



Staff Handbook

September 2025



***Building a firm foundation that inspires every child to
aim high and exceed their own expectations on
their journey to successful adulthood***

Contents

Contents

Welcome	5
Absence – Children	5
Absence – Staff	5
Access and Car Parking	6
Accidents and Illness of Children during the School Day	6
AI	6
Appraisals	7
Assemblies	7
Behaviour Management	7
Break/Lunch times	7
Break Duties	7-8
Breakfast and After School Clubs	8
Calendar	8
CCTV	8
Child Protection	8
Classrooms, Cloakrooms and Offices	9
Clubs and Activities	9
Confidentiality	9
Communication with parents/carers	9
Daily Information	10
Daily Timetable	10
Data Protection	10
Difficult Conversations	10-11
Dismissal	11
Displays	11
Dress Code	11-12
Email	12
Energy Saving	12
Equipment and Resources	12
Ethos and Curriculum	12
Exercise Books	13
Evacuation	13
Eyecare	13
First Aid	13

Riverbridge Primary School Handbook – September 2025

Governors	13
Home Learning	14
Hygiene Practice	14
ICT & E-Safety	14
ICT Equipment	14
Letters	14
Lost Property	14
Lunch	15
Messages	15
Mobile phones	15
Movement Around the School	15
Orders	15-16
PE Equipment	16
Photographs and videos	16
Planning	16
Playground Duty	16
Playtimes	16
PPA	16-17
Privacy Notice for School Workforce	17
PTA	17
Pupil Progress Meetings	17
Reclaiming Expenses	17
Registration	17
Risk Assessments	17
Safe Holding	18
Safety	18
School Uniform	18-19
School Visits	19
Senior Leadership Team	19
Signing In and Out	19
Smoking and Vaping	19-20
Subject Leadership	20
Staff Meetings	20
Staff Code of Conduct	20
Supply Teachers	20
Storage of Personal Items	20
Team Meetings	20
Telephone System	21
Text Message Service	21
Time keeping	21
Unconditional Positive regard	21
What to do if a child does not arrive in a place they are expected?	22
Whistleblowing	22

Riverbridge Primary School Handbook – September 2025

Your suitability to work with children and changes to your personal circumstances	22-23
Whole School Policy	23
Appendix	24
Staffing 2024-2025	24

Welcome

Welcome to Riverbridge 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.

Absence – Children

If a child is absent parents are asked to call the school absence line before 9.30am to explain the absence. If we don't receive this information, office staff will call parents.

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 should ring **Louise Price** on **07809 289095** between **6.45- 7.00 am** of the day you are going to be absent.

TAs and Wraparound Care Staff should phone as follows:

Wraparound Care staff should phone Hena Bhaglia on 07769 832669 between **6.45-7.00 a.m.** of the day you are going to be absent.

TAs should phone **Harriet Code** on **07543 295283** between **6.45-7.00 a.m.** of the day you are going to be absent.

Office staff should phone Hazel Harvey on **07763 717067** between **6.30-7.00 am**.

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.

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, your absence should be logged on Edupay. A return to work meeting may be necessary on some occasions, This may be at the request of staff or in discussion with a member of the senior leadership team/HR manager. Sadie Speight is our HR manager and can support with logging absences.

In the case of absence for reasons other than personal illness, staff should refer to the Special Leave of Absence Policy and complete an Absence Request Form as above.

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

Access and Car Parking

The school is open from 7.00am – 6.00pm Monday – Friday

Access to the school is via the main entrances on each site. Parking in the school car park is at the owner's own risk as unfortunately Riverbridge Primary School cannot be held responsible for any damage that may occur. Staff should display their parking permits in their car each day and park in the bays that are allocated to staff, avoiding spaces at PAB that are used for parent drop off and collection. Please complete this [google form](#) to request a permit.

Accidents and Illness of Children during the School Day

Most staff have been trained in basic first aid. All office staff and a number of staff across the school also Paediatric First Aid Trained.

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 some quiet time to see if this remedies the situation. If the child is still poorly 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.

All accidents should be recorded in the relevant Accident log. More serious accidents will be logged on the Surrey online site by a member of the office team. The incident is then reviewed and signed off by the Office Manager who will refer to SLT as required.

If a child has received a bump to the head please ensure parents are informed at the end of the day. A slip will be provided by the office staff. If the head injury is anything more serious, parents must be contacted as soon as possible and asked to come to make a judgement as to whether or not the child needs to go to hospital.

For children that are prescribed Epipens, one is kept in the classroom and one in the school office. Epipens must be taken to the lunch hall, on school visits and outside for PE. Inhalers and other medication are held in the school office.

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

AI

In today's rapidly evolving technological landscape, the integration of Artificial Intelligence (AI) into educational environments presents both opportunities and challenges. LLT has developed:

- a policy to ensure its ethical and effective use within our schools which can be accessed via theSpotlight Policy Library.
- the LLT AI Acceptable Use Guidance for Staff manual which contains a list of approved AI tools which can be accessed via the shortcut on every desktop or this link: [Artificial Intelligence \(AI\) Acceptable Use Guidance for Staff](#)

Appraisals

Staff appraisal is an integral aspect of our practice and takes place annually for every member of staff. All staff are also expected to take part in a mid-point review of their targets in order to anticipate outcomes of performance related pay.

Assemblies

Assemblies take place every day. They are a combination of whole school, year group and class assemblies. The assembly will be shared at the beginning of the academic year on a Google sheet by Louise Price. If you know you will be away on the day of 'your' assembly, please arrange to swap with someone and change this on the rota. For topics for the assemblies, please see rota.

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 make sure the children sit with other children who help them make the right choices regarding listening and behaving.

Behaviour Management

It is very important that we are all consistent about our expectations of behaviour management. All staff must be familiar with the Behaviour Management processes and procedures and actively play their part in ensuring we promote good behaviour for learning rather than just behaviour for compliance. Shouting at children is completely unacceptable and usually leads to further deterioration of behaviour. If you are struggling with any aspect of Behaviour Management, please speak to a Senior Leader who can offer support or further training. *Please also remember that we refer to the pupils as 'children' or 'pupils' but not 'kids'.*

Break/Lunch times

School provides all staff with tea, coffee and milk. These, alongside sugar and water – hot and cold are available in the staffroom. Please feel free to use this during your break times. A member of the office staff will replenish the stocks when they are running low. Please let them know if this is the case. Staff are reminded that it is your responsibility to wash up your own items and that it is everyone's job to help keep the staffroom tidy.

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

A break duty rota is put together at the beginning of each term and is emailed to staff and displayed on the staffroom notice board. We try to ensure that teaching staff do not have

Riverbridge Primary School Handbook – September 2025

to lead an assembly then carry out a break duty. 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 could teachers ensure they return straight to class after carrying out a break duty.

Please do not take your 'break' after the children have returned to class. Teaching assistants who are on playground duty take their break during assembly and should be on the playground ready for the children.

Please note the importance of punctuality when you are on playground duty or lunchtime duty. At no time should the children be let out to play or lunch without checking that there are staff on duty ready for them.

Please ensure that doors are opened promptly at 10.55 am and 1pm to allow children to return to the classroom.

Breakfast and After School Clubs

The breakfast club runs from 7.35-8.45 am. After School Club runs from 3.10pm (KGB) and 3.20pm (PAB) until either 4.30pm or 6pm depending on parents preference. Parents are able to book by emailing the school office, which the office staff can arrange for parents.

Calendar

We have an electronic diary attached to each email address. You should check this regularly and if you know you are out of school for training etc, please check it is on the diary. If not please email office.riverbridge@lumenlearningtrust.co.uk and if you need cover, also email louise.price@lumenlearningtrust.co.uk .

CCTV

We use CCTV in various locations around the school site to ensure everyone remains safe. We do not need to ask individuals' permission to use CCTV, but we make it clear where individuals are being recorded, with security cameras which are clearly visible and accompanied by prominent signs explaining that CCTV is in use.

Child Protection

Paul Grimwood is the Designated Safeguarding Lead for Riverbridge. Mary Ellen McCarthy, Sarah Kober, Jane Wallace, Louise Price, Nina Talkington, Harriet Code are Deputy Designated Safeguarding Leads. Hena Bhagalia, our Wraparound Care Manager, is also DSL trained.

Tajinder Salotera is the Safeguarding Governor. All staff receive Working Together to Safeguard Children training when they begin working at Riverbridge and subsequently receive termly Safeguarding updates and training including familiarising 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. On occasion individual staff members may be given confidential information by the Lead DSL in order to support the care and welfare of certain children. This information must be considered in strict confidence and should never be shared beyond members of the DSL team.

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

The majority of clubs currently run after school. 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 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.

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

Communication with parents/carers

In order to support our partnership with parents, it is vital that our communication with them is strong and consistent. It is very important that teachers take every opportunity to involve parents especially with regard to behaviour management. If there has been an incident where a child has been hurt (either physically or verbally) OR it has been alleged that a child has hurt someone – the class teacher must tell the parent BEFORE the child goes home. If school does not make contact then it is likely that the communication 'space' will be filled by the child's perception of the event which in turn can lead to tension in the home-school relationship. It is equally important for parents to be contacted in order to celebrate children's successes.

Parent-teacher consultations take place in the first half term of the Autumn and Spring terms.

Daily Information

A weekly bulletin is shared with staff by 7.30am on a Monday morning which details the upcoming events of the week as well as safeguarding updates and other relevant information for staff to make note of. Each day, the diary is also written on the whiteboard in the staffroom areas on both bases along with any additional information that may be required. All staff are expected to read the bulletin on Monday morning before the start of the school day as well as the staffroom board 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 electronic diary – please ensure that this is updated with your training commitments or key meetings. Hazel Harvey can assist with adding details to the calendar.

Daily Timetable

A timetable has been planned for each class, please refer to the Timetables folder on the Staffshare.

Data Protection

Lumen Learning Trust (the trust) aims to ensure that all personal data collected, stored, processed and destroyed about any natural person, whether they be a member of staff, pupil, parent, Governor, visitors, contractor, consultant, or any other individual is done so in accordance with the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018 (DPA 2018).

Personal data can be either in paper or electronic form and relates to any specific information relating to an identifiable natural person such as name, image, age, academic attainment or ethnicity. We must all ensure that clear consent is given to use personal data including the taking and use of images of children.

The disposal of personal data is extremely important and should either be actioned by securely shredding paper-based records (bags available from the school office) or overwriting/deleting electronic files. Our full data protection policy can be found in the Spotlight Policy Library.

If you have any concerns regarding personal data for either yourself or another individual, please speak to the Office Manager (your school's first point of contact for data protection queries) or Lumen's Data Manager as follows:

- Gail Murphy, tel: 01932 571217 option 4, datamanager@lumenlearningtrust.co.uk
- Lisa Cosgrave tel: 01932 960228, datamanager@lumenlearningtrust.co.uk

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.

Riverbridge Primary School Handbook – September 2025

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.

Dismissal

Parents/carers are asked to provide a password when their child/ren start at Riverbridge. Anyone collecting the child should be able to state the password. If unable to, the office should be informed so they can make contact with the parents/carers and ensure the child is ok to go home with that person.

Year 5 and 6 pupils are able to walk home should their parents/carers wish. This will be noted on the class password dismissal list.

Information regarding dismissal processes should be made available to anyone dismissing the class in the teacher's absence.

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.

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. For the avoidance of doubt, inappropriate dress is deemed to include the following:

Jeans (or trousers that look like jeans) and 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/cargo trousers or tracksuit trousers (except for PE)

Leggings, unless worn under a skirt or dress of appropriate length

Beach flip flops - all footwear should have a heel strap.

Riverbridge Primary School Handbook – September 2025

Garishly coloured, patterned or sparkly attire - this includes PE kit

Sport Trainers (unless being worn for PE) - clean and smart trainers can be worn if professional and appropriate to the workplace

Casual boots, e.g. Ugg boots and excessively high heels

Strapless tops/dresses or tops/dresses with 'shoestring' shoulder straps or halter necks

Clothing with large logos, political symbols or contentious slogans (including band/film logos)

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.

Email

All staff are issued with their own Riverbridge 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 Riverbridge email account very regularly (twice a day is considered a minimum) to ensure you keep yourself up to date with information and action issues as necessary.

Energy Saving

As you are all aware, energy costs have increased exponentially and coupled with our commitment to the environment, we would like all staff to be more aware of energy usage. For information, currently the electricity cost for Park Avenue is around £3,000 each month. We would ask that lights and any air conditioning units are turned off when not needed, IT equipment should also be turned off at the end of the school day.

If you have any other energy saving ideas, please share these with a member of SLT.

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. Please do not be tempted to "hoard" resources as this makes it difficult for our stock keeping etc.

Ethos & Curriculum

Our school ethos is underpinned by the '8 Great Ways of Being Our Best'. These have been agreed by all staff as something we strive to embody and support our children to understand; we challenge ourselves to exemplify these in our own practice. All staff can reward children for each of the desired behaviours and actions, including the use of Marvellous Me badges. Staff are provided with copies of these words and images as part of our continued professional development (CPD) and are encouraged to use them to model our ethos to children, parents/carers, governors and the wider community.

The 8 Great Ways of Being our Best

At Riverbridge, we are:

- active
- ambitious
- compassionate
- connectors
- explorers
- inclusive
- independent
- thinkers

These 8 Great Ways drive our curriculum and are integral to our assemblies and Stay on Green Behaviour system.

Exercise Books

These are located in the storage cupboards on each base. Please ensure that you inform the office staff when you notice that stocks are running low – don't leave it until you use the last book! If there is an urgent request please refer to Hazel Harvey.

Evacuation

If the fire alarm sounds, please make your way to the fire assembly points for each base which are the playground at Park Avenue and opposite the Doctors' surgery at Knowle Green. 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. Fire drills will be planned to take place once a term.

The school has a process for both 'Shelter' and 'Lockdown'. These are shared with staff and children and will be practised at least yearly.

Eyecare

An e-voucher eyecare scheme is available for all Lumen Learning Trust staff who use display screen equipment (DSE) such as a computer or laptop for work purposes. Those staff that use DSE continuously for an hour or more on most working days are entitled to a free eye test every 2 years, unless specified by their optician, provided by the school. If glasses are required, the voucher will also entitle staff to a free pair of VDU glasses from the opticians range or £25 towards a pair of glasses of your choice. In order to request an eye care voucher please email finance.assistant@lumenlearningtrust.co.uk.

First Aid

All First Aid equipment is kept in the school office.

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.

Home Learning

Our Home Learning Policy is in your class folder, on the Staff Drive and on the website (for parental access). We use Google Classroom and all children have their own individual Log in details.

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 school office and there is also a supply in each classroom.

ICT & E-Safety

Riverbridge has an E-safety policy, and relates to other policies including those for ICT, Anti-bullying and Child Protection. All staff must read and sign the Staff Code of Conduct for ICT use before using any school ICT resources. This is found as an appendix to this document. It can also be located in the Spotlight section of the Lumen Learning Trust . Every member of staff has access through a shared email and password.

ICT Equipment

All classrooms have a PC connected to a smarttouch TV. There are also either pupil chromebooks or laptops available in each year group. There has been significant investment in recent years in IT hardware and it is very important that it is well looked after and any issues reported quickly via Eduthing.

Please ensure your IT equipment has been turned off at the end of each school day and Laptops and chromebooks are charged overnight.

We have photocopiers in the reprographics rooms on each base. Every member of staff can access the photocopiers using their door access fob. Individual usage reports will be generated termly.

Please keep an eye on the paper available. Please do not open the last ream without telling the office that we are about to run out.

ICT is supported by Antony Baxter from Eduthing who visits each week. Please log issues for Antony's attention by calling or emailing. All details are on the sticker on every computer. All other general ICT queries should be directed to the school office.

Letters

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

Lost Property

This is kept in the cupboards in the main entrance of each base. Any named property is returned as soon as possible. If an unnamed uniform is unclaimed for a month the uniform is donated to the 2nd hand uniform sales.

Lunch

Please order lunch via the order form in the office unless you provide your own. Lunches must be paid for online in advance. At both bases lunchtime is divided into two sittings for children. At Knowle Green, lunch starts at 11.50 when Reception children eat their lunch in the hall and Year 1 go out to play at 12 noon. At approximately 12.25 the lunchtime supervisors will line the year 1 children up in preparation for them to enter the hall for their lunch.

At Park Avenue lunch is from 12 noon to 1pm for all year groups. Children will be called using class name cards on a rolling programme throughout the lunch period.

Details of seating arrangements, logistics around the lunch service and outside play arrangements are shared with staff through a narrated PowerPoint at the start of the year.

Messages

When asking children to take messages to another person in school: FS & KS1 – 2 children (one with the message and one accompanying); KS2 – 1 child.

Mobile phones

Please ensure your phones are on silent mode during class time as this is a distraction both for yourself and the children.

Mobile phones should never be visible or used within any public area of the school whilst children are on site. A public area is classed as any space that a child could use, pass through or view.

Our office is manned from 8.30am-5 pm 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/off site, not in the staff room.

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 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.***

Orders

Please ensure you use the purchase order request form which is located on the server in Staffshare> Order Form and email to hazel.harvey@lumenlearningtrust.co.uk for processing. An official order will be raised, authorised by the Head and sent to the supplier. All orders need to be placed on the school's finance system for accuracy of records (helps with

monitoring school assets).

PE Equipment

Kept in the shed at Park Avenue and the cupboard in the hall at Knowle Green. Please ensure all equipment is returned to the correct storage area tidily.

Photographs and videos

As part of our school activities, we may take photographs and record images of individuals within our school. If photos need to be taken during a lesson it must only be carried out on a class tablet. Please also ask for a consent list for the children in your class from the office before taking any photographs. A child's name should never accompany a photo to avoid identification. If you do not wish to have your image taken while working at our school, please email datamanager@lumenlearningtrust.co.uk.

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 > PLANNING 2023-2024.*

Playground Duty

Please see earlier item – Break duties.

When on playground duty remember your role 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. There is a Playtime risk assessment that is shared with all lunchtime staff and available in the Lunchtimes folder on the shared drive. It is important that ALL lunchtime staff are familiar with this document.

Playtimes

Morning playtime at both bases is between 10.40 and 10.55 am. Lunchtime is between 11.50 and 1pm at Knowle Green and 12 noon and 1pm at Park Avenue. Year 2 also have an afternoon playtime for ten minutes at 2.10 pm.

PPA

All teaching staff are entitled to 10% of their teaching time out of class to support planning, preparation and assessment. It is the teacher's responsibility to ensure the colleague taking the class in their absence has all the necessary information to enable the learning time to be successful in their absence. Early Career Teachers (ECTs) are entitled to 20% non

contact time in their first year and 15% in their second year. Their mentors will support them in making the best use of this time.

Privacy Notice for School Workforce

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. Our Lumen Learning Trust privacy notice for the school workforce explains how we collect, store and use staff personal data. This document can be found via this link: [Privacy Notice for School Workforce](#)

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 Riverbridge PTA team through attendance at as many of the parents' association events as possible.

Pupil Progress Meetings

These take place three times a year inline with data capture milestones and will involve teachers and members of SLT analysing children's progress in order to inform future provision.

Reclaiming Expenses

Before purchasing items for your class, please check with the Office Manager, Hazel Harvey – she will be able to ensure that there are funds available, that the item cannot be sourced through the Purchase Order System and also explain how reimbursement is completed & processed.

Registration

By law registration must be recorded at least twice a day. All children are registered at 9 am and 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.

Risk Assessments

These need to be done for all off-site activities. Risk assessments need to be completed before a visit takes place and handed into a member of the Senior Leadership Team to be signed. It is also useful for teachers to keep a copy of the new ones they do as these might be useful for future reference. Any questions or queries about how to carry out Risk Assessments etc. should be directed to Kat Gale, *our Educational Visits Co-ordinator*. Also consider our children with additional needs may need a separate Risk Assessment. Harriet Code can offer support here.

Safe Holding

Some staff are trained in Team Teach Positive Behaviour training, a strategy aimed at de-escalating situations where the behaviour may become physical. No member of staff is expected to physically restrain a child as this requires specialist training not available for staff in a mainstream school.

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 Matt by email to Estates.RBP@lumenlearningtrust.co.uk . A copy of the school's Health and Safety Policy is on Staffshare or available from the school office.

Uniform

Our uniform is sold by Uniforms Direct in Staines and comprises of the list below:

Non gender-specific Uniform	P. E. and Swimming	Extras
Grey skirts/ pinafores/trousers/shorts White short/long sleeve shirts (not polo shirts) Royal blue v-neck sweatshirt or jumper/sweatshirt or wool cardigans Blue/Yellow striped ties. Summer royal blue (not navy blue) and white check dresses. White or grey short or long socks/grey tights Black low heeled shoes –not trainers Hair needs to be both suitable and sensible for school. Long hair to be tied back. No high fashion or cult haircuts please. E.g. 'train-tracks' or 'mohicans'	Yellow round neck t-shirt or technical shirt Navy shorts Navy joggers Black plimsolls Sports trainers for juniors Junior Swimming lessons Girls-one piece plain, preferably royal or navy Boys-plain shorts preferably royal or navy not Bermuda.	Reversible fleece jackets Book bags-Compulsory from Nursery to Year 2 P.E. bags Backpack/ rucksack - sensible sized bags are permitted from Year 3-6 or book bag if preferred. Summer caps Woolly hats Hair accessories, hair bands should be small and blue or neutral colours. Alice Bands only in royal blue.

Riverbridge Primary School Handbook – September 2025

Jewellery other than small & discreet stud earrings, is not allowed in school and these earrings must be removed for PE in compliance with LLT'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 regarding 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. There is also a copy of a letter held in each class which should be sent home to parents asking for the correct uniform to be supplied.

Children should be encouraged to name all of their possessions.

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.

School Visits

Our Educational Visits Co-ordinator is Kat Gale. 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, Paul Grimwood, Louise Price, Harriet Code, Nina Talkington, Cissie Heffernan, Shannon Bruton, Louise King and Melody Woodhart.*

Signing In and Out

In order for us to ensure we know who is in which school building, please ensure you sign in and out every time you come in and go out of the building. Given we are on two bases, it is particularly important that you adhere to this expectation in case the building needs to be evacuated for any reason.

Smoking & Vaping

Lumen Learning Trust, and all associated sites, are entirely smoke free and vape free. This includes the use of traditional tobacco products as well as the use of electronic nicotine delivery systems or electronic smoking devices commonly referred to as e- cigarettes, e-pipes, e-hookahs and e-cigars. Smoking and vaping are prohibited in all enclosed and outside areas of the worksite without exception. This includes, but is not limited to, common work areas, classrooms, meeting rooms, private offices, hallways, cafeterias, staffrooms, stairs, restrooms, employer-owned or leased vehicles, school fields, playgrounds and car parks. This policy also applies to the immediate vicinity of all Lumen sites.

Subject Leadership

All teachers who are not early career teachers (ECTs) are likely to be subject leaders in at least one subject. The details can be found on the Staff drive.

Staff Meetings

Our staff meetings for teachers usually take place on Wednesdays from 3.45-5.30. 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.***

Please take note that mobile phones should not be used in staff meetings and all conversations must be related to the topic.

Staff meetings for teaching assistants take place at least once every half term, often more regularly, 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.

Staff Code of Conduct

In line with Safeguarding best practice expectations, all staff are asked to adhere to the Staff Code of Conduct on SSS Learning.

Supply Teachers

There will always 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

Most classrooms have lockable storage and we do also have a limited number of lockers available at both bases. Please speak to the office staff if you need a locker.

Team Meetings

Each year group has a year leader and a team meeting for the relevant teachers is held on Tuesday afternoons after school. 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.

Telephone System

All external inbound/outbound and internal calls are recorded for training and monitoring purposes. Recordings are automatically stored for 90 days by our IT support provider before automatic deletion. Only appropriately authorised school staff may review calls where deemed appropriate but it should be noted that personal calls made/taken on a school telephone could be listened to inadvertently as part of a review.

Personal calls can be made via your personal mobile within the staffroom only.

Text Message Service

We use Tucasi 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.

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 at 8.30 or at the playground gates or on duty at **8.40 on both bases: KGB and PAB**.* We do expect all teachers to be in by 8.30 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.

Unconditional Positive Regard

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, demonstrating unconditional positive regard for all members of the school community. 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 effect a solution e.g. a member of the SLT.

What to do if a child does not arrive in a place they are expected:

Staff should contact the school office and a member of SLT immediately. Make a note of the time. Share where you were expecting them to be and when you last saw them if this is relevant. This applies in many situations and is part of our safeguarding expectations. The circumstances include but are not limited to: arrival at an extra curricular club, arrival at after school club, arrival to a 1:1 session.

A member of SLT will make a decision about when further action is needed and this will in part be based on the length of time that a child has been out of sight.

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 on 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.

Your suitability to work with children and changes to your personal circumstances

We have a legal responsibility as detailed in The Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009 to ensure that each member of our staff team is suitable to work with children and is not disqualified from working in childcare. It is essential that the school has robust systems in place to check staff members' suitability to work with and to continue working with children. Checking staff suitability is not only carried out during the recruitment and selection process but is also an ongoing process that is embedded into our regular practice - all staff are required to complete the Childcare Disqualifications Regulations Staff/Volunteer Declaration Form annually.

To ensure our ongoing and continuous commitment to safeguarding it is important that you understand your contractual obligation to notify your Headteacher immediately if anything in your personal circumstances change that could affect your suitability to work with children and which have not previously been declared when completing the declaration form. This includes any new cautions, warnings, convictions, orders or other determinations made in respect of you that would render you disqualified from working with children.

You must not wait until you next complete the declaration form to notify the school of any change in your circumstances. Failure to complete the declaration accurately to the best of your knowledge or failure to notify the school of any relevant change in your circumstances is likely to be regarded as gross misconduct and will be dealt with under the Staff Code of Conduct and the Staff Disciplinary & Capability Procedures policy.

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 next be fulfilled.

Appendix

Staff List

RIVERBRIDGE STAFFING 2025-2026

SLT - NON-CLASS AND CLASS BASED
<p>Paul Grimwood – Headteacher/SLT/DSL</p> <p>Louise Price – Deputy Headteacher/SLT/DSL</p> <p>Harriet Code - Inclusion leader/SLT/DSL</p> <p>*Cissie Heffernan – KS2 Phase Leader-SLT/ECT Mentor</p> <p>*Nina Talkington - EYFS & KS1 Phase Leader/SLT/DSL/ECT Induction Lead</p> <p>Shannon Bruton - Curriculum Leader/SLT (Maternity leave from October half term)</p> <p>*Melody Woodhart - English Leader/SLT</p> <p>*Louise King - Maths Leader/SLT</p>
*part-class based
OFFICE STAFF
<p>Hazel Harvey– Office Manager</p> <p>Melanie Perfect – Office Assistant</p> <p>Clare Drake - Office Assistant</p> <p>Amanda Williams - Office Assistant</p> <p>Carolyn Zimmermann- Office Assistant</p> <p>Kathryn Daniels - Office Assistant</p> <p>Jade Mannian - Office Assistant</p> <p>Mackenzie Dyett - Office Assistant</p>
BREAKFAST CLUB STAFF
<p>Manager - Hena Bhagalia</p> <p>Mehataj Nagoor</p> <p>Jodie Fuidge</p> <p>Iris Sheath</p> <p>Harmony Bignell</p> <p>Faith Baluyut</p>
AFTER SCHOOL CLUB CLUB STAFF
<p>Manager - Hena Bhagalia</p> <p>Mehataj Nagoor</p> <p>Anamika Shingadia</p> <p>Sue Thompson</p> <p>Faith Baluyut</p> <p>Rebecca Markey</p> <p>Graeme Kyle</p> <p>Alicja Holden</p> <p>George Dotson</p> <p>Nicola Macdonald</p>

Riverbridge Primary School Handbook – September 2025

PASTORAL SUPPORT
<p>Jane Wallace – <i>Pastoral Co-ordinator/DSL</i> Helen Jones – <i>ELSA</i> Mon, Wed & Fri pm Lyn Lenton-Clark – <i>HSLW</i> (Mon-Thurs) PAB office Jane Hughes – <i>HSLW</i> (Wed-Fri) KGB office Emily Power- <i>Drawing and Talking</i> Tue & Thur pm Rebecca Markey - <i>ELSA</i> Mon-Fri am/<i>Forest Schools</i> Mon-Fri pm</p>

LUNCHTIME SUPERVISOR
<p>Nicola Macdonald Caroline Aveline</p>

SITE MANAGER
<p>Matt Blasigh</p>

NURSERY	Hedgehogs Mon-Wed am Rabbits Wed pm-Fri			
am	<p>Michelle Bancroft <i>Nursery Manager</i></p>	<p>Karen Hughes <i>Deputy manager</i></p>	<p>Sophie Ratlidge</p>	<p>Anamika Shingadia</p>
	<p>Joanna Jeeawoody</p>	<p>Niharika Meher</p>		
pm	<p>Michelle Bancroft <i>Nursery Manager</i></p>	<p>Karen Hughes <i>Deputy manager</i></p>	<p>Sophie Ratlidge</p>	<p>Anamika Shingadia</p>
	<p>Joanna Jeeawoody</p>	<p>Niharika Meher</p>		

RECEPTION	RAN	RG	RHT
CT	<p>Emily Andrews <i>Year Leader</i> <i>Assistant SENCO</i> <i>SCITT Mentor</i> Jess Neal SCITT</p>	<p>Jennifer Goldswain <i>Art</i></p>	<p>Nina Talkington <i>EYFS & KS1 Phase Leader/SLT/DSL/ECT Induction lead</i> Rebecca Hamilton <i>Science</i></p>
Teaching Assistants	<p>Hayley Currier Mehataj Nagoor Celia Dotson Julie Smith</p>		

Riverbridge Primary School Handbook – September 2025

	Sarah King Harmony Bignell
HLTA	Kayleigh Hames

YEAR 1	1BR	1C	1D
CT	Ellie Bruton Year Leader <u>Phonics/PE</u> Rika Ramesh Year Leader <u>DI</u>	Lucy Crawford <u>Library</u>	Emma Davie <u>Geography</u>
Teaching Assistants	Michelle Prendergast Monica Bangre Zahra Ahmed Sam Leverett		
HLTA	Alicja Holden Kacey Russell		

YEAR 2	2H	2P	2J
CT	Megan Hall Year Leader <u>PSHE</u> <u>ECT Mentor</u>	Isabel Parker <u>PE</u>	Lily Jordan
Teaching assistants	Tabitha Weston Magda Zaslona Olivia Harvey Hayden Seez Faith Baluyut		
HTLA	Vicky Wills		

YEAR 3	3L	3HT	3T
CT	Sarah Loky Year Leader <u>Computing</u> <u>ECT Mentor</u>	Cissie Heffernan (Mon/Thursday-Friday) <u>SLT/KS2 Phase Leader</u> <u>ECT Mentor</u> George Toms (Tuesday-Wednesday) <u>PSHE</u> <u>Parental Engagement</u>	Victoria Talbot

Riverbridge Primary School Handbook – September 2025

Teaching assistants	Hayden Seez Uzma Shaikh Denise Murgia Graeme Kyle Simone Paul		
HLTA	Ludmilla Essed		
YEAR 4	4K	4P	4GT
CT	Louise King Year Leader/SLT <u>Maths</u>	Morgan Pardoe	Abbey Gunn <u>English</u> <u>Eco Council</u> George Toms (Monday) <u>PSHE</u> <u>Parental Engagement</u>
Teaching assistants	Kathryn Howel Sam Leverett Hannah Mckeown Emily Power Ingrid Neumann Beatriz Vicente		
HTLA	Kully Phagora Tommy Bennet		
YEAR 5	5G	5W	5I
CT	Kat Gale Year Leader <u>History</u> <u>EVC</u>	Joe Williams <u>Maths</u>	Tracy Ingram <u>MFL</u>
Teaching assistants	Kathryn Howell Graeme Kye Alyson Aldred Denise Murgia Gina Jimenez		
HLTA	Tracy Culey		
YEAR 6	6W	6S	6C
CT	Melody Woodhart Year Leader/SLT <u>English</u>	Emma Shaw <u>Music</u>	Sarah Cuthbert <u>RE</u>

Riverbridge Primary School Handbook – September 2025

Teaching Assistants	Jodie Fudge Helen Jones Laura King Elizabeth Syed Gina Jimenez
HLTA	Ness Enderby