



St John the Baptist VA Primary School

Staff Handbook

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Policy amendments may occur at any time. Please consult the Policies page on the website for the latest update.

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Our Vision

It is our role to help every child feel equal, valued and special, by providing a safe, spiritual and caring environment for pupils to be themselves.

We applaud effort, resolution and commitment to try their hardest, be proud of their individual successes, and foster a positive caring attitude to all life.

We have the key to make learning fun and unlock a child's curiosity, courage and desire to take risks in order to achieve their full potential in life!

To inspire and challenge them to experience adventure, innovation and creativity in addition to the National Curriculum.

At St John the Baptist Primary School we strive to give our pupils the strength and confidence to become life-long learners and independent thinkers, and to make their own personal contribution to our rapidly changing society.

Staff

Susie Price	Headteacher
Jane Scawthorn	Interim Headteacher Designated Safeguarding Lead
Jenny Jinks	SENCO, inclusion lead, Assistant Safeguarding Lead
Teresa Gage	Upper Key Stage 2 Teacher, Acting Deputy Headteacher, Assistant Safeguarding Lead
Fiona Lock	EYFS/Key Stage 1 Teacher – Deputy Safeguarding Lead
Dean Chinnery	Lower Key Stage 2 Teacher
Heather Thomas	Business Manager
Julia Baldock	School Secretary
Alicia Watkins	HLTA/Forest Lead
Sara Bush	Teaching Assistant/MDA
Gail Thompson	Teaching Assistant/Emotional First Aider/MDA
Alison Lincoln	HLTA
Monica Bain	Teaching Assistant
Charlotte Stacey	Teaching Assistant
Jasmine Batton-Jones	Learning Support Assistant/MDA
Amanda Fanning	Catering Assistant
Connie Gaurlay	Cleaner

The School Day.

8.40am	Gates unlocked and manned
8.40am	Early Morning Work
8:55	Gates lock
9.00am	Collective Worship/ Celebration Assembly
9.15am	Lesson starts – Maths
10.15am	Playtime
10.30am	Lesson time – Reading
11.05am	Writing
12.05pm	Lunchtime
1pm	Registration
1.05pm	Lesson time
3.20pm	Gates open

Registers

The attendance register is a legal document and must be completed at the beginning of every session (i.e. in the morning & afternoon).

They shall be collected by the class monitor for that day and returned to the office promptly once completed. The register must be kept in a clear way and must not be altered. It is illegal to use tippex etc in school registers.

Attendances are marked in red / for am, \ for pm

Absences are marked by a black circle.

Codes for absence must only be written in when we have confirmation in writing, a holiday form approved absence recorded by the office or in the form of a taken message, on a message slip explaining the absence.

Parents are encouraged to telephone the school on the first day of absence before 9.30am. If no message is received, the school will ring the parents to ascertain why the child is not in school and office staff will then inform the teacher. If staff receive a message about a child's absence, they should write a note of the reason for absence and place in the register. Staff should also check the register for any message from the office re absences. All notes received for absence must be kept in the register. The total number of children registered for the morning and the afternoon sessions should be written at the bottom of the column for the day along with the number on roll for each day. Office staff will then transfer the information to the computerised system.

The School's target for attendance is 96%

Children arriving late will be put into the late book by the office staff. Repeated lateness is then monitored. If this does not improve it should be brought to the attention of The Headteacher and Designated Safeguarding Lead, who will contact the parents, and refer the matter to the EWO if necessary. (See Attendance Policy).

The lunch menu is shared electronically with parents. Parents use the online portal to order and pay for their child's lunch. EYFS & KS1 children all receive a free school meal.

Collective Worship.

General

Day	Time	Notes
Monday	9am	Whole School, taken by Head – Dedicated time for Headteacher to work with children. Teachers and TA's to discuss the planned week ahead.
Tuesday		Member of staff
Wednesday		Member of staff
Thursday		Member of staff
Friday		Whole School, Celebration - all staff to attend – Lead by Headteacher or Acting Deputy Headteacher

Teaching staff are expected to take whole school assemblies on a rotational basis. If for some reason you are unable to take an assembly, please arrange for someone else to cover for you. Planning for Collective Worship is supplied by the Headteacher. It is saved on the shared drive and a copy is in the collective worship area in the main hall. [..\Collective Worship\CW Planning](#)

Children are expected to come into assembly and sit silently listening to the music, this is to allow them to have time to prepare for worship.

Year 6 may earn the right to sit on benches during CW.

CW committee will deliver child-led sessions at least once per half term.

Music

Year 6 Assembly monitors will set up the benches for CW. Music for entering the hall is selected by teachers on a rotation.

Friday Celebration

- Gold Awards are given to a child that the class teacher feels have made an impression based on promoted learning behaviours. Staff email Mrs Baldock (cc Headteacher) by Wednesday lunchtime. This is then displayed on the certificate and the newsletter. The aim is to share this around during the course of the year, so that all children receive it at least once, all children will do something that you can publicly praise them for!
- Oscar is awarded to the class who have worked hard to keep their classroom environment neat and tidy. Our caretaker decides who will get him.
- Reading stars class winners have the opportunity to choose a book for their class library.
- Birthdays are celebrated.
- Attendance percentages are shared and celebrated.

Playground Duties

General

The playground duty rota is on display in the staffroom...[\Timetables\Break duty.docx](#) There are always two staff on duty. If you know you will be absent eg on a course, please swap your playground duty. It is not fair to expect supply teachers who do not know the school to do playground duty. If you are unexpectedly absent, your duty will be covered, but it's nice if you then do duty for whoever covered you when you get back. Please arrange for a TA to cover you for 5 minutes while you have a drink and go to the toilet when you are on the day that you do a duty. A first aid kit is taken out every day onto the playground. The first aider on duty is shown on the rota in red font.

Playground duty consists of supervising the playground with the safety of the children being of paramount importance. Teachers on duty shall ensure that they are out on the playground promptly. If you take your children to the playground and the duty teachers are not there, please remain with your children until the staff on duty arrive. Children must not be left on the playground unsupervised. Any incidents of unwanted behaviour in the playground need to be reported on CPOMS.

Please promptly collect your classes at the end of play and lead your class back to the classroom.

Play equipment.

The Bark Area equipment is on rotation.

Footballs are allowed on the field, these should be contained to designated areas, allowing plenty of space for other games and activities. Each year group within KS2 has a colour-coded ball. These are sponges with an Elephant Skin.

Playtime Snacks

Children are allowed to bring a healthy snack for playtime. Fruit and vegetable snacks or other suggested healthy choice options such as plain breadsticks are either brought from home or offered to the children in KS1. Bins are provided for rubbish in.

At the end of playtime

A bell is rung to indicate that playtime is finishing. Please make sure that you are on the playground promptly at the end of playtime. The children line up in their classes supervised by their teachers. The teachers on duty shall remain in the playground until all of the children have returned to class.

Wet Playtime

On wet days, duty teachers decide if it is to be an indoor or an outdoor playtime. We aim to get the children outside if at all possible.

Staff should ensure they have wet playtime activities for the children e.g. colouring books, puzzles, comics etc. Teachers must make it clear to the children the items

they can/cannot use during wet playtimes. Teachers must ensure there is an adult in their classroom to supervise their class.

Lunchtimes

Children sit in the hall during their lunchtime. They bring their chair from the classroom to the table, except EYFS.

Class teachers should follow up any issues referred to them by midday staff. Any action by the teacher shall be noted to show the incident has been dealt with. Any inappropriate behaviour needs to be logged on CPOMS. If inappropriate behaviour continues, a phone call to the child's parents should be made or a meeting should be arranged to discuss the situation.

School rules.

The school has a simple set of golden rules, which all children and staff are expected to adhere to – **be kind, be safe and responsible, be respectful**

Time should be spent at the beginning of the term re-establishing class rules and rewards & consequences.

Learning Behaviours

The six learning behaviours are the living, breathing summary of everything we are aiming for as a toolkit for our pupils within our school and beyond. We have the posters in each classroom and encourage children to identify positive examples in each other, it's great to record these. We also ask for photos to display in the front entrance that depict our learning behaviours. Dojo points should be linked to learning behaviours and every opportunity to reinforce them should be taken. Our learning behaviours are referred to as the [..\\Pebmarsh Powers.pdf](#), they are;

Imagine;

- Think Creatively
- Imagine if...
- Respond with awe and wonderment
- Think Flexibly
- Build on the ideas of others
- Find other ways

Work Hard and Concentrate;

- Focus on the right thing
- Ignore distractions
- Practise the skills
- Repeat the skills
- Dive into your challenges
- Question
- Focus on the Steps to Success

Improve;

- Think about the steps to success
- Help other to improve
- Self-assess and peer assess
- Do your best
- Learn from your mistakes
- Apply past knowledge and experience

Respect Yourself and Others;

- Be honest
- Be safe
- Trust
- Love yourself and others
- Think about our actions
- Listen
- Work well with others
- Reflect
- Understand others

Try New Things;

- Get out of your comfort zone
- Enjoy having a go!
- Look for opportunities and challenges
- Take careful risks
- Try lots of different things

Don't Give Up;

- Persevere
- Have faith
- Believe in yourself
- Breathe
- When you fall (and you will) start again
- Aim high
- Be Resilient
- Keep questioning

Class Star Rewards

To develop a sense of team within each class, class stars will be awarded for collaborative efforts. Rewards should be something the children will enjoy but easily organised e.g. extra computer time, watching a DVD, non-uniform day, picnic etc. These are known as class star treats.

The School Parliament

The school Parliament is composed of one representative elected from each class –Y1 and above. The children are encouraged to discuss and help make decisions about matters such as behaviour, the school environment, & fund-raising for charities.

School Uniform.

The wearing of School Uniform is strongly encouraged and teachers must ensure their children are reminded of this if necessary.

Children are not allowed to wear trainers for school (unless it's a PE day), they must have proper black school shoes. Children in trainers should be asked to bring in shoes. A TA/Class teacher can phone home.

If children appear in class not in the correct uniform, please speak to them about it. There is a stock of spare polo shirts & sweatshirts, which may be borrowed from the office.

All children must have a change of footwear if they intend to use the field.

Jewellery

Children may wear one pair of stud earrings. The only other jewellery allowed is a watch. Any child wearing other jewellery should be asked to remove it. It should be taken by the child to the office for safekeeping, and collected by the child at the end of the day. For repeat offenders, ask the office staff to keep the jewellery, contact the parents and ask them to come in and collect it. **All** jewellery should be removed for P.E. If the child's earrings cannot be removed, they must be covered with plasters.

Please remind parents of the need to label all items of uniform. Unlabelled lost property is sent to the office.

Nail varnish in school is not permitted.

Staff Dress Code

All staff are expected to dress smartly, in the same way that the children are.

The Staff Room

Please note that there is no one member of staff responsible for the staff room, or the washing up.

There is a fridge in the staffroom where you can put your packed lunch etc.

For reasons of confidentiality, parents and work experience students (although college students training to be teachers or TA's will be) are not usually invited into the staffroom. Unaccompanied children are not allowed in the staffroom during the school day.

Safeguarding (Child Protection)

Jane Scawthorn is the Designated Safeguarding Lead, and Fiona Lock the Deputy Designated Safeguarding Lead. Mrs Channa Frolic is the Named Governor for this area. Any concerns you have must be recorded in CPOMS as soon as possible. Ensure that you record any incident no matter how small. The small incidents that may seem insignificant help to build a picture for each child and could possibly be the missing piece of the puzzle, therefore please ensure that everything is logged on CPOMS. Concerns that involve a member of staff must also be reported to the Headteacher immediately. Should your concern involve the Headteacher the matter must be reported to the Chair of Governors or Deputy Designated Safeguarding lead and vice versa. Alternatively, you could follow the Whistleblowing policy.

If there is an internet or computer breakdown and you are unable to complete an incident on CPOMS, please refer back to the pink forms. Should this happen, please ensure that the pink form is placed in the hand of the DSL or DDSL.

It is important not to carry out any kind of investigation yourself, or to question or interview children, as this could be prejudicial to any future court case. If a child discloses anything to you, handle the issue in a sensitive but matter of fact way, and refer to DSL or DDSL as soon as possible. **DO NOT** promise to keep a secret – you can't. Tell the child that you can listen, but if they tell you something which concerns you or makes you think they might not be safe, you will have to let someone else know.

You may at times be asked to complete Education Reports for Child Protection conferences – the DSL/DSL will support you. Some pupils in school are on the Child Protection register. For reasons of confidentiality, you may not be given all of the details. Information is passed on, on a 'need to know' basis. It goes without saying that issues relating to child protection and an individual's circumstances should not be discussed with others.

Do not put yourself in vulnerable positions with children. If you are having a one to one meeting with a child, meet in an open place, or in a room with the door open, and let someone else know that you are doing this. Do not contact pupils via social networking sites or via text messages. See Staff [Code of Conduct Nov 2022](#).

Ensure that you read and understand the schools Child Protection Policy and the Governments Keeping Children Safe in Education 2022 document. [Keeping Children Safe in Education Sept 2022](#)

The DSL/DSL are responsible for bringing new staff up to speed with Safeguarding, upon appointment you will be required to attend a Safeguarding session to ensure you are at least Level 2 Safeguarding trained.

Please remember that children have the right to be listened to, it is a shared responsibility to make us a Listening School.

Health and Safety.

The Headteacher is our Health and Safety Officer. Health & Safety Induction for new staff & supply teachers is carried out by HT.

Any damage or anything broken in your classroom should be reported to the office. Anything causing a danger or potential hazard in classroom or around the school should also be reported to immediately.

All exits should be kept clear at all times.

A list of emergency exit routes and assembly points is posted in every classroom. Please familiarise yourself with these.

If you need assistance in your classroom send a child to find the nearest adult.

Hot Drinks

Hot drinks are not allowed in teaching areas or on the playground except in fixed lidded cups.

Fire Drills

Fire drills take place at least once a term; please make sure you have been over the evacuation procedure with your class. The fire bell is a continuously ringing bell. Children should line up and walk out of the building following the designated route from the room they are in, provided it is clear. Children should remain calm and quiet. Once outside the children line up in their allocated place, without talking whilst the teacher checks numbers. Registers will be brought to you. Please hold up your register once you know that you have all of the children. If you have any children missing, hold up the red card, which is now in the back of each register.

First Aid

The first aid kit is kept in drawers in the medical area of the staff room. Children coming to the area during the school day should come with the class TA or certified first aider.

Children's inhalers should be stored in the school office during the school day, secure in the inhaler box provided.

For children who have been prescribed an EpiPen by their doctor, EpiPen's will be kept in the office in named boxes for each child.

Any child feeling sick or with a headache should be given a bucket with a yellow liner and allowed to sit quietly in the classroom with an adult or outside the office in view of office staff. Please ensure the child is supervised. **Do not leave a child on their own.**

In cases of a more serious injury a parent or guardian is sent for and medical assistance sought from the A & E Department or an ambulance may need to be rung.

Any child who receives a bump on the head at lunchtime or breaktime **must have their parents called** as letters can go astray. If the class teacher feels the child may not give the letter to the parent, or if the incident happens at playtime or in class, they should inform the parents themselves either in person or by phone.

The Governors Premises lead also oversees Health and Safety and they along with the Headteacher will conduct regular inspections.

Medicines.

Please refer to Administration of medicines.

Medical Conditions

All staff will have a list of medical conditions in their registers, please alert TA's to these too.

Visitors to the School.

All visitors should report to the office, where they will be signed in, and issued with a visitor's badge. All visitors are given a Safeguarding Guide.

Children arriving late, or being taken out of school early will be signed in or out by the adult accompanying them.

Children collected by taxi

Some children are collected from school by taxi. Drivers should know the name of the child they are collecting, and if they are unable to provide this, the taxi office should be contacted to confirm that they should be collecting the child. If you have a child who you know is being collected by taxi, please ensure the child knows where to wait (i.e.- INSIDE the reception area) and that they know to contact you in the event the taxi fails to arrive or there is any other problem.

If a child is not collected at the end of the day please take them to the office and ensure that you inform a member of the office staff that they are there – if possible make a phone call home yourself, if not please ask a member of the office staff to make the call.

Parent Help in School

Parents are welcome in school to assist with activities such as cooking, reading etc. They should sign in and out in the school's office where they will be issued with a badge. Please ensure that these are worn by any parents helping in your class. Parents should not be left unsupervised with children in isolated situations, unless they have had a DBS check.

All regular parent helpers are asked to complete a DBS form for their work in school.

Before starting to hear readers in school we run a short afternoon training session for parents. Please ensure they are willing to complete the course before they start as the materials tackle confidentiality.

Planning and Record Keeping

Termly / Weekly planning is done by the class teacher. PPA time is allocated. A copy of the planning must be kept in the classroom.

Monitoring of Plans

Please make sure that plans are dated so that it is clear which week they are for. Monitoring plans will be part of staff meetings and will also be carried out by the subject leads.

A copy of the teacher's timetable should be on view in the classroom for anyone coming into the classroom (either to monitor or on supply).

Assessment and Record Keeping.

The children are assessed each term in English, and Maths and at the end of units for Science. Teachers are to take an active role in target setting and use data as a tool for improvement. After all Performance Management goals will reflect pupil progress. Further details about assessment and record keeping will be found in the assessment policy.

The data record system (Target Tracker) is the agreed tracking tool. Every child is set an individual target for Writing and Maths, they are regularly updated and pupils play a part in this process. These targets are regularly reviewed and children identify where they may demonstrate when they have attained a target.

When children move on to their new class a handover checklist outlines what information needs to be transferred.

SEN Records.

Staff must ensure that they have a copy of the current One Plan for children, who meet the requirements for these, in their class. Details on One Plans should be used as part of our wave plan for SEN, please see appendices. Each teacher will have a file in which to keep copies of all documents, these need to be shared with our SENCo. Please make sure reports circulated to you from outside agencies are read, they are sure to make suggestions for classroom provision.

When One plans are reviewed and updated staff need to briefly meet with parents. There is a proforma to minute this meeting, this protects staff from parents saying they were not given copies of One Plans, or did not have their significance explained. This needs to be signed by all stakeholders in attendance and copy of that and the One plans given to parents directly after the meeting. This is stored on the OneDrive in the SEN file.

EHCPs should be read carefully and advice from specialist teachers to ensure our provision is fully meeting the needs of pupils with particular needs. Records should be kept as suggested by the SENCo to support work with outside agencies and any Health plan application that may need to be made.

Records of intervention strategies either one to one or group should be maintained to enable progress to be measured by SENCo and the SLT.

Gifted and Talented Provision

Pupils identified as being G&T in either an area taught within school or an alternative area will be supported in developing nurturing their talent. This may be formalised with a Challenge plan, the purpose of these plans, developed with pupils and shared with parents is to ensure that the development of the talents of those identified is not purely left to chance but opportunities built into their provision.

Policies

Copies of many policies are available on the school website, all are available from the school office as paper copies. These are reviewed through a rolling programme. Please ensure that you submit any comments or feedback within deadlines given when policies are reviewed.

Marking

Please refer to the school's marking policy and regular staff meeting updates.

Homework

Children are expected to bring their reading record books to school daily. They are encouraged to read regularly and their parents to sign their diary. If they read four times or more in a week (one of these can be with a teacher/TA) they earn a reading star. Talking points homework and a short writing task support extracts from the class novel for KS2 and the Infants class will have spellings to complete. In addition, Maths homework focusses on the key instant recall facts, to support fluency and retention.

Displays and Classroom organisation

Displays should be related to the work going on in class, should be stimulating & interactive, and should include children's work. They should be changed regularly to ensure they still make an impact, working walls are extremely powerful if kept current and when they reinforce quality first teaching by creating a visual log of the weeks progress. A display timetable for common areas will be kept on the staff notice board.

Each classroom from Y1-6 should have a working wall for Maths and English, the purpose is to support learning and allow children to use this to aid independent work and act as an aid memoire.

Classrooms will have rules and leaning behaviours displayed, children should be encouraged to add post-its that exemplify acts demonstrating these, Bible stories including parables can be added as taught in RE.

Classrooms should be kept so as to allow children to be as independent as possible and to cut down on the amount of lesson time taken up administrative tasks, looking for paper or equipment. Pupils have the right to work in a well-ordered environment and need to be encouraged to take pride in their classroom. This is part of the reason we have introduced the awarding of Oscar, (see celebration assembly).

Equipment and books need to be stored safely and not present a hazard if stored up high.

Sides should be regularly cleared to allow cleaners to wipe them down. Chairs need stacking at the end of each day and tables clearing to allow cleaning staff to thoroughly clean each classroom.

Interactive Whiteboards

Each classroom has its own interactive whiteboard, and either laptop or desktop.

The laptop should connect wirelessly to the school network and internet / network drive access is done via this link. We are in the process of cabling all desktops to ensure a more reliable internet connection.

All interactive whiteboards need to be turned off at the end of the day. It is the teachers responsibility to ensure that this happens.

Any problems with the laptop / projector should be reported to Cablers helpdesk via a ticket - support@cablers.co.uk
Please copy the office staff in on the issue.

Tablets / Laptops

Guidelines for the use of staff laptops is given on receipt and staff are reminded that these are intended for work use only and remain the property of the school.

Please refer to the school's safe use policy and code of conduct/internet policy

Staff Absence.

Teaching Staff and Non-Teaching Staff

In the case of the first day of personal absent please telephone the Headteacher, no later than 7am. Jane Scawthorn 07711941448 or 01787269300 If there is going to be any further absence please call the school before 3pm so that the next day can be planned for before the end of the school day.

A return to work form will need to be completed for absences longer than 2 days.

Planning for absence

In the case of known absence (course etc.), a request for absence form will need to be completed, giving as much notice as possible of the absence. This will need to be signed off by the Headteacher. Staff should leave plans with copies of all worksheets or other resources, and clear instructions for whoever is covering. It is also helpful to leave a brief note about any 'characters' in the class, especially if the usual class TA will not be present. [Leave of Absence Request.pdf](#)

Staff Meetings.

On Fridays at 12:45pm there is a briefing meeting for teaching and any TA staff who are able to attend.

There is a staff meeting after school on Monday's beginning at 3.30 pm. Meetings are held on a rotation basis in different classrooms and the staffroom, they should finish by 5pm.

The programme for the staff meetings is drawn up by the Headteacher. Staff should give suggestions / requests for staff meetings to the HT. Chairing of the meetings is done by the HT or other Staff as appropriate and the taking of minutes is done by staff on a rotation.

Strategic phase meetings are when needed and supplement staff meetings.

TA meetings are held when required, often chaired by our SENCo and ADHT

Minutes of staff meetings are placed in the 'Minutes File' in the staffroom, and are available to everyone. Please check these regularly whether you are a teacher or TA.

Dissemination of Information.

A weekly diary is on the whiteboard in the staff room. Please check the board daily for any last-minute changes or absences etc. New information, which has been added after briefing, will be recorded in red

A weekly diary is in the office.

Other notices are written up on the whiteboard.

Please be a buddy for any member of staff who cannot attend a meeting for any reason and pass on any handouts. If you have not attended a staff meeting for any reason it is your responsibility to take a copy of the minutes.

All letters, Newsletters / circulars to parents should be read by staff and if appropriate read to the children. (There is always a copy for the teacher included)

NB Please ensure that when letters to parents are sent to the classroom, they are always given out on the same day.

Minutes of Governors Meetings are held in the HT and front office (public copy).

Reporting Concerns

Any concerns relating to school matters should be reported to your line manager in the first instance and then to the Headteacher. If for any reason you do not feel able to report the matter to a member of the school staff you can speak to the Chair of Governors Dave Holmes, or a member of the Local Authority. The school has adopted the county 'Whistle Blowing' policy, a copy of which is on display in the staff room.

Parent consultation Evenings.

Parent's consultation evenings for discussing children's progress are held in the Autumn and Spring Terms. The consultation evenings are held over two evenings – one until 5.00pm and one until 7.30pm. Any parents who cannot make the times offered should be contacted and offered another time convenient to them (within reason). Parents may come in to school to sign up for appointments or telephone the office for an appointment, all sheets are kept in the entrance hall for booking appointments.

Any parent not making an appointment should be individually contacted by the School Secretary to check whether or not they want an appointment – they should be encouraged to attend if at all possible.

Parents of children on Record of Support should attend a meeting in school to sign any One Plans, it is recommended that this is held when you have at least 20 minutes to dedicate to the meeting. Parent consultation evenings may therefore not be the best time, however the items that may be discussed during a parent's evening can flow from an IEP meeting negating the need to meet twice.

Consultations are held in classrooms in the Summer Term. Parents are offered an opportunity to discuss their child's report if they feel it necessary.

There are also talks about the SATs for parents of children in Years 2 & 6, and a talk about the Sex Education unit for parents in Year 5 and 6.

Parents should be consulted whenever it is felt necessary and should be contacted about good as well as bad news!

The school has an "Open Door" policy, and parents are welcome to discuss their child's school life at any time. This may be a brief meeting at the beginning or end of the school day, or an appointment may be made on request.

If a more formal appointment is felt to be necessary, members of staff may want a member of SLT to be present. If there is still a problem or a further appointment is necessary, please inform the Headteacher.

Sharing times/ Homework Surgery

On the first Friday of every month parents are invited to look at their children's work in their books and displays in the classrooms. Staff are not required to discuss progress during this time and it is not a consultation session, however, it is appreciated by parents when staff are present to clarify any minor questions regarding homework.

Learning together events

Termly learning together sessions offer a chance for parents or grandparents or family members to come into school to complete a project together. These sessions may be planned across a phase and are usually detailed within the topic newsletter to allow parents to plan to attend well in advance of the event.

Foundation Stage Induction procedure and school tours

During the Autumn and Spring Terms the Headteacher offers school tours to prospective pupils and parents.

PE.

All Staff should ensure that the carrying of equipment by children is done safely and is always supervised.

Jewellery and PE.

Children are not allowed to wear jewellery to school, other than stud earrings and watches. All jewellery (including watches) should be removed for PE. Children who are unable to remove their own earrings should leave them out on PE days. Children who have recently had their ears pierced may leave their earrings in, but must cover them with plasters, provided from home. Staff should not remove a child's earrings.

Long hair must be properly tied back for PE and Games.

Children must change for PE. They should wear plain tops and shorts. In the hall children should exercise in bare feet. For outdoor PE /games, trainers should be worn.

Each phase group area has a box of spare PE kit which can be used if children forget their kit. Please make sure the kit is returned to the box and that it gets washed periodically.

Swimming Lessons.

These are held for children from Y3-6 at the local Leisure Centre on a rotational basis. Swimming lessons are charged at cost price to parents.

PPA time

This may be taken off site to allow for no interruptions and to support wellbeing. PPA is strictly for Planning, Preparation and Assessment time. Appointments need to happen outside of this time.

Management time

Management time will be given to teachers who are leading on a subject or to attend courses which support their subject responsibilities. Staff meetings can also support here.

Stock / Resources

This is a shared responsibility – please fill out a stock order form at the beginning of term and hand to the office.

Books are stored in the stockroom ~ordering is done in the second half of the summer term ready for September.

SEND resources – please see our SENCo if you need any of these.

Please note - no children should be sent to get equipment from cupboards, this ensures stock cupboards are kept tidy. It is staff's responsibility to ensure they have the correct resources for their lessons before the lesson begins. Nor should children be sent to get equipment or books etc during a lesson as this interrupts the lesson. Children must not use the photocopier unsupervised. The use of LSAs for this during lessons should also not be usual practice, they should be working with pupils to progress learning.

Class Novels

These are linked to year groups and should therefore be kept in classes.

Class Libraries – Book boxes/shelves

It is the teacher's responsibility to ensure that books in their class libraries are looked after.

Pecuniary Interests

All staff are required to complete and sign a Pecuniary Interest form at the start of each school year, or when they join the school staff. Please ensure that you complete a new form should your circumstances change at any point during the school year.

Performance Management.

Performance management meetings for teachers, SLT and office staff will be held by the Headteacher. LSA's, HLTA's and other support staff will have their performance management meetings with a member of SLT.

Please see the Performance Management Policy for details.

Mobile phone

Personal phone numbers, mobile numbers or email addresses, in your own interests, should not be given to parents or pupils. Mobile phones should not be used during lessons.

Learning Support Assistants (LSAs)

LSAs are generally based within classes to help and support children.

Some also have hours where they are supporting an individual child or running intervention strategy groups.

All of the LSAs have to attend INSETs both in – house and external. They are a valuable and expensive resource for the school. It is important that their time is used effectively for the progress of pupils and that they spend as much time as possible working directly with children.

School trips and residential journeys.

Any visit which staff wish to organise should be discussed with the Headteacher, who is the Educational Visits Co-ordinator and has responsibility for ensuring all risk assessments relating to visits are completed satisfactorily. Trips need governing body approval.

Year 5/6 currently have the opportunity to go on a 5-day residential journey, which is usually an activity type holiday (PGL) which takes place bi-annually.

The school policy is that only coaches fitted with seat belts are used.

For more information about school trips and residential journeys please refer to the School Visits policy. Please ensure that you have read the policy before organising trips or visits. It is important that the entire organisation for the trips is completed before the day or week of the trip. This includes ensuring that ALL permission slips have been returned and that there are enough adults to accompany the children. Staff should keep a check on the number of voluntary contributions coming in to ensure the visit is covered and a loss is not incurred. If enough contributions are not collected by 10 days before the trip, the visit may have to be cancelled. Return slips must include a cut-off date by which the permission slip must be returned. This is essential for booking final numbers of places etc. Children who haven't returned the slip by this date cannot go on the trip.

Educational visits need to be requested in writing to the Headteacher before they are booked. All risk assessments will need to be completed on the Essex Evolve platform. They will need to be signed off, therefore risk assessments must be completed no later than three weeks prior to the visit date.