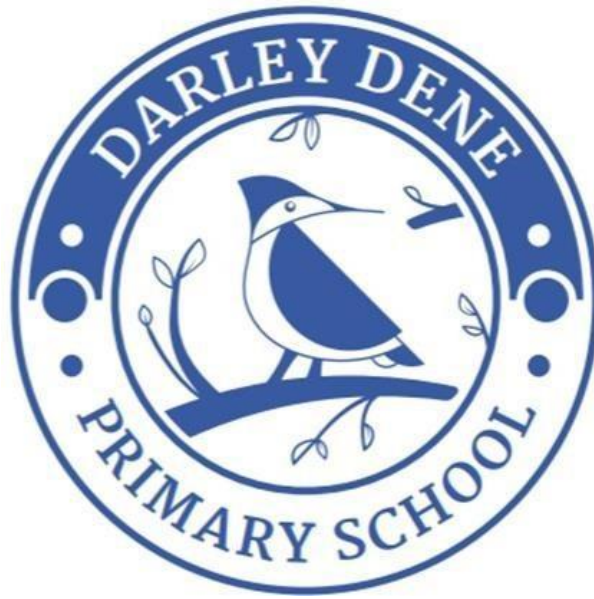




STAFF HANDBOOK

2026 - 2027

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Welcome

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

At Darley Dene we agree that it is right that every member of our community should be treated with unconditional positive regard. We believe that everyone should have a voice and feel heard. We will make all of our decisions based on the needs of the children and believe it is right to uphold this even when it presents a challenge to adults.

This handbook is arranged alphabetically for ease. Please read it in its entirety as there are important messages right up to the end.

Absence – Children

If a child is absent, families are to call the school office before 9.00am every day to explain the absence. If you mark a child as absent then a text message and or phone call will be made to parents by 9:30am to request a reason for the absence by the office.

Absence/Illness – Staff

If you decide that you are too ill to be in school, you will need to let the relevant staff member know by 7.30am at the latest.

All staff should ring the following staff members:

Teaching Staff - Lauren Butler (Mon - Fri) on 07860857261

Teaching Assistants - Natasha Johnston (Mon - Fri) on 07715568133

Office & Wrap Club Staff - Karen Surey (Mon - Fri) on 07969 549470 (by 7.00am please to arrange cover)

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

Teachers who are absent must ensure that planning and resources are emailed to Lauren Butler by 8:00am.

Adhoc requests for Absence

In the case of absence for reasons other than personal illness, staff should refer to the trusts Absence Policy found on Spotlight [Spotlight Access](#) For absence requests other than illness you should meet Zoe Devonport or Lauren Butler as soon as possible or at least one week in advance to gain approval for your request.

For all staff the electronic Google cover form must be completed in advance after your absence has been approved by either Zoe Devonport or Lauren Butler, as well as notifying the members of staff in your team so they are aware.

You should also enter your absence into the EduPay portal so that all absences are recorded for HR purposes. Your absence needs to be approved prior to the planned date by either Zoe Devonport or Lauren Butler. Please bear in mind that all staff absences for illness and the reasons are monitored. On your return from any unplanned absence which is 7 days or less please ensure that the absence is added to the Edupay Portal as soon as you return if not before. There is no need to complete a return to work form for any absence under 7 days but you will need to discuss your absence with your line manager. If you are absent for longer than 7 days you will need to complete the return to work form and meet with your direct line manager. This is to ensure you are fit to return to work and that support is provided if necessary.

[EduPay Login](#)

Accidents and Illness of Children During the School Day

An up-to-date list of first aiders can be found on display in your classroom and the staff room, if you are not First Aid trained then this will be arranged for you over the academic year via HR.

All classrooms have their own first aid bags/box which should be used to attend to minor first aid incidents such as small cuts, bumps, scrapes & grazes etc within the classroom. Children should be sent to the medical room/office for more serious injuries. Please note that ice packs are only for use when a head bump has occurred or for use with sprains and swelling.

If a child has received a bump to the head, they must be sent to the school office where they will be assessed. A call home will be made by the office or if the injury is very minor they will ask class staff to ensure families are informed at the end of the day verbally. If necessary, families will be contacted immediately or emergency services called.

If a child vomits in school, they should be sent to the office (with the sick bucket) which can be found in your classrooms. Children should be accompanied by an adult. Please note that every classroom has a spill kit in order to manage vomiting. Use the items within the spill kit in order to minimise the disruption to the class. You will be provided with a demonstration on using the spill kits as part of your induction. The premises manager is not always on site so you must know what to do in the event of this happening.

All first aid incidents are logged and if a child has received treatment then this is recorded and parents are electronically notified. Logged incidents will also be sent to classes every afternoon prior to dismissal. Please check your class Google Chat so that you are up to date with any reported incidents for students in your class.

If you have administered first aid, however minor, you must record this incident.

First Aid Point - Playground

The First Aid Point in the playground is located in the courtyard by the Year 2 classroom, please send any children that need assessing to the member of staff located on this point for initial assessment and possible treatment for minor injuries during morning break and during lunch play. Again these incidents are logged and notifications sent home to parents.

Sending Children Home

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

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: [Click Here](#)

Assemblies

Assemblies take place every day.

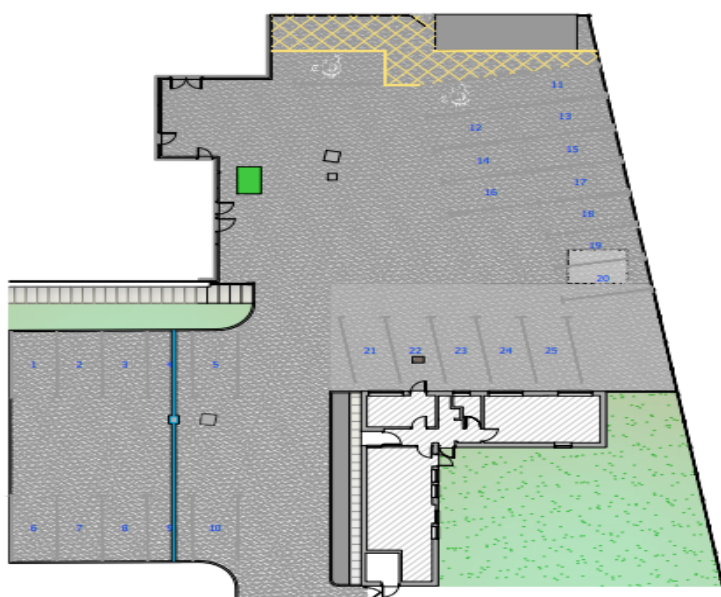
Day	Monday	Tuesday	Wednesday	Thursday	Friday
Staff	Headteacher	TAs	Teacher	Phase Leads	Inclusion Lead / Deputy Headteacher
Theme	Current Affairs/ Whole School Messages	Oracy Presentation & Special Days	Personal Development/ Visitors & Song	PSHE Theme & Song	Celebration with Gold Leaves & Song
Certificates	N/A	Oracy	N/A	Jigsaw Sports	Writing Maths

The rotas for assemblies led by teachers and TAs is emailed out in advance. If you know you will not be in school when you have been timetabled to deliver an assembly, please arrange to swap with someone.

When attending an assembly, please could all staff be proactive about managing the children's behaviour. Please also anticipate possible issues that may arise with certain children sitting next to each other and ensure that children sit with others who help them make the right choices regarding listening and behaving. Please ensure you have green point stickers to give out to children. These can be collected from the office.

Access and Car Parking

The school is open from 6.45am – 6.00pm Monday – Friday. Access to the school is via the entrance on Garfield Road. You will need your Paxton pass to gain entry. Please see the below image for the car park layout **please park sensibly and use all available parking spaces. Please do not park in front of a vacant space.**



There is not enough parking for all members of staff so please be prepared to make an appropriate judgement about where to double or even triple park. To avoid disruption during the day, **you must ensure your car registration is kept up to date by completing the link below.** Parking is at the owner's own risk whether on school premises or outside as unfortunately Darley Dene Primary School cannot be held responsible for any damage that may occur. [STAFF VEHICLE REGISTRATION](#)

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

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

Behaviour and Relationship Management

The whole school uses the Stay on Green approach to behaviour and relationship management. This is a restorative system which enables children to self-regulate using the language of choice. If a child has caused harm or moved away from green, they are encouraged to see how they can move back to green and/or repair any harm caused through a conversation with an adult.

Good relationships are built on mutual respect. This means that there is an expectation that adults take the time to get to know individual children, learn about them and demonstrate to the individual that they value them. Adults are expected to listen to children and to help them problem-solve.

It is an expectation that staff will not shout at children or use sarcasm. Shouting can cause children to feel anxious because it is an outward sign that the adult has lost control. Sarcasm causes children to feel humiliated and scorned and often involves making classmates complicit in the humiliation which is unacceptable.

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 everyone's responsibility to load and unload the dishwasher, please leave this area how you would like to find it.

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

Break Duties

A break duty rota for teachers and TAs is put together at the beginning of each term and is emailed to all staff. 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. If you are on duty, it is vital you are outside on time.

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

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

Breakfast and After School Clubs

This September we are launching a Free Breakfast Club for all Darley Dene children from Reception to Year 6. There is a paid element of the club from 07:30 - 08:00 and from 08:00 to 08:30 the free breakfast club operates.

After school clubs are available throughout the week and are held in classrooms and from 3.20pm to 4.20pm, children in Reception & KS1 should be taken to the club by a member of staff. Wrap club is available after school until 4.30pm. Bookings must be made in advance and paid for via Scopay. There may be some instances when a child is booked into the club at the last minute, where possible if they can be accommodated this is supported by the school. When this happens the child normally is not aware, and can become anxious so please ensure they are warmly welcomed until their parents arrive to collect. Notifications of clubs and children attending will be sent to you via class chat notification.

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 Missing onsite

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

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

Child Protection

Zoe Devonport is the Designated Safeguarding Lead for Darley Dene Primary School. Mary Ellen McCarthy, Sarah Kober, Jane Wallace, Lauren Butler, Natasha Johnson, Charlotte Legg, William Bartlett, Karen Surey are Deputy Designated Safeguarding Leads. Marijke Reid is the Safeguarding Governor. All staff receive Working Together to Safeguard Children training when they begin working at Darley Dene Primary School 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 all classrooms, cloakrooms, other learning spaces for intervention groups, library, halls and offices are kept tidy. We cannot expect children to respect and feel proud of their learning environment if the school is untidy. It is an expectation that children help to keep the learning environment tidy and learn to put things away and keep resources attractive and usable.

Clubs and Activities

Extra-curricular clubs run from the end of the school day until 4:20pm. Teaching staff with the exception of first year ECTs will be expected to run one club during the year. They change on a termly basis and there will always be an up-to-date list available at the main 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 and registers will be provided to you if you are running a club and class teachers will be advised of all children attending a club so that you know where to dismiss the children at the end of the day.

Collective Responsibility

All children at Darley Dene are our responsibility. If a child you do not know comes to talk to you, to share information or to ask for help, it is an expectation that they are listened to and not dismissed. If you really feel you are not the best person to deal with an issue they are raising, tell them that and let them know who you will tell instead. All children have the right to feel heard and when they feel heard, they will feel valued in our community.

If you see or pass a child who is by themselves, please check that someone is with them. If you see a child in distress, stay with them until another adult returns/arrives. If you are heading to your lunch break or are on your way to a duty, find another adult to stay with the child.

Confidentiality

Confidentiality is an expectation of all staff. We cannot operate effectively as a community team without trust between us. Please also consider what you say about the school and how you speak about our children and staff 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 or Whatsapp is unacceptable.

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

Daily Information

Daily updates are provided and sent via the DD All Staff Google messenger to advise of absences, etc.

Daily Timetable

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

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 Karen Surey or Lumen's Data Manager as follows: Lisa Cosgrave tel: 01932 960228, datamanager@lumenlearningtrust.co.uk

Difficult Conversations

There may be occasions when you have to deal with difficult situations in which families 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 families in the reception area and / or with additional staff if necessary. Ad hoc meetings with families must not take place in isolated areas.

Displays

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

Dress Code

All staff appearance must be professional at all times both within the workplace and when representing the school at differing venues. There is no exhaustive policy defining acceptable and unacceptable standards of dress and appearance and staff must use 'common sense'. The school recognises the diversity of cultures, religions and disabilities of its staff and will take a sensitive approach when this affects dress requirements. However, priority will be given to health and safety and security considerations. This is a particular issue when considering footwear. Please also consider your appearance both in the context of the practical situations you are involved in in a busy primary school, as well as the safeguarding responsibilities we have.

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

- Jeans/jeggings (or trousers that look like jeans) and any other denim clothing
- Revealing or excessively tight clothing, such as cropped tops and short skirts
- Clothing which exposes underwear
- Casual t-shirts, vest tops
- Combat or cargo trousers
- Leggings, unless worn under a skirt or dress of appropriate length
- Beach flip flops - all footwear should have a heel strap.
- Clean, plain, smart trainers may be worn
- Casual boots, e.g. Ugg boots, Toms 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 asked to ensure their hair is neat and tidy and jewellery is discreet. All staff are expected to be well groomed and maintain a good standard of personal hygiene. Clothing should not unduly restrict movement or prevent a task being carried out with dignity.

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

Email

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

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

Equipment and Resources

Equipment and resources are located in various places throughout the school. Please feel free to make use of them for your lessons, ensuring that they are returned to the correct storage area when finished with. Children

should not be used to collect or return resources without an adult. It is the collective responsibility of all staff to maintain these areas and to ensure that resources are looked after appropriately.

Emergency Procedures

Emergency situations at school either necessitate us evacuating the building or staying in place. The evacuation procedure is rehearsed by the whole school community. The stay in place procedure is available and is rehearsed verbally with members of staff only.

Exercise Books

These are located in cupboards outside the main office. Much thought has gone into deciding what books to use. Phase Leaders will provide sticker templates for the front of books. Please only use a child's first name. If there are 2 children with the same first name, use the initial of their second name. Please ensure that you inform the school office when you notice that stocks are running low – don't leave it until you use the last book.

Evacuation

The Emergency Plan details evacuation or lockdown / shelter procedures and procedures should be familiar to all staff. The Emergency Plan can be found [here](#) in the DD Admin folder in Google Drive.

If the fire alarm activates, please make your way to the fire assembly point which is the playground. Please ensure the children are led in silence and do not stop to pick anything up. More specific directions relevant to each room can be found on the wall of every room. The evacuation procedure is signalled by the ringing of the alarm bell. The all clear will be given by a member of SLT once everyone is assembled on the playground, the building has been deemed safe and the alarm has been deactivated. Shelter and Lockdown incidents will be signalled by word of mouth. Opportunities to practice emergency procedures will be provided.

First Aid

All staff should be first aid trained and all classes have first aid kits in class to oversee small injuries such as bumps, cuts and grazes in learning time, break time and PE. Larger injuries should be sent to the office or in the event of serious injury where it is possible further harm will be caused if the child is moved, staff should contact the office and ask for assistance to come out. For outside play and PE this can be done via your class walkie talkie and in class time by your class telephone, the numbers for the office are 1500 & 1501. Additional First Aid equipment is kept in the medical room, class staff are responsible for ensuring their first aid kits are fully stocked, spare items kit can be found in the medical room in the plastic drawers. If in doubt about any issue concerning a child's welfare you must 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.

Home Learning

All homework goes out on a Thursday and is due on a Tuesday. Home learning will look different in each phase and this will be communicated to families at the start of the year. Please refer to our Homework expectations. Home Learning provides direct contact with families.

Hygiene Practice

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

IT Devices & Procedures

The IT Devices Working Practices Document can be found [here](#) in the DD Admin folder in Google Drive.

All classrooms have a PC connected to a projector and interactive whiteboard. If you would like to take a device home to complete some work, please book it out via the main. Please ensure all electrical equipment including your whiteboard and projector have been turned off at the end of each school day.

There is one central photocopier/printer outside the main office along with a machine in the PPA room. Only the main printer should be used for larger printing jobs.

ICT is supported by EduThing. Please raise a ticket with them if you experience any problems via itsupport@eduthing.co.uk or call them on 0203 750 9796.

Letters

Any letters sent home to families must be checked by a member of SLT before being sent out and a copy emailed to the office to be sent via ScoPay. Please provide letters to the office at least 24 hours before you wish the communication to be sent.

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 family/carer or child by yourself, you must do so in a room with the door open and having made an appropriate member of senior staff aware.

Lost Property

This is maintained by the office team. Any named property is returned asap. If an unnamed uniform is unclaimed for a month the uniform is donated to the 2nd hand uniform sales.

Lunch

Lunch is available for staff at a cost of £3.50 and can be ordered using the new Dolce catering website - you should have received the email from SchoolGrid to set up your account already. Please note that if you do not have any credit on your account you will not be able to order food. The option of ordering lunch via the office is no longer available. You can order on the day up to 9:00am. The staff room is equipped with a fridge and microwave for you to store and heat up lunches please ensure that you keep these eating areas clean and clear up after yourself which means rinsing and placing your plates, cutlery in the dishwasher it is YOUR RESPONSIBILITY TO DO THIS, Cleaning and caretaking staff are not employed to wash up after you.

As well as staff all DD families will be using the new ordering system, which means that lunches are no longer available to be ordered for children in class. The responsibility of ordering school lunches is down to the parents and several communications have been and will continue to be sent over the school holidays.

Main Office

The office is manned from 7.30 until 5.00pm every day, as well as supporting the school staff. We have many other stakeholders and priority is to provide a strong and collaborative environment to all. **Please avoid sending any children over or TA's to collect items, and for information unless of an urgent nature during the main school opening times between 08:30 - 09:15am this is a busy time for the office dealing with parents, visitors and late children that come in to school via the office, safeguarding is our priority especially when ensuring late children are in school and are safely into classrooms.** There are plenty of times either before or after this time for you to collect stationery, etc. Please help us by avoiding these times.

Please note that conversations are always taking place via the main office entrance window with parents etc. Because of this please be mindful of the conversations that you hold around this area with colleagues as these can often be overheard by anyone in the vicinity.

MedicalTracker

This term we will be extending the use of MedicalTracker to the wider staff team to log incidents, track first aid, and improve communication between staff and parents. Training will be given to the staff that will be expected to use the new recording system over the beginning of term, which will lead to us having a more efficient recording and communication system regarding all things medical at Darley Dene. More serious accidents will be logged on the Surrey online site. The incident is then reviewed and signed off by the Headteacher.

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.

Movement Around the School

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

Mobile Phones use onsite

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. School based solutions are available for classroom staff who need to use a separate device for two factor authentication to remove the need to rely on personal mobile phone use.

Nut Free School

To ensure the safety and well-being of our students and staff, please remember that our school is strictly nut-free. This includes all tree nuts, chocolates, and peanuts in any form whether in snacks, lunches or classroom treats. We ask all staff to help reinforce this policy by not bringing into school any nuts, chocolates with nuts, peanuts in any form whether for lunch, pastries or snacks. Thank you for your cooperation in maintaining a safe environment for everyone with severe nut allergies.

Online Safety

The ICT User Agreement and Email security & etiquette guidance should be read by all staff. All staff must read and follow the guidance within this policy. New staff will be provided with the policy as part of their induction. Expectations for use of Social Networking sites are clearly detailed in the staff code of conduct (under 'Use of Social Networking Sites' section) and the Lumen 'Social Media for School Staff' policy.

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 gain approval before ordering any items all requests should be approved by ZD or LB prior to you sending it to the orders email address orders.darleydene@lumenlearningtrust.co.uk no orders will be made unless you have written email approval for any request. Sending an email to the office without approval or verbal requests will not be accepted.

Personal Information

Please ensure that any personal details such as change of address or telephone numbers are changed in your Edupay account. This means that HR are notified automatically. Please advise any change of telephone number to the Office Manager promptly so your contract details can be amended.

PE Equipment

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

Planning

Planning can be found in the planning folder on the Google Drive. 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. Planning is available to and shared with support staff. A yearly overview and weekly plans are expected to be in place. Weekly planning needs to be in the planning folder on the Google Drive at 9am on a Monday morning. We understand this will be added to as the week progresses but at the very least the start of the week and an outline should be on there.

Playground Duty

Please see the earlier item – Break Duties.

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

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 [Here](#)

(PTA) Family Dynamos

Our recently relaunched Family Dynamos have made a great start the last two years in supporting events organised for the children whilst raising funds. Whilst respecting the issues surrounding work-life balance, it is an expectation that all staff show their support to the team through attendance at as many of the families' association events as possible.

Reclaiming Expenses

Before purchasing items for your class, please check with a member of SLT. After approval you can follow the purchasing process. If once approved, you incur expenses by purchasing other items for the school please speak with the office staff who will be able to advise how you can reclaim any expenses for approved spend only.

Registration

By law registration must be recorded at least twice a day. The Attendance Register must be marked at the beginning of each a.m. session by 8.50am and by 1.15pm for the afternoon session. We register our children electronically. Please ask the office staff who can explain the procedure. If a child arrives after you have closed your register, please telephone the office and check they have been signed in and their lunch option recorded. Inaccurate or incomplete registration could result in a serious safeguarding and/or legal breach. **Please ensure your registers are completed by 9.00am at the latest.** In the afternoon if a child is not present who was in school for morning registration, you must call the office immediately to ascertain their whereabouts.

Please do not amend any entries in the registers after the registers have been entered and saved if you notice a discrepancy please inform the office immediately - thank you.

Restrictive Intervention (previously Safe Holding on CPOMs)

In terms of staff reporting, any incident should be shared in the same way as a safeguarding concern—directly, in person, with a member of SLT or Karen. You will then sit with us to complete the necessary form. This ensures accuracy and provides the right level of support.

The form itself will always be completed alongside a member of SLT or Karen. This allows us to carefully review the situation together and determine whether it meets the threshold of a restrictive intervention. Where appropriate, this also enables us to contact parents promptly and follow up with clear communication at the time.

Many staff have already received Team Teach training, and key principles continue to be shared through our wider school training programme. The expectation remains that you call for support when needed. However, it is important to be clear: if a child is at risk of significant harm, you should intervene to keep them safe, whether you have received formal training or not. As always, thank you for your professionalism and teamwork in supporting the safety and wellbeing of all children.

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 John Moody, Premises Manager by logging your request via email to estates.dar@lumenlearningtrust.co.uk. A copy of the school's Health and Safety Policy is on the Staffroom area of the server.

School Uniform

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

Uniform - Year R - 6*

The following school uniform is compulsory for all pupils in Years Reception to Year 6 and includes: Black trousers
Black shorts
Black skirt
Black skort

Black pinafore dress

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

Black tights

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

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

Royal blue polo shirt with school logo or without logo

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

PE KIT

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

Plain white round necked t-shirt

Black shorts

Black Plimsolls

Trainers (Years 1- 6)

Plain black tracksuit without logos, writing or stripes

*slight variations for Nursery/LAN Centre

For children whose parents wish them to be fully covered we ask that any longer layers worn underneath the uniform are only black in colour. This can be replaced with white layers if the checked summer dress/playsuit is worn.

Hair and Accessories

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

- Hair bands should be small and plain in the neutral colours of white, black, brown, beige and blue only.
- Short hair should be worn tidily. Extreme hair styles are not permitted in school; this includes patterns cut into hair e.g. tram lines, excessive use of hair products e.g. gel and the use of hair dye in non-natural colours or bleach.
- A small wrist watch (or one that can count steps) is permitted.
- Smart watches that can be used to communicate are not permitted.
- Small & discreet stud earrings only are permitted (these earrings must be removed for PE in compliance with the Trusts policy).
- No other jewellery is permitted.
- Nail varnish, false nails, make-up and temporary tattoos are not appropriate for school.

School Visits

Our Educational Visits Coordinator is Lauren Butler. All visits need to be thoroughly planned for and risk assessments carried out well in advance. Details of all school trips are recorded by the office on a central system. Family permission must also be given before children can be taken out of school and for local visits families need to be notified.

Senior Leadership Team

The Senior Leadership Team (SLT) consists of Zoe Devonport, Lauren Butler, Natasha Johnston, Charlotte Legg, and William Bartlett.

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 Senior Leadership team is unaware of your needs they cannot help and this puts our children at an unnecessary disadvantage. It is an expectation that 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.

Signal for Lockdown

This procedure would take place if there was an intruder in the building or a significant police event in the local community. This is signalled by staff receiving a verbal message in person or over the phone. It is communicated using a unique phrase so as not to cause the children alarm.

Initiated by: Office staff upon instruction from the Headteacher or senior leader.

Communication methods:

Telephone call/Tannoy announcement/Radio Announcement from the office to all classrooms, staff in Phase Leader, PPA, Pastoral, ELSA room, bungalow, kitchen, caretaker and visitors.

Where possible, send a message on google chat to all staff using the agreed lockdown phrase.

Types of Lockdowns

Soft Lockdown - used in situations such as an Animal onsite, e.g. fox or badger. Children not to be alarmed but to continue to work and remain in the classroom until it is confirmed that it is safe to leave with doors locked.

Safeguarding Lockdown - used when there is a specific threat to a certain child in a safeguarding situation. You will be advised by the office and the child needs to be escorted to the office/medical room or where advised by the office team. Doors are to be locked and blinds to be down.

Stay in Place Lockdown - this is when there is a major threat/emergency to the staff and children and full lockdown should be initiated, children should be moved to an area out of sight, such as a corner of the room away from windows and doors, blinds need to be closed, staff and children should remain in the safe place with all doors locked.

Headcount

Class teachers should take the register and immediately let the office know of any missing children or staff by telephone and/or instant message.

Other considerations

Non Mover - what to do if a child refuses to follow instructions, nearest adult should radio to advise location, where necessary reasonable force should be used to ensure safety of both student and staff member. Children and Staff that are moving around the school - should make their way to the nearest safe space and remain until they have received the communication that it is safe to move around again.

Rooms Most Suitable for Lockdown

Individual classrooms
Headteacher's office
Deputy Headteacher's office
HSLW Office
Inclusion Lead Office
Medical Room
HR Office
School halls (if secure and safe to use)

Entrance Points to Be Secured

- All external doors to the school building.
- Classroom doors should be locked and secured.

Communication During Lockdown

- Mobile phones and walkie-talkies should be used for internal communication.
- The school office will ensure that:

All visitors should be accompanied and follow instructions for all staff. Radios will be used to communicate with the following areas; sensory room, bungalow, kitchen or all outdoor areas are provided with a walkie-talkie. These individuals are made aware of the lockdown signal and safety procedures.

Additional Notes

Points of safety and lockdown procedures are reviewed and discussed during staff meetings.
All staff must be familiar with the agreed lockdown and all-clear phrases.
Staff should reassure pupils and keep them calm throughout the procedure.
No one should attempt to leave the building or open doors until the all-clear is given.

Signal for All Clear

The "all clear" will be given by word of mouth from senior staff only, once it is confirmed safe to do so.

Staff Meetings

Our staff meetings for teachers usually take place on Wednesdays from **3.30pm-5.00pm**. 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 arriving on time, actively engaging in the debate, raising concerns if necessary and entering into open and honest dialogue about possible developments to practice.

TAs meet regularly to discuss matters pertinent to the support 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. These will be take place at 8.30am and days will vary. Weekly briefings will notify you of when these meetings take place. There are always two different allotted times and it is your responsibility to ensure you can attend one of the meetings.

Supply Teachers

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

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

Storage of Personal Items

Lockers are available for storage of your personal items. Please speak to the office for details and to be issued a key.

Team Meetings

Each year group has a Phase Leader and a team meeting for the phase is held once a week. Year group teams meet once a week (KS1 and KS2 during assembly on a Monday morning and EYFS/Lan Centre at another convenient time during a morning).

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 to be in your classroom to welcome the children at 8.30am. We do expect all teachers to be in by 8.15am at the very latest however most staff are in school before then. 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 the school is closed and locked up by 6pm everynight by the Premises Manager.

Text Message Service

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

Use of Social Networking Sites

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

- No children's or families' names or personally identifiable information to be cited in any comments
- No confidential information shared about any child, family 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 families
- 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 families, 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 families, however where families 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.

Some people's social media pages make direct reference to working at Darley Dene. You are strongly encouraged to remove this information from your social media pages. Writing - TA in a primary school is fine but there should not be a direct link to Darley Dene.

Walkie-talkies

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

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

Whistleblowing

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

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

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

Alternatively they may contact Expolink Europe Ltd. Expolink can be called on Freephone: 0800 374199. Expolink's trained call handlers will ask the caller to provide details of the event that they are concerned about. The caller does not have to give their name or phone number if they do not wish to. Instead the caller is provided with a unique reference number so that if they want to call back with more information the reports can be linked or if they want feedback on progress this can be provided. However, if the caller does give their details to Expolink, these are not passed to Surrey County Council without the callers express permission. Expolink sends a report on the call securely to one of the council's authorised recipients depending the nature of the complaint. As soon as Expolink receives confirmation that the report has been received they destroy their copy. The concern is then dealt with in line with the LA guidelines.

Whole School Policy

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

Working Practices

Our curriculum working practices are designed to provide clear and consistent guidance for all staff on how we plan, deliver, and assess the curriculum across the school. Our curriculum working practices document is available for all staff in the Admin area of the Google Drive, [here](#). These documents ensure that our teaching reflects national expectations and supports our school's vision for high-quality, inclusive education. They promote consistency and progression across year groups and subjects, and support collaboration and professional dialogue among staff. These practices help us maintain high standards and ensure the best possible outcomes for all children.

Appendix I: Staffing List September 2026-2027

Headteacher	Zoe Devonport
Deputy Headteacher	Lauren Butler
Inclusion Lead	Natasha Johnston
KS1 & EYFS Leader	Charlotte Legg
KS2 Leader	William Bartlett

	Teacher	Teaching Assistants
LAN Centre	Megan Lawson	Masrut Bashir Clair Punter Namita Soman
Nursery	Pippa Spink	Leah Birt Dawn Gibson Katrina Murphy
Reception	Megan Spiers	Amy Lidiard Rebecca Taylor Molly Brooker
Year 1	Charlotte Legg	Chloe Gibson Emma Sanchez
Year 2	Hollie Jones	Salma Ali Sally Hussein
Year 3	Lauryn Pole	Katie Di Felicianantonio Lijun Zhao
Year 4	Morgan McIsaac	Ines Ribiero Lubna Waseem
Year 5	Letitia Mackie	Patrycja Sek Megan Shrives
Year 6	William Bartlett	Emily Howgate Karly Rogers Yasmine Deacon

ELSAs

Jacqui Jones, Anastasia De Gouveia

Home School Link Worker

Catherine Webb

Office Manager Karen Surey
Office Team Bobby Poleykett
 Lucy Valvassori
Premises Manager John Moody

Appendix II: Subject Leaders September 2026-2027

Subject	Leader
English	Morgan Mclsaac
Phonics	Morgan Mclsaac & Charlotte Legg
Maths	Letitia Mackie
Science	
Computing	Natasha Johnston
Geography	Megan Lawson
History	Megan Lawson
Art	Gemma Spiers
DT	Gemma Spiers
PSHE	Charlotte Legg
PE	William Bartlett & Hollie Jones
Music	Morgan Mclsaac
RE	Charlotte Legg
MFL	William Bartlett
Oracy	Gemma Spiers & Lauren Butler
Assessment	Lauren Butler
EVC	Lauren Butler

Appendix III: Absence Flow Chart

Process for Planned Absences

Requesting a special leave of absence:

STEP 1

- Special leave of absence (e.g. moving house, days in lieu, medical appointments, religious festivals etc.) should be discussed in person with the Headteacher or Deputy Headteacher in the first instance.
- A decision regarding the request will be made in principle

Requesting cover for a known absence:

- For absences that are known by the school (e.g. training), a conversation to request the leave is not required but the cover request form is completed at least a week before for planning purposes.
- **Skip to Step 3**

STEP 2

- Once agreed log the absence request on EduPay, with clear information for approval purposes.

STEP 3

- Complete the [Cover Request Form](#)
- This is sent directly to the Deputy Headteacher who will receive the request and liaise with staff to organise a cover plan
- The cover plan will be shared with the staff team.

STEP 4

- Inform Phase Leader & year team of the information regarding your planned absence (date/time etc.)
- TAs - ensure cover is in place for break & lunch duty rota.

STEP 5

- CTs - provide the staff member(s) who will be leading in your absence with the planning and teaching materials at least 2 working days prior to the planned absence (if the absence is on a Monday, planning/materials to be shared with cover staff by the Thursday before)
- TAs - if any interventions/duties are being covered by another member of staff, ensure they have the relevant information the day before the planned absence



Process for Unplanned Absences - Sickness/Dependency Leave

STEP 1

- Report absence prior to 7.30am by telephone (not text) Update school by 3pm, if you are not going to be in the next day by calling the office 01932 847674.

Teaching Staff - Lauren Butler 07860 857261
Teaching Asst - Tash Johnston 07715 568133
Office/Wrap Club - Karen Surey 07969 549470

STEP 2

- Upon your return to work add your absence to the EduPay portal there is no need to complete a [Return to Work Form](#) if your absence is under 7 days.
- For absences of 7 days or more please collect and complete the front sheet of a [Return to Work Form](#) from the staff room.
- Meet with Lauren Butler for KS1 & KS2 or Karen Surey for Office/Wrap Club staff for a return to work meeting to discuss absence.
- Absence will be reviewed by SLT/HR and confirmed whether paid or unpaid on EduPay.



