



Staff Handbook

2020-2021

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Welcome

Welcome to The Echelford Primary. 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. This 2020-21 version gives includes the measures put in place to meet government guidance for reopening.

Absence – Children (non-COVID symptoms)

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. If a vulnerable child is absent the vulnerable absence form will be completed by the headteacher or deputy headteacher (or a member of SLT in their absence) using the following link: <https://customer.surreycc.gov.uk/vulnerable-child-or-young-person-not-at-education-setting>

Absence – Staff (non-COVID symptoms)

If you decide that you are too ill to be in school, you will need to let us know as soon as possible. Teachers should ring Hannah Redman on 07901 560206 between 6.00- 7.00am. TAs should phone their year leader between 6.30-7.15am of the day you are going to be absent (or the night before if appropriate).

YR: Emily Boswell

Y1: Nicole Green

Y2: Katie Willis

Y3: Harriet Code

Y4: Tash Johnston

Y5: Zoe Lester

Y6: Bethany Galvin

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.*

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.

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 completed and returned to Ruth Bruce-Reid, our School Business Manager. The staff absence form is available to print off from Staffshare/Forms/Absence Form.

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 Katy Smith by completing the absence form on google drive.

Teachers absent on a Monday must ensure that planning is emailed to their Year Group Leader by 8am. Year Group Leaders should email a member of SLT.

Absence – Children and Staff (COVID symptoms)

Parents are asked to notify the school office if they suspect their child may be experiencing COVID symptoms. Likewise, staff must notify the Senior Leadership Team as soon as they develop symptoms.

Staff and parents should be willing to engage with the Test and Trace system. If a child or staff member presents with symptoms they should isolate immediately and book a test: <https://test-for-coronavirus.service.gov.uk/register/start>

* If someone tests negative and no longer has symptoms they can stop self-isolating

* If someone tests positive they should follow the 'Stay at home: guidance for households.'

Should a positive test be returned, the school will contact the local Health Protection Team and a risk assessment will be carried out. If schools have two or more confirmed cases within 14 days, they may have an outbreak and must continue to work with the local Health Protection Team. If schools are implementing infection control procedures whole school closure will not generally be necessary.

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, school will be expected to be able to immediately offer them access to remote education.

Where the child or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

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.

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

If a child has received a bump to the head, they must be sent to the Welfare Room where they will be assessed. An email and text is sent by the welfare officer to inform their parents. Please ensure parents are informed at the end of the day verbally also. 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 and/or inhalers, one is kept in the classroom and one in the school medical office.

If a child vomits in school, they should be sent to the welfare room (with the sick bucket) accompanied by another child/adult. They will not be allowed to return to school for 48 hours.

If a child says they are feeling unwell please make a judgement about how serious you think this is and be vigilant to the symptoms of COVID 19. If you feel it is a genuine illness, please send the child to the school office for evaluation/rest. Any child who is feeling unwell will need to have their temperature taken. 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 adult collecting the child signs the child out through the school office.

If anyone becomes unwell with a new, continuous cough or a high temperature, or has a loss of, a change in, their normal sense of taste or smell (anosmia) or a rash they must be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days and

are advised to follow the *COVID-19: guidance for households with possible coronavirus infection guidance*. The NHS Test and Trace will also be activated.

If a child is awaiting collection, they should be moved to the Wellbeing office where they can be isolated behind a closed door. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained. The room will need to be thoroughly cleaned once they have left the site.

PPE should be worn if supporting any child who presents with symptoms of Covid-19 whilst awaiting their collection from school.

Assemblies

From September, assemblies will be class-based only. Adults can hold reflection time and assemblies at an appropriate time of the day. Assembly themes and topics will be shared at the start of each half term. Children should not be singing in assemblies.

Access and Car Parking

The school is open from 7am - 6pm Monday - Friday. Access to the school is via the entrance facing the car park or the front door.

At 8:15am and 2:50pm the car park entrance with the electric gates cannot be used as this entrance is pedestrianised for the beginning and ends of the day. If you wish to park in the car park you will have to be in school before 8:10am, otherwise you will need to park in the roads outside of the school. There is not enough parking for all members of staff so please be prepared to park in the roads outside the school. Parking is at owner's own risk, whether on school premises or outside, as unfortunately The Echelford Primary School cannot be held responsible for any damage that may occur. Fobs to open the electronic gates are available from the school office.

All staff are issued with personalised photo ID cards, which must be worn at all times. These cards allow access into the school through any of the external doors. 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. Failure to do so breaches the school's Safeguarding Policy.

Break/Lunch times

These will be staggered.

Each bubble has a bag with play equipment that should be kept in the bubble classroom and must remain for use within your bubble. This equipment should be wiped down with Milton spray after use. Within each bag there is a supply of coloured cones. Every time you go outside with your bubble you should use the cones to mark out your area so the boundary is clear to the children and other groups that may come outside.

You will need to supervise your children when they are out at break time and lunchtime, you can share this duty between the two adults so that each of you can have a break.

Both Trim trails are out of bounds and have been fenced off. Please ensure that children do not go on these at any time.

At lunchtime children in Y1- 6 will eat their lunch in their classroom at their work space. If the child has a packed lunch they will have their lunchbox with them in the classroom rather than on the lunch trolleys as normal. If a child has a school dinner their lunch will be delivered to the classroom by a member of staff.

We recommend taking a further 20 minute break during the afternoon, or planning outdoor lessons. Please sign up to the daily timetable in the staffroom to indicate approximately when you plan to be outside.

All cups and cutlery have been removed from the staff room. We ask that everyone brings their own mug, water bottle and cutlery to use. Each item will need to be washed after use. Personal mugs and water bottles can be kept in your classroom. There is tea, coffee, milk, sugar and water (hot and cold) available in the staffroom. Please feel free to use this during your break times.

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.

To support social distancing, there will be tables set up outside on the grass outside the staff room to use at break or lunchtimes. Should the weather be poor then the hall is also available for staff to sit in during lunchtimes.

Breakfast and After School Clubs

The breakfast club runs from 7:35am - 8:30am. Precautions will be put in place to ensure social distancing. Parents are able to book into the breakfast club online through their wisepay account. The After School Club is managed by Towntree Nursery and runs from 3:10pm - 5:55pm. Bookings are made with Towntree directly.

Child Protection

Mary Ellen McCarthy, Sarah Kober, Karla Pearson, Karen Oakley, Jane Wallace, Katy Smith, Hannah Cunnah, Kat Ball, Lauren Butler, Hannah Redman, Emily Boswell, Harriet Code and Emma Sutton are Echelford's Designated Safeguarding Leads. Mark George is the Safeguarding Governor. 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 the 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.

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, learn to put things away and keep resources attractive and usable.

Social distancing must be adhered to in office spaces, therefore only one member of staff should be in an office if the size means it is not possible to social distance in there e.g Phase Leader office.

Classroom organisation should consider how to reduce contact and maximise distancing wherever possible

- Grouping children together
- Avoiding contact between groups

- **Arranging classrooms with forward facing desks**
- Staff maintaining distance from pupils and other staff as much as possible

PPA rooms can be used by a maximum of two people, preferably from the same year group bubble. Laptops should be used and areas wiped down after use.

No one should be entering the main school office other than office staff unnecessarily. Any communication with office staff can be done through the main hatch. If you need to make a phone call to a parent this will need to be carried out at the end of the day or using a phone within the HT or DHT offices.

Cleaning

All classrooms have a box of cleaning resources for use by that bubble. This includes:

- Tissues
- Gloves
- Bin bags
- Cleaning solution

At lunchtime, all touch points will be cleaned around the building. All bins will also be emptied. If bins are full before or after this time, the adult in the room will need to remove, tie and replace the bin bag.

Enhanced cleaning will be carried out daily. Frequently touched surfaces will be cleaned more than normal (as is currently the case).

Different groups do not need to be allocated their own toilet blocks but toilets do need to be cleaned regularly. We would recommend that all children clean their hands with hand sanitiser after they return from the toilets to the classroom. Although the guidance has suggested toilets no longer need to be bubbled, we are mindful that we have very few facilities shared amongst a high number of people (both for children and adults). We are therefore taking the decision to continue with the bubbled toilets for the time being.

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. Mrs. Fairminer is the Co-ordinator for after-school clubs. Teachers will not be expected to run clubs in Autumn One. We may look at implementing booster sessions during this time instead but will wait until September to make final decisions.

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 obviously 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.

If someone tests positive for Covid- 19 their identity must remain confidential.

Staff who do not respect confidentiality on all of these terms are likely to face disciplinary action.

Daily Information

The weekly 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 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 electronic diary – 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. clubs for term).

Daily Timetable

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

For Autumn One shared spaces such as The Lighthouse, library, music room and computing room should not be used.

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

A hall display timetable giving deadlines for hall displays and the themes for the displays is discussed and agreed at the beginning of every school year.

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.

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 as our school has three flights of stairs and there may be times when you have to move quickly.

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 male staff this would include a shirt and tie. 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
- Shorts (unless being worn for PE)
- Beach flip flops - all footwear should have a heel strap.
- Garishly coloured, patterned or sparkly attire
- 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.

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.

Teaching staff are supplied with staff t-shirts and fleeces to be worn when teaching PE and taking part in sports competitions. In Key Stage Two, on a day when a PE session is timetabled, staff are able to wear PE kit for the full day. In Key Stage One, where two separate PE sessions are timetabled on different days, staff should wear their PE kit for one full day per week. On the other PE day, staff should wear normal school attire but change into trainers for the PE session itself.

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

Staff are encouraged to keep a spare set of clothing on site should they need to change having come into contact with an individual displaying symptoms of the virus.

Email

All staff are issued with their own Echelford 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 Echelford 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.

Equipment and Resources

- Frequently used equipment (pens/pencils etc) should not be shared.
- Classroom based resources (books/games etc) can be shared within the bubble – these should be cleaned regularly
- Resources shared between classes (sport equipment/art resources etc) should be cleaned frequently and meticulously between bubbles, or rotated and left unused for a period of 48 hours (72 hours for plastics).
- Pupils and teachers can take books and other shared resources home
- Soft furnishings – please keep these to a minimum as they are difficult to clean.

E-safety

The E-Safety and use of photographic images policy is located on Staffshare/Policies/ICT Policies. All staff must read and follow the guidance within this policy. New staff will be provided with the policy as part of their induction.

Teaching staff are issued with a data encrypted USB. This should be used to save any school information. Staff should not use unencrypted devices away from the school site.

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.

Exercise Books

These are located in the stationery storage cupboard. Much thought has gone into deciding what books to use. Please ensure that you inform your Phase Leader when you notice that stocks are running low – don't leave it until you use the last book. Books should not be sent home with the children on completion.

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 Staffshare.

If the fire alarm goes, please make your way to the fire assembly point, which is the KS1 playground. Please ensure the children are led in silence and do not stop to pick anything up. Please ensure children line up with a space between each person. The one way system should be ignored if a fire alarm takes place. In this instance, children on the top floor classrooms should exit down the staircase between 3C and 3W using the doors onto the Reception outdoor area, children on the middle floor should exit through the far staircase between 2W and 2L. More specific directions relevant to each room can be found on the wall of every room.

Shelter and Lockdown incidents are signalled by continuous ringing of the handbells and word of mouth. Opportunities to practice all emergency procedures will be provided.

First Aid

All First Aid equipment is kept in the welfare room. Sue Baker is our Welfare Officer. 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.

Hi-visibility jackets

These should **not** be worn at this moment as we are unable to wash them in between use.

Home Learning

Our Home Learning 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.

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 playground first aid packs.

Please familiarise yourself with the LLT COVID-19 Health and Safety Policy and the LLT Infection Control Policy. All staff are required to adhere to these policies.

Handwashing

This should continue to be a routine part of the day. Supervision of hand sanitiser is essential. From September, hand sanitiser will be administered on entry to school for Y2 and KS2 children. Handwashing or hand sanitiser will be used in Y1 and Reception on entry.

Children should be encouraged to regularly wash their hands for 20 seconds. This is explicitly taught to all children on a regular basis (daily in the first instance). There are hand washing guides displayed at each wash station. As a guide, times will include: Arrival at school, after being outside, before eating, before leaving to go home, after being outside of the bubble classroom e.g. visiting the toilet (due to the number of doors children may pass through between the toilet and classroom it is expected that they rewash their hands or use hand gel). Hands should also be washed after sneezing or nose blowing and adults are expected to encourage children to 'Catch it, Bin it, Kill it'. Alcohol gel can be used as an alternative if hand washing isn't possible. All bubble classrooms have a supply of hand gel. It is the adults' responsibility to ensure there is enough hand gel before the start of the day. Hand gel bottles are refillable - please do not throw these away when they are empty. They should be refilled from the office by an adult. Hand gel should be administered only by adults.

'Catch it, bin it, kill it'

This message should be reinforced to children by all adults. Tissues and bins must be available. It is the teaching team's responsibility to make sure there are tissues available in the classroom.

Staff are encouraged to keep a spare set of clothing on site should they need to change having come into contact with an individual displaying symptoms of the virus.

ICT Equipment

All classrooms have a PC connected to a projector and interactive whiteboard. The ICT suite is currently out of use.

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

We have 2 photocopiers in the reprographics room: one colour plus black & white; and one black & white only. The first of these is linked to the network and can be used for printing, photocopying and scanning. One person only is permitted to be in the reprographics room at any given time.

Each year group also has a class set of 30 iPads. These need to be returned to iPad trolleys at the end of each session and plugged in to the correct port. Class teachers also have a class iPad which they need to take full responsibility for.

iPads and Chromebooks should be cleaned after each use.

iPads are mainly made of glass and metal and therefore most cleaning products are fine. General wipes and sprays will be suitable but avoid getting any fluid into the ports (speaker slots, charging slots and grills).

Chromebooks require more care. Any cleaning products containing alcohol or harsh chemicals should not be used as these will stain the outside and can damage the plastic. Use a small section of a Chromebook when cleaning to check if the product is suitable. General-purpose wipes should be sufficient.

ICT is supported by EduThing.

Antony Baxter from EduThing will be on site on a Monday morning. Please log issues by either emailing itsupport@eduthing.co.uk or phoning 0203 750 9796

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 senior member of staff aware.

Lost Property

This is kept in large plastic boxes in the community 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 in the staffroom if you wish. Orders should be made by 9am. Lunches must be paid for, via Wisepay, 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.

Minibus

The school minibus is used to transport up to 16 children to swimming, sporting events and workshops. The school has named insured members of staff who are able to drive the minibus. If you plan to use the minibus, it is your responsibility to check the school calendar and secure a driver before finalising any arrangements. Any off-site trip must be discussed with a member of SLT and EVC. There should always be at least two adults in the minibus when escorting children to or from the school.

Movement around the school

There is a one-way system in place within the school building. It is important that this system is adhered to at all times, even out of school hours when there are no children in the building.

There is also a one-way system in place outside the building for the beginning and end of the day for drop off and pick up. Everyone will enter the site via the blue gates. They will then need to move through the KS2 playground past the garages, through the KS1 playground and out the KS1 gate. Different year groups will enter the building at different points:

KS2- via the door by the ICT suite corridor as normal.

Year 2- through the reception outdoor area and in the fire exit door into the stairwell

Year 1- into the year one outdoor area.

Reception- into RB via the outside door.

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. The children are expected to be in silence on the stairs and adults leading them are expected to make sure this happens. Please do not simply dismiss your children from the classroom/corridor when going 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 8am-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.

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 located on the server in Staffshare> Requisition Form and pass to the Head or Deputy for authorisation. Sue Baker will then process the order.

Personal Information

Please ensure that any personal details such as change of address or telephone numbers are notified to the School Business Manager promptly. It is important that the school has up-to-date contact information for you.

PE Equipment

PE equipment is kept in the PE Cupboard off the gym or in the cupboard off the KS2 playground. 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 gym unaccompanied. Staff are issued with PE t-shirts and fleeces.

All PE equipment should be wiped down with Milton spray after use.

Planning

Planning can be found in the planning folder and also on the Staffshare > 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. Planning templates can be found on Staffshare > 2020-21 > Planning > Planning Templates.

Playground Duty

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.

Positive Touch

All staff are 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 Echelford PTA 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, Ruth Bruce-Reid – she 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. Juniors are registered at 8:50am & 1:15pm and Infants are registered at 8:50am & 1pm. We register our children electronically. Please ask the office staff who can explain the procedure. Children who arrive late must be sent to the office to be registered, and for their parent/s to sign them in stating why they are late. Inaccurate or incomplete registration could result in a serious safeguarding and/or legal breach.

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 Mr Gent via the Premises Book, which is kept in the staff room. A copy of the school's updated Health and Safety Policy is on Staffshare.

School Uniform

Our uniform is sold by Shepperton Sports & Ski.

We encourage and expect our children to take pride in their appearance. To this end, all pupils are expected to wear the required school uniform.

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 Echelford. We ask parents to support us in this policy by ensuring that children are sent to school correctly dressed.

Boys

Grey trousers

Grey shorts

Royal blue V-neck knitted jumper with school logo or

Royal blue V-neck sweatshirt with school logo

Royal blue and silver school tie (KS2 only)

White cotton shirt (KS2 only)

White polo shirt with school logo (KS1 only)

Black or grey socks (NOT trainer socks)

Black sensible outdoor shoes (NOT trainers, Vans or canvas shoes)

Warm and waterproof outdoor coat or anorak

Girls

Grey skirt

Grey trousers

Royal blue V-neck knitted cardigan with school logo or

Royal blue V-neck knitted jumper with school logo or

Royal blue V-neck sweatshirt with school logo

Royal blue and silver school tie (KS2 only)

White cotton shirt (KS2 only)

White polo shirt with school logo (KS1 only)

Blue and white checked summer dress (from Easter to October)

Grey or black tights

White socks (NOT trainer socks)

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

Warm and waterproof outdoor coat or anorak

PLAIN small hair band in royal blue/ navy or white (no sparkly or large hair accessories)

P.E. Kit

Royal blue round necked t-shirt with school logo

Navy blue shorts

Plimsolls

Trainers (Years 1 - 6)

Plain navy or black tracksuit without logos e.g. Nike, Puma

Echelford draw string bag for PE Kit with school logo

Other Items

Book bag with school logo (KS1 only)

Royal blue school cap with school logo

Jewellery other than small & discreet stud earrings, is not allowed in school and these earrings must be removed for PE in compliance with Surrey's safety rules. Children are responsible for removing their own earrings and storing them until the end of the lesson.

It is an expectation that every member of staff reinforce our expectations re uniform with every child e.g. asking children why they don't have a particular item of uniform and encouraging them to make sure it is in school the next day. Children should always change back into school shoes after lunch if they wear trainers during this break. Children should remain in their school shoes for break.

Children should be encouraged to name all of their possessions.

School Visits

Our Educational Visits Co-ordinator is Stephen Lockyer. All visits need to be thoroughly planned for and risk assessments carried out. 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.

Senior Leadership Team

The Senior Leadership Team consists of Mary Ellen McCarthy, Sarah Kober, Karla Pearson, Karen Oakley, Katy Smith, Lauren Butler, Hannah Cunnah, Kat Ball, Hannah Redman, Emily Boswell and Ruth Bruce-Reid.

Staffroom

Social distancing should take place in the staffroom. The number of staff in the staffroom at one time is limited to 7 (5 people sitting and 2 standing making drinks). It is important that everybody still has a break. There is an additional 'staffroom' in the hall where there are tables and some chairs to support social distancing. Staff are encouraged to take breaks outside when weather permits and consider where you sit based on whether you need to heat your food.

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 Phase 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 on page 17.

Staff Meetings

Our staff meetings for teachers usually take place on Wednesdays from 3:30pm-5pm. 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.*

Additional Twilight meetings will be scheduled across the year. These are in lieu of the Inset days in July.

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 may 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 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 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

All personal items including coats should be kept in the classroom you are based in. Please only bring essential items into school. The children are also being asked not to bring in bags etc. Please do not use the pegs in the cloakroom of the female toilets. Each classroom has a locker for storage of your personal items. Please do not take school books home where possible.

Team Meetings

Each year group has a year leader and a team meeting for the relevant teachers is held during lunchtime or after school each week. There is a set agenda which is followed each week and minutes are taken to support monitoring of whole school developments as well as identification of particular issues.

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 8:30am. We do expect all teachers to be in by 8:30am 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 Teachers2Parents 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. There is also a walkie-talkie situated in each Year Group Leader's classroom. One static walkie-talkie remains on in the school office at all times.

On the rare occasion that staff feel that they may need to communicate with SLT or the Welfare Officer during lesson time, they should take a walkie-talkie up to class with them.

Walkie-talkies should be wiped down with Milton spray after use.

Whistleblowing

Speaking Out is Surrey County Council's Whistleblowing Policy.

Surrey County Council encourages all employees who have serious concerns about any aspect of the Council's work to come forward and voice those concerns.

A copy of the full adopted policy is displayed on the Staff Notice Board. However, any employee with any concerns that another person, acting on behalf of the school or the County Council, is involved in criminal activity, fraud, theft or damage to Council property or reputation 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 give 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 without the caller's 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 I: Subject Leaders 2020-2021

Subject	Staff Member with responsibility
Literacy	Stephen Lockyer (acting)
Numeracy	Clare Johnson (acting) Katie Willis (shadow)
Science	Bethany Galvin
Computing	Tash Johnston
Art	Sophie Szerencses
DT	Zoe Lester
Geography	Josie Dubey
History	Sophie Enright
MFL	Millie Bennett
Music	Melissa West
PSHCE	Harriet Code
RE	Hannah Corcoran
PE	Katherine Sewell
Phonics	Nicole Green
Outdoor Learning	Beth Margetts

Appendix II: Year Group Leaders 2020-2021

Reception	Emily Boswell
Year 1	Nicole Green
Year 2	Katie Willis
Year 3	Harriet Code
Year 4	Tash Johnston
Year 5	Zoe Lester
Year 6	Bethany Galvin

Appendix III: Classes & Staff 2020-2021

Year Leader	Class Teachers	New Class Name	Teaching Assistants	Current Class
Mrs. Boswell	Mrs. Boswell	RB	Mrs. Ashby	New
	Miss Grainger	RG	Mrs. Blatchford	New
	Miss Szerencses	RS	Mrs. Apps & Mrs. Van-Sickle	New
Miss Green	Miss Cottle	1C	Mrs. Walker	RS
	Miss Egleton	1E	Mrs. Nowak	RB
	Miss Green	1G	Mrs. Hermosa, Mrs. Spring & Miss Gilbertson	RC
Mrs. Willis	Miss Leonard	2L	Mrs. Chalcraft & Mrs. Mavrodieva	1G
	Miss West	2W	Mrs. Learmonth	1KB
	Mrs. Willis & Mrs. Butler Mr Contomichalos (trainee teacher)	2WB	Miss Husband	1L
Miss Code	Miss Code	3C	Mrs. Jayasinghe & Miss Ewings	2WM
	Miss Enright	3E	Mrs. Jeffery & Mrs. Lacey	2C
	Miss Watson	3W	Mrs. Loveridge	2J
Miss Johnston	Miss Johnston Miss Holman (trainee teacher)	4J	Mrs. King, Mrs. Schiralli, Mrs. Van-Sickle & Miss Ford	3E
	Mr Lockyer	4L	Mrs. McEvoy, Miss Price & Mrs. Holman	3L
	Miss Watts	4W	Mrs. McGrandles	3D
Miss Lester	Miss Chapman	5C	Mrs. Holman & Miss Gilbertson	4A
	Miss Lester	5L	Mrs. Quinn, Miss Hall & Miss Jeffrey	4R
	Miss Redman Mrs. Harrison (trainee teacher)	5R	Mrs. Hewitt	4B
Miss Galvin	Miss Dubey	6D	Mrs. Aquilina	5W
	Miss Galvin	6G	Miss Munro, Miss Jeffrey & Miss Hall	5J
	Miss Sewell	6S	Mrs. Whiteside & Mrs. Stow	5M

Non class-based staff:

Miss Pearson & Miss Oakley	Co-Headteachers
Mrs. Smith	Deputy Headteacher
Mrs. Cunnah and Miss Ball	Co-inclusion Leaders
Mrs. Chirewa	ELSA Support
Mrs. Emma Sutton	Home School Link Worker
Mrs. Joshi	French Teacher
Mr Waters	Sports Premium Mentor
Mr Lumb	PE TA