



Staff Handbook

September 2018

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What is the purpose of our School?

Maintain a consistent, inspirational practice from the entire school community to develop the happiness, security and learning outcomes for all children. To inspire and enable the individual to achieve their potential by having an expectation of excellence from all stakeholders. Promoting well-being to create happy and safe children and staff.

Communication

It is important to us that communication is open as we cannot build upon good practice or grow as an organisation if we are closed off from each other. If something does not work or is duplicated somewhere else then tell us! We don't mind! We can't promise to remove problems completely but we can discuss possible changes for the better, please talk to a member of the Leadership Team.

Please ensure you familiarise yourself with all official school documents.

Please check the school electronic diary a fortnight in advance, if there are any 'events' missing please add where necessary.

Please ensure that all letters sent to parents have been pre-authorised by the head teacher or a senior member of staff and a copy has been sent to the office via email – this will then be uploaded onto the website it is also YOUR responsibility to upload this onto the school app.

Accessing Systems

You will have a personal login and username for the:-

- school's server which will include a school email address (outlook),
- Arbor to complete the class register,
- We have a school login and username for our data analysis system 'O-track'.
- Google – G-Suite account
- Login details for the school app

The office/AF will provide you with these.

Conduct Behaviour Policy

Please see whole school behaviour policy- stars and lights. Each class will have a behaviour poster to explain the expectations for rewards and sanctions. Ensure that you are familiar with the school policy in full and that every employed adult in the classroom follow it consistently.

Please ensure that all children who have reached 'Gold' have a star in their homework diary; this will allow us to reward children when they have reached the various milestones. The ethos at Heath Hayes is one of positive reinforcement therefore it is essential that all children feel success – **EVERY** child should achieve gold AT LEAST **three** times every week – **most** children should be achieving 3-5 stars every week.

If a child has received a red card that day, please ensure that you speak to the parent/guardian at the end of the day to explain why they have received the card and what the sanction will be the following day. It is important that parents are fully on board with all aspects of the behaviour policy. Please ensure that a behaviour incident record has been completed and handed into HP for record keeping.

Safeguarding

The Safeguarding Policy can be found in the school office or on the school's website.

It is essential that you are familiar with the school's Safeguarding Policy and procedures.

Helen Park is our named Designated Safeguarding Lead(DSL); Amy Fidler is the Deputy Safeguarding Officer.

If neither AF or HP are available please take advice from the most senior member of the leadership team currently in the school.

The members of staff that are level 2 trained are Helen Park, Amy Fidler, Louise Johnson, Catherine Hollis, Leanne Hall and Sarah Pearce.

All new members of staff should receive a safeguarding induction lead by HP within 1 week of beginning employment at the school.

Any concerns or disclosures should be referred immediately to AF or HP with a completed 'Cause for Concern sheet' (*found on safeguarding notice boards around the school*) as soon after the disclosure as possible.

Staff are advised not to touch a child in any way that could be misinterpreted or ever be in a position where they are alone with a child.

Please ensure you are aware of our e-Safety guidelines within our Safeguarding policy and Home-School Agreement.

When taking photographs, please ensure you have read and understood the school guidance for using photographs and videos. Ensure you know any children in your class whose parents have requested that photographs of their children are not to be shared outside of the school.

Please note that all clips or DVDs used must be 'U' rated. 'PG' films may only be used if permission has been obtained from parents.

Whole School Emergency/ Lockdown Procedure

Should a situation arise in the school where children and adults are at risk, staff should immediately lock doors and windows, pull down blinds and depending on the situation relocate to a safer place or seek cover under the tables. The office should be contacted to communicate the problem across the school, who should take similar precautions as deemed necessary. Emergency services will be contacted as necessary.

This will not be practised as injuries may be caused getting into school.

In the event of a whole school evacuation emergency or health and safety concern all children will walk to local park, car park and wait for collection by parents/guardians. Foundation Stage and KS1 Children will walk with older KS2 children and staff in order to keep risks to a minimum if appropriate. See emergency policy – found in school office.

Evacuation Procedure

Your classroom has an A4 sheet laminated class list for the fire drill information- take with you when there is a fire/ fire drill/ need to evacuate. The absent pupils are marked so that you know who is present at any time during the day. If a child is taken ill record this on the laminated sheet. Pupils must sign out if they go home for lunch. Keep all fire door exits clear at all times and remind the children of these exits regularly.

Fire

- a) In the event of a fire, break glass and ring the fire alarm to warn the rest of the school.
- b) Escort your children through the nearest exit and assemble in the playground, closing doors behind you.
- c) Take your class fire register with you. Once in the playground, check that all children are present through a quick count before registering them. Notify the HT, DHT or office staff immediately if someone is missing.
- d) Teaching assistants will check the toilet areas. If you do not have a supporting adult with you at the time of the fire alarm please check the nearest toilets as you exit.
- e) On no account should anyone re-enter the building after evacuation.
- f) Please close all doors as you leave.
- g) Fire drills will take place at least once a term.
- h) Make sure you have talked to the children about fire procedures and your children know the escape routes from all the rooms you use.
- i) Non- contracted staff and all visitors should sign in and out at the main office in order that personnel can be checked in the event of a fire.
- j) Full time members of staff and pupils leaving the premises during the school day, including lunch times, should sign out and in again in case of emergency evacuation.

Data

Data for evaluation and school improvement; **COAP – Cohort on a page CIP – Cohort improvement plan**

As a school we use 'Raiseonline', 'Fisher Family Trust' and 'O-track' tracking systems to make judgements about progress and attainment of children in subjects, year groups, phases, Key Stages and across the whole school from Reception to Y6.

What you need to know:

- We are judged as a school against similar schools and all schools nationally.
- Please ensure your judgements are accurate and moderated with a colleague/ it is essential that ALL staff attend ALL external moderations with our cluster.

Data Protection

We use laptops and memory sticks to store data and information. This data is confidential and must be treated with the utmost care. Please do not store any school photographs on private computers, laptops, mobile devices.

School Improvement Plan (SIP)

Please make sure you are all aware of our school's priorities. The School Improvement Plan is the main driver for improvement and is viewed by our school governors to evaluate progress every term- copy in staff room.

Attendance

Please register your class at 8.55am and 1.15pm using the Arbor system on your class computer.

If registration is not possible, notify the office. It is the **responsibility of the class teacher**, or person in charge, to ensure that the class is registered each morning and afternoon.

A child arriving after 09.15am is late as this is the cut off point for Arbor. External doors are closed at 8.55 am. Any child arriving after this time will go round to the main entrance where a late mark will be recorded. This will ensure the message is clear across the school and will encourage all pupils and parents to be punctual.

All communication from parents regarding absences should be inputted onto Arbor. Please ask parents to hand appointment cards/letters etc into the office so that they can be scanned into the schools management system.

Classroom Expectations- Non-Negotiables

A year group planning folder will include timetables, annotated planning, data and general class information.

For expectations on displays please refer to the school's non-negotiables – September 2018.

It is ESSENTIAL that your learning walls are ALWAYS up to date and reflect the learning in the classrooms. This should include teachers modelling and children's WAGOLLS.

It is everybody's responsibility to promptly clear away mess and ensure a clutter free class/ school to maintain a professional appearance. Train your children to tidy up at the end of the day.

Leave areas as you would like to find them.

Parent Consultation Evenings

As partners in their child's education, we value communication with parents and carers.

We have three parent consultation evenings, one each term to view work, discuss their child with the teacher, meet view the classroom and discuss reports (if applicable). The Parent's Evenings in Autumn 2 and Spring 2 are individual appointments and the Summer 2 'Open Evening' is for children to share current and future classes.

Home- School Links/ Communication

Our Home - School Diaries are a direct route of communication with parents. Use these books to communicate your concerns and good news alongside general notes involving PE kit, trip money, home work etc.

We will regularly send activities home to support children's learning, forging positive links with parents and carers.

Health and Safety

You should be familiar with the Health and Safety Policy and general risk assessments. Please report concerns or improvements to the Site Supervisor using the 'Health and Safety' sheet. EYFS staff must have regard to the EYFS statutory welfare requirements.

For 'exciting/different' classroom activities please create risk assessment forms at least **one week** before the lesson. These will then need to be signed by HT/AHT.

Please conduct regular visual checks of the environment and encourage all children to do the same. Make sure the area is safe and discuss this with the class.

Report urgent Health and Safety issues immediately to HT or AHT and adjust or cancel the activity if necessary. Complete the 'Health and Safety' sheet as necessary.

When creating displays or other task at a higher level, do not stand on chairs. Step ladders are available in the resource room.

Minor Medical issues are dealt with by a First Aid trained TA from your or a neighbouring class.

If a child has a bump to the head, send a form home and text to inform the parent (phone call in more serious cases). The first aider that deals with the injury will complete the accident book and inform the child's teacher and provide the

accompanying slip for parents. Lunchtime supervisors may need to give additional feedback to you in addition to the form to pass on to parents. **ALWAYS** inform parents if their child has had a significant injury, either verbally or by text. It is advisable to talk to parents directly in these cases.

Injury notification slips will be given to teachers directly for KS1 children, KS2 children will be responsible for putting these slips into their bags.

Major Medical issue- summon immediate assistance from your nearest first aider, move other children away from the area and take emergency action. Inform the office as soon as possible to enable communication with HT/DHT and parents as appropriate.

Do not delay in sending for an ambulance if you decide it is necessary.

Complete the accident form immediately.

Medical care plans are updated by DK with parents at the beginning of September. A copy of last year's plan is sent up to the new class teacher and information shared at transition meetings. Copies of care plans are found in the medical room, the Office, classroom with inhalers, staffroom. These need to be given to the paramedic and taken to hospital if this is required.

All staff should be aware of updated medical guidelines in September 2018. A medical staff meeting for all staff takes place in September.

Staff should see DK if they have a medical condition requiring a care plan. This plan will then need to be shared with relevant staff.

Timetables

Please follow your class timetable. Inform AF of any changes during the year by annotating your timetable and e-mailing updated version to Headteacher@heathhayesacademy.co.uk

Remember, OFSTED ask for timetables on the first day of contact so we need them up to date at all times. Thank you.

An Example of the Daily Overview of KS1 and KS2	
8.45 – 9.00	Self- Registration and Early morning activity
9.00 – 10.00	Session 1
10.00 – 10.15	Break
10.15 – 12.00	Session 2
12:00 – 12:15	Individual reading/Spelling Tests
12.15	Start of lunchtime
1.15	End of lunchtime session
1.15	Register
1:15- 3:00	Session 3 KS1 requires a 15 break which will be timetabled by KS1 leader
3:00 - 3:15	
3.15	Class story
	End of school day.

Times

Good timekeeping is expected by both children and adults. Be punctual to assemblies and events.

Teachers must be ready in class at least five minutes before the session begins to welcome the pupils.

In the afternoons and at the end of playtimes children will line up; they will be greeted on the playgrounds and supervised into the classroom.

At the end of all sessions teachers supervise the orderly dismissal of children through the correct exit and following the exit procedures within school.

Please make yourself available for parents on the days you are not in a staff meeting or running a club (avoid meeting parents on meeting night.)

See each class timetable for specific sessions/ timings

Assemblies

Whole school assembly Thursday for Head Teacher Assembly and Friday for Singing Assembly

Monday at 2.45 will be Celebration Assembly

See class timetables for class assemblies.

Rota for assemblies are on display in the staffroom.

If you are leading the assembly please ensure you are there first and check the hall is prepared

(Y5 or 6 will arrange seats for adults and ensure music is playing for children to enter the hall)

Please arrive on time.

Behaviour in assembly- children must walk to the hall and enter without talking and listen to the background music.

Teachers wait with their class whilst waiting for other classes to assemble to maintain quiet. Please do not talk during this time as children will respond by talking too.

Please attend whole school assemblies, unless you have an agreed task to complete.

PE

On PE and swimming days the teacher will check each child in their class has the kit they need at 9am and will attempt to contact parents so the child does not miss PE or swimming. Please see class timetable for your PE hall slot.

It is important that staff and children are appropriately dressed for PE. Remember children pick up everything and learn best by example. Children are required to wear dark shorts and a white short-sleeved T-shirt with pumps for indoor PE.

They may choose to wear a tracksuit or joggers and a sweatshirt with trainers for outdoor PE. **Children should not share/borrow footwear.** They may be given a spare kit to wear from the school's central resources in the PE store. Where this is not possible, children who do not have PE kit will be given work to do relevant to the lesson. HHA spare kits must be washed in school to ensure we always have clean spare kits.

Pupils should not be doing **any** activity in the hall in socks or tights.

Jewellery – Jewellery is strongly discouraged in school. The wearing of jewellery, badges, and excessive hair adornments in school is not allowed unless for medical or cultural reasons. Watches may be worn.

Stud earrings are permitted for children with pierced ears. For safety reasons children are not allowed to wear any jewellery for PE or swimming. If a child's ears have been recently pierced and the earrings cannot be removed they cannot participate in PE or swimming. Please text parents to rectify this problem. Staff **must not** remove earrings from children's ears or replace or cover in tape at any time.

Money and Valuables

Pupils are not allowed any valuable items in school, mobile phones must be handed to the school office before the school day begins and then collected at the end of the day.

Staff are advised not to leave valuables on display and ensure mobile phones and kept in bags etc – in line with the safeguarding policy. Staff mobile phones should only be taken out of their bags in areas of the school where there are no children i.e. staff room. Any money collected from children must be handed in to the office.

Any items purchased for school must be approved by AF who will advise staff of the correct means to purchase these items.

Extra-Curricular Clubs

It is the responsibility of the member of staff (leading the club) to ensure they have an up to date register of children attending. This should then be passed on to CL to be kept centrally and disseminated where necessary.

In addition, as soon as all children have been dismissed from the club it is essential to notify the lead in the after-school club so they can carry out an additional gate sweep.

Breaktimes

KS1 and KS2 have separate playgrounds due to the number of children in the school. There will be an adult on duty on each playground. Duty days are organised on a rota displayed on the staff notice board. KS1 send children to Early Years for first aid. KS2 send children to the medical room.

Known absences on duty days should be prepared for with an alternative arrangement.

Please note the following points:

-The adult on duty should make suitable arrangements to enable them to have a break either or before/after playtime begins in consultation with a colleague.

-Staff on duty should be on the playground promptly to meet the children when they come out to play.

-Staff on duty should circulate and ensure the safety of children as far as possible through careful observation of all areas, especially 'blind spots'.

-Drinks taken to the playground and classrooms during school hours must be cold or alternatively, hot drink should be in a sealed cup.

-A bell will sound for pupils to stop games and listen for Adult on Duty to give instructions to walk inside; all KS2 class teachers will escort their pupils back to the classroom. All children will 'freeze' on bell, line up and walk inside when instructed by teacher.

-Parents of children unable to go out at playtime should send a letter to school, otherwise the children go outside.

-Children staying inside should be supervised by an adult in the key stage. (This includes children having reflection time).

-Children are not to be given permission to stay inside unaccompanied.

Wet break times/ Lunchtimes

Children stay in their own classrooms. Each class have a wet play box of activities.

Staff should arrange to briefly supervise two classes to enable their colleague to visit the toilet and collect a cold drink. Teachers should train their class in the activities they may use at lunch time. During wet lunchtimes supervisors will ensure the classroom is fit for learning before the next session begins. The computers or interactive whiteboards are not used during wet play or lunch times without prior authorisation from the teacher.

Healthy Eating

The School promotes and encourages healthy eating. Sweets, chocolate and fizzy drinks are strongly discouraged in school, including in lunchboxes. Water bottles may only contain water. Children who need to access other drinks or food during the school day for medical reasons need a care plan in place.

CPD

You will have your own CPD folder to collect certificates of attendance to training events and evidence towards your performance management. Bring this with you to your performance management meetings with BG/AF.

Cover

Please discuss needs and possibilities with your key stage lead regarding cover when you have courses, meetings or events. If necessary, the office will book supply cover when agreed with HT.

Staff Illness/ Absence

As employees it is in your best interest to inform the HT and Key stage Leader of any illness and necessary medication you may require in the event of an emergency. Please make sure staff are aware of the location of medication that you may need i.e. epi pens, inhalers. These must be kept out of reach of young children.

Please ring during the evening if you know you are not going to be in school the next day due to illness or any other reason. If you are unable to attend work in the morning please call between 7.00am and 7.30am as this will enable us to

organise supply or cover internally in time. Please **phone** and speak to the **HT**. Please ensure you have all the contact numbers you may require (Amy Fidler 0781487068).

Please ensure you contact the office on the first day and each consecutive days of your illness before 3pm to advise if you think you will be well enough to return to work the next day (unless you have a doctors' note.) This will enable school to arrange cover if needed.

You must give a reason for your absence as this will be recorded for your Bradford score which monitors staff absence across a 12 month period. For general illness, Self-Certification is viable for five days. From the sixth day a doctor's note is required for the continuation of salary payments.

On your return you will be required to attend a return to work interview with SBM/HT to discuss your absence and fitness for work. Occupational Health may be contacted for your support.

Planning, Preparation and Assessment Time

PPA should be taken at the allocated time. In the event of your absence, PPA time cannot be taken at another time.

Please take PPA time into account when planning visits or events as you will need to be with your own class for these.

Resources

Preparation is key– prepare in advance. A great deal of time is spent organising resources and tidying areas around the school. All staff are expected to look after resources and leave areas tidy. Being careless with resources will result in damaged and untidy stock.

Classrooms

Teachers are responsible for the furniture and equipment in their classrooms and for keeping them tidy.

Children **must not** be sent to collect or replace resources to sheds outside or stockrooms without adult supervision.

Reading Books

Members of staff are responsible for changing reading books and ensuring books are kept in good order. Lost books/reading diaries must be followed up with a £5 charge/replacement letter being sent home and followed up.

Please keep photocopying to a minimum (especially colour copies).

Staff Use of Social Networking Sites

It is inappropriate for members of staff to 'befriend' or communicate with pupils via social networking sites and must not do so. This includes past pupils whilst they are still minors and still in full time education (Please see Safeguarding Policy for more information).

All members of staff are strongly advised not to 'befriend' or communicate with parents or carers within the school community via social networking sites. Members of staff making use of social networking sites should take great care over their privacy settings. Where staff do communicate with parents via networking sites, they are personally responsible and accountable for any issues arising.

Policies

A copy of school's policies are available from the school office. Governors also have a copy of all important documents. Statutory policies are accessible online through the school's website.

Looking after our environment

Everyone is responsible to keep the school litter free. Children who take their milk and fruit outside must be seated to eat and their rubbish must be put in the bin.

Please securely close all gates and ensure children cannot see the code you enter.

Volunteers and Students

Any expressions of interest and applications are directed to Louise Johnson who will ensure they have the correct documentation in place to work in school. All volunteers are taken through an induction process which outlines our expectations and do's and don'ts in school. Please be fair to your volunteer/ student and allow them a balance of working with children and tasks i.e. copying/ laminating. Should you have any concerns regarding a student or volunteer please speak to AF. If you have a student please ensure they bring you the paperwork they need you to sign during their placement and ensure you provide opportunities for them to complete the areas outlined in their paperwork. They are

expected to be in school from 8.30-3.30 unless otherwise agreed. Whenever a student/ volunteer leave please ensure you complete the brief overview/ reference to be kept in school should we be asked to comment on them in the future.

Directed time and meetings

Teaching staff meetings are held weekly and **begin promptly at 3:30pm.**

The timekeeper will follow the agenda and ensure the meeting remains on track.

We are all professionals and as such we trust that you will put the hours in to ensure you meet the teacher standards and provide good quality education to each and every child in our school. This includes some extra-curricular activities, i.e. school discos, performances, school fayres, etc.

Please make a note of the important events from the yearly overview in September.

Thank You

Please inform HT if there is any aspect of school organisation not covered here that you would find useful.