



Staff Handbook

2025-2026

Our Vision

Saxon Primary School puts the children at the heart of its provision. We are dedicated to fostering an inclusive culture that values and celebrates the contributions of all of our children. Our whole school community is committed to nurturing and enabling all children to thrive and become resilient lifelong learners. Through our mindful approach to learning, all individuals are empowered to be kind, respectful and informed global citizens.

Welcome

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

Absence – Children

If a child is absent, parents are asked to call the school office before 9:15am to explain the absence. If we don't receive this information, office staff will call parents. Parents are expected to follow up any absences with a letter or email explaining the absence on the child's return. Teachers receive a daily update from the office to inform them of the reasons for pupil absence. Please ensure you read this during your morning break or assembly time as it contains information about collection arrangements at the end of the day.

Absence – Staff

If you are too ill to be in school, the sooner we are told the better. Please call Cat Vale on 07845 829783 between 7:00-7:30 a.m. on the day you are going to be absent (or the night before if appropriate) and speak to her personally to explain the situation. It is not acceptable to text or leave messages on the school answer phone or with other colleagues. It is also courteous to let other staff members in your team know you will be absent e.g. TAs messaging or calling their class teacher and vice versa.

Members of SLT should call Nicola Morris (07736 274414)

Office staff should call Jacqui Courtney (07771 855050)

Please bear in mind that all staff absences with reasons are monitored as it is a requirement that this information is passed on to any future employer.

Please contact Cat or 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, log into Edupay and record your absence. A doctor's note is required if the absence lasts more than seven calendar days (including Saturdays, Sundays and/or other non-working days e.g. public holidays or school closure). Planned absence e.g. appointments should also be requested on Edupay in advance. Emma Prior, HR Assistant, can support with logging absences on Edupay. She is based at Saxon on a Wednesday and Thursday.

In line with Lumen Learning Trust policy, staff absences that occur as a result of their own child's illness or appointments are taken as unpaid leave.

Accidents and Illness of Children During the School Day

Most staff have been trained in basic first aid. Our paediatric first aiders are: Emma George, Laura Butler, Lilian Burberry, Nicola Lewis, Nicole Morley, Beth Margetts, Marie Croxford, Pat Cheeman, Lisa Loveless, Jacqui Courtney, Mel Dyer, Rebecca Craig, Melissa Titheridge, Claire Vaughan and Anna McMullan.

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 monitor the child in class in a quiet area e.g. book corner. If the child is still poorly, a decision will be made to contact the parent to send the child home. Where a child's attendance is a concern, sending them home will need to be approved by a member of SLT. Office Staff will ensure the adult collecting the child signs the child out through the school office.

All accidents should be recorded on Medical Tracker with the support of the office staff and SLT. More serious accidents will be logged on the Surrey online site by the senior member of

staff attending the incident (e.g. SLT). The incident is then reviewed and signed off by the Office Manager.

If a child has received a bump to the head, please ensure parents are informed at the end of the day either in person or a phone call home. The member of staff logging this should also complete a form and hand to the office on the same day. 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 a walk-in centre or A&E.

Assemblies

Assemblies take place every day either in class or in the hall. The assembly rota can be found on the staff drive and is displayed on the staffroom noticeboard. If you know you will be away on the day of 'your' assembly, please arrange to swap with someone and make the relevant changes on the school diary. For topics for the assemblies, please see the half-termly timetable and supporting resources on the staff drive.

Access and Car Parking

The school is open from 7am – 6.15pm, Monday - Friday. Access to the school is via the main entrance, please ring the buzzer during the school day unless you have been issued with an electronic tag to open the outer door.

Your electronic tag/staff ID must be worn ***at all times*** whilst on school grounds. Please remove your tag and keep in a safe place when you are not at work; ID should not be worn in public spaces.

Visitors are provided with a red (no DBS) or green (DBS) lanyard upon arrival when signing in at the office. Any visitor with a green lanyard has had their DBS and ID checked and can move freely around the school unaccompanied. ***Any visitor wearing a red lanyard must be accompanied by a member of staff at all times***, as this means they do not have a DBS in place or it has not been verified by school.

Please could everyone using the car park try and park in the designated areas? Only park in the two spaces in front of the swimming pool when the overflow car park and main car park are both full. This indicates to staff arriving that the car park is full and they must park on the road. Parking is at the owner's own risk as unfortunately Saxon Primary School cannot be held responsible for any damage that may occur.

The gates are kept closed during the school day and access is via your electronic tag. There are a number of external doors to the main building that have restricted access to prevent anyone other than staff from entering the school e.g. to take late children directly to class. All of these doors require a Saxon ID pass to gain access, as do the Year 2 and 3 blocks.

Under no circumstances must a child be given a member of staff or visitor pass to move between buildings. There are designated passes for children to use where this is needed the most e.g. Year 2 and Year 3.

Break/Lunch times

There is tea, coffee, milk, sugar, water – hot and cold – available in the staffroom. Please feel free to use this during your break times. A member of the office staff replenishes the stock, however, if you notice that stocks are getting low, please mention this to the office staff to ensure enough time to replenish items. We have a dishwasher in the staff room, please make sure you put your used plates and cups in it rather than leaving them in the sink or on the side. If you have a school dinner you can return your plates to the kitchen.

Whilst there is a rota for each year group to take a turn in managing the dishwasher, this is on the cupboard door above the dishwasher, it is not one person's job to load and unload the dishwasher – please could every member of staff try and do their best to keep our staffroom tidy?

All hot drinks that are taken out of the staffroom need to be in a cup with a lid. You may use a mug from the cupboard if you are remaining in the staffroom to drink hot drinks.

Tea and coffee should be made and consumed during designated breaks. It is not appropriate for staff to wander around school with a hot drink (unless taking it from the staff room to the classroom during your break) or leave their class during lesson time to refill their tea or coffee. Hot drinks, even in a covered cup, should not be taken into the hall during assembly or lesson time.

To support well-being, as a weekly treat for those wishing to use it, a coffee van visits the school on a Wednesday between 10:30 and 11:00. Whilst we all need a treat and a sugary pick-me-up now and then, items purchased from the coffee van should not be consumed in front of the children.

Break Duties

A break duty rota is put together in September and shared with staff and displayed on the staffroom notice board. We try to ensure that teaching staff do not have 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.

15-minute staff breaks should be taken at an appropriate time.

Breakfast and After School Club

The Breakfast club runs from 7:35am – 8:30am.

The After School Club runs from 3:15pm – 6:00pm.

Both clubs are located in the Breakfast/After School Club room in the building adjacent to the KS1 playground and left of the car park. They are managed by Marie Croxford; the Deputy Manager is Lisa Loveless. Bookings are all made online by parents. Staff using the BC or ASC receive a 50% discount and staff must book in advance by email.

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 & CPOMS

Nicola Morris, Claire Vaughan, Cat Vale, Laura Lacey, Shelly Lumb, Emma George, Megan Parsons (from Autumn II) and Jane Wallace are Saxon's Designated Safeguarding Leads (DSL). Mary Ellen McCarthy (LLT CEO) and Sarah Kober (LLT Deputy CEO) are also DSLs staff can call upon in an emergency. Annette Stark is the Safeguarding Governor. All staff receive Working Together to Safeguard Children training when they begin working at Saxon 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.

On occasion there will be updated legislation that staff will need to take time to read and then sign a register to indicate that they have done so.

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

Radio the school office and a member of SLT immediately. A member of staff will come to your class to get more information. 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 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.

CPOMS is a web-based system used by Saxon to log any safeguarding concerns about a child. All staff will be given information on how to create an account as soon as they start in post. Nicola will lead training for new staff and will regularly give reminders about the use of CPOMS throughout the year.

All staff are expected to read and adhere to the LLT CPOMS manual, which can be found on any desktop when you log into a PC. Any questions or clarification needed regarding CPOMS should be referred to Nicola.

Safeguarding concerns should be reported to a DSL in person as soon as one is identified. The DSL will give you information about any further action to take; this will always involve the incident being logged on CPOMS immediately.

Other incidents e.g. behaviour, parental contact, attendance concerns etc. should be logged as soon as possible. This is likely to be at the end of the school day for teachers. Teaching Assistants will be given the class iPad to log incidents during their working hours. Alternatively, the PCs in the PPA room should be available. Should this not be possible, TAs should update CPOMS as soon as they can the following day, if they are unable to do so at home. If an incident cannot be logged the same day, please ensure all relevant staff members know of an incident in the event there are queries from a parent or another member of staff.

Please ensure all relevant staff members are alerted to incidents. Without accurate and up to date logs, it is challenging for SLT to offer appropriate support to staff or for children and families to be monitored closely where needed.

SLT monitor staff use of CPOMS and how frequently incidents are being logged, and will speak to staff if CPOMS activity appears low.

Classrooms, Cloakrooms and Offices

Please ensure your classroom, outdoor area, cloakroom, desk 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. It is also the responsibility of all staff members to keep shared and communal spaces tidy.

Clubs and Activities

These run after school and occasionally at lunchtime. They change on a termly basis and there will always be an up-to-date list in the school office. All teachers, full and part time, are asked to run one club a year in an activity of their choice. The clubs will be planned at the beginning of each term to ensure there is a spread of opportunity in each key stage. Places in clubs are determined according to the nature of the club. If for some reason you are unable to run your club, please arrange for someone to cover the club on your behalf OR let office staff know asap so they can inform parents of a cancellation.

After school activity club processes:

1. A copy of the Term's Activity Club registers will be placed in your register boxes prior to clubs commencing. Please leave them in your register boxes so any member of staff covering your class has access to them.

2. Please ensure you have informed the office if a child has been collected and they were supposed to attend a club as soon as possible after dismissing all children and sending others to their club. The office staff are trying to ensure that in excess of 50 children are where they should be, all within a short space of time. If an absence is not reported and a child is missing, by the time they reach the relevant classes to follow up, the teachers are no longer there and can at times be difficult to find.

3. To ensure each child is accounted for, please check your registers before dismissing your class, to check who should be attending a club. Any children who should be going to a club should be sat separately to those going home. Please do not rely on the children telling you where they are going as they are often not sure themselves.

To avoid safeguarding breaches, please escort any children attending a club to the school hall for registration and report for any non-attendance to the school office (not the club lead). If parents are waiting to speak to you at dismissal, please explain you MUST drop the children to activity clubs first and they will need to wait until you return.

4. If a child in your class who is going to a club has a yellow bag, please ensure that you had this to the relevant club lead.

5. It is the club leaders' responsibility to return the yellow bag to the child's class immediately after the club finishes (or if necessary, take the bag to the school office).

6. Class teachers to check that the yellow bags have been returned to class before school starts the following morning and if not, collect from the office as soon as possible.

Communication

Saxon prides itself on honest and open communication. Staff are expected to share any concerns with the relevant member of staff – see the 'Openness' section below.

There is a specific Communications Policy and a policy relating to email etiquette and security, which all staff are expected to read and adhere to. These documents can be found on the Spotlight section of our website.

Communication is key for an effective running of our school. Should issues arise either with another member of staff, a child or a parent, or you have a concern about a decision or policy, please speak to the most relevant member of staff who can support you. It is unproductive to air concerns in a 'gossipy' manner with close colleagues, as this usually only serves to cause upset or exacerbate a problem, rather than solve it. Class teachers, Phase Leaders, Line Managers and SLT operate an open-door policy and are always willing to help find a constructive solution to a problem.

Face to face communication is always best. However, we understand it can be difficult at times to share your thoughts and feedback. Therefore, a staff suggestion box is available in the staff room for any member of staff to share their ideas, comments, feedback or concerns. It is checked regularly by SLT who will review the suggestions and feedback a response or action taken (whichever is most appropriate).

Communication with families should be seen as a positive experience. It is the Class Teacher's responsibility to ensure messages are communicated in a constructive and timely manner. The more staff speak to families, the stronger the relationship becomes. The majority of messages with family members should be shared face to face. Email is appropriate at times (see the Email section below). If you're concerned about giving a message to a family member, speak to your Phase Leader in the first instance who will be able to rehearse a conversation with you. Families should not be surprised by information shared for the first time in the Autumn or Spring Progress Meetings, or in their child's End of Year report. Please also remember it's helpful to share positive messages with family members too, not just negative ones.

Confidentiality

Confidentiality is an expectation of all staff. Information is shared with staff in a particular way for specific reasons. When information is shared with you that is requested to be kept confidential, it is not acceptable to share this with another member of staff.

Please also consider what you say about the school and how you speak about our children in the wider community. Speaking about children or staff in a derogatory manner 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.

Contact Details

A record of staff contact details, including those for next of kin, are stored on the SIMS database. Please let the Office Staff know of changes to phone numbers or address details so that the database can be kept up to date.

Daily Information

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

The information for the daily diary is taken from the School Diary – please ensure that you update this with your training commitments or key meetings, particularly with the names of visitors so that the office know who to expect. The office staff can assist with putting a large number of appointments on the diary (e.g. assemblies for term, clubs for term).

If you add an event that requires a space e.g. for a parent meeting, please also ensure you book a room on the relevant calendar.

Daily Timetable

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

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:

- Lisa Cosgrave tel: 01932 960228, datamanager@lumenlearningtrust.co.uk

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 the Spotlight 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: https://docs.google.com/document/d/1bg7Mubc2y06vQ9nR9RHVIBhSxeCxA_NbrWc0s8DK4oI/edit?usp=sharing.

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: <https://www.lumenlearningtrust.co.uk/about-us/lumen-learning-trust-policies/general-data-protection-regulation-gdpr>.

Dinner Registers and Money

Dinner Registers are completed using Schools Cash Office. Only those pupils who have a school dinner need to be recorded. All payments are made online in advance. Children with special menus due to dietary or allergy requirements must also wear their red lanyard. If you need to replace the bands, please speak to a member of the office staff who will order more.

Displays

Please keep your displays tidy, ensuring repairs happen if necessary. It is everyone's responsibility to ensure displays in shared areas are kept tidy and up to date. The theme of the hall displays and when they'll be updated will be agreed with the teaching staff.

Dress Code for Staff

All staff must dress in a manner that reflects professionalism both within the workplace and when representing the school at differing venues. All staff are models for learners in school, therefore, they have a responsibility to model appropriate dress and appearance. Proper grooming and attire have a positive impact on the school's image.

Staff should look clean, tidy and well-groomed and should have a good standard of personal hygiene. Clothes should be in a good state of repair and free from obvious dirt and stains. Clothes should be appropriate to the role you are employed to do in your school.

The school recognises the diversity of cultures, religions and disabilities of its staff and will take a sensitive approach when this affects dress requirements. Staff are asked however to consider their appearance both in the context of the practical situations they are involved in in a busy primary school, as well as the safeguarding responsibilities we have. Clothing should not restrict movement nor should it prevent a task from being undertaken with dignity.

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

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

- Jeans, including trousers that look like jeans of any colour and other denim clothing
- Combat or cargo trousers
- Cropped trousers, unless formal and tailored
- Leggings, unless worn as a substitute for tights under a skirt or dress of appropriate length

- Dresses or skirts which are too short and which may become too revealing when moving about.
- Revealing or excessively tight clothing
- Clothing which exposes underwear
- T-shirts and vest tops (and other "strappy" tops)
- Open neck formal shirts- shirts should be buttoned up and a tie worn
- Strapless tops/dresses or tops/dresses with 'shoestring' shoulder straps or halter necks
- Shorts (except where appropriate to task, e.g. PE)
- Gym leggings
- Flip flops - all footwear should have a heel strap
- Casual trainers such as Converse, sports trainers (unless being worn for PE) and canvas shoes
- Casual boots e.g. Ugg boots
- Excessively high heels
- Clothing with large logos, political symbols or contentious slogans

During PE lessons, staff are required to wear suitable footwear and trousers/shorts in addition to the staff school t-shirt and fleece that are provided for PE.

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.

The nature of the Nursery environment means the dress code for staff working in the Nursery needs to be fit for purpose. Nursery staff will be required to wear black trousers, a t-shirt provided by the school and black trainers.

Email

All staff are issued with their own Saxon 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 Saxon email account regularly to ensure you keep yourself up to date with information and action issues as necessary. Staff should check their emails outside of lesson time.

Staff are not permitted to email parents directly from their work email address but instead should send any correspondence via email for parents to info.saxon@lumenlearningtrust.co.uk and the office staff will forward this on your behalf. However, communication should take place in person or via a phone call to a parent in most instances before email. If unsure of when email is appropriate, please speak to a member of SLT. Emails need to be proofread by a member of SLT prior to being sent to families. They also need to be with the office prior to 3pm if you want it to go out the same day. See also the 'Communication' section above.

To support staff work-life balance, staff should avoid sending emails before 7am, after 7pm and at weekends. Emails during holidays should be kept to a minimum and staff should consider whether or not it can wait until school resumes.

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. It is the responsibility of all staff to ensure resources are returned to where they belong in a timely manner for others' use, and these areas are kept tidy.

Exercise Books

These are located in the storage cupboard off the hall. Much thought has gone into deciding what books to use. A list has been placed on the wall giving details. Please ensure that you write a note in the purple book 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 the office in person.

Extra Hours Claims

On occasion, you may be required to work additional hours. These hours must be claimed for within the month they were worked by completing the correct form and handing to the SBL. Claims for hours worked beyond this time may not be paid.

If you attend a KS2 residential trip. The hours can be claimed as follows:

Year 3 Sleepover in school. Friday night.	TA volunteers are asked to support with this overnight event with no payment being made for the hours that TAs are in school over their contracted hours. If a TA is required to work to support a child with medical needs, then a payment could be justified as it is not volunteering. This would be a local discussion.
Year 4 Midweek, 1 night	TAs are asked to volunteer to support this trip. TAs should only to be paid for those hours above those contracted between 8.30am-6pm (less 30 minutes lunch)
Year 5 Bowles Midweek, 2 nights	TAs are asked to volunteer to support this trip. TAs should only to be paid for those hours above those contracted between 8.30am-6pm (less 30 minutes lunch)
Year 6 Bristol Tuesday to Friday	TAs are asked to volunteer to support this trip. TAs should only to be paid for those hours above those contracted between 8.30am-6pm (less 30 minutes lunch)

Eye Care

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 optician's range or £25 towards a pair of glasses of your choice.

First Aid

All first Aid equipment is kept in the first aid cupboard in the main office. Please let the office staff know if you notice stocks are running low. Most Teachers, TAs and Office staff have at least basic first aid qualifications. If in doubt – ask!

There are specific first aid bags for staff to take out to play and lunch which are kept in classrooms/staffroom. The office orders new stock for these and it is stored in the cupboard in the office.

Google Classroom & Google Drives

Each class has their own Google Classroom which was used during the pandemic. It is now only used for sharing useful messages to families.

Staff are not issued with school USB sticks but should instead make use of the Google Drive to be able to work on documents between home and school. Teachers also have remote access to the school network; information on how to do this is provided by Eduthing.

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 on the Staff Drive and on the website (for parental access).

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.

ICT

Equipment

All classrooms have a PC connected to an interactive whiteboard, plus a visualiser in some classes. We also have a number of mini iPads and chrome books. Please ensure your PC and whiteboard have been turned off at the end of each school day. Each class has a class-based iPad. Staff should ensure that these and the children's iPads/chrome books are locked away in an appropriate place at the end of each day.

We have 2 photocopiers in the PPA room (just off the hall). These are linked to the network and can be used for printing, photocopying and scanning. When printing from a PC, the documents will be 'held' on the photocopier until such time as the person printing selects it to print from the copier. To do this, log in using your electronic ID pass. Where possible, please consider printing on both sides of the paper and using black and white.

ICT is supported by Andy Brown from Eduthing who visits each week, please log issues via the support ticket icon on your PC desktop, via email itsupport@eduthing.co.uk or call 0203 750 9796

Code of Conduct

Each member of staff is expected to adhere to the school's ICT Code of Conduct. This is available to read on Spotlight.

Use of Social Media

Social media networking sites should not be used to discuss work or school related issues. On sites such as Facebook, staff should not be friends with parents regardless of their relationship with a parent outside of school. Staff who are also parents at the school should use their professional judgement and should choose which group to be friends with – parents or staff, not both.

All staff should regularly check their privacy settings and ensure their profiles are closed.

Lost Property

This is kept in a large plastic box in the school's entrance (by the window). 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

Please order lunch via the sign-up sheet which sits with the signing-in book at the front desk, unless you bring your own. Please order before 10am each day and pay in advance of taking a lunch using our online system. The office will provide you with log in details if you request them. A main meal costs £3.30, with a pudding it would cost £3.47.

Messages

When asking children to take messages to another person in school: EYFS & KS1 – 2 children; KS2 – 1 child. Children should not be sent with messages around school whilst the school gates are open at the beginning or end of the school day (8:30 – 9:00 & 3:00 – 3:20).

Mobile phone use on site

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.

Please ensure your phones are on silent during class time as this is a distraction both for yourself and the children. Our office is manned from 8:00am-5:00pm and messages will always be passed on to you. If you need to make or receive a call during your break time, or in an emergency, please find a quiet space in the school away from the children – staff room, an empty office or outside the school grounds. Phones should not be used in classrooms or corridors at any time that children are on site.

If you wear a smart watch connected to your phone, please ensure you are not distracted by messages or calls during teaching time.

Office based members of staff should keep their phone out of view during the school day and keep mobile phone use to a minimum.

It is an expectation that staff are focussed during staff training sessions – INSETs, TA training and Staff Meetings – therefore, mobiles should be kept out of sight and not used during this time. If you are awaiting an urgent message, as a courtesy, please let the member of staff leading the training know this so they are aware of the situation.

We have two school mobile phones which can be used when on a school trip or residential for teachers to contact the school.

Nursery

There are legal requirements for staff:child ratios in our Nursery. On occasion, in the event of staff absence, staff from Reception to Year 6 may be called upon to work in the Nursery.

The entrance inside the building where the Nursery is based which gives access to the BC/ASC room is not accessible when the Nursery children are on site. Anyone wishing to access this space during the school day must do so via the external door to this room, which opens onto the KS1 playground near the library bus.

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 (on the staff notice board – white form) and put in Mel Dyer's in-tray. An official order will be raised, authorised by the Head and sent to the supplier. All orders need to be placed on the PSF system for accuracy of records (helps with monitoring school assets). Please make sure the date the items are needed is clear so the office can prioritise appropriately.

There are certain websites such as GLS, where staff can put items in the basket and share it with the office for ordering. Resources should not need to be purchased by staff members unless there are particular circumstances.

All Amazon orders will need to go through the office.

You can use the Amazon business account to browse for items but you will need to complete an order form and pass it to Mel who will order it for you. Do not use personal Amazon accounts to browse for items as you may select something that is blocked on the business account.

If the purchase is linked to a particular subject area, staff will also need to check with the Subject Leader before purchasing an item as they are responsible for their subject budget.

PE Equipment

This is kept in the PE Cupboard off the hall. The key can be found in a pot on the Office Manager's desk in the main office – please ensure you return the key as soon as you have finished with it. Please ensure all equipment is returned to the correct storage area tidily. It is everyone's responsibility to keep the cupboard tidy. Children are not permitted to access the cupboard unless they are a House Captain in Year 6.

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 iPad. All photos saved onto the network should be saved into the "photographs and videos" folder on the staff share and not in planning or personal folders. 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 each classroom and also on the Staff Drive under each year group where teachers are expected to save it by the Monday morning of each week at the latest. If you are not going to meet this deadline, you must email your Phase Leader by the end of the week before to let them know and tell them when it will be finished.

Teachers should provide their Teaching Assistants with planning in advance where possible, but on a Monday morning at the latest. This includes sharing PE planning with the Sports Premium Teaching Assistants.

Policies

Electronic copies of all policies are kept in the secure staff area on the school website. Details of how to access this area are displayed in the staff room or can be obtained from the School Business Manager. They are updated as necessary. Paper copies of some policies are shared with staff, please ensure you keep this in a relevant and accessible place.

Registration

By law, registration must be recorded at least twice a day, at 8.50am and 1.15pm. We register our children electronically. Please ask the office staff who can explain the procedure. The register needs to be taken promptly and closed by 8.55am. Any child arriving after 8:50am is deemed late and needs to be signed in at the office by their parent, giving a reason as to why they are late. Lunch will also be selected at the office.

Safety

Any member of staff who is concerned about an aspect of safety should discuss this with any member of the Senior Leadership Team.

Saxon School Association

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 Saxon team by attending at least one big event per school year.

School Culture

The Senior Leadership Team, Governors and Trustees want Saxon to be a positive place to work. Staff who work at Saxon should believe in its vision and values and it is an expectation of all staff that this is modelled to the children through our own professional conduct.

Please always consider the question: 'what does my behaviour say to the children?'

As part of their role, teachers are expected to uphold Part II of the Teachers' Standards, however, high standards of personal and professional conduct are an expectation of all staff. Please see Appendix 3 below for details.

School Uniform

Our uniform is sold by KS Teamwear and comprises of:

Nursery

- White Saxon school PE shirt
- Green Saxon v neck sweatshirt or cardigan
- Black leggings, joggers or shorts
- Trainers with Velcro fastening

Reception, Years 1 & 2

- Green Saxon School sweatshirt or cardigan
- White Saxon School polo shirt
- Grey shorts or trousers
- Grey skirt or pinafore
- Green & white summer dress
- Black school shoes, which can include smart trainer-like shoes (not sandals or boots)

Years 3, 4, 5 & 6

- Green Saxon School V-neck jumper or cardigan
- White shirt
- Saxon School tie
- Grey shorts or trousers
- Grey skirt
- Green & white summer dress
- Black school shoes, which can include smart trainer-like shoes (not sandals or boots)

PE Uniform

- White Saxon School PE shirt
- Green shorts
- Black plimsolls
- Saxon School drawstring PE bag
- Black tracksuit bottoms
- Black jumper or zip hoodie

Children wearing jewellery, other than small & discreet stud ear-rings, is not allowed in school and these earrings must be removed for PE in compliance with Surrey's safety rules. Haircuts considered to be extreme by the school are not permitted. These include tram lines or equivalent, shaved sides with longer hair on top, use of hair products or bright colours. It is an expectation that every member of staff reinforces 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.

School Visits

The Educational Visits Policy is on Spotlight. Our Educational Visits Co-ordinator is Cat Vale. All visits need to be thoroughly planned for and risk assessments carried out then recorded using the online system 'Evolve'. Parental permission must also be given before children can be taken out of school. Prior to booking trips and coaches, staff must complete a budget sheet which needs to be reviewed by the School Business Leader and authorised by either the Headteacher or Deputy Head. A risk assessment also needs to be undertaken and approved by a member of SLT at least a week before the day of the visit. A document detailing how children and staff are travelling and asking for other details such as the coach's number plate must be completed before a trip also. This can be found on the staff share. There are two school mobile phones which teachers can take on trips and residentials to contact the school or a parent in an emergency.

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.

Social Media

There is a Social Media for School Staff Policy which is available on the Spotlight section of the school website. Please ensure you familiarise yourself with this policy. Updates and changes will be shared when appropriate by our Communications Officer, Lisa Cosgrave.

Subject Leadership

All teachers who are not newly qualified staff are subject leaders in at least one subject. Details of subject leaders can be found in Appendix 3 below.

Staff Meetings

Our staff meetings for teachers usually take place on Wednesdays, promptly from 3.30-5:00. 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.

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

Supply Teachers

There will always be occasions when a supply teacher is required to cover an absence. If you know you will be absent, please ensure you have learning 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 learning.

Swimming

The school pool is open all year round for lessons. An external company, Swim Quest, provide our swimming lessons. It is expected that all children will attend the lessons unless we receive a written note from the parents explaining the reason.

Staff Wellbeing

Staff wellbeing is important to us. There is a staff wellbeing committee who will meet regularly to consider ways of promoting staff wellbeing. In addition, staff have access to our Employee Assistance Programme, details of which can be found in the staffroom. We also have three Mental Health First Aiders: Kerry Tomlins and Shelly Lumb. These members of staff are available to listen to any concerns you have and will help signpost you in the right direction for support.

Storage of Personal Items

We have a cupboard opposite the door into the main office in the admin corridor. This door is locked by means of a bolt at the top of the door – which children are unable to reach. Please use this cupboard to store your coat/bag etc. if you are not based in your own room. This door can be seen from the office. Alternatively, the majority of classrooms have a cupboard that is lockable.

Time keeping/Deadlines

Please arrive in school in good time to enable you to be fully prepared for your class. We do expect all teachers to be in by 8:00am at the very latest, however, most staff are in school earlier as it is not always possible to be ready for the school day if arriving at or after 8:00am. 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. However, staff must leave the premises by 6:00pm to allow the caretaker to lock up.

An effective running of school is reliant on people meeting deadlines where they are set. Often, one person cannot do their job properly if they are waiting for someone else to do their part. Please ensure deadlines are met. We understand that at times, the busyness of school life can affect our ability to meet a deadline, however, with planning this can be avoided. In the event that you are not able to meet a specific timeframe for completing your work, please speak to the member of staff it is most relevant to e.g. Provision Maps/Inclusion Manager.

Telephone Calls

You are welcome to use the school phone for general personal calls within reason. Please use the phone located in the school office. The office staff will take a message which will be passed on if a call is received for you.

Telephony 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 a system called Tucasi which includes a 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.

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.

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.

Appendix 1

Class Teachers

Class	Teacher
Reception (RL)	Mrs Nicola Lewis
Reception (RM)	Miss Bethan Margetts (M-W) & Mrs Nicole Morley (W-F)
Year 1 (1B)	Miss Rosie Bowman
Year 1 (1S)	Miss Sarah Skulczuk
Year 2 (2A)	Mrs Lisa Atkinson
Year 2 (2P)	Miss Megan Parsons
Year 3 (3B)	Mrs Felicity Brown
Year 3 (3T)	Mrs Gemma Thomas
Year 4 (4B)	Mrs Chantelle Bright
Year 4 (4M)	Miss Mary Montellier
Year 5 (5D)	Miss Georgia Doughty
Year 5 (5W)	Mrs Fiona Williams
Year 6 (6A)	Miss Jade Adams
Year 6 (6S)	Miss Simran Sahajpal

Appendix 2
Subject Leaders

Area of Responsibility	Member of Staff
English	Lisa Atkinson & Jade Adams
Maths	Megan Parsons
Science & Eco Committee	Fiona Williams
Geography	Georgia Doughty
Sustainability	Lisa Atkinson
PE	Nicola Morris
History	Nicola Lewis
Computing	Sarah Skulczuk
RE	Chantelle Bright
Art & DT	Mary Montellier
Music & MFL	Beth Margetts & Nicole Morley
PSHEE & School Council	Felicity Brown
Inclusion inc. SEND/Able & Talented/EAL	Cat Vale
Educational Visits Co-ordinator	Cat Vale
Students & Volunteers	Claire Vaughan
Clubs	Mel Dyer
ECTs	Claire Vaughan
Forest School	Anna McMullan
Break Duties	Laura Lacey
Lunch Rota	Cat Vale & Laura Lacey
SSA	Cat Vale & Laura Lacey
Cover arrangements/supply	Inclusion Manager & Phase Leaders

Appendix 3 – Personal & Professional Conduct

A teacher* is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.

Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

*NB: this is an expectation of all staff at Saxon