



# Staff Handbook

2025-2026

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## **Welcome**

Welcome to The Echelford Primary School, we hope you enjoy working at our school. This handbook is intended to help you understand how our school works and the expectations we have of each other to ensure our vision is fulfilled.

## **Absence – Children**

If a child is absent, parents are asked to call the school office before 9.30am to explain the absence. If we don't receive this information, office staff will contact 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 Nicole Geeves on 07914786884 between. TAs should phone Katie Willis, Inclusion Leader 07876701101. The Office Team and Wraparound Manager call Amanda Carmichael, Office Manager on 07941356596 and Wraparound Team call Aaron Crowley, Wraparound Manager on 07856300780. You must call between 6.30-7.30am of the day you are going to be absent (or before 6pm the night before if appropriate). Please do not make contact over the weekend to inform Katie/Nicole/Amanda/Aaron of your absence. Please wait until Monday morning.

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

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

Please contact Nicole/Katie/Amanda/Aaron before 3.30pm each day that you are away to inform school whether or not you will be in the next day.

You will need to log your absence on EduPay.

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

Planned absence for training/meetings etc should be notified to Nicole Geeves at least two weeks in advance by completing the absence form on Google Drive.

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

## **Accidents and Illness of Children During the School Day**

Most staff have been trained in basic first aid. An up-to-date list of first aiders can be found in the school office.

All accidents should be recorded via the Staff Incident at Work form. More serious accidents will be logged on the Surrey online site by Mrs Lee, our Welfare Officer. The incident is then reviewed and signed off by a Headteacher.

If a child has received a bump to the head (unless at lunchtime and a bumped head letter is given), they must be sent to the Welfare Room where they will be assessed. An email is sent by Mrs Lee to inform their parents. Please ensure parents are informed at the end of the day verbally. If necessary, parents will be contacted immediately or emergency services called. Please follow first aid procedures in the event of any serious incident. For children who are prescribed Epipens and/or inhalers, one is kept in the classroom in the class Orange Bag and one in the school medical office. Class teachers are

expected to take the Orange Bag with them when leaving the classroom during the day. For instance, for PE, to the library, the Lighthouse etc... The bag also needs to be taken on trips, visits and swimming - it needs to go wherever the child goes. Medication from the office goes out at play time and lunch time. Children should never be allowed to carry the Orange Bags due to the nature of their contents.

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

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

## **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](https://docs.google.com/document/d/1bg7Mubc2y06vQ9nR9RHVIBhSxeCxA_NbrWc0s8DK4oI/edit?usp=sharing).

## **Assemblies**

Assemblies take place every day. The assembly rota is emailed out termly. If you know you will not be in school when you have been timetabled to deliver an assembly, please arrange to swap with someone and inform your phase leader.

When attending an assembly, please could all staff model behaviour expectations and be proactive about managing the children's behaviour. Please also anticipate possible issues that may arise with certain children sitting next to each other and ensure that children sit with others who help them make the right choices regarding listening and behaving. Please ensure classes are collected promptly at the end of the assembly. Generally this will be at 9.20am.

Monday's Whole School Assembly is targeted time to enable teachers and teaching assistants to meet to talk through the week's plans.

For class assemblies the class teacher must email the estates team requesting the number of chairs you would like put out and the pattern to arrange them in.

## **Access and Car Parking**

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

At 8:15am and 2:50pm, the visitors car park cannot be used as this entrance is pedestrianised for the beginning and end of the day. Staff can park in the staff car park which is accessed by the second set of automatic gates using your staff pass. There is not enough parking for all members of staff so please be prepared to park in the roads outside the school. Please be mindful of our neighbours and park responsibly. Parking is at the owner's own risk, whether on school premises or outside, as unfortunately The Echelford Primary School cannot be held responsible for any damage that may occur.

All staff are issued with personalised photo ID cards, on a blue Echelford lanyard, which must be worn at all times. These cards allow access into the school through any of the external doors and gates and are used to log in to the photocopiers. Under no circumstances may staff lend their card to any other colleague or member of the public. If you forget your card, you will need to sign out a temporary one from the office. If you lose your card, please speak to the office immediately.

Visitors to the school who have a current DBS certificate will be given a Yellow lanyard. Those without a DBS will wear a Red lanyard and will therefore require chaperoning around school.

All staff must take responsibility for maintaining site security. Doors should be closed after use. Failure to do so breaches the school's Safeguarding Policy.

### **Break/Lunch times**

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

It is no one person's job to load and unload the dishwasher – please could every member of staff try and do their best to keep our staffroom tidy. A rota showing your dishwasher duty day will be displayed in the kitchen area of the staff room. Please check this and proactively support with the dishwasher on your duty day. Hot drinks can only be transported if in a non-breakable container with a screw top lid. Glasses should also not be taken into classrooms when children are present.

### **Break time snacks**

Children are allowed to bring in a healthy snack for break time in line with our healthy schools policy. The criteria is shown below and should be monitored and enforced by all members of staff. Below there is a list of what is deemed a 'healthy snack.' KS1 children have fruit provided for them daily; however, for those that choose to bring in their own snack, please follow the same snack arrangements.

Echelford is a strictly nut-free school and all snacks and packed lunch boxes must not contain nuts or any trace of nut.

The fruit delivery is for YR and KS1. If children in KS2 do not have a snack and are hungry they must be sent to the office who will source something for them. This fruit is not available as activity club snacks.

<b>Appropriate Healthy Snacks</b>
<ul style="list-style-type: none"><li>● Fresh Fruit</li><li>● Fresh Vegetables</li><li>● Dried Fruit</li><li>● Plain rice cakes</li><li>● Bread sticks</li><li>● Yoghurt tube</li><li>● Plain crackers</li><li>● Pitta bread or Wraps (with no filling)</li></ul>

### **Break Duties**

A break duty rota is put together at the beginning of the year and shared with staff through the AOB email. 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. To ensure the safeguarding of all pupils, it is essential that you are on the playground promptly on the day of your duty.

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 support pupils to use their oracy skills to address issues that appear to be brewing, before a situation becomes worse. There are always a number of adults on duty; they should position themselves away from other adults and in such a way as to be sure they can see all aspects of the play areas. No children should be playing in an area that cannot be seen by the adult on duty. All adults on duty should wear a high visibility jacket. The colour of this will depend on your role and will be shown on the rotas document.

Everyone has been allocated a specific role on the playground at break times. When in green, you should be instigating games with children and supporting their play. Blue should be rotating the playground and supporting with any behaviour issues and orange should have their oracy signs with different questions, approaching the children to engage in conversation. It is still everyone's role to support with behaviour.

It is important that we're all following this expectation and walking around the playground as opposed to standing in one place. The children have had the roles explained and we need to ensure this consistency.

At lunchtime, the member of staff on Bumps and Bands is responsible for taking out the KS1 medical bag. The Key Stage 2 bag will be taken out by the member of staff on the Playpod. Please check the duty rota to see which member of staff is responsible for taking the bags out at breaktime.

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

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

Staff are welcome to eat outside the staffroom when the weather is fine.

### **Breakfast and After School Club**

The Breakfast Club runs from 7:35am - 8:30am and the Afterschool Club runs from 3.15pm until either 4.30pm for the short session or 6pm for the long session. These are primarily managed and run by Echelford staff. Parents are able to book into these online through their SCOPAY account.

Wraparound Care is available at a 50% discount rate to staff children during staff working hours. Outside of staff work it is still available at full price.

Items should not be removed from the Wraparound Club room, if they are borrowed they must be returned before the next club starts. When this room is used outside of club hours it must be left organised and tidy.

### **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**

Jess Bugembe and Karen Oakley are the Designated Safeguarding Leads for Echelford. Mary Ellen McCarthy, Sarah Kober, Jane Wallace, Katy Smith, Katie Willis, and Tash Munro are Deputy Designated Safeguarding Leads. Amanda Carmichael, our Office Manager is also DSL trained. Ray Vango is the Safeguarding Governor. All staff receive Working Together to Safeguard Children training when they begin working at Echelford 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, learn to put things away and keep resources attractive and usable.

## **Activity Clubs**

Extra-curricular clubs run from the end of the school day until 4:20pm. These 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. Parents are able to book into the clubs online through their SCOPAY account.

Activity club snacks are the same as our usual healthy snacks, children should not be permitted to eat anything outside of this. This KS1 fruit is not available as activity club snacks.

## **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 all of these terms are likely to face disciplinary action.

## **Daily Information**

The weekly diary is written on the whiteboard in the staffroom, along with any additional information that may be required. All staff are expected to read this when they arrive in the morning. Please also check it from time to time during the course of the day as changes do occur, sometimes with limited notice. Weekly updates are shared via the AOB email which is sent to all staff on a Friday afternoon.

The information for the daily diary is taken from the School's Google Calendar – please ensure that you update this with your training commitments or key meetings. This needs to be added under the office.echelford tab to ensure everyone can see the event. The office staff can assist with putting a large number of appointments on the diary (e.g. clubs for term).

### **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](mailto: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.

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

### **Dismissal**

Parents/carers are asked to provide a password when their child/ren start Echelford. 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.

Dismissal clipboards, containing passwords, the list of walkers and any other information should be taken onto the playground at the end of each day and should be made available to anyone dismissing a class in the teacher's absence.

### **Displays**

Corridor displays are updated biannually; before Christmas and at the end of the academic year. Hall displays are updated at the end of the academic year. Information regarding this is provided by the Art Subject leaders.

Please keep your displays tidy, ensuring repairs happen if necessary. Teachers and teaching assistants have a responsibility for ensuring their displays are kept tidy and attractive.

### **Dress Code**

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

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

The school recognises the diversity of cultures, religions and disabilities of its staff and will take a sensitive approach when this affects dress requirements. However, priority will be given to health and safety and security considerations. This is a particular issue when considering footwear as our school has three flights of stairs and there may be times when you have to move quickly.

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

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

- Jeans/jeggings (or trousers that look like jeans) and any other denim clothing
- Revealing or excessively tight clothing, such as cropped tops and short skirts
- Clothing which exposes underwear
- Casual t-shirts, vest tops or shorts (except where appropriate to task, e.g. PE)
- Combat or cargo trousers
- Leggings, unless worn under a skirt or dress of appropriate length
- Shorts (unless being worn for PE)
- Beach flip flops - all footwear should have a heel strap.
- Garishly coloured, patterned or sparkly attire
- Trainers that are not black (unless being worn for PE)
- Casual boots, e.g. Ugg boots and excessively high heels
- Strapless tops/dresses or tops/dresses with 'shoestring' shoulder straps, racer backs or halter necks
- Clothing with large logos, political symbols or contentious slogans.

Staff are able to wear smart plain black trainer type shoes. These must be unbranded, e.g. no large ticks or 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.

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

It is an expectation that professional dress is worn during PPA time or Subject leader release time.

### **Email**

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

Under no circumstances should staff communicate with parents/carers or school-associated outside agencies using their personal or work email accounts. Emails can be sent through the office. If you want an email to be sent on a specific day, it needs to be sent to the office email address by 4.30pm on that day.

Important communication and updates (including Safeguarding updates) are shared in a weekly AOB email. All staff are expected to read this thoroughly. Updates to rotas and timetables will be shared in these emails and these will also need to be checked.

### **Equipment and Resources**

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

### **E-safety**

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

Staff should not use unencrypted devices away from the school site.

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

### **Exercise Books**

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

### **Evacuation**

The Emergency Plan details evacuation or lockdown/shelter procedures and procedures should be familiar to all staff. The section of the Emergency plan that deals with these procedures can be found on Staff Share. Please also ensure you have read the Echelford Fire Policy which details all roles and responsibilities in the event of a fire. It is also saved in Staff Share with the other emergency evacuation procedures.

If the fire alarm goes (a continuous bell), please make your way to the fire assembly point, which is the KS1 playground. Please ensure the children are led in silence and do not stop to pick anything up. How to evacuate, depending on where in the building you are in is detailed in the Echelford Fire Policy. Assembly points and specific directions relevant to each room can be found on the wall of every room.

Shelter (remaining inside the building in case of external environmental issues – eg gas leak) is signalled by an intermittent ringing of the Wet Play bell and by word of mouth and Lockdown incidents (intruder in the building) are signalled by a specific phrase "Has anyone got any purple envelopes?" passed via word of mouth, email or phone to offices/PPA rooms. Opportunities to practice all emergency procedures will be provided.

### **First Aid**

All First Aid equipment is kept in the welfare room (in the school office). Kerry Lee is our Welfare Officer. If in doubt about any issue concerning a child's welfare – ask!

### **Governors**

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

### **Hi-visibility jackets**

All teaching and support staff are provided with a hi-visibility jacket. These should be worn when staff are on the playground at the beginning and end of each day, at break times and throughout lunch. The jackets enable children to identify staff quickly and easily. Additional blue and green hi-visibility jackets will be distributed at the start of each term according to the roles shown on the rota.

### **Homework**

Our Homework Policy is on the Staff Drive and, on the website, (for parental access). Weekly homework, in the form of a maths and literacy task, is set on a Thursday and returned on a Tuesday. Pupils are also expected to read daily. Homework provides direct contact with parents. It should always be returned to the child marked.

### **Hygiene Practice**

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

### **Handwashing**

This should continue to be a routine part of the day with pupils encouraged to wash their hands after using the bathroom and before handling food.

### **'Catch it, bin it, kill it'**

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

### **ICT Equipment**

All classrooms have a PC connected to a CTouch Touchscreen.

Please ensure all electrical equipment including your CTouch screens have been turned off at the end of each school day.

We have 2 photocopiers in the reprographics room and one in the top floor PPA room. These are linked to the network and can be used for printing, photocopying and scanning.

We have multiple sets of iPads which are shared across the school. These need to be returned to iPad trolleys at the end of each session and plugged in to the correct port. Class teachers also have a class iPad which they need to take full responsibility for. We also have sets of Chrome Books available for use. Please book these using the Booking Document which will be shared at the start of the academic year.

ICT is supported by EduThing. Please log issues by either emailing [itsupport@eduthing.co.uk](mailto:itsupport@eduthing.co.uk) or phoning 0203 750 9796

### **Letters**

Any letters sent home to parents must be saved on the most recent template and need to be checked by a member of SLT before being emailed to the office to go out to parents.

### **Lone working**

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

If you are on the playground, dismissing children at the end of the day, please check that no member of staff is left alone speaking to a parent.

### **Lost Property**

This is kept in large plastic boxes in the community room. Any named property is returned asap. If unnamed uniform is unclaimed for a month the uniform is donated to the second hand uniform sales.

### **Lunch**

You may order lunch using the order form in the staffroom if you wish. Orders should be made by 9am. Lunches must be paid for, via Scopay, when ordered. Staff lunch must be paid for in advance, there is no credit facility available. Speak to Helen Towersey in confidence should you need support with this.

### **Messages**

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

Children cannot collect or return site keys to and from the office.

### **Minibus**

The school minibus is used to transport up to 15 children to swimming, sporting events and workshops. The school has named insured members of staff who are able to drive the minibus. If you plan to use the minibus, it is your responsibility to check the school calendar (you can request access to this from the Office Team) and secure a driver before finalising any arrangements. Any off-site trip must be discussed with a member of SLT. There should always be at least two adults in the minibus when escorting children to or from the school.

### **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. It is an expectation that they go up and down the stairs on the left-hand side, again one behind the other (not two, three or four abreast). This means we can have large groups of children going both up and down without a problem. The children are expected to be in silence on the stairs and adults leading them are expected to make sure this happens. Please do not simply dismiss your children from the classroom 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.*

There is a one-way system in place outside the building for the beginning and end of the day for drop off and pick up. Everyone in Reception and Years 2-6 will enter the site via the blue gates. They will then need to move through the KS2 playground past the garages, through the KS1 playground and out the KS1 gate. Year 1 parents and children enter via the gate by the main office.

### **Mobile phones 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 mode during class time as this is a distraction both for yourself and the children. Please do not use your mobile phone in the classroom or if on playground duty at any time. This would constitute a breach of professional conduct and disciplinary action could follow. Our office is manned from 8am-5pm and messages will always be passed on to you. If you need to make or receive calls whilst on your break or lunch time please do so somewhere quiet, not in the staff room.

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

### **Openness**

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

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

### **Orders**

Please ensure you use the purchase order request form which is located on the server in Staffshare/Forms/Purchase Order Form and pass to the Head or Deputy for authorisation. Kerry Lee will then process the order.

### **Personal Information**

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

### **PE Equipment**

PE equipment is kept in the PE Cupboard off the gym or in the cupboard off the KS2 playground. Please ensure all equipment is returned to the correct storage area tidily and ensure that the door is kept closed. Children should not be in the gym unaccompanied. Staff are issued with PE t-shirts and fleeces. The PE cupboard must be closed and locked at all times when not in use.

### **Planning**

Planning can be found in the planning folder and also on the Staffshare > Planning under each year group.

We have a high expectation of our children's achievements and behaviour. All classes are supported by a teaching assistant who will be able to help you. All planning is available to support staff and observers in the class planning folder.

### **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>.

### **PTFA**

We are lucky to have such a supportive and committed parents' association. Whilst respecting the issues surrounding work-life balance, it is an expectation that all staff show their support to the Echelford PTFA team through attendance at as many of the parents' association events as possible. We do expect all teaching staff to attend and support at the Summer Fair.

### **Reclaiming Expenses**

Before purchasing items for your class, please check a) in the Resource area as there may be the items needed there then b) the item cannot be sourced through the Purchase Order System. Please also check with Amanda Carmichael that there are funds available, she will also explain how the reimbursement form is completed & processed.

### **Registration**

By law registration must be recorded at least twice a day. Juniors are registered at 8:50am & 1:15pm and Infants are registered at 8:50am & 1pm. We register our children electronically. Please ask the office staff who can explain the procedure. Children who arrive late must be sent to the office to be registered, and for their parent/s to sign them in stating why they are late.

Inaccurate or incomplete registration could result in a serious safeguarding and/or legal breach. When completing the afternoon registers, please ensure you have clicked 'refresh' before you begin to check for any code changes entered by the office.

If for any reason SIMS is not working, you can request a paper register from the Office.

### **Remote Learning**

In the event of a school closure or in specific cases of pupil absence, remote learning will be offered. The Oak Academy resources can be used and guidance will be provided by SLT.

### **Rooms and Spaces**

We are lucky to have a range of exciting indoor and outdoor spaces which can be used to support and enhance learning.

Shared spaces that are not timetabled on a weekly basis, such as The Lighthouse, can be booked via 'The Echelford Room and Space Timetable' on Google Sheets.

### **Safe Holding**

De-escalation is a critical component of maintaining a safe, inclusive, and supportive school environment. All staff are expected to prioritize de-escalation strategies to prevent situations from escalating into crisis. Physical intervention, including the use of safe holding techniques, should only be used as a last resort and exclusively when there is an immediate risk of harm to the child, other children, or staff members. Any use of physical intervention or safe holding must be reasonable,

proportionate and necessary, and in line with school policies and training. The safety and dignity of all individuals must remain the primary concern in any intervention.

### **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 the following email address - [estates.ech@lumenlearningtrust.co.uk](mailto:estates.ech@lumenlearningtrust.co.uk)

A copy of the school's updated Health and Safety Policy is on Staffshare.

### **School Day Structure**

#### **School start and finish times**

We operate a staggered start and finish time. Starting the school day correctly has an enormous impact on a child and establishes a calm and positive start to the day, giving them an opportunity to mix with their peer group and settle appropriately ready for effective learning.

The school is open for children to arrive from 8.30am each morning. Members of staff are present at the main gate and in the corridors to welcome children and ensure they make their way safely to class. The bell rings at 8.50am at which time the register is taken. Children arriving after this time will be marked as late in the register.

	Reception, Year 1 & Year 2	Year 3 & 4	Year 5 & 6
Start time	8.50am	8.50am	8.50am
Break time	10.30am	10.30am	10.30am
Lunch time	11.45am-1pm Year R 12-1.00pm Years 1&2	12.15pm-1.15pm	12.15pm-1.15pm
Finish	3.10pm	3.15pm	3.20pm

Children should enter the school from the following points –

Reception Year	Enter via the far left gates and walk around to the Reception class room doors located in the Reception playground, adjacent to the infant playground.
Year 1	Enter via the classrooms at the front of the school, adjacent to the office reception entrance.
Year 2	Enter via the far left gates and enter at the door on the end of the main building which is opposite the bike shed. Here they will be met by members of staff who will see them safely upstairs to their classrooms where their teacher will be waiting to greet them.
Years 3 - 6	Enter via the junior playground which can be accessed through the visitor car park gates. During school opening and closing times the car park is closed to vehicles to ensure the safety of our children. Children will be met by members of staff who will see them safely upstairs to their classrooms where their teacher will be waiting to greet them.

## **School Uniform**

Our uniform is sold by KS Teamwear.

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

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

Our basic minimum requirement of school branded items, available only from our school uniform supplier are:

- 1 x branded sweatshirt (V-neck, sweatshirt material) *or* 1 x branded cardigan (V-neck, sweatshirt material)
- 1 x branded polo shirt *or* 1 x branded tie (depending on year group)
- 1 x branded PE t-shirt
- 1 x branded book bag (Nursery to Year 2)
- 1 x branded PE bag

Optional school branded items include:

- Royal blue school cap with school logo

Non-branded items that are accepted are:

- Grey trousers or shorts
- Grey skirt or pinafore dress
- White collared shirts / blouses (KS2)
- Plain white polo shirt (in addition to 1 branded white polo)
- Black or grey socks (NOT trainer socks)
- Black or grey tights
- Black sensible outdoor shoes with velcro, buckle or laces (NOT Vans, canvas shoes, jelly shoes, sandals, high heels, ballerina/dolly shoes)
- Warm and waterproof outdoor coat or anorak
- Blue and white checked summer dress (can be worn with white socks from Easter to October)
- PE - Navy blue shorts
- PE - Plain navy tracksuit bottoms without logos e.g. Nike, Puma
- PE - Plain navy jumper without logos, e.g. Nike, Puma
- Plimsolls
- Trainers for PE (Years 1- 6)
- Swimsuits / towels (Year 4)
- All headcoverings to be white, black or navy or royal blue

*Expectations for accessories and cosmetics:*

- A small wrist watch (or one that can count steps) is permitted. Smart watches that can be used to communicate are not permitted even if this function is disabled.
- A maximum of one small & discreet stud earring per ear (these earrings must be removed for PE in compliance with Lumen Learning Trust's Physical Education Policy). No other jewellery is permitted;

- Nail varnish, false nails, make-up and temporary tattoos are not appropriate for school and a pupil will be asked to remove these accessories if seen by a member of staff.

#### *Expectations for hairstyles:*

The school reserves the right to make a judgement on whether a pupil's hairstyle, hair colour or headwear is inappropriate for the school environment; however, the school will ensure that any such judgements do not discriminate against any pupil by virtue of their protected characteristics. Each individual pupil's scenario will be taken into account where any judgements are to be made.

- o All children with shoulder-length or longer hair must have it completely tied back; hair should not be worn in a half-up-half-down style;
- o Hair bands should be small and plain in the neutral colours of white, black, brown, beige and blue only;
- o Hair styles such as patterns cut into hair e.g. tram lines, excessive use of hair products e.g. gel, the use of hair dye in non-natural colours or bleach are not appropriate for school
- o Short hair should be uniform in length i.e. not shaved in one part and excessively long elsewhere;
- o Decorative and large accessories such as bows, headbands and long ribbons are not appropriate for school as they serve no functional purpose, pupils will be asked to remove these if worn;

The Headteacher may grant exceptions to any of the above, but only where this is required as a matter of sincere religious observance and where this can be substantiated by a letter from the leader of the relevant religious community.

Children are allowed to bring in a sensible, named water bottle. These should be non-spill and not a metal or Prime bottle. These should contain water only.

Jewellery other than a maximum of one small & discreet stud earring in each ear, is not allowed in school and these earrings must be removed for PE in compliance with our Lumen PE policy. Children are responsible for removing their own earrings and storing them until the end of the lesson. Jewellery can be worn for religious observance but must be removed for PE lessons.

Any hijabs must be in grey, black or white and jeggings worn for religious reasons must be grey or black.

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. Children should always change back into school shoes after lunch if they wear trainers during this break. Children should remain in their school shoes for morning playtime.

Children should be encouraged to name all of their possessions.

#### **School Visits**

All visits and workshops should be noted on the 'Trips and Visits spreadsheet.' They then need to be thoroughly planned for and risk assessments carried out and uploaded onto EVOLVE. Laura Barber is the EVC and will be able to advise should you have any questions. 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. Please see the guidance for this on StaffShare/Trips and Visits/Checklist

### **Senior Leadership Team**

The Senior Leadership Team consists of:

Mary Ellen McCarthy – Executive Principal

Sarah Kober – Deputy Executive Principal

Jess Bugembe – Co Headteacher

Karen Oakley – Co Headteacher

Katy Smith – Deputy Headteacher

Katie Willis - Inclusion Lead

Nicole Geeves – Co Early Years Foundation Stage & Key Stage 1 Phase Lead

Clare Johnson – Co Early Years Foundation Stage & Key Stage 1 Phase Lead

Bethany Galvin-Bays – Key Stage 2 Lead

### **Staff Wellbeing**

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

The Staff Wellbeing team meets regularly and plans social events and ways to unite our school team.

### **Subject Leadership**

All teachers who are not in their first ECT year are expected to either lead or shadow at least one subject. The details can be found in the appendices.

### **Staff Inset and Training**

Our staff training for teachers usually takes place on Wednesdays from 3:30pm-5pm. We expect staff to use the opportunities presented at staff training 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.*

Training is also set via the SSS Learning website, both on your Watchlist and on the Internal CPD. This training is in lieu of the July Inset days. These courses are carefully chosen in line with statutory requirements. It is therefore important that the training is completed fully.

TAs meet fortnightly to discuss matters pertinent to the support team. It is intended that these meetings enable teaching assistants to receive relevant training and be fully informed about practical issues as well as developments taking place in school.

### **Storage of Personal Items**

All personal items including coats should be kept in the classroom you are based in. Please only bring essential items into school. Each classroom has a locker for storage of your personal items.

### **Team Meetings**

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

### **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.

### **Time keeping**

Please arrive in school in good time to enable you to be fully prepared for your class. If you are a Teaching Assistant, please ensure you arrive in good time ready to be either in your classroom or on playground duty at 8:30am. We do expect all teachers to be in by 8:30am at the very latest however most staff are in school much earlier. Whilst there is no hard and fast rule about what time you should leave at the end of the day, time needs to be given to ensure all work is marked, preparations are made for the next day, displays are kept tidy and that the classroom is left tidy at the end of every day.

If you have children that also attend Echelford we ask:

- 1) Where possible children are dropped to school at the normal time by someone else
- 2) If not possible, at 8.25am children can accompany you to your classroom in order for you to be ready of the morning
- 3) Children are dismissed from your classroom to their classroom at 8.30am

At all other times, including after school, there should be no staff children in your classrooms. Alternative provision should be arranged.

These arrangements are to ensure the safeguarding of both staff and children across the school and to facilitate professional conversations which may need to take place.

We would also like to take this opportunity to remind you that any conversations about your child with your child's class teacher need to take place in an appropriate manner, e.g. not in the corridor or during your working hours. If you need to speak to a member of staff as a parent then please book an appointment to meet with them or speak at collection.

### **Text Message Service**

We use Scopay text message service to pass urgent 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. All non-urgent messages will be sent via email.

### **Use of social networking sites**

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

- No children's or parents' names or personally identifiable information to be cited in any comments
- No confidential information shared about any child, parent or member of staff

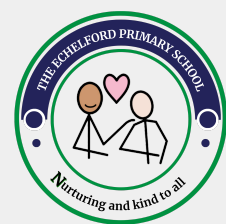
- No photographs of children or any other member of staff to be uploaded or 'tagged' without express prior permission from the Headteacher and the child's parents
- No comments or opinions shared re any aspect of the school provision
- No images of children's work or school documentation to be uploaded without express prior permission from the Headteacher
- No comments or opinions of staff or parents, past or present
- Comments, posts and descriptions should reflect the expectations of professional conduct; use of profanity or threatening language is forbidden; racist and discriminatory comments of any kind are forbidden
- Privacy settings must be tight and limited to 'friends'
- Any hyperlinks or images posted must not contain material that could cause offence or be inappropriate
- Staff cannot be 'friends' or followers of pupils at the school
- It is preferable that staff are not 'friends' or followers of current parents, however where parents themselves are also staff it is understood that rigid adherence to this expectation may be difficult. Staff in this position must take particular care with their comments etc.

## **Values and Ethos**

### **Our Ethos**

*The Echelford Primary School puts the children's needs at the heart of its provision. Our whole school community is committed to enabling the children to become successful lifelong learners and happy, fulfilled adults who can make positive choices about their future.*

### **Our Values**



As a staff team, we have worked together to decide what these values look like for all who work at Echelford: -



Growing together as a community

Everyday we grow together by encouraging and empowering each other to be our best selves for our children. We work collaboratively sharing our ideas, not as individual voices but as one, and supporting

each other to flourish. We approach each day with a growth mindset, recognising opportunities to learn and building trust and positivity as a team.

We can all learn from each other by supporting and encouraging each other, sharing knowledge and skills. We meet regularly to strengthen our community and share skills.



### Respecting everyone and everything

We understand that everyone is different and we respect this. As staff, we help each other when needed, and are approachable even at our busier times. We listen to each other, and help to problem solve any situation. We courteously build and challenge each other's ideas to ensure we are the best role models for our children.

At Echelford we respect each other professionally and personally. We support each other in our work. We watch out for our colleagues to spot the signs of when a helping hand would be appreciated. We also work professionally to ensure that we always fulfill our responsibilities



### Embracing new experiences

We are open-minded and embrace changes and developments in a positive way, with a growth mindset. Through this, we are also able to positively challenge, with a view to improve our practice and our school with both tiny steps and huge leaps.

We support each other on our good and bad days, while all striving to give our children the best experiences and opportunities for learning that we can.

We use a critical eye to look at our trips and visits and our curriculum and we are not afraid to make changes and develop them year-on-year to give the best experiences for our children. We try things out with positivity and flexibility, as we are willing to make changes along the way to benefit the success of our children.

We embrace flexibility and are open to developing our professional skills. We acknowledge that in order to be our best selves we need to adapt and develop our mindsets in line with new understanding of initiatives, procedures and guidelines, by using the Holistic approach we can support the fundamental understanding of our school community.



### Everyone is valued and thrives

All staff are treated equally and with kindness in all areas of school life. Teamwork is important and we are a community of supportive colleagues. We value everyone's strengths and strive to support one another. We show respect for each other by thanking one another and showing appreciation for others' efforts.

At Echelford we believe that supporting one another is essential to developing a healthy functional individual. Having a purpose and sense of belonging enables everybody to grow together, which in turn creates a sense of feeling valued and leads to a greater understanding of one another. We believe that opportunity should be available to continue personal development.



## Nurturing and kind to all

Echelford staff are kind, welcoming, look out for one another and greet each other with a smile. We share our expertise to help balance the workload and support each other. We have a range of mentoring roles that enable staff to feel supported, have someone to confide in and have their well-being at the forefront. Our Staff Well-being team arrange events to recognise mental health and promote staff community. We take opportunities to encourage each other and are respectful of one another's feelings.

At Echelford we look out for each other and know a friendly smile and greeting can go a long way. We are kind to all and welcoming to new staff members. We look out for our colleagues and each other and offer support if, and when, needed. We know offering positive feedback along with new ideas will help each other.

### **Walkie-talkies**

Walkie-talkies are available for use during break and lunch duty to aid communication amongst the TA and support staff team. There is also a walkie-talkie situated in each Year Group Leader's classroom. One static walkie-talkie remains on in the school office at all times.

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

### **Whistleblowing**

All members of staff and those working on behalf of the Trust who have serious concerns about any aspect of the Trust's work are encouraged to come forward and voice these concerns to their immediate manager and/or their Headteacher.

Low Level concerns are to be reported via the Low Level Concerns Form and in accordance with our LLT Low Level Concerns Policy.

It is our legal duty to report any improper actions or omissions especially when children may be at risk.

If the allegations involve the Headteacher/s or Executive Principal, the member of staff should raise the concerns with the school's Chair of Governors – Ray Vango, or LLT's chair of Trustees via [clerktogovernors@lumenlearningtrust.co.uk](mailto:clerktogovernors@lumenlearningtrust.co.uk) or Surrey Area Education Officer (AER) on 0300 470 9100.

### **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 I: Subject Leaders 2025-2026**

<b>Subject</b>	<b>Staff Member with responsibility</b>
Literacy	Ellie Egleton and Katherine Summersett
Numeracy	Keeley Watson
Science	Ciaran Pell
Computing	Sophie Horler
Music and Art	Millie Bacon and Serpil Oktay
DT and Outdoor Learning	Alix Aylett
Geography and History	Hannah Corcoran, Zoe Tarry and Taylor Robins
PSHCE	Millie Bennett and Stacy Apps
RaWV	Charlotte Moore
PE	Carrie Holman and Leah Ambridge
EVC	Laura Barber
MFL and EAL	Lima Davod

**Appendix II: Year Group Leaders 2025-2026**

Reception	Nicole Geeves
Year 1	Hannah Corcoran and Ellie Egleton
Year 2	Lima Davod and Zoe Tarry
Year 3	Katherine Summersett
Year 4	Laura Barber and Millie Bennett
Year 5	Charlotte Moore
Year 6	Carrie Holman

**Appendix III: Phase Leaders 2025-2026**

EYFS and KS1	Nicole Geeves and Clare Johnson
KS2	Bethany Galvin-Bays

**Appendix IV: Classes & Staff 2025-2026**

Phase Leader	Year Leader	Class Teachers	New Class	Teaching Assistants	SEND Teaching Assistants	Current Class	
<b>Mrs Geeves and Mrs Johnson</b>	<b>Mrs Geeves</b>	Mrs Geeves	RG	Mrs McGrandles	Mrs Price (am) Mrs Spring (am) Miss Newman (pm) Miss Bye (pm)	New	
		Mrs Aylett	RA	Mrs Allen		New	
		Mrs Oktay	RO	Mrs Blatchford		New	
	<b>Mrs Corcoran &amp; Ms Egleton</b>	Mrs Corcoran & Ms Egleton	1CE	Mrs Bone	Miss Bye (am) Miss Markwick (all day) Miss Lyons (pm) Miss Rogers (pm)	RA	
		Miss Bullimore	1B	Miss Lyons		RO	
		Miss Apps	1A	Miss Porter		RG	
	<b>Mrs Davod &amp; Mrs Tarry</b>	Mrs Davod & Mrs Tarry	2DT	Mrs Offield	Mrs Offield (pm)	Class 3	
		Miss Ambridge	2A	Mrs Khanom		Class 2	
		Miss Islam	2I	Miss Rogers		Class 1	
	<b>Mrs Galvin-Bays</b>	<b>Mrs Summersett</b>	Mrs Summersett	3S	Mr Glynne	Mrs Parsons (am) Miss Ragavi (pm)	2L
			Miss Bacon	3B	Mrs Richards		2W
			Mr Smith	3O	Mrs King		2DT
<b>Mrs Barber &amp; Mrs Bennett</b>		Mrs Barber & Mrs Bennett	4B	Mrs Holman	Miss Subhan (am) Miss Ragavi (am) Mrs Price (pm) Mr Glynne (pm)	Class 3	
		Mrs Galvin-Bays	4GB	Mrs McEvoy		Class 1	
		Miss Robins	4R	Miss Newton		Class 2	
<b>Miss Moore</b>		Miss Moore	5M	Mrs Smith	Mrs Stow (am) Mrs McKenna (pm)	Class 2	
		Miss Lapsley	5L	Miss Saunders		Class 1	
		Mr Pell	5P	Mrs Santoudji		Class 3	
<b>Miss Holman</b>		Miss Holman Mr Ali (SCITT)	6H	Mrs Aquilina	Mrs Stow (pm) Mrs Aquilina (pm)	5B	
		Miss Horler	6S	Mrs McKenna		5M	
		Miss Watson	6W	Miss Ford		5W	

**Non class-based staff:**

Miss Oakley & Mrs. Bugembe	Co-Headteachers
Mrs. Smith	Deputy Headteacher
Mrs. Willis	Inclusion Leader
Mrs. Tash Munro	Home School Link Worker
Mrs. Spring & Miss Newman	ELSA Support
Mrs. Joshi	French Teacher

**Office Team:**

Amanda Carmichael	Office Manager
Karen Pattison	Office Assistant
Kerry Lee	Welfare/Office Assistant
Helen Towersey	Finance/Office Assistant
Amy Reeve	Office Assistant

**Wraparound Care Team:**

Aaron Crowley	Wraparound Club Manager
Mollie-Mae Lyons	Deputy Wraparound Club Manager
Flo Porter-Pollard	Deputy Wraparound Club Manager
Debra Coles	Wraparound Care Assistant
Sharon Hazel	Wraparound Care Assistant
Debbie Read	Wraparound Care Assistant
Isabelle Kielty	Wraparound Care Assistant
Sam Stow	Wraparound Care Assistant
Zack Glynne	Wraparound Care Assistant
Daisy Gunstone	Wraparound Care Assistant