visits are made to school regularly. The reason for the visit is determined by the agenda at any time of the PCT responsible for the service. However, it is still possible to liaise with the school nurse on matters of concern; she may still be available to give talks to the children about various aspects of Health and Hygiene.

Children in Year 6 usually receive a talk from the school nurse about the onset of puberty.

SECURITY.

It is extremely important that staff are security conscious. The safety of the children is our first responsibility.

Outside doors must be secured immediately after the start of each teaching session.

The only point of entry to the building during all teaching sessions will be through the main entrance. A security lock is on the main entrance; staff need to obtain and carry the swipe cards for this lock from the Head Teacher. Staff are also issued with an ID badge, which should be worn at all times in school.

All visitors to the school are required to complete the Visitors' Log.

SMOKING.

From July 1st 2007 the law states that smoking is banned in all enclosed public places. This means that the entire school building is a no smoking area for staff and parents. Also, staff should never smoke in the presence of children.

STAFF MEETINGS.

We meet normally each Monday from 3.30 - 5.00 pm to discuss matters determined by the priorities set for within the SDP. We also meet from time to time to discuss "Domestic" matters. Various other departmental meetings and working parties may also be held.

SUPERVISION.

All staff have a duty of care towards the children. This clearly has implications in terms of supervision, discipline and organisation.

The teachers contract instructs us "to maintain good order and discipline among the pupils" and "to safeguard their Health and Safety whilst on the school premises and, when authorised to be, elsewhere".

The duty of care arises whenever teachers are doing the work required of them by their others. This is normally during the teaching day but teachers may accept the duty of care actually or implicitly, e.g. during extra curricular activities or any activity where parents are **LED TO BELIEVE** that their children will be supervised.

Fulfilling the duty of care means guarding against **REASONABLY FORESEEABLE** incidents. A child working alone in the Library could still be said to be supervised, whereas a child alone collecting litter at the far end of the football pitch would not be.

It should be remembered that the duty of care is owed to the individual child not to the parent; therefore, the wishes of parents should not be followed if it would lead to a breach of the duty of care towards the child.

SUPPLY TEACHER'S GUIDE.

Safeguarding guidelines and fire safety guidelines are available for Supply. A "Supply Teachers' Guide" is available from the Secretary and should be read carefully.

SUPPORT SERVICES.

We are sometimes supported in our work on a daily/weekly basis by outside agencies. Their timetables are dictated by time allocations to our school, our own school priorities and those set by the individual services. We also have support available from the School Library Service - details available from the English Co-ordinator, and from the Voluntary Reading Help service.

SUPPORT TEACHERS.

Support teachers should work in partnership with class teachers. Co-operative planning and team teaching using the strengths and expertise of both teachers should be the norm.

Withdrawing groups of children from the classroom may sometimes be a valuable exercise, especially with younger, shy children. However children should not be withdrawn on a regular basis and their work should run parallel with that being done by the rest of the class.

Children should not normally be withdrawn from class to follow a programme of work in isolation from that which is being followed by the rest of the class.

TIMETABLES.

At the beginning of each school year class teachers should complete a timetable in line with the time allocations made for each subject. A copy of this should be displayed on the classroom wall and another copy should be kept on computer for the Head Teacher.

Support teachers and non-teaching staff should also fill in a timetable and give a copy to the Head Teacher.

TOILETS.

Children should be encouraged to use the toilets at the beginning and ends of playtime to keep lesson time interruptions to a minimum.

Older children should be actively discouraged from going during lesson times but no child should be left in distress. Junior children should not be allowed to re-enter school during playtimes to use the toilets.

UNIFORM.

Our School Uniform is: -

Year 6 choose their own coloured sweat shirt each year.

Maroon or black headscarf

A maroon sweat shirt with the school name and badge on;

A white polo shirt;
Grey trousers/skirt/pinafore dress
(optional grey leggings for girls)
Sensible, flat shoes, preferably black
Summer uniform is as above, but girls may wear a red/pink checked or striped dress.

Children should be strongly encouraged to wear the uniform but this cannot be insisted upon.
Children should be constantly reminded about naming clothing.

WELFARE STAFF.

There are 14 Welfare Assistants, led by a Senior Welfare Assistant, who supervise children at lunchtimes. Each class has a nominated member of the Welfare staff who remains with them for the whole of the lunch hour. The year 6 children who are prefects are allocated to duties at lunchtime. All children should wash hands before their meal.

Please inform the Senior Welfare Assistant if particular children need to be watched, e.g. if they feel they are being bullied or are not very well. Children must not be left in the classroom at lunchtime unsupervised.

It is not easy to maintain good behaviour throughout lunchtime. It is most important that teachers support the Welfare Assistants in disciplinary matters where problems are reported. Professional judgement should be exercised in what form that support might take.

WET DAYS.

Children should be allowed into school at 8.45 am on very wet mornings.

Children should remain in their places during wet playtimes. There should be a variety of reading materials and desktop games etc. available in each classroom. Children should not be allowed to visit other classrooms.