



Staff Handbook

2026-27

Contents

Welcome	4
Absence – Children	4
Absence – Staff	4
Access to the site and car parking	5
AI	6
Appraisals	6
Assemblies	6
Break/Lunch times	6
Breakfast and After School Clubs	8
CCTV	8
Child Protection	8
Classrooms, Shared Areas, PE Cupboard, Library, Cloakrooms and Offices	9
Clubs and Activities	9
Confidentiality	9
Daily Information	10
Daily Timetable	10
Data Protection	10
Difficult Conversations	10
Displays	10
Dress Code	11
Email	12
Energy Saving	12
Eyecare	12
Exercise Books	12
Evacuation & Lock down	12
Fire alarm	12
First Aid	13
Fruit time	14
Governors	14
Home Learning	14
Hygiene Practice	14
ICT Equipment	14
Keys	15
Letters	15
Library	15
Lone working	15
Lost Property	15
Lunch	16
Managing Child Behaviour	16
Messages	16
Minibus	16
Movement around the school	16
Mobile phones on site	17
Online Safety	17
Openness	17
Orders	17
Personal Information	17
PE Equipment	18

Photographs and Videos	18
Planning	18
Playground Duty	18
Policies	19
PPA	19
Practical Room	19
Privacy Notice for School Workforce	19
PTA - FOWO	19
Pupil Medication	19
Pupil Parliament / Pupil Roles and Responsibilities	20
Reclaiming Expenses	20
Registration	20
Restrictive Physical Intervention	20
Safety	20
School Day Timings	20
School Uniform	21
School Visits	21
Senior Leadership Team	22
Signing in and out	22
Smoking & Vaping	22
Spotlight	22
Staffroom	23
Staff Wellbeing	23
Subject Leadership	23
Staff Meetings	23
Supervision of Children	23
Supply Teachers	24
Storage of Personal Items	24
Telephony System	24
Text Message Service	24
Time keeping	24
Training	24
Training Courses	24
Use of Social Networking Sites	25
Walkie-talkies/Radios	25
Wet Play	26
What to do if a child does not arrive in a place they are expected:	26
Whistleblowing	26
Whole School Policy	26
Appendix I: Teaching Staff	27
Appendix II: Phase Leaders 2025-26	27
Appendix III: Subject Leaders 2025-2026	27
Appendix IV: Non class-based staff	28
Appendix V: Governors	28

Welcome

Welcome to Walton Oak Primary School. We hope you enjoy working at our school, whether it is for a long or short period. This handbook is intended to help you understand how our school works and the expectations we have of each other to ensure our vision is fulfilled. Adhering to the expectations detailed in this handbook will ensure the school maintains high standards of professional conduct and image, creating a positive and enjoyable learning and working environment for all.

Absence – Children

If a child is absent, parents are asked to call the school office by 9.00am to explain the absence. If we do not receive this information, office staff will call parents. If a vulnerable child is absent and parents are not responding to calls the DSLs may decide that a home visit is necessary. This will be conducted by the Home School Link worker.

Absence – Staff

If a member of staff is ill on the morning of school, he or she must call their phase leader/line manager. Teachers should ring **Hannah Bourne** (or their Phase Leader if she is unavailable) **by 7.00am**. TAs & HLTAs should call their **Phase Leader by 7.30am**. Office Staff and Lunchtime Leaders should call the school office by 9.00am.

If you are unable to contact your Phase Leader or Hannah, please call **Sian McCarthy by 7:30am**. You MUST speak to a human being. Texting is not an appropriate form for communicating sickness. If you have been unable to speak to your Phase Leader, but have managed to speak to one of the other leaders mentioned here, please also leave a courteous message with your Phase Leader. Please also inform your phase leader if you provide support elsewhere within the school, either at lunchtime or in the afternoon.

Name	Role	Contact Number
Sian McCarthy	Headteacher	07967 998317
Hannah Bourne	Deputy Headteacher	07901 560206
Debbie Bailey	EYFS Phase Leader	07743 447618
Lois Sandell	KS1 Phase Leader	07846 868457
Skye Courtenay	KS2 Phase Leader	07476 246674
	Office	01932 259604

If a member of staff knows he or she will not be fit enough for work the next day, then they or a member of their family should inform the school office by 3pm. If you are ill over the weekend or during the evening, please follow the same expectations as outlined above.

All staff members are required to go onto Edupay and record their absence, then have a return to work meeting with their line manager and fill out a pink Return to Work Form no later than five days after their return to work. This should be signed by your phase leader or line manager and given to the HR Assistant.

If you require leave of absence for reasons other than illness you must arrange a time to speak with the Headteacher about this then go onto Edupay to formally request the absence (at least one week ahead of your requested absence). The Headteacher will consider each case on its own merits and

decide if leave will be granted and if so if it will be paid or unpaid. Please do not assume agreement of leave following a request.

Where your absence is as a result of a dependent's illness, you may retrospectively apply for the leave on Edupay.

During any absence, no work will be provided to any member of staff by the school. This is to ensure that staff benefit fully from their leave and return rested and ready for work.

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

Reviewing absence

In cases of frequent and persistent short term sickness or absences, the Headteacher should arrange a first formal discussion regarding the reasons for these absences with the employee concerned. This is called an attendance review meeting.

The attendance review meeting must be held when:

- 10 days' absence accrues in a 6 month period
- 3 periods of absence occur within 6 months
- There are concerns about absence levels or patterns

Additionally, a referral to occupational health may be made (see Attendance Management Policy for referral criteria).

Access to the site and car parking

The school is open to staff from 7.30am to 6pm, Monday to Friday.

All staff will be issued with a personalised photo ID card, which must be worn at all times. The ID card activates the electronic gates, the main front doors and access to Little Oaks. Arriving at school, all staff must scan their photo identification badge on the card proximity reader by the front doors and sign in, in the staff signing in/out book located on the front desk.

Leaving the premises, you must sign out in the staff signing in/out book and scan your photo identification badge on the outgoing card reader before exiting the building. You must do this each time you enter and leave the building. Please note that records relating to your photo identification card may be used to check attendance and punctuality.

There is a cost attached to replacing these cards if one becomes lost or damaged during the course of employment. At no time should any member of staff give their access card to any other person, whether an employee of Walton Oak School or not. Visitors should report to the main entrance and will be able to enter the first automatic doors and will be "buzzed" in by the office at the second set.

If you forget your card, you will need to sign out a temporary one from the front desk. If you lose your card, please speak to the office immediately.

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

There is usually enough parking for all members of staff in the school car park. However, on the off chance that you need to double park, ensure your registration is known by the office and is kept up to date so that if a car needs moving the owner can be located quickly. Parking is at the owner's own risk as unfortunately Walton Oak Primary School cannot be held responsible for any damage that may

occur. Open access to the school car park is from 7.30am - 8.25am, 9.05am - 2.55pm and 3.30pm – 6.30pm.

AI

In today's rapidly evolving technological landscape, the integration of Artificial Intelligence (AI) into educational environments presents both opportunities and challenges. The 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/1bg7Mubc2y06vQ9nR9RHVIBhSxCxA_NbrWc0s8DK4oI/edit?usp=sharing

Appraisals

Targets are set in the Autumn Term and reviewed once in the Spring Term and again in July. They are set in conjunction with the Teachers Professional Standards and/or School Development Plan.

Assemblies

Assemblies are an important aspect of our provision at Walton Oak. Reception children will not attend assemblies until at least October half term, except for the specific EY singing assembly.

Monday	<i>Headteacher/SLT – introduces theme of the week</i>
Tuesday	<i>EYFS Singing Assembly (in class)/KS1 Phase Assembly (in Hall)/KS2 Year Group Assembly (TA led)</i>
Wednesday	<i>KS2 Singing Assembly (in class)/EYFS Class Assembly (in Hall)/KS1 Year Group Assembly (TA led)</i>
Thursday	<i>KS1 Singing Assembly (in class)/KS2 Phase Assembly (in Hall)/YR Year Group Assembly (TA led)</i>
Friday	<i>SLT Celebration Assembly – presentation of Gold Leaves</i>

Break/Lunch times

Break times

- A rota for breaks is shared with all staff via google sheets/docs and is also situated in the staff room.
- Staff on duty must ensure that children are engaged in positive play.
- If it begins raining during break, the teacher on duty decides whether the children should come in. A message is sent to the staffroom to inform teaching assistants to return to the classroom.
- Class Teachers and Teaching Assistants should arrange a quick comfort break at a mutually agreeable time following a duty.
- If you know you will be absent on your duty day, please arrange cover for yourself. If you know someone is absent and it is their duty day, please check that cover is arranged or offer to cover it yourself.
- Please could teachers ensure they return straight to class after carrying out a break duty.

- 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 covered container, which can be taken back to the classroom.

Lunchtimes

Lunch staff are allocated specific zones on a rota. This will be shared via google docs/sheets. The Lunchtime Leader allocated to the lunch hall will call for each year group to come to lunch via walkie-talkie. Staff on duty should share this message with the children in their zone.

All children will be expected and encouraged, by lunchtime leaders, to eat their food. Children may leave the hall once a lunch time leader has agreed that they can go and they have scraped their own plate at the lunch trolley. Children eating packed lunches should return their lunch box to their class trolley after leaving the hall. All pupils should put their hand up if they require help and lunchtime leaders should ensure that children pick up items such as wrappings and apple cores if they drop them on the floor.

Entrance to Lunch Hall

Entrance and exit is via the main hall doors for children with packed lunches. Children receiving school dinners enter through the Music Studio. There is a one-way system in place; after entering, children wait to collect their lunch in the music studio and exit via the door to the main hall where they will then be seated.

Reception will go to lunch at 11:45 accompanied by classroom teachers and TAs. Teachers will leave to take their lunch break at 12:00. TAs with a break duty from 12:00-12:30 will remain with the children in the hall and then accompany them out to their lunchtime zone.

If dry:

- KS1 enter the lunch hall through the building from KS1 corridor via the music room (if school dinners) or the main hall doors (if packed lunch) and then exit through the main hall doors and out through the amphitheatre door.
- KS2 enter through via the music room (if school dinners) or the main hall doors (if packed lunch) and then exit through the main hall doors and then out to the key stage 2 playground through the years 3 & 4 doors.

If wet:

- KS1 and KS2 enter through the building, walking clockwise round the library corridor and enter via the music room (if school dinners) or the main hall doors (if packed lunch) and exit through the main door back to their classrooms.

Trolleys

These are taken and brought to stand against the library wall at the beginning of the lunch time by class monitors. They are returned to the classrooms by the lunchtime leaders or nominated children.

Zones/Duties

The following zones exist at lunchtimes as part of our free flow approach. Years R-6 can play in any area, except for the MUGAs which have specific year groups allocated (see above). Reception will begin in their own zone but will move to joining the rest of the school across all zones once the EYFS staff feel the children are ready to do so.

Each zone is manned by at least one adult, with a radio. Adults must ensure they are prompt to start their duty. Adults are expected to interact with the children and support them to get the most out of activities, as well as deal with minor first aid and disputes.

Walkie-Talkies/radios should use channel 2. SLT members and office staff will also have radios and can be contacted in the event of more serious incidents occurring. In this situation the call on the radio should be as follows "Help needed in [name of location] now".

Breakfast and After School Clubs

The Breakfast club runs from 7:30am - 8:30am.

The After School club runs from the end of the school day to two staggered end times of 4.30pm and 6.00pm. Parents are able to book into both clubs through their Scopay account.

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

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This means that we have a Child Protection Policy and procedures in place which we refer to in our prospectus.

All staff are required to take part in Safeguarding update training. Typically this takes place fully at the start of each academic year.

All staff (including supply staff, volunteers and governors) must ensure that they are aware of our safeguarding procedures, which are summarised below.

If you are concerned about a child's welfare:

- Report verbally to a DSL so they can respond quickly if required.
- Record your concern, and any observations or conversations heard, and report to the DSL as soon as possible the same day via the secure CPOMS system.
- Do NOT conduct your own investigation.
- Do not promise a child that you will keep secrets.
- Refer to the document "What to do if you are Worried a Child is Being Abused", held in the staffroom and in the spotlight policy library, for advice.
- If you are concerned that a child may be at risk of sexual or physical abuse, do NOT discuss your concerns with the parents, or with anyone else aside from the DSLs.
- If in any doubt, seek advice from the DSLs.

Sian McCarthy is the Designated Safeguarding Lead for Walton Oak. Mary Ellen McCarthy, Sarah Kober, Jane Wallace, Debbie Bailey, Hannah Bourne, Hannah Bulford-Davies are Deputy Designated Safeguarding Leads. Rosie Bessant, our Wraparound Care Manager and Monique Moorhouse, our Wraparound Care Deputy Manager also DSL trained along with Natasha Herron-Duke, our Home School Link Worker. James Orbell is the Safeguarding Governor.

All staff receive Working Together to Safeguard Children training when they begin working at Walton Oak 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.

DSL trained pastoral staff are:

Charlotte Williams (ELSA) and Jane Wallace (Pastoral Lead). They will have access to Expressions of Concern and safeguarding information in order to appropriately support children and Families.

If your concerns relate to the actions or behaviour of a member of staff (which could suggest that s/he is unsuitable to work with children) then you should report this to the Headteacher. If your concern relates to the actions of the Headteacher, you should contact the Chair of Governors, James Orbell on james.orbell@lumenlearningtrust.co.uk, who will consider what action to take.

Child protection supersedes all other business and meetings should be interrupted if there is a serious concern.

Further details can be found in the Whistleblowing policy and Child Protection policy; external advice is available through the NSPCC (0800 0280285).

Classrooms, Shared Areas, PE Cupboard, Library, Cloakrooms and Offices

Please ensure any letters or money brought in by children are put into the register and sent to the office.

Please ensure all areas of the school that you use are 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.

Please do not leave cups in corridors or classrooms overnight. When preparing food, clear away food scraps and wipe up crumbs.

At the end of the day ensure that children pick up things from the floor, e.g. pencils, crayons, books, equipment, etc. before they leave. KS1 classrooms should stack chairs into one part of the room so that the cleaners can vacuum at the end of the day. KS2 should put chairs on top of tables. Leave classroom sinks empty unless you are soaking something. Always lock valuable resources away, especially portable electrical equipment such as laptops. Ensure projectors and all computers are switched off before you leave the classroom.

Any electrical equipment brought in from home needs to be PAT tested by the Premises Manager before use.

Clubs and Activities

These run after school and at lunchtime. They change on a termly basis and there will always be an up-to-date list in the school office. The clubs will be planned at the beginning of the year to ensure there is a spread of opportunity in each key stage. Places in clubs are determined according to the nature of the club. Hannah Bourne is the coordinator for after-school clubs. Teachers are expected to run a club for one term (10 sessions) during the academic year.

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

Daily information is shared via emails, Google chat and Google Sheets. A weekly Bulletin is written by the headteacher and shared with staff via google sheets on a Friday evening during term time which contains key information about the week ahead with any additional information that may be required. All staff are expected to read this by the following Monday morning.

The information for the daily diary is taken from the School's electronic diary (Walton Oak Office) – please ensure that you update this with your training commitments or key meetings. The office staff can assist with putting a large number of appointments on the diary (e.g. clubs for term).

Daily Timetable

A timetable has been planned for each class; please refer to the Timetables document on the Google Drive. Teachers should ensure that their timetable

Data Protection

Lumen Learning 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

Difficult Conversations

There may be occasions when you have to deal with difficult situations in which parents may become agitated and demonstrate inappropriate behaviour. 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 share concerns with a member of the senior leadership team who will support you and advise of how to proceed in the future.

Displays

Corridor displays are changed as a whole school, usually at the end of the third week into each term. Notice is given as to when this will happen.

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.

In line with GDPR guidance, please ensure you use first name only, where there is more than one child with the same first name, the first initial of the surname can also be displayed. An image of the child

can be used but only where the first name is displayed. If you are a class teacher you must familiarise yourself with your class photo consent list. Additional information should be non-specific e.g. a birthday chart should show only the first name (and first initial of the surname if required) of the child and the month of their birthday, not the specific date.

Dress Code

All staff appearances 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 there may be times when you have to move quickly.

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

All staff are expected to dress appropriately to reflect their professional role; for male staff this would include a collared work or polo shirt and smart trousers. 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 for PE or worn under a skirt or dress of appropriate length
- Beach flip flops - all footwear should have a heel strap
- Garishly coloured, patterned or sparkly attire
- Trainers (unless being worn for PE)
- Casual boots, e.g. Soft Ugg style 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
- Sunglasses are only to be worn outside, on sunny days; they should be removed (including from the head) when indoors.

Hair should be neat and tidy with no extreme hairstyling. Staff are asked to cover up any tattoos that might be deemed inappropriate. Jewellery should be discreet and visible piercings kept to a minimum. Single nose studs/rings 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 hoodies (optional) to be worn when teaching PE and taking part in sports competitions.

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

Email

All staff are issued with their own Lumen Learning Trust 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 Lumen Learning Trust 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.

Email communication with parents should be via the school office email account **only**. If any parent emails a staff member directly, the response back to the parent **must come from** the school office, **not** the staff member's email.

Under no circumstances should staff communicate with parents or school-associated outside agencies using their personal email account.

Energy Saving

As you are all aware, energy costs have increased exponentially and coupled with our commitment to the environment, we would like all staff to be more aware of energy usage. We would ask that lights are turned off when not needed, IT equipment is turned off at the end of the school day and please share any other energy saving ideas.

Eyecare

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

Exercise Books

These are located in the central store (within the staffroom). 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 until the end of the year when subject leaders will communicate which books should move up with the children to their next class and which should go home.

Evacuation & Lock down

The Emergency Plan details evacuation or lockdown/shelter procedures and procedures should be familiar to all staff. The Emergency Plan can be found in the front office.

The lock down signal is 30 rings of the fire bell. On this signal, all staff and pupils must stay in the school building, or, if outside, return to the school building via the nearest door, locking it behind you. Once inside a classroom or office, close all windows and blinds. A member of the staff in your team should check the nearest corridor doors are locked, providing all children are accounted for in the classroom. Seat the children away from the windows in a corner or under the tables if possible. If you are in Little Oaks, do not attempt to come to the main building. Instead, follow the same procedure but remaining in Little Oaks.

Fire Alarm

In the event of the fire alarm sounding, the following procedures will be followed.

Assembly point

- All children, staff and visitors are to assemble in the KS1 playground facing the MUGA. Year N should be next to the gazebo following in order through to Year 6. Children should be lined up in two lines per class to ease a register call. They should be calm and silent.

Fire alarm procedures

- A register call should be taken saying names (not a count) and the class teacher should raise their register in the air to indicate everyone is present.
- Visitor and staff registers should be conducted by office staff.
- There should be a staff count by the Headteacher/Deputy Headteacher.
- In the event of drifting smoke or further hazards children/staff can be relocated down the main drive, onto the MUGA or onto the school field.
- The children will remain at the evacuation site until the building is pronounced safe.
- It is the responsibility of all staff to make themselves aware of fire evacuation routes clearly displayed next to inner doors in classrooms or by following the relevant signage.
- The appointed members of staff will walk the building to ensure the smooth exit of personnel, checking halls and toilets where children may be sited. The Headteacher will check the KS1 wing and nursery and the Deputy Headteacher KS2 wing and central area. In the event of the Head or Deputy Head being unavailable, another member of the SLT will take fire marshal duties. If required, the Fire & Emergency services will be called by the office staff using the office phone (alternatively a mobile).

Fire drills

- There is a fire drill each term. These are run at varying times in the school day to allow for practice in several situations.
- A record book is kept indicating time taken to assemble and time taken to call the register. Recommendations for improvement will be listed.

First Aid

We have a number of staff trained to deliver first aid of various kinds. Paediatric first aid trained are: Debbie Bailey, Rosie Bessant, Jo Butler, Cherie Brazil, Mags Byrne, Carmen Chung, Becky Collyer, Skye Courtenay, Denise Dedman, Charlotte Gardner, Lily Gobie, Marcia Habbin, Alice Hamper, Sandra Hubbard, Lulu Louder, Claire Mayhew, Sandra Mills, Monique Moorhouse, Ghada Oweida, Emily Orton, Sara Phillips, Rachel Pike, Denisa Pisova, Mia Pollard, Elysia Pott, Tatiana Prokhorova, Elaine Roberts, Michelle Roberts, Lois Sandell, Yvonne Smith, Georgia Stanbrook, Paula Tiney, Angie Tutton & Charlotte Williams.

Minor Ailments

At break time, minor ailments should be dealt with by the staff on duty or sent to the school office for further treatment. At lunchtime minor injuries will be dealt with by the staff on duty; any injuries requiring more support should be sent to the school office for further treatment.

All medical incidents/accidents to be logged on medical tracker.

Dealing with any first aid issue

- Use first aid medical bags and latex gloves.
- Admission form includes a statement of consent about Calpol administration; this should not be kept in the first aid kit.
- School or field trips - see additional medical kit needed.

An Accident Report form should be completed if the parent or school has to take medical advice from the hospital/ doctors or in the case of a significant head injury.

Medical room

Pupils requiring supervision should be monitored by the office staff in the medical room. Under no circumstances should an adult and child be in the medical room on their own with both doors shut. The medical room contains:

- Clinical waste bag (in first aid bag) or bin (medical room)
- Locked medical cabinet
- Blanket
- Chemical ice packs

Ice Packs

Ice packs are kept in the fridge in the medical room. These are to be used to reduce swelling and pain.

First Aid Kits

These are monitored and refilled by Paula Tiney in accordance with Health & Safety guidelines.

Serious incidents

- First person on the scene deals with incident.
- Send for any First Aider or Appointed Person for support.
- Inform Head teacher/ Deputy Head or strategic team member.
- Contact Paula Tiney in the office in case external assistance required.
- In the event of a fatality or life-threatening injury or illness, refer to Operation Duke information.

Fruit time

Fruit delivered for KS1 will be stored initially in the fridge in the practical room. Classes should collect fruit as needed. Sweets are not allowed in school. Birthday sweets are allowed but children should not eat them until they have left the school premises.

Governors

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

Home Learning

Our Home Learning Policy is in the relevant folder on the server and on the website (for parental access). We use CGP books in addition to reading and phonics activities. Children in EYFS receive a weekly newsletter which details homework activities.

Hygiene Practice

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

ICT Equipment

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

All staff members must adhere to the "ICT Acceptable Usage Policy" document.

Staff passwords should be kept confidential and not shared with other staff members or pupils.

Teaching staff sign contracts for laptops before taking them on loan.

Laptops must be returned and booked back in by the ICT co-ordinator before a teacher either leaves the school permanently or takes a period of extended leave due to ill health or for a period of maternity leave.

All ICT peripherals such as children's laptops, iPads, digital video and still cameras must be booked out through the Google Calendar and returned within an agreed timescale.

Please do not use on-line radio as this reduces school bandwidth and slows down our internet speed.

Please use printing and photocopying sensibly using your own passcode and make sure you collect all printed materials promptly from the designated areas. Be especially cautious about using colour printing or copying.

ICT is supported by EduThing. Please log issues by either emailing itsupport@eduthing.co.uk or phoning 0203 750 9796

Keys

Overall master keys are held by the Headteacher, Deputy Headteacher & Premises Manager. Teachers have keys for their class cupboards. Additional keys are kept in the medical room – these must be signed in and out at the office.

Letters

Any letters sent home to parents must be checked by a member of SLT before being sent out and a copy emailed or handed to the office. Letters must be written on the most up-to-date school letter head.

Library

All children are taught to use the library system to circulate books: junior children should be able to do this independently. This involves using a computerised barcode system which is very child-friendly.

- Non-fiction books are catalogued according to the Dewey Decimal System for primary schools, with some adaptations for our stock.
- Fiction books are grouped alphabetically by author surname and some genres, e.g. poetry, picture etc.
- Other non-fiction books are grouped separately, e.g.: encyclopaedias, newspapers and magazines.

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.

A minimum of two members of staff may remain in school (including the Premises Manager) when working in isolation, and this should be with the prior agreement of the Headteacher. Please see the Lone Working Risk Assessment on shared drive.

Lost Property

This is kept near the school office. Any named property is returned asap. If unnamed, the uniform is unclaimed for a month the uniform is donated to the 2nd hand uniform sales.

Lunch

We are a nut free school. We have several children who have very serious nut allergies that can develop into a potentially life-threatening allergic reaction. For this reason nuts and all nut-based products are not allowed to be brought into school.

If you would like a school lunch, these can be ordered via School Grid by 8.55am. Lunches must be paid for at the time of booking, for further details, ask at the school office. Crockery taken from the kitchen should be returned to the kitchen after you have eaten.

Please ensure you clean any utensils or appliances used during lunch preparation. If you use the dishwasher, please ensure you empty it on a regular basis to avoid it becoming one person's responsibility. Please put any items away that you hand wash to avoid a build-up in the sink area.

Managing Child Behaviour

At Walton Oak, we follow the LLT Stay on Green behaviour system. Please refer to the Lumen Learning Trust Behaviour policy for further detail. The emphasis of our behaviour system is on the restorative approach and we expect every member of staff, regardless of role, to follow this behaviour system. If you are unclear about what to do when, speak to the Headteacher or Deputy who can go through it with you again or arrange further training.

Messages

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

Minibus

Daily checks must be completed before minibus use and the driver must sign the accompanying check sheet to confirm these have been carried out. Please refer to the Minibus Risk Assessment. The minibus may only be driven by staff who have undergone minibus training and testing procedures. These currently include:

Jo Butler, Paulo Godhino, Hannah Bulford-Davies, Lois Sandell, Vania Oliveira, Emily Orton and Angie Tutton.

Fuel is paid for using a PIN protected All Star fuel card.

Any off-site trip must be discussed with a member of SLT and EVC. There should always be at least two adults in the minibus when escorting children to or from the school.

Movement around the school

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.

The following should be always adhered to:

- Pupils are expected to walk sensibly indoors.
- Pupils should talk quietly.
- We encourage pupils to stand back at doors, opening them politely for people carrying things, visitors or other adults.

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.

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.

We have a school mobile phone for trips. Please sign in and out at the school office.

Online Safety

E-safety is the responsibility of all staff. All staff must read and follow the guidance within the ICT User Agreement and Email Security & Etiquette Guidance. New staff will be provided with these documents as part of their induction.

Expectations for use of Social Networking sites are clearly detailed in the Social Media for School Staff policy and under 'Use of Social Networking Sites' in this document.

Staff should not use unencrypted devices away from the school site or any non-school owned encrypted data sticks.

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 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, and in the proper manner e.g. not simply as a discussion in the staffroom at lunchtimes.

Orders

Please ensure you use the purchase order request form which is located in the staff room and pass to the Head for authorisation. Sara Phillips 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 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 in the hall and in the outdoor PE shed by the MUGAs. 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 can purchase additional t-shirts and hoodies).

Photographing children and staff

Images of pupil and staff faces, including side profile images, must not be used in any of the following:

- School website
- External websites such as eteach
- School social media accounts including Facebook and Instagram
- Promotional materials such as posters, flyers, Open Day ads, school prospectus

- School newsletter

Images can still be used in the following as long as consent has been granted by the child's parent:

- Any displays inside the school.
- Learning resources (exercise books, coat hook etc).
- End of year class photos which can be purchased by other parents.
- Paper based school created yearbooks featuring group images. These cannot be shared electronically.
- Paper based school created transition information packs featuring group images. These cannot be shared electronically.
- Trust or school approved apps accessed via a parent log in account, using an image of only the child of the named account e.g. Tapestry, Marvellous Me. No group images are allowed.
- A child's named Google Classroom account using only their image. No group images are allowed.
- Paper based school play or production programmes. These cannot be shared electronically.
- School plays and productions which are recorded, streamed and accessed via a parent only online platform e.g. Google Drive, Zoom, Vimeo, YouTube (private link) or can be purchased by other parents in DVD format. Please note, a child cannot take part in the recorded/streamed production if consent is not given.
- Name will be featured in the above when required using first name and initial of surname by default.
- As part of a group image for an external activity such as trip, residential, sporting activity or similar.
 - The image can only be shared via a *closed group email* directly with those parents who consented for their child to feature in images taken at the activity. These cannot be shared via Classroom or social media.

Your school Office Manager will provide more details on how to check consents for specific pupils. If you are unsure whether an image can be used please ask your Office Manager in the first instance.

Photographs and Videos

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

Planning

Planning can be found in the relevant folder on Google Drive.

We have a high expectation of our children's achievements and behaviour. All year groups are supported by teaching assistants; TA deployment should be clear within planning. All planning is available to supply teachers, support staff and observers in the class planning folder. Planning templates can be found electronically in the planning folder on Google Drive.

Playground Duty

When on playground duty, remember your role there is to ensure the children have a positive time with their friends and it is an expectation that all adults on duty are proactive about anticipating potential difficulties between children. Adults on duty must be vigilant and prepared to address issues that appear to be brewing between children, before a situation becomes worse. There are always several

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. Please also refer to section 'Break/Lunch times'.

Policies

All current Lumen Learning Trust policies can be found in the Policy Library via our staff secure access area 'Spotlight' at www.lumenlearningtrust.co.uk.

PPA

There are two rooms dedicated to PPA time for teachers. Each team has release time to enable planning/preparation and assessment. For Years 1, 2, 3, 5 and 6, this takes place from 08:30-09:20 each morning (except Monday when this time is used to meet as a whole class or year group team to discuss the coming week). Reception, Nursery and Year 4 have their PPA time for 2.5 hours per week during school hours and covered by qualified HLTAs or Nursery Nurses.

Morning PPA time is covered by support staff. Teachers should ensure they have made expectations clear and have provided any and all resources support staff may need.

Practical Room

At the end of each session all work surfaces should be clean and resources tidied away.

When collecting or returning resources from/to the practical room, please do so with respect for the systems in place, others who wish to use the same resources and subject leaders who spend significant time ensuring they are well cared for and stored away appropriately. Please return resources promptly after use and inform the relevant subject leader if a resource is running out.

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>

PTA - FOWO

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 Walton Oak PTA team through attendance at least 2 events per year. In this way the responsibility of attendance and support of PTA events is shared more equally between staff members. In advance of any event a sign up sheet will be created and put in the staff room for staff to indicate their attendance.

Pupil Medication

This will be received by the school for a child only if signed for by the parent/ carer and recorded using the appropriate form. Any longer term illnesses requiring medication requires a request to be made to the parent/ carer for a doctor's confirmation of needs. Any concerns should be raised with the school nurse. Asthma pumps should be kept in class, with the child, in the teacher cupboard (KS1) or pupil tray (KS2). Cough sweets are a choking hazard and not allowed in school.

Should children enter the school with serious allergies/ illnesses requiring immediate medication i.e. epipen/insulin, class teachers will be informed and information kept in the medical file. In addition to this a list of allergies, asthmatics etc. will be logged in a medical file.

All classrooms are required to display an allergens poster for that class plus a Epipen alert poster (if required).

Pupil Parliament / Pupil Roles and Responsibilities

Each class from year 1 upwards has 2 representatives. These are chosen in the Autumn term and are voted for by the class – classes usually aim to have one male and one female MPP, and often have one class choice and one teacher choice from those who put themselves forward. Classes can decide on the appropriate process; KS2 classes often choose to hold a 'hustings' where each child who wishes to be chosen speaks to the class. Year 6 children have the opportunity to apply for a number of roles. The Pupil Leadership Team is appointed following an interview process.

Reclaiming Expenses

Before purchasing items for your class, please check with your phase leader– she will be able to ensure: there are funds available; the item cannot be sourced through the Purchase Order System, and explain how the reimbursement form is completed & processed.

Registration

By law, registration must be recorded at least twice a day at 8.45am and 1.00pm. 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.

Restrictive Physical Intervention

Staff receive Team Teach training on a rolling programme. This is a strategy aimed at de-escalating situations where the behaviour may become physical. No member of staff is expected to physically restrain a child as this requires specialist training not available for staff in a mainstream school.

Safety

All staff are responsible for maintaining a safe working environment. However, any member of staff who is concerned about an aspect of safety should also discuss this with any member of the Senior Leadership Team. Any caretaking issues should be reported to Mr. Godinho by emailing estates.wos@lumenlearningtrust.co.uk. A copy of the school's updated Health and Safety Policy is on the server.

All staff accidents at work should be recorded:

<https://docs.google.com/forms/d/e/1FAIpQLScTTVfkLlwbyPBLMgs5vkirksbenrUPLvLDRbhmum0lu93XyQ/viewform?pli=1> Where necessary, a report on the incident should be made to OSHENS.

School Day Timings

7:30am School opens to staff

8:30am School playground gates are opened and pupils may be on site. A member of staff is on duty at the entrance to the KS1 playground and KS2 playground and a member of the SLT is on duty at the entrance to the school.

8:30am	Nursery & Reception pupils enter the classrooms through the EY play area. Year 1 & 2 pupils enter the school through the outside doors to their classrooms and may be accompanied by their parents. Key Stage 2 pupils enter through the outside doors to their classrooms without their parents.
8:30am	Registration opens
8:45am	Registration closes promptly. Any further children are recorded as late.
8:45am	Gates to playground locked by Premises Manager.
9:00am	Assemblies
10:15am	Break (10 mins)
12:00pm	Lunchtime (Early Years from 11:45am) until 1:00pm
3:10pm	Pedestrian gate is opened to let parents into the KS1 playground.
3:15pm	End of day KS1 (children collected from classrooms)
3:15pm	End of day KS2 (children collected from classrooms or Y5/6 go home alone with permission) A member of staff is on duty at the entrance to the KS1 playground and KS2 playground and a member of the SLT is on duty at the entrance to the school.
6.00pm	School closes

School Uniform

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

School uniform is purple and charcoal grey. Nursery, Reception & KS1 are expected to wear a white polo shirt and v neck purple jumper. KS2 a white shirt or blouse, a tie and purple v neck jumper.

The school sweatshirt, T-shirt, polo-shirt, PE shorts, book bags and PE bags are available from A Sporting Choice in Hersham. If a pupil is in the incorrect uniform, then parents should be made aware via phone/letter. All staff are expected to remind children to adhere to uniform.

Jewellery other than small & discreet stud earrings, is not allowed in school and these earrings must be removed for PE in compliance with Surrey's safety rules. Children are responsible for removing their own earrings and storing them until the end of the lesson or taping over them for the duration of the lesson. It is important to note that the children need to be able to do this independently.

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

Children should be encouraged to name all of their possessions.

School Visits

Our Educational Visits Coordinator is Lauren Brace.

When a class teacher wishes to take a class on an outing to extend the work being covered in class the following procedures need to be followed:

- All applications for off-site visits must be made to the Educational Visits Coordinator (E.V.C.), who will then seek approval from the Headteacher at least one half-term in advance.
- Enquiries through the school office should be made by the designated trip leader regarding entry costs, coach costs and any other budgetary issues.
- Following a visit by the trip leader to the site, a risk assessment form must be completed and handed in to the EVC. This will then be signed and dated by the EVC and Headteacher at least one week before the trip.
- All staff taking part in the visit must also have a copy of the risk assessment form and have received a prior briefing from the visit leader.
- If the visit is agreed, the visit leader should ask the office to send a letter to parents informing them of the visit and the reason for it. A permission slip should be added at the bottom of the letter which includes the latest contact details. The office should also be informed to ensure appropriate liaison with the school kitchen.
- It is the trip leader's responsibility to ensure that office staff have a list of pupils on the trip. This is particularly important if the trip involves pupils from several classes.
- All permission slips, with contact details, need to be collected in at least three days before the visit. Class teachers are responsible for reminding pupils of this.
- The EVC will discuss with the Trip Leader the ratio of adults to children. This is dependent on factors such as age of pupils and nature of the trip.
 - Nursery and Reception: Children under the age of five participating in a visit or journey require very close supervision. There should be at least 1 adult for every 2 children, so that every child can have their hand held. Where there are no significant dangers a ratio of 1:4 is acceptable. This decision will be made in consultation with the EVC.
 - Years 1 to 3: There should be 1 adult for every 6 pupils, with a minimum of 2 adults.
 - Years 4 to 6: There should be 1 adult for every 10 to 15 pupils, with a minimum of 2 adults. On residential and foreign visits, this ratio is reduced to 1 adult for every 10 pupils.
- All children will be expected to wear school uniform when going on the vast majority of educational visits.
- Every child is to be included in trips. Special arrangements need to be made if there is any concern. Excluding a child from a trip will only be considered if there is strong evidence that they may represent a health and safety risk to themselves or others.

Trips need

- First Aid kit
- Sick bags
- Sterile water
- Space blanket
- Chemical ice-pack
- Pad and pen
- Red Medical Register
- Operation Duke emergency information

- School Mobile Phone

Senior Leadership Team

The Senior Leadership Team consists of Sian McCarthy, Hannah Bourne, Debbie Bailey, Skye Courtenay, Hayley Davidson, Elysia Pott and Lois Sandell.

Signing in and out

To support our safeguarding procedures, we ask that every member of staff signs in and out in the signing book that is on the front reception desk, ensuring they include the correct time of their arrival and departure.

Smoking & Vaping

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

Spotlight

Spotlight is the Lumen staff secure area where staff can find a host of resources, guidance and advice to assist them in their role within the Trust. You should ensure that all obligatory staff action pages are requested and in a timely manner. The staff access pages will allow staff to:

- Access the latest school and Trust policies as well as DfE and LA guidance.
- Find links to training videos.
- Read about staff benefits.
- Source every edition of staff newsletter, Ilumenate.

Staffroom

There is tea, coffee, milk, sugar, water – hot and cold, available in the staffroom. Staff are not asked to contribute to cover this cost as this is covered by the Wellbeing Fund from LLT. 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.

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

Staff Wellbeing

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

Subject Leadership

All teachers who are not newly qualified staff are subject leaders in at least one subject. The details can be found in the appendix at the end of the handbook.

Staff Meetings

Our staff meetings for teachers usually take place on Wednesdays from 3:30pm-5pm. We expect staff to use the opportunities presented at staff meetings to learn, develop and reflect on new ideas and practice. *Please could you make full use of these opportunities by actively engaging in the debate, raising concerns if necessary and entering into open and honest dialogue about possible developments to practice.*

There will be a staff bulletin via email every Friday evening which will be sent by Sian McCarthy.

Fortnightly TA training is planned throughout the year, led by school leaders. It is intended that these meetings enable teaching assistants to be fully informed about practical issues as well as developments taking place in school.

The Senior Leadership Team will usually meet on a Monday from 3:45pm-5.15pm.

Supervision of Children

From the moment children enter the school gate until the time that they are collected in the evening we have a responsibility to supervise them and to ensure their well-being. This is a shared responsibility and this responsibility extends beyond our own classes or groups. All supervision needs to be rigorous and thorough as we are accountable for children's safety and security.

Particular care must be given during supervision of specific activities such as P.E. and any which involve the use of equipment such as scissors.

Children who are working individually or in small groups with a volunteer parent or carer helper should always be in sight and hearing of their Class Teacher.

Many incidents occur at times when children are left waiting unattended - when the expected supervision does not happen. On rare occasions and for very real reasons, colleagues may be delayed in collecting their class or unable to get to the playground to do their duty. The expectation is that because everybody is aware of the need to support the children for that very short time, a nearby colleague will intervene immediately or will go into the playground until adequate supervision is available. No class should be left in the playground unattended even for what may seem a short period of time.

Please also refer to sections Evacuation & Lockdown, Fire Alarm and Safety.

Supply Teachers

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

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

HLTAs will usually be asked to cover for the first day of an absence or for planned absence such as attendance at a course.

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 lockable cupboard for storage of your personal items.

Telephone System

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

Text Message Service

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

Time keeping

Please arrive in school in good time to enable you to be fully prepared for your class. If you are a Teaching Assistant, please ensure you arrive in good time ready to be in your classroom 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.

Training Courses

Courses for staff are linked to the School Development Plan priorities. These may be discussed during appraisal interviews. If you would like to go on a particular training course, you will need to fill in a pink Development Booking Form (found in the staffroom). Once filled in, the form will need to be authorised by Sian McCarthy or Hannah Bourne. Training courses will then be booked by Paula Tiney.

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, always keeping in mind that staff are responsible for all their social media content.

- No children or parents' names or personally identifiable information to be cited in any comments.
- 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.
- 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.
- Staff must not allow their use of social media to affect their ability to do their job in any way. Social media relationships must be declared with other personal relationships or interests whenever necessary or appropriate.
- Staff must not interact with school social media posts (e.g. like/share etc) in order to minimise opportunities for their own social media accounts becoming available to the school community.
- Staff must maintain the reputation of the school, its staff, its pupils, its parents, its governors, its wider community and their employers. Staff must not use social media to criticise or insult their school, its staff, its pupils, its parents, its governors or its wider community. The personal use of social media must neither interfere with a member of staff's ability to maintain their professional reputation nor impact on the reputation of the school or the Trust.
 - Staff are discouraged from sharing content that is likely to bring them into conflict with their school or the Trust or undermine the principles of their school or the Trust.

- Staff must take all reasonable steps to ensure the proper separation of their professional and personal lives. Staff are discouraged from identifying their school in their private social media accounts that could imply that the content is official school content.
- Staff must not post any images or videos that feature school/Trust grounds, buildings or materials, regardless of whether featured images and videos can identify the school/Trust.
- Staff must not breach school confidentiality.
- Staff must not use personal social media with any child with whom they solely have, or have had, a staff/pupil relationship. This includes ex-pupils until they reach the age of 18.
- Staff must not use personal social media with anyone with whom they solely have a staff/parent relationship.
 - Staff at schools can often have more complex relationships than just being a member of staff or a parent. As examples, staff can also be parents (of pupils at the school), in relationships or have friendships with other staff or parents; or also governors. Any member of staff can report any social media relationships to senior leaders for their own protection.
 - Staff who are parents of pupils at the school are advised to strongly consider that their personal social media 'friends' are limited to staff only or parents only, rather than a mix of the two differing social groups.
- Staff are discouraged from using personal social media accounts during working hours.

Full details can be found in the Lumen Learning Trust Social Media for School Staff policy.

Walkie-talkies/Radios

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 one classroom in each year group. 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.

Wet Play

If there is heavy rainfall, lunchtime leaders can agree that it is wet play. If unsure, due to light or intermittent rain then confirm with a member of the SLT.

- The lunchtime leader or play leader will supervise during wet plays.
- The children should play quiet games. In the Reception and Year 1 classes children may use the home corner and move around the class.
- Children should go to the toilet one at a time. The children should have a drink either from their water bottle or when they go to the toilet.
- The classes should have a wet play box containing puzzles, games, books, scrap paper and pens.
- They may use scrap paper and in Years 1 and 2; they may (if appropriate) use white boards and appropriate board pens under supervision.
- The class should tidy up a few minutes before the end of lunchtime and the children should sit in appropriate places for the start of the next lesson.
- No movement of children between classes is allowed. Only year 6 children with particular responsibilities may be asked to move between classes.

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 after school club, arrival to a 1:1 session. A member of SLT will make a decision about when further action is needed and this will in part be based on the length of time that a child has been out of sight.

Whistleblowing

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

A copy of the full adopted policy can be accessed via Spotlight. This details the processes to follow if any employee has concerns that another person, acting on behalf of the school or the County Council, is involved in criminal activity, fraud, theft or damage to Council property or reputation.

There is also a poster of procedures by the door in each office, central staff area and in staff toilets.

Whole School Policy

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

Appendix I: Teaching Staff

Class	Year	Class Teacher	TAs
Butterflies & Ladybirds	N	Debbie Bailey	Rachel Pike, Cherie Brazil, Lulu Louder, Denisa Pisova
Hedgehogs	R	Georgia Stanbrook	Cherie Brazil, Charlotte Gardner, Ghada Oweida,
Squirrels	R	Jo Butler	Mia Pollard & Michelle Roberts
1G	1	Lily Gobie	Rosie Bessant, Vania Oliveira & Elaine Roberts
1N	1	Nikki Nash	
2O	2	Emily Orton	Marcia Habbin & Selina Williamson
2H	2	Emma Hughes	
3C	3	Skye Courtenay	Neera Kakar, Sandra Mills, Raghi Daou & Kimberley McGurdy
3H	3	Bea Heyden	
4C	4	Nikki Camamile	Mags Byrne, Alice Hamper & Angie Tutton
4PA	4	Elysia Pott & Leanne Algar	
5R	5	Dom Roche	Becky Collyer, Sandra Hubbard & Oliwia Maj
5BD	5	Hannah Bulford-Davies	
6B	6	Lauren Brace	Carmen Chung, Jade Hamper, Claire Johnson, Debbie Sexstone & Yvonne Smith
6J	6	Charlotte Jambert	

Appendix II: Phase Leaders 2026-27

EYFS	Debbie Bailey
KS1	Lois Sandell
KS2	Skye Courtenay

Appendix III: Subject Leaders 2026-2027

Subject	Staff Member with responsibility
Inclusion, SEND, EAL	Hayley Davidson
Mental Health & Wellbeing	Hayley Davidson
Maths	Hannah Bourne
English Reading/Writing	Elysia Pott
Phonics	Lois Sandell & Emily Orton
Oracy	Debbie Bailey
Science	Hannah Bulford-Davies
Computing	Nikki Nash & Nikki Camamile
Art	Jo Butler
DT	Leanne Algar
Geography & EVC	Lauren Brace
History	Lily Gobie
MFL	Charlotte Jambert
PSHE (inc anti bullying)	Georgia Stanbrook
RE	Nikki Camamile
PE	Dom Roche
Pupil Parliament	Charlotte Jambert
Music	Skye Courtenay
Outdoor Learning	Debbie Bailey

Appendix IV: Non class-based staff

Sian	McCarthy	Headteacher
Hannah	Bourne	Deputy Headteacher
Hayley	Davidson	Inclusion Leader
Natasha	Herron-Duke	Home School Link Worker
Charlotte	Williams	ELSA
Jane	Wallace	Pastoral Coordinator (for LLT)
Emma	Prior	HR Assistant (LLT)
Paula	Tiney	Office Manager
Denise	Dedman	Office Assistant (Reception & Communications)
Sara	Phillips	Office Assistant (Finance & Resources)
Claire	Mayhew	Office Assistant (Attendance)
Paulo	Godinho	Premises Manager
Rosie	Bessant	BC/ASC Manager, DSL
Monique	Moorhouse	BC/ASC Deputy Manager, Deputy DSL
Becky	Collyer	ASC Team Member
Sandra	Mills	BC/ASC Team Member
Tatiana	Prokhorova	ASC Team Member
Yvonne	Smith	BC/ASC Team Member
Angie	Tutton	BC/ASC Team Member

Appendix V: Governors

First Name	Last Name	Position	Type
James	Orbell	Chair	Appointed by Trust
Mary Ellen	McCarthy	Executive Principal (LLT);	Ex-officio by virtue of office
Sian	McCarthy	Headteacher	Ex-officio by virtue of office as headteacher
Caroline	Smart	Governor	Elected by parents
Karina	Kajelova	Governor	Elected by parents
Craig	Reid	Governor	Appointed by Trust
Yash	Senturk	Governor	Appointed by Trust
Michel	Villemain	Governor	Appointed by Trust
Ashley	Jeggo	Governor	Appointed by Trust
		Staff Governor	Elected by staff
Hannah	Bulford-Davies	Staff Governor	Elected by staff
Sarah	Spanbok	Clerk to the Governors	