



Staff Handbook

2020-2021

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Welcome

Welcome to Darley Dene. We hope you enjoy working at our school whether it is for a long or short period. This handbook is intended to help you understand how our school works and the expectations we have of each other to ensure our vision is fulfilled.

Absence – Children

If a child is absent, parents are asked to call the school office before 9.30am to explain the absence. If we don't receive this information, office staff will call parents. Parents are expected to follow up any absences with a letter or email explaining the absence on the child's return.

Absence – Staff

If you decide that you are too ill to be in school, you will need to let us know as soon as possible. Teachers and HSLW should ring Laura Elliott on 07769158077 between 6.00- 7.00am. TAs should phone Sarah Smith on 07970163184 between 6.00-7.00am of the day you are going to be absent (or the night before if appropriate). Office staff should ring Linda Fatcher on 07967826830. The Office manager should ring Sarah Kober.

You will need to speak to them personally to explain the situation. *It is not acceptable to text or leave messages on the school answer phone or with other colleagues.*

COVID-19

If you have symptoms of Coronavirus, you will need to text Laura Elliott so that she can make a cover plan and telephone Sarah Kober on 07583192227.

Teachers who are absent must ensure that planning is emailed to Laura Elliott laura.elliott@lumenlearningtrust.co.uk by 7am.

Please contact the school office before 3.00pm each day that you are away to inform school whether or not you will be in the next day.

On your return a staff absence form needs to be collected, completed and returned to the school office.

In the case of absence for reason other than personal illness, staff should refer to the Special Leave of Absence Policy.

Planned absence for training/meetings etc. should be notified to Laura Elliott (teachers) or Sarah Smith (teaching assistants) as soon as possible or at least one week in advance.

Please bear in mind that all staff absences and the reasons for them are monitored. Further information can be found in the Sickness Absence Policy.

Accidents and Illness of Children During the School Day

Most staff have been trained in basic first aid. An up-to- date list of first aiders can be found in each class Communication Folder.

If a child says they are feeling unwell, please make a judgement about how serious you think this is. If you feel it is a genuine illness, please send the child to the school office for evaluation/ rest. If the child is too poorly to return to class, a decision will be made to contact the parent to send the child home. Please ensure the office signs the child out through the school office.

All accidents should be recorded in the Accident Log kept in the school office. More serious accidents will be logged on the Surrey online site. The incident is then reviewed and signed off by the Headteacher.

If a child has received a bump to the head, they must be sent to the school office where they will be assessed. A call home will be made by the office or if the injury is very minor they will ask class staff to ensure parents are informed at the end of the day verbally. If necessary, parents will be contacted immediately or emergency services called. Please follow first aid procedures in the event of any serious incident. For children who are prescribed Epipens, we ask that two epipens are in school and both of these are held in the office in named boxes with a photo of the child on for identification. Inhalers are also kept in the office, along with insulin, antihistamines and any other medication, creams etc a child might need. Staff must make sure they know where these are kept. Only the school office can receive medication from parents and only trained staff are to administer medication.

If a child vomits in school, they should be sent to the office (with the sick bucket) accompanied by another child / adult.

Assemblies

Assemblies take place every day.

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|-------------------------------------|-----------------------|----------|---|
| Ms Kober | Teachers on a rota | Mrs Barber / Mrs Witt | Ms Smith | Miss Elliott |
| Expectations, general information and updates | Topical issue/event/time of year/RE | Enjoyment for reading | Singing | Celebration assembly Gold leaves |

The teacher assembly rota is emailed out in advance. If you know you will not be in school when you have been timetabled to deliver an assembly, please arrange to swap with someone. For topics for the teacher assemblies, please see rota on Staff share.

When attending an assembly, please could all staff be proactive about managing the children’s behaviour. Please also anticipate possible issues that may arise with certain children sitting next to each other and ensure that children sit with others who help them make the right choices regarding listening and behaving.

Access and Car Parking

The school is open from 6.45am – 7.00pm Monday – Friday. Access to the school is via the entrance on Garfield Road. You will need your fob to gain entry.

There is not enough parking for all members of staff so please be prepared to make an appropriate judgement about where to double or even triple park. To avoid disruption during the day, you must ensure your registration is known by the office and is kept up to date. Parking is at owner’s own risk whether on school premises or outside as unfortunately Darley Dene Primary School cannot be held responsible for any damage that may occur.

All staff are issued with personalised photo ID cards which are also your Paxton access card into and around the school and must be worn at all times. Under no circumstances may staff lend their card to any other colleague or member of the public. If you forget your card, you will need to sign out a temporary one from the office. If you lose your card, please speak to the office immediately.

All staff must take responsibility for maintaining site security. Doors should be closed after use and a door with a Paxton secure lock must never be propped open. Failure to do so breaches the school’s Safeguarding Policy.

Break/Lunch times

There is tea, coffee, milk, sugar, water – hot and cold, available in the staffroom. Please feel free to use this during your break times. We have a dishwasher in the staff room; please make sure you put your used plates and cups in it rather than leaving them in the sink or on the side.

It is no one person's job to load and unload the dishwasher – please could every member of staff do their best to keep our staffroom tidy. There is a staff rota displayed in the kitchen area.

Hot drinks can only be taken into classrooms or onto the playground if in a non-breakable container with a screw top lid. Glasses should also not be taken into classrooms when children are present.

Break Duties

All TAs cover break duty every day. A break duty rota for teachers is put together at the beginning of each term and is emailed to all staff and placed on the staffroom notice board. If you know you will be absent on your duty day please arrange cover for yourself. If you know someone is absent and it is their duty day, please check that cover is arranged or offer to cover it yourself. Please write who is covering on the notices whiteboard in the staffroom.

Please could teachers ensure they return straight to class after carrying out a break duty.

Support staff contracts do not include a paid break. All staff are able to take toilet breaks and to make a drink in a suitable container, which can be taken back to the classroom.

Breakfast and After School Clubs

The breakfast club will run from Autumn Term 2. It will open at 7.30am – 8.30am. Parents are able to drop into the breakfast club and pay in cash on the day. A number of after school clubs are run, places are bookable through the individuals running each club and further information is available on the website. As of January 2020 we will have two places for nursery children but these must be booked in with the office in and paid in advance.

Child Protection

Sarah Kober, Sarah Smith, Jacqui Jones, Laura Elliott, Jennifer Brook, Emily Gardner and Linda Fitcher are Darley Dene's Designated Safeguarding Leads. All staff are required to take part in Working Together to Safeguard Children training every 3 years and familiarise themselves with the contents of the Child Protection Policy. If you are ever concerned that there may be a child protection concern please refer to this policy and speak to one of DSLs in confidence who will then make the decision about action that may be taken. Child protection supersedes all other business and meetings should be interrupted if there is a serious concern. Staff are issued with CPOMS sign-ins and all incidents are to be recorded here.

Class file

At the beginning of the year you will be given a class file. This is an important place for storing key information. All member so staff in a classroom should be aware of its whereabouts and contents.

Classrooms, Cloakrooms and Offices

Please ensure your classroom, cloakroom and office (if relevant) is kept tidy. We cannot expect children to respect and feel proud of their learning environment if it is untidy. It is an expectation that children help to keep the learning environment tidy and learn to put things away and keep resources attractive and usable.

Clubs and Activities

These run after school and at lunchtime. They change on a termly basis and there will always be an up- to-date list in the school office. The clubs will be planned at the beginning of the year to ensure

there is a spread of opportunity in each key stage. Places in clubs are determined according to the nature of the club.

Confidentiality

Confidentiality is an expectation of all staff. Please also consider what you say about the school and how you speak about our children in the wider community and what information you share, including on social networking sites such as Facebook. Speaking about children or staff in a derogatory manner or writing about them on social networking sites such as Facebook is unacceptable.

It is important that the profile of the school is not compromised in any way as inevitably this could also compromise the needs of the children in the school. Staff who do not respect confidentiality on all of these terms are likely to face disciplinary action.

Daily Information

The daily diary is written on the whiteboard in the staffroom along with any additional information that may be required. All staff are expected to read this when they arrive in the morning. Please can you also check it from time to time during the course of the day as changes do occur, sometimes with limited notice.

The information for the daily diary is taken from the School's central diary (located in the office); please ensure that you update this with your training commitments or key meetings. The office staff can assist with putting a large number of appointments on the diary (e.g. assemblies for term, clubs for term).

Daily Timetable

A timetable has been planned for each class; please refer to the Timetables folder on the Staffroom area on the server. Teachers should ensure that their timetable is kept up-to-date.

Difficult Conversations

There may be occasions when you have to deal with difficult situations in which parents may become agitated or rude. We do not tolerate aggressive or threatening behaviour towards any member of staff and adults can be barred from school premises should this be necessary.

Staff should be aware of potential issues and make appointments to see parents in the reception area and / or with additional staff if necessary. Ad hoc meetings with parents should not occur in isolated areas.

Displays

Please keep your displays tidy, ensuring repairs happen if necessary. Teachers and teaching assistants have a responsibility for ensuring their displays are kept tidy and attractive. Please refer to our Display Policy for further details.

Dress Code

All staff appearance must be professional at all times both within the workplace and when representing the school at differing venues.

There is no exhaustive policy defining acceptable and unacceptable standards of dress and appearance and staff must use 'common sense'.

The school recognises the diversity of cultures, religions and disabilities of its staff and will take a sensitive approach when this affects dress requirements. However, priority will be given to health and safety and security considerations. This is a particular issue when considering footwear.

Please also consider your appearance both in the context of the practical situations you are involved in in a busy primary school, as well as the safeguarding responsibilities we have.

All staff are expected to dress appropriately to reflect their professional role. For the avoidance of doubt, inappropriate dress is deemed to include the following:

- Jeans/jeggings (or trousers that look like jeans) and any other denim clothing
- Revealing or excessively tight clothing, such as cropped tops and short skirts
- Clothing which exposes underwear
- Casual t-shirts, vest tops or shorts (except where appropriate to task, e.g. PE)
- Combat or cargo trousers
- Leggings, unless worn under a skirt or dress of appropriate length
- All footwear must have a heel strap. Beach flip-flops are not appropriate.
- Trainers (unless being worn for PE)
- Casual boots, e.g. Ugg boots and excessively high heels
- Strapless tops/dresses or tops/dresses with 'shoestring' shoulder straps, racer backs or halter necks
- Clothing with large logos, political symbols or contentious slogans.
- Smart watches – whilst it is an individual choice to wear a smart watch, these devices must not be used to communicate whilst in role.

Hair should be neat and tidy with no extreme hairstyling. Staff are asked to cover up visible tattoos whilst at work where the location of the tattoo makes it reasonably practicable to do so. Jewellery should be discreet and visible piercings kept to a minimum. Single nose studs must be small and discreet. All staff are expected to be well groomed and maintain a good standard of personal hygiene. Clothing should not unduly restrict movement or prevent a task being carried out with dignity.

It is an expectation that professional dress is worn during PPA time.

English as an Additional Language (EAL)

When children join our school and English is not their first language the best approach to support them in their induction is to place them with a chatty friend and to use lots of positive facial and hand gestures such as thumbs up. If you are concerned after a few weeks that the child is not picking up any language, the class teacher will make the Inclusion Leader aware.

Email

All staff are issued with their own Darley Dene/LLT email account and log-in. In our busy school lots of information is shared in lots of ways but email is used particularly effectively. It is an expectation that you check your Darley Dene email account very regularly (once a day is considered a minimum) to ensure you keep yourself up to date with information and action issues as necessary.

Under no circumstances should staff communicate with parents or school-associated outside agencies using their personal email account. All communication with parents must go through the office email account.

Equipment and Resources

Equipment and resources are located in various places throughout the school. Please feel free to make use of them for your lessons, ensuring that they are returned to the correct storage area when finished with. Children should not be used to collect or return resources. It is the collective responsibility of all staff to maintain these areas and to ensure that resources are looked after appropriately.

Exercise Books

These are located in cupboards outside the main office. Much thought has gone into deciding what books to use. Please write any information on the front covers using neat, joined handwriting. Please

ensure that you inform the school office when you notice that stocks are running low – don't leave it until you use the last book.

Evacuation

The Emergency Plan details evacuation or lockdown / shelter procedures and procedures should be familiar to all staff. The Emergency Plan can be found on the Staffroom on the server.

If the fire alarm goes, please make your way to the fire assembly point which is the playground.

Please ensure the children are led in silence and do not stop to pick anything up. More specific directions relevant to each room can be found on the wall of every room.

Shelter and Lockdown incidents will be signalled by word of mouth. Opportunities to practice all emergency procedures will be provided.

First Aid

Many staff are trained in First Aid and lists can be found in class communication folders or in the office area. All classes have a small first aid kit to oversee small injuries such as bumps, cuts and grazes in learning time, break time and PE. Larger injuries should be sent to the office or in the event of serious injury where it is possible further harm will be caused if the child is moved staff should contact the office and ask for assistance to come out. For outside play and PE this can be done via your class walkie talkie and in class time by your class telephone, the numbers for the office are 200/201. First Aid equipment is kept in the medical room. Class staff are responsible for ensuring their first aid kits are fully stocked, spare kit can be found in the medical room in the plastic drawers. If in doubt about any issue concerning a child's welfare – ask!

Governors

We are keen for our Governors to be involved in the life of the school. In order for them to fulfil their roles effectively they may arrange to meet with different members of staff to discuss particular developments and observe practice.

Handwriting

All handwriting should be cursive. I.e. the date on the board, in children's books, in reading records.

Home Learning

Our Learning at Home Policy is in your class folder, on the Staff Drive and on the website (for parental access). Home Learning provides direct contact with parents. It should always be returned to the child marked. All homework goes out on a Thursday and is due in on a Tuesday.

Hygiene Practice

If a member of staff has to administer to a child who is bleeding, they should always wear gloves. These are kept in the first aid cupboard in the welfare room and in class first aid packs.

ICT Equipment

All classrooms have a PC connected to a projector and interactive whiteboard. We also have a bank of iPads for Key Stage 1 and each Key Stage 2 classroom has a set of 16 Chrome books. If you would like to take a Chrome book home to complete some work, please book it out using the booking form on the Staffroom area of the server.

Please ensure all electrical equipment including your whiteboard and projector have been turned off at the end of each school day.

There is one central photocopier outside the main office.

ICT is supported by EduThing. Please raise a ticket with them if you experience any problems or call them on 0203 750 9796.

In Year Transfers

There are times when children join us part way through a school year. It is expected that class teachers will organise a reading assessment on the day they arrive where possible and ensure the child takes an appropriate reading book home. It is also expected that arrangements are made for the child to have a particular buddy to help them settle into classroom routines and to support at play time.

Letters

Any letters sent home to parents must be checked by a member of SLT before being sent out and a copy emailed or handed to the office.

Lone working

Staff safety is very important and you must not be in the building alone. If during school hours you are in a quiet area of school you should inform someone else so that in the event of an emergency you could be located quickly. If you are meeting with a parent/carer or child by yourself, you must do so in a room with the door open and having made an appropriate member of senior staff aware.

Lost Property

This is kept in the medical room. Any named property is returned asap. If unnamed uniform is unclaimed for a month the uniform is donated to the 2nd hand uniform sales.

Lunch

You may order lunch using the order form which comes in the register each morning. Orders should be made by 9.00am. Lunches must be paid for, via Scopay, when ordered.

Messages

If you ask children to take messages to other classes, please observe the following: FS & KS1 – 2 children (one with the message and one accompanying); KS2 – 1 child.

Movement around the school

Ensuring a calm, orderly environment is so important to our learning provision. When your class is going anywhere as a class or as a group, please ensure the teacher or the TA is leading them in a calm and quiet line, one behind the other. Please do not simply dismiss your children from the classroom/corridor when going to assembly, out to play, out to lunch or home – the expectation is that they are led by an adult to wherever they are going in order to ensure they move calmly and sensibly around the school. *It is everyone's responsibility to ensure a calm environment for our children. Please do not 'turn a blind eye' simply because the children responsible are in a different class to your own.*

Mobile phones

Please ensure your phones are on silent mode during class time as this is a distraction both for yourself and the children. Please do not use your mobile phone in the classroom or if on playground duty at any time. This would constitute a breach of professional conduct and disciplinary action could follow. Our office is manned from 7.30am-6pm and messages will always be passed on to you. If you need to make or receive calls whilst on your break or lunch time please do so somewhere quiet, not in the staff room.

It is not appropriate to use any function, such as the camera, of your personal mobile phone in school. Use of mobile phones forms part of the school's Code of Conduct to which all staff must adhere.

Online Safety

The Online Safety and use of photographic images policy should be read by all staff. All staff must read and follow the guidance within this policy. New staff will be provided with the policy as part of their induction.

Expectations for use of Social Networking sites are clearly detailed in the staff code of conduct and under 'Use of Social Networking Sites' in this document.

Openness

The children's needs and how to create the best possible provision to enable these needs to be met is at the heart of all decisions taken. Staff are given forums in which to discuss provision and are expected to make use of these.

From time to time decisions are taken which individuals may find difficult. If this situation should arise, staff are expected to approach difficulties with a 'solution-focused' attitude. Simply airing unhappiness with a sympathetic individual is fairly unproductive as it can actually spread dissatisfaction and unhappiness and ultimately runs the risk of compromising the needs of the children. Staff are asked to think beyond the problem and consider it within an objective, intellectual framework rather than a purely subjective, emotional one. Therefore the expectation is that all staff (teachers, teaching assistants, support staff, admin staff) in these situations would have the professional outlook that enables them to discuss the situation in confidence with someone who could affect a solution e.g. a member of the SLT.

Orders

Please ensure you use the purchase order request form which is available in the office.

Personal Information

Please ensure that any personal details such as change of address or telephone numbers are notified to the School Business Manager promptly so your contract details can be amended. Please also speak with the school office who hold your personal details so they can also be amended. It is important that the school has up-to-date contact information for you.

PE Equipment

PE equipment is kept in the PE Cupboard in the main hall. Please ensure all equipment is returned to the correct storage area tidily and ensure that the door is kept closed. Children should not be in the hall unaccompanied.

Planning

Planning can be found in the planning folder and also on the 'Staffshare>2020/21>planning under each year group. We have a high expectation of our children's achievements and behaviour. All classes are supported by a teaching assistant who will be able to help you. All planning is available to supply teachers, support staff and observers in the class planning folder.

Playground Duty

Please see earlier item – Break duties.

When on playground duty remember your role there is to ensure the children have a positive time with their friends and it is an expectation that all adults on duty are proactive about anticipating potential difficulties between children. Adults on duty must be vigilant and prepared to address issues that appear to be brewing between children, before a situation becomes worse. There are always a number of adults on duty; they should position themselves in such a way as to be sure they can see all aspects of the play areas. No children should be playing in an area that cannot be seen by the adult on duty. All adults should ensure hi-visibility jackets are worn.

Positive Touch

All staff will be trained in Positive Touch, a strategy aimed at de-escalating situations where the behaviour may become physical. If positive touch is used, the incident should be recorded in the positive touch log which is kept in the headteacher's office. No member of staff is expected to restrain a child physically as this requires specialist training not available for staff in a mainstream school.

PTA

We are lucky to have such a supportive and committed parents' association. Whilst respecting the issues surrounding work-life balance, it is an expectation that all staff show their support to the Friends of Darley Dene (FODD) team through attendance at as many of the parents' association events as possible.

Reclaiming Expenses

Before purchasing items for your class, please check with the School Business Manager. They will be able to ensure: there are funds available; the item cannot be sourced through the Purchase Order System, and explain how the reimbursement form is completed & processed.

Registration

By law registration must be recorded at least twice a day. Children are registered at 8.55am & 12.30pm for years N1 – 2 and 1.30pm for years 3 - 6. We register our children electronically. Please ask the office staff who can explain the procedure. If a child arrives after you have closed your register, please telephone the office and check they have been signed in and their lunch option recorded. Inaccurate or incomplete registration could result in a serious safeguarding and/ or legal breach. In the afternoon if a child is not present who was in school for morning registration, you must call the office immediately to ascertain their whereabouts.

Safety

All staff are responsible for maintaining a safe working environment. However, any member of staff who is concerned about an aspect of safety should also discuss this with any member of the Senior Leadership Team. Any caretaking issues should be reported to Dave Pye via the school business manager. A copy of the school's Health and Safety Policy is on the Staffroom area of the server.

School Uniform

Our new school uniform is sold by Shepperton Sport and Ski. We have asked parents to start buying the new school uniform if they are buying new. If old uniform still fits, the children can wear this until December. In January 2021, our new school uniform will be compulsory.

Our school uniform is compulsory as we encourage our children to take a pride in their appearance. To this end all pupils are expected to wear the required school uniform as we believe this is an important element in helping to develop a sense of belonging to Darley Dene. We ask parents to support us in this policy by ensuring that children are sent to school correctly dressed.

UNIFORM – NURSERY SCHOOL AND OWLS

The following school uniform is compulsory for all pupils in Nursery and Owls and includes:
Black joggers (easy to pull up to enable independence with toileting and changing clothes activities)

Black shorts

Black socks (NOT trainer socks, NO patterns or colours)

Black tights

Black sensible outdoor shoes with velcro, buckle or laces. (NOT boots, trainers, Vans, canvas shoes, jelly shoes, sandals, high heels, ballerina/dolly shoes)

Warm and waterproof outdoor coat or anorak

N.B: Nursery children can wear black plimsolls in place of black sensible outdoor shoes.

Royal blue V-neck sweatshirt with school logo or Royal blue V-neck sweatshirt cardigan with school logo

Royal blue polo shirt with school logo or without school logo

Royal blue and white checked summer dress or playsuit (can be worn with white socks from Easter to October)

UNIFORM – MAIN SCHOOL

The following school uniform is compulsory for all pupils in Years Reception to Year 6 and includes:

Black trousers

Black shorts

Black skirt

Black skort

Black pinafore dress

Black socks (NOT trainer socks, NO patterns or colours)

Black tights

Black sensible outdoor shoes with velcro, buckle or laces (NOT boots, trainers, Vans, canvas shoes, jelly shoes, sandals, high heels, ballerina/dolly shoes) Warm and waterproof outdoor coat or anorak

Royal blue V-neck sweatshirt with school logo or Royal blue V-neck sweatshirt cardigan with school logo

Royal blue polo shirt with school logo or without logo

Royal blue and white checked summer dress or playsuit (can be worn with white socks from Easter to October)

PE KIT

The following PE kit is compulsory for all pupils in Years Reception to Year 6 and Owls and includes :

Plain white round necked t-shirt

Black shorts

Black Plimsolls

Trainers (Years 1- 6)

Plain black tracksuit without logos, writing or stripes

Other items available for any Darley Dene child:

Portrait book bag with school logo - compulsory for Years R-2

Backpack with school logo - optional for Years 3-6

Gym bag with school logo - compulsory for all Year groups

Sun cap with school logo - optional for all Year groups

Should you wish for your child to be fully covered we ask that any longer layers worn underneath the uniform are only black in colour. This can be replaced with white layers if the checked summer dress/playsuit is worn.

Hair and Accessories

ALL children with shoulder-length or longer hair must have it completely tied back; hair should not be worn in a half-up-half-down style.

Hair bands should be small and plain in the neutral colours of white, black, brown, beige and blue only.

Short hair should be uniform in length i.e. not shaved in one part and excessively long elsewhere.

Extreme hair styles are not permitted in school; this includes patterns cut into hair e.g. tram lines, excessive use of hair products e.g. gel and the use of hair dye in non-natural colours or bleach.

A small wrist watch (or one that can count steps) is permitted.

Smart watches that can be used to communicate are not permitted.

Small & discreet stud earrings (these earrings must be removed for PE in compliance with Surrey's safety rules).

No other jewellery is permitted.

Nail varnish, false nails, make-up and temporary tattoos are not appropriate for school.

School Visits

Our Educational Visits Co-ordinator is Mrs. A.Witt. All visits need to be thoroughly planned for and risk assessments carried out well in advance. Details of all school trips are recorded by the office on a central system. Parental permission must also be given before children can be taken out of school.

Special Educational Needs and Disabilities

If you have a concern relating to a special educational need you will need to speak to the Inclusion Leader. The Inclusion team will share a flow diagram with you to explain the graduated response they will take to supporting you to enable the child.

Senior Leadership Team

The Senior Leadership Team consists of Sarah Kober, Laura Elliott, Jennifer Brook, Sarah Smith and Emily Gardner.

Staff Wellbeing

Your personal wellbeing is important to us and we have a duty of care to all our staff. Members of the Senior Leadership team should be approached in order to discuss issues which could potentially compromise your capacity to carry out your role for a period of time. As much as possible we would ask that you anticipate your own needs and give the Leadership team some time to help you plan and problem solve. If the Leadership team are unaware of your needs they cannot help and this puts our children at an unnecessary disadvantage. It is an expectation that Year Leaders and the wider staff share issues that are expressed to them so that the Leadership team are aware and can take necessary action.

Subject Leadership

All teachers who are not newly qualified staff are subject leaders in at least one subject. The details can be found in the appendix.

Staff Meetings

Our staff meetings for teachers usually take place on Wednesdays from 3.30-5.00.

A Friday morning briefing also takes place at 8.10am in the Staffroom. All teaching staff are expected to attend along with anyone else who can make that time – everyone is welcome.

We expect staff to use the opportunities presented at staff meetings to learn, develop and reflect on new ideas and practice. *Please could you make full use of these opportunities by actively engaging in the debate, raising concerns if necessary and entering into open and honest dialogue about possible developments to practice.*

TAs meet fortnightly to discuss matters pertinent to the support team. Admin staff meetings for

teaching assistants take place at least once every half term and are led by a member of the Leadership Team. It is intended that these meetings enable teaching assistants to be fully informed about practical issues as well as developments taking place in school.

Supply Teachers

There will be occasions when a supply teacher is required to cover an absence. If you know you will be absent please ensure you have work set and printed together with clear instructions in an obvious place in the classroom. It is helpful if your TA also knows all this information.

Supply teachers are expected to leave the classroom tidy at the end of the day and mark all children's work in accordance with the school marking policy. Teachers should ensure that supply teachers are left clear and explicit plans so that learning may continue in their absence.

Storage of Personal Items

Each classroom has a locker for storage of your personal items. Please speak to the office for details and to be issued a key.

Team Meetings

Each year group has a year leader (the class teacher) and a team meeting for the year group staff is held during assembly time on a Monday morning.

Time keeping

Please arrive in school in good time to enable you to be fully prepared for your class. If you are a Teaching Assistant, please ensure you arrive in good time ready to be either in your classroom or on playground duty at 8.30. We do expect all teachers to be in by 8.15 at the very latest however most staff are in school much earlier. Whilst there is no hard and fast rule about what time you should leave at the end of the day, time needs to be given to ensure all work is marked, preparations are made for the next day, displays are kept tidy and that the classroom is left tidy at the end of every day.

Text Message Service

We use Tucasi: Scopay text message service to pass messages to staff as well as parents. Please ensure we have your correct mobile number and be sure to let the office know if your number changes.

Use of Social Networking Sites

Regardless of any staff members' role in the school, it is an expectation that all staff members adhere to the following expectations re use of social networking sites:

- No children's or parents' names or personally identifiable information to be cited in any comments
- No confidential information shared about any child, parent or member of staff
- No photographs of children or any other member of staff to be uploaded or 'tagged' without express prior permission from the Headteacher and the child's parents
- No comments or opinions shared re any aspect of the school provision
- No images of children's work or school documentation to be uploaded without express prior permission from the Headteacher
- No comments or opinions of staff or parents, past or present
- Comments, posts and descriptions should reflect the expectations of professional conduct; use of profanity or threatening language is forbidden; racist and discriminatory comments of any kind are forbidden
- Privacy settings must be tight and limited to 'friends'
- Any hyperlinks or images posted must not contain material that could cause offence or be inappropriate

- Staff cannot be 'friends' or followers of pupils at the school
- It is preferable that staff are not 'friends' or followers of current parents, however where parents themselves are also staff it is understood that rigid adherence to this expectation may be difficult. Staff in this position must take particular care with their comments etc.

Walkie-talkies

Walkie-talkies are available for use during break and lunch duty to aid communication amongst the TA and support staff team. One static walkie-talkie remains on in the school office at all times. Each class must take their Walkie Talkie out for outside play and lunchtime as this allows communication with the office and SLT.

To communicate with the office or SLT members in classtime please use your class telephone. The numbers for other extensions should be on your class wall.

Whistleblowing

A copy of the Whistleblowing Policy can be found in the staff room

All employees who have serious concerns about the behaviour and conduct of any staff member, regardless of seniority are expected to come forward and voice those concerns.

All employees who have serious concerns that another staff member is involved in criminal activity, fraud, theft or damage to property or school reputation (includes use of social media) are expected to come forward and voice those concerns.

Alternatively they may contact Expolink Europe Ltd. Expolink can be called on Freephone: 0800 374199. Expolink's trained call handlers will ask the caller to provide details of the event that they are concerned about. The caller does not have to their name or phone number if they do not wish to. Instead the caller is provided with a unique reference number so that if they want to call back with more information the reports can be linked or if they want feedback on progress this can be provided. However, if the caller does give their details to Expolink, these are not passed to Surrey County Council with the callers express permission. Expolink sends a report on the call securely to one of the council's authorised recipients depending the nature of the complaint. As soon as Expolink receives confirmation that the report has been received they destroy their copy. The concern is then dealt with in line with the LA guidelines.

Whole School Policy

Once a decision about developments to practice has been debated and made, it is an expectation that staff take a full and active part in working on those developments. In this way, our vision for our children can best be fulfilled.

Appendix II: Year Group Leaders 2020-2021

| | |
|------------|---------------|
| Nursery | Miss Bernard |
| Reception | Miss Dent |
| Year 1 | Miss Davies |
| Year 2 | Miss Camamile |
| Year 3 | Miss Nitsche |
| Year 4 | Miss Legg |
| Year 5 | Mr Bradshaw |
| Year 6 | Miss Hicks |
| LAN Centre | Mrs Lane |

Darley Dene Staffing List
September 2020**Headteacher** Sarah Kober**Deputy Headteacher** Laura Elliott**Assistant Headteacher** Jenifer Brook**Inclusion Lead** Sarah Smith**Phonics Lead/KS1 Interventions Lead/NQT mentor** Emily Gardner

| | Teacher | Teaching Assistants |
|-------------------------------|--|---|
| LAN Centre Owls | Anne Lane (Mon – Thurs) Dawn Gibson (Friday) | Jonathan Liddell Jane Roe Michelle Dight Zahra Ullah (2 days in Owls) Dawn Gibson Laura Irvine Suzi Wilson Jemma Simmons |
| Nursery Robins | Victoria Bernard | Laura Pain Heather Woodward |
| Reception Sparrows | Sarah Dent | Rebecca Clark Jonel van Schalkwyk Zahra Ullah (2 days in Reception) Sarah Lansdell Amy Duhig |
| Year 1 Jays | Olwen Davies | Emma Barden Nicola Hearmon am only Rachel Higgins |
| Year 2 Woodpeckers | Nikki Camamile | Karly Rogers Katie Coles |
| Year 3 Magpies | Katy Nitsche | Sue McVeigh Parinaz Poursafar Eva Gomez-Lopez (Monday only) |
| Year 4 Doves | Charlotte Legg | Salma Bashir Julie Smith |
| Year 5 Kingfishers | Rob Bradshaw | Kamy Latif Lisa Hoyles am only |
| Year 6 Eagles | Eleanor Hicks Anna Witt (Mon, Tues and Weds) | Nicola Nash Maria Sawyer |

Interventions Anna Witt
Cover role Leona Law
Reading Recovery Ruth Barber
Music Sarah James
Librarian Eva Gomez-Lopez
ELSA Jacqui Jones
HSLW Nikki Edwards
School Business Manager Gill Hicks (2 days a week)
Office Linda Fatcher
 Jackie Barter
 Julie Wixted
 Mary Sharpin
 Catherine Webb

Caretaker David Pye

Email lists: SLT@ DSL@ Teachers@ Allstaff@ Teacherassistants@

Subject Leaders

| Subject | Leadership and Management |
|---------------------------------|----------------------------------|
| English | Jen Brook |
| Phonics | Emily Gardner |
| Reading Recovery | Ruth Barber |
| Maths | Laura Elliott |
| Science | Nikki Camamile |
| Computing | Rob Bradshaw |
| History and Geography | Sarah Dent |
| Art and Design Technology | Victoria Bernard |
| Music | Sarah James |
| Religious Education | Anne Lane |
| P.S.H.E | Charlotte Legg |
| Physical Education | Katy Nitsche |
| Modern Foreign Languages | Eleanor Hicks |
| Educational Visits Co-ordinator | Anna Witt |