



Staff Notes for Guidance

These notes for guidance are designed to help staff to become acquainted with practices in school to which they should conform at all times. They should be used for reference by all members of staff.

Members of staff are all adults who have established contracts of employment, temporary contracts of employment, and student teachers or teaching assistants on training placement within the school.

Our Vision Statement

Our vision at Sale & Davys Church of England Primary School is to create an environment within which all pupils will adopt strong British and Christian values whilst developing to their full potential both spiritually and intellectually.

The following notes for guidance have been designed to act as a reminder to existing members of staff and as an induction tool for newly appointed staff.

Absence

All members of staff should notify the Headteacher that they will be absent, with a reason, in good time. Ideally this should be before 7.30am via a telephone call to the Headteacher. Contact should be made on or before each day of absence unless a doctor's note has been provided outlining an expected return date. Upon return to work, the Headteacher will need to be satisfied that the employee is well enough to recommence duties. In the case of an absence of longer than a week, an interview will take place with the Headteacher to establish whether or not any reasonable and additional provision needs to be made for the employee.

Asthma Inhalers

Children who suffer from asthma should have their inhaler with them at all times, including during PE lessons and on school visits.

Break Duties

Break times are covered by contracted hours and therefore staff cover the supervision on the playgrounds and ensure that children are outdoors in fine weather. There is a rota for the duties and this is displayed in the staff room. In poor, or extremely hot, weather all teaching staff supervise their classes inside the classrooms. Hot drinks should not be consumed near children unless they are in a thermo cup. The use of glasses for drinks consumed near children should be avoided as there are plastic cups available.

Child Protection

Any concerns about a child's well-being should be reported to the Headteacher. If in doubt - report it. There is a pro forma on which to describe concerns which can be found on the staffroom wall or in the office.

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Children's Medicines

Staff members are not permitted, by law, to administer non-prescription medication. Staff may volunteer to administer prescription medicine at the request of a parent. Such a request should be recorded and the indemnity form signed in the school office.

Children with Medical Conditions or Disabilities

Class teachers should make themselves familiar with the needs of such children at the beginning of the academic year or whenever their period of teaching commences. It is important that the class teacher ensures that all other relevant staff members are also aware of the child's needs.

Incidents at school

If a child has sustained an injury or has been involved in some other incident during the day, a text will be sent to the child's parent/carer. Additionally the class teacher may speak to the parent/carer at the end of the day.

Directed Time for Teachers

The directed time covers teaching time, staff meeting time, parents' evening time and any other time totalling 1265 hours. The distribution of the hours is reviewed annually and may change from year to year. A copy is available in the school office.

Equal Opportunities

The school is committed to the principle of equal opportunity for all its employees. No employee who satisfies the appropriate criteria for employment will be discriminated against. Further details are available in the school's policy.

Educational Visits

Educational visits, and the invitation of visitors into school, are encouraged to enhance the curriculum. Please see the Educational Visits folder in the staff room for information about visit preparation timescales. All the relevant information must be available and up to date before a visit can go ahead.

Fire Drills

From time to time a continuous bell is sounded to test the procedure. The sound is the same to alert everyone to a real fire. There is no way of knowing whether it is real or not. Treat all continuous bells as serious and evacuate at the nearest exit onto the infant playground. Check the Fire Notice and location of any alert button, fire blanket, or extinguisher in each room. Close doors behind you after everyone has left the room. The mobile telephone, located in the office, must be returned after each phone call as it is a vital part of the fire evacuation procedure.

First Aid

This school is fortunate to have a number of staff members qualified in first aid, some of whom are qualified in paediatric measures. The first aid supplies boxes are situated in the

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classroom leading onto the infant playground and by the exit outside the hall. All incidents should be recorded in the log. Incidents requiring attendance at hospital should be reported to the Headteacher, or her representative, without delay. A more detailed accident form may be completed for such cases. Head or facial injuries and nosebleeds should be reported to parents using the text messaging service as soon as possible after the injury. Injuries which may require a visit to hospital should always be reported to parents immediately by telephone.

Helpers

This school is fortunate to have offers of help, whether in the short term or longer term. When a helper is present in the classroom, they should be given focused and purposeful tasks and encouraged to promote learning when working with children. Briefing prior to the lesson is strongly advised. A copy of the document “Helpers in School” should be provided which may be obtained from the office.

Job Description

All contracted members of staff will have a job description. It is important that the details are clearly known to each person, including the type of work expected and to whom they are responsible. Details are discussed with employees at Performance Management reviews and at other mutually convenient times, as appropriate.

Mobile Phones/Social Media

The school uses an SMS text messaging service or home/school diary to make official contact with parents. Use of personal mobile phones or social media to make contact with parents is not permitted.

Planning

Long term plans are reviewed regularly and schemes of work adjusted accordingly. There are subject and aspect co-ordinators in school to turn to for advice. Short term planning includes details of learning objectives for each lesson, together with differentiated tasks and specific provision for individual children. The use of teaching assistants and other adults is planned for, when known in advance with the needs of the children taken into account. Copies of plans are given to the Headteacher at the beginning of the working week by each member of teaching staff. A flexible approach to timetabling is encouraged in this school, often resulting in blocks of learning. A ‘timetable’ should be given to the Headteacher to show where units are going to be taught, but it is recognised that this may change slightly from week to week. When major changes have been made, a new copy should be forwarded.

Planning, Preparation and Assessment

PPA time is allocated to teaching staff as no less than 10% of their pro rata contact hours. It is to be taken on the school premises, unless by prior arrangement with the Headteacher on an occasional basis.

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Presentation and General Tidiness of the School

Staff are requested to encourage pupils, and to accept themselves, a corporate responsibility for the presentation of the school and ensure that books, displays, and other resources are kept tidy, not only in the classroom, but throughout the building. Staff should ensure that their classrooms are tidy at the end of the school day so that they can be cleaned.

Professional Standards

For some roles within school there are national standards of expectation, including professional conduct. The appropriate standards should be adhered to at all times, including expectations on appropriate dress. The Headteacher requests that jeans are not worn as teaching attire, except on non-uniform days, some training days and some educational visits, as appropriate.

Pupils' Behaviour

Good behaviour should be rewarded and recognised. Children can earn Chance Cards and each classroom has a supply of these. The Senior Midday Supervisor also has a supply of them. Each classroom has a set of rules, decided upon collectively at the beginning of the academic year. Also, there may be routines within each classroom to reward exceptionally good behaviour. Sweets should not be given as rewards in this school. Occasionally it may be necessary to remind children of the school rules and of the high expectations we have. There is a behaviour tracker system as part of the Positive Behaviour Policy and this should be used.

References

Staff who are considering applying for new posts are strongly advised to discuss their applications with the Headteacher. The Headteacher's permission should be sought before nominating her as a referee. References for educational posts now normally require the Headteacher to provide information on attendance, punctuality, professional standards, disciplinary record, suitability to work with children in the UK, and suitability for the post applied for.

Risk Assessments

There is a wide range of risk assessments which are reviewed regularly. Staff will be asked to sign to indicate that they are aware of them annually. Health and Safety is an important aspect of school life and it is the responsibility of every member of staff. All issues should be dealt with or reported.

Safeguarding of Children

All forms of employment within this school require a satisfactory and completed enhanced disclosure to have been made before duties can commence. Where there is a time delay, the Headteacher will decide whether there is suitable supervision of the employee. **No person without an enhanced disclosure (DBS) shall have unsupervised access to children.**

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School Policies

The school has a wide range of policies which, once ratified by the Governing Body, everyone is expected to conform to. All policies are published on the school website <http://www.saledavys-primary.co.uk/>. It is the responsibility of each staff member to familiarise themselves with school policies.

Sick Children

Children should not be sent home during the school day unless the Headteacher has been consulted beforehand.

Signing In/ Out Book

If a child needs to be taken out of school for any reason, his or her parent will be asked to sign the book, located in the atrium.

Staff Facilities

All members of staff, no matter how short their period of employment, are welcome to use the staff room for relaxation at the appropriate times. There are hot drink making facilities, a microwave oven, a fridge, a PPA work station (including internet access), comfortable seating and a personal box into which correspondence may be placed. There is a nominal charge for hot drinks. Please do not take hot drinks out of the staff room area unless they are in a covered insulated mug (these are available in the staff room). Staff meetings are usually held in the staff room and dates are published early on in the academic year. Discussions and decisions made in the staff room and during staff meetings are to be treated in confidence unless otherwise agreed. There is a toilet for use by members of staff situated next to the Caretaker's cupboard. A row of coat pegs is provided for staff members' convenience close to the toilet. Members of staff are discouraged from bringing valuable items onto the school premises, but when it is necessary they may be locked away for greater security. A cupboard in the staffroom may be used to store handbags out of sight. Due to electrical testing regulations, electrical items must not be brought to school for use unless the Headteacher's permission has been sought beforehand. Car parking facilities are limited. Staff, who are unable to park in the car park, are recommended to park in the Village Hall car park or along Twyford Road. Smoking is prohibited on school premises at all times.

The Front Door

No child should ever open the front door, even to his or her own parents. Children should be frequently reminded about the need to be safe.

The School Day

All staff are required to be ready to work at the start of their timetabled day.

- 8.40 The gates of the school are opened and children and their parents may enter the playground at the front of the school (commonly known as the infant playground) children should proceed straight into their classroom where they are greeted by the teacher.

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- 8.50 Gates closed
- 8.50 The Registration in each class. Attendance must be entered accurately onto RM Integris.
- 9.05 Friday's only - Collective Worship
- 10.30 Break
- 10.45 Second part of the morning session
- 12.00 Lunch
- 1.10 Afternoon registration and teaching session
- 2.40 EYFS and KS1 break.
- 3.05 Collective Worship (Monday to Thursday inclusive)
- 3.30 School day ends. School representative opens the gate onto the playground to allow parents onto the premises to collect their children.

Some children may go to after school clubs at this time. These can vary from term to term.

Parents of pupils in Merlin class may walk around to the Junior playground and the class teacher will ensure that pupils do not leave the classroom unless a parent/carer has arrived to collect them. Dart class exit their classroom onto the Infant playground and the class teacher will ensure that pupils do not leave the classroom unless a parent/carer has arrived to collect them. Trent and Griffon pupils are allowed to walk around the outside of the school to meet their parent/carer. Only pupils in KS2 whose parents have sent written consent may be allowed to leave the school premises un-accompanied. If a parent or carer has not arrived to collect a child, the teacher should wait for a few minutes and then return him or her to the atrium. If, by 3.40pm, the parent or carer has not arrived, telephone contact should be made by the class teacher.

The School Rules

- : We are always helpful and polite.
- : We do what grown ups in school ask us to do.
- : We work, move and talk sensibly.
- : We let others work and play in peace.
- : We respect other people and their property.

Visitors' Book

There is a Visitors' Book close to the front door. All visitors should be asked to sign in and then they will receive a Visitor's badge to wear for the duration of their visit.

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