



# Staff Handbook

2019-2020

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## **Welcome**

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

## **Absence – Children**

If a child is absent parents are asked to call the school office before 9.30am to explain the absence. If we don't receive this information, office staff will call parents. Parents are expected to follow up any absences with a letter or email explaining the absence on the child's return.

## **Absence – Staff**

If you decide that you are too ill to be in school, you will need to let us know as soon as possible. Teachers should ring Hannah Redman on 07901560206 between 6.00- 7.00am. TAs should phone their year leader between 6.30-7.15 a.m. of the day you are going to be absent (or the night before if appropriate).

YR: Hannah Corcoran

Y1: Nicole Green

Y2: Katie Willis

Y3: Zoe Lester

Y4: Hannah Redman

Y5: Tash Johnston

Y6: Bethany Galvin

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

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

Please contact the school office before 3.00pm each day that you are away to inform school whether or not you will be in the next day.

On your return a staff absence form needs to be completed and returned to Ruth Bruce-Reid, our School Business Manager. The staff absence form is available to print off from Staffshare/Forms/Absence Form.

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

Planned absence for training/meetings etc should be notified to Katy Smith by completing the absence form on google drive.

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

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

Most staff have been trained in basic first aid. An up-to- date list of first aiders can be found in each class Communication Folder.

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 poorly to return to class a decision will be made to contact the parent to send the child home. Please ensure the adult collecting the child signs the child out through the school office.

All accidents should be recorded in the Accident Log kept in the medical room. More serious accidents will be logged on the Surrey online site by Sue Baker. The incident is then reviewed and signed off by the Headteacher.

If a child has received a bump to the head, they must be sent to the Welfare Room where they will be assessed. An email and text is sent by the welfare officer to inform their parents. Please ensure parents are informed at the end of the day verbally also. If necessary, parents will be contacted immediately or emergency services called. Please follow first aid procedures in the event of any serious incident. For children who are prescribed Epipens and/ or inhalers, one is kept in the classroom and one in the school medical office.

If a child vomits in school, they should be sent to the welfare room (with the sick bucket) accompanied by another child / adult.

### **Assemblies**

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

When attending an assembly, please could all staff be proactive about managing the children's behaviour. Please also anticipate possible issues that may arise with certain children sitting next to each other and ensure that children sit with others who help them make the right choices regarding listening and behaving.

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

### **Access and Car Parking**

The school is open from 7am – 6.00pm Monday – Friday. Access to the school is via the entrance facing the car park or the front door.

At 8.15a.m. and 2.50 p.m. the car park entrance with the electric gates cannot be used as this entrance is pedestrianised for the beginning and ends of the day. If you wish to park in the car park you will have to be in school before 8.10a.m. Otherwise you will need to park in the roads outside of the school. There is not enough parking for all members of staff so please be prepared to park in the roads outside the school. Parking is at owner's own risk whether on school premises or outside as unfortunately The Echelford Primary School cannot be held responsible for any damage that may occur. Fobs to open the electronic gates are available from the school office.

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

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

## **Break/Lunch times**

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

It is no one person's job to load and unload the dishwasher – please could every member of staff try and do their best to keep our staffroom tidy. There is a staff rota displayed in the kitchen area. Hot drinks can only be taken into classrooms or onto the playground if in a non-breakable container with a screw top lid. Glasses should also not be taken into classrooms when children are present.

## **Break Duties**

A break duty rota is put together at the beginning of each term and is emailed to all staff and placed on the staffroom notice board. 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 container, which can be taken back to the classroom.

## **Breakfast and After School Clubs**

The breakfast club runs from 7.35am – 8.30am. Parents are able to book into the breakfast club online through their wisepay account. The After School club is managed by Towntree Nursery and runs from 3.10 – 5.55pm.

Bookings are made with Towntree directly.

## **Child Protection**

Mary Ellen McCarthy, Sarah Kober, Karla Pearson, Jane Wallace, Karen Oakley, Katy Smith, Hannah Cunnah, Lauren Butler, Hannah Redman, Zoe Devonport and Emily Boswell are Echelford's Designated Safeguarding Leads. Mark George is the Safeguarding Governor. All staff are required to take part in Working Together to Safeguard Children training every 3 years and familiarise 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 DSL's 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.

## **Classrooms, Cloakrooms and Offices**

Please ensure your classroom, cloakroom and office (if relevant) is kept tidy. We cannot expect children to respect and feel proud of their learning environment if it is untidy. It is an expectation that children help to keep the learning environment tidy and learn to put things away and keep resources attractive and usable.

## **Clubs and Activities**

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. Mrs. Fairminer is the Co-ordinator for after-school clubs.

## **Confidentiality**

Confidentiality is an expectation of all staff. Please also consider what you say about the school and how you speak about our children in the wider community and what information you share, including

on social networking sites such as Facebook. Speaking about children or staff in a derogatory manner or writing about them on social networking sites such as Facebook is obviously unacceptable. It is important that the profile of the school is not compromised in any way as inevitably this could also compromise the needs of the children in the school. Staff who do not respect confidentiality on all of these terms are likely to face disciplinary action.

### **Daily Information**

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

The information for the daily diary is taken from the School's electronic diary – 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. assemblies for term, clubs for term).

### **Daily Timetable**

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

### **Difficult Conversations**

There may be occasions when you have to deal with difficult situations in which parents may become agitated or rude. We do not tolerate aggressive or threatening behaviour towards any member of staff and adults can be barred from school premises should this be necessary.

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

### **Displays**

A hall display timetable giving deadlines for hall displays and the themes for the displays is discussed and agreed at the beginning of every school year.

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

### **Dress Code**

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

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

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

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

All staff are expected to dress appropriately to reflect their professional role; for male staff this would include a shirt and tie. For the avoidance of doubt, inappropriate dress is deemed to include the following:

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

Hair should be neat and tidy with no extreme hairstyling. Staff are asked to cover up visible tattoos whilst at work where the location of the tattoo makes it reasonably practicable to do so. Jewellery should be discreet and visible piercings kept to a minimum. Single nose studs must be small and discreet. All staff are expected to be well groomed and maintain a good standard of personal hygiene. Clothing should not unduly restrict movement or prevent a task being carried out with dignity.

Teaching staff are supplied with Staff t-shirts and fleeces to be worn when teaching PE and taking part in sports competitions. On a day when a PE session is timetabled, staff are able to wear PE kit for the relevant half day session i.e. morning or afternoon only.

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

## **Email**

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

Under no circumstances should staff communicate with parents or school-associated outside agencies using their personal 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. It is the collective responsibility of all staff to maintain these areas and to ensure that resources are looked after appropriately.

## **E-safety**

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

Teaching staff are issued with a data encrypted USB. This should be used to save any school information. Staff should not use unencrypted devices away from the school site.

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



## **Exercise Books**

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

## **Evacuation**

The Emergency Plan details evacuation or lockdown / shelter procedures and procedures should be familiar to all staff. The Emergency Plan can be found on Staffshare.

If the fire alarm goes, please make your way to the fire assembly point which is the KS1 playground. Please ensure the children are led in silence and do not stop to pick anything up. More specific directions relevant to each room can be found on the wall of every room.

Shelter and Lockdown incidents are signalled by continuous ringing of the handbells and word of mouth. Opportunities to practice all emergency procedures will be provided.

## **First Aid**

All First Aid equipment is kept in the welfare room. Sue Baker is our Welfare Officer. If in doubt about any issue concerning a child's welfare – ask!

## **Governors**

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

## **Hi-visibility jackets**

All teaching and support staff are provided with a hi-visibility jacket. These should be worn when staff are on the playground at the beginning and end of each day, at break times and throughout lunch. The jackets enable children to identify staff quickly and easily.

## **Home Learning**

Our Home Learning Policy is in your class folder, on the Staff Drive and on the website (for parental access). Home Learning provides direct contact with parents. It should always be returned to the child marked.

## **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**

All classrooms have a PC connected to a projector and interactive whiteboard. We also have an ICT Suite with 30 computers and an interactive whiteboard.

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

We have 2 photocopiers in the reprographics room: one colour plus black & white; and one black & white only. The first of these is linked to the network and can be used for printing, photocopying and scanning. There are also networked printers in each PPA room and the ICT suite.

Each year group also has a class set of 30 iPads. These need to be returned to iPad trolleys at the end of each session and plugged in to the correct port. Class teachers also have a class iPad which they need to take full responsibility for.

ICT is supported by EduThing.

Antony Baxter from EduThing will be on site on a Monday morning. Please log issues by either emailing [itsupport@eduthing.co.uk](mailto:itsupport@eduthing.co.uk) or phoning 0203 750 9796

### **Letters**

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

### **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 member of senior staff aware.

### **Lost Property**

This is kept in large plastic boxes in the community room. Any named property is returned asap. If unnamed uniform is unclaimed for a month the uniform is donated to the 2<sup>nd</sup> hand uniform sales.

### **Lunch**

You may order lunch using the order form in the staffroom if you wish. Orders should be made by 9.00am. Lunches must be paid for, via Wisepay, when ordered.

### **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**

The school minibus is used to transport up to 16 children to swimming, sporting events and workshops. The school has named insured members of staff who are able to drive the minibus. If you plan to use the minibus, it is your responsibility to check the school calendar and secure a driver before finalising any arrangements. 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. It is an expectation that they go up and down the stairs on the left hand side, again one behind the other (not two, three or four abreast). This means we can have large groups of children going both up and down without a problem. The children are expected to be in silence on the stairs and adults leading them are expected to make sure this happens. Please do not simply dismiss your children from the classroom/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**

Please ensure your phones are on silent mode during class time as this is a distraction both for yourself and the children. Please do not use your mobile phone in the classroom or if on playground duty at any time. This would constitute a breach of professional conduct and disciplinary action could follow.

Our office is manned from 8.00am-6.00pm and messages will always be passed on to you. If you need to make or receive calls whilst on your break or lunch time please do so somewhere quiet, not in the staff room.

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

## **Openness**

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

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

## **Orders**

Please ensure you use the purchase order request form which is located on the server in Staffshare> Requisition Form and pass to the Head or Deputy for authorisation. Sue Baker 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 School Business 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 off the gym or in the cupboard off the junior playground. Please ensure all equipment is returned to the correct storage area tidily and ensure that the door is kept closed. Children should not be in the gym unaccompanied. Staff are issued with PE t-shirts and fleeces.

## **Planning**

Planning can be found in the planning folder and also on the 'Staffshare>planning under each year group. We have a high expectation of our children's achievements and behaviour. All classes are supported by a teaching assistant who will be able to help you. All planning is available to supply teachers, support staff and observers in the class planning folder. Planning templates can be found on Staffshare > 2019-20 > Planning > Planning Templates.

## **Playground Duty**

Please see earlier item – Break duties.

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 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.

## **Positive Touch**

All staff are trained in Positive Touch, a strategy aimed at de-escalating situations where the behaviour may become physical. If positive touch is used the incident should be recorded in the positive touch log which is kept in the headteacher's office. No member of staff is expected to restrain a child physically as this requires specialist training not available for staff in a mainstream school.

## **PTA**

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

## **Reclaiming Expenses**

Before purchasing items for your class, please check with the School Business Manager, Ruth Bruce-Reid – 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. Juniors are registered at 8.50 & 1.15 and Infants are registered at 8.50 & 1.00. 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.

## **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 Gent via the Premises Book which is kept in the staff room. A copy of the school's Health and Safety Policy is on Staffshare.

## **School Uniform**

Our uniform is sold by Shepperton Sports & Ski.

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

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

### Boys

Grey trousers

Grey shorts

Royal blue V-neck knitted jumper with school logo or

Royal blue V-neck sweatshirt with school logo

Royal blue and silver school tie (KS2 only)

White cotton shirt (KS2 only)

White polo shirt with school logo (KS1 only)

Black or grey socks (NOT trainer socks)

Black sensible outdoor shoes (NOT trainers, Vans or canvas shoes)

Warm and waterproof outdoor coat or anorak

### Girls

Grey skirt

Grey trousers

Royal blue V-neck knitted cardigan with school logo or

Royal blue V-neck knitted jumper with school logo or

Royal blue V-neck sweatshirt with school logo

Royal blue and silver school tie (KS2 only)

White cotton shirt (KS2 only)

White polo shirt with school logo (KS1 only)

Blue and white checked summer dress (from Easter to October)

Grey or black tights

White socks (NOT trainer socks)

Black sensible outdoor shoes with a buckle or laces (NOT trainers, jelly shoes, sandals, high heels, canvas or ballerina/ dolly shoes)

Warm and waterproof outdoor coat or anorak

PLAIN small hair band in royal blue/ navy or white (no sparkly or large hair accessories)

### P.E. Kit

Royal blue round necked t-shirt with school logo

Navy blue shorts

Plimsolls

Trainers (Years 1- 6)

Plain navy or black tracksuit without logos e.g. Nike, Puma

Echelford draw string bag for PE Kit with school logo

### Other Items

Book bag with school logo (KS1 only)

Royal blue school cap with school logo

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.

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 Co-ordinator is Stephen Lockyer. All visits need to be thoroughly planned for and risk assessments carried out. Details of all school trips are recorded by the office on a central system. Parental permission must also be given before children can be taken out of school.

### **Senior Leadership Team**

The Senior Leadership Team consists of Mary Ellen McCarthy, Sarah Kober, Karla Pearson, *Karen Oakley\**, Katy Smith, *Lauren Butler\**, Hannah Cunnah, Kat Ball, *Zoe Devonport\**, Hannah Redman, Emily Boswell and Ruth Bruce-Reid. (*\*Currently on maternity leave*).

### **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 on page 17.

### **Staff Meetings**

Our staff meetings for teachers usually take place on Wednesdays from 3.30-5.00. We expect staff to use the opportunities presented at staff meetings to learn, develop and reflect on new ideas and practice. *Please could you make full use of these opportunities by actively engaging in the debate, raising concerns if necessary and entering into open and honest dialogue about possible developments to practice.*

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

### **Supply Teachers**

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

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

### **Storage of Personal Items**

Each classroom has a locker for storage of your personal items.

### **Team Meetings**

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

### **Time keeping**

Please arrive in school in good time to enable you to be fully prepared for your class. If you are a Teaching Assistant, please ensure you arrive in good time ready to be either in your classroom or on playground duty at 8.30. We do expect all teachers to be in by 8.30 at the very latest however most staff are in school much earlier. Whilst there is no hard and fast rule about what time you should leave at the end of the day, time needs to be given to ensure all work is marked, preparations are made for the next day, displays are kept tidy and that the classroom is left tidy at the end of every day.

## **Text Message Service**

We use Teachers2Parents 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.

## **Use of Social Networking Sites**

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

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

## **Walkie-talkies**

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

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

## **Whistleblowing**

Speaking Out is Surrey County Council's Whistleblowing Policy.

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

A copy of the full adopted policy is displayed on the Staff Notice Board. However, any employee with any concerns that another person, acting on behalf of the school or the County Council, is involved in criminal activity, fraud, theft or damage to Council property or reputation may contact Expolink Europe Ltd. Expolink can be called on Freephone: 0800 374199

Expolink's trained call handlers will ask the caller to provide details of the event that they are concerned about. The caller does not have to 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 with 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.



**Appendix I: Subject Leaders 2019-2020**

Subject	Staff Member with responsibility
Literacy	Stephen Lockyer & Sophie Enright
Numeracy	Clare Johnston & Katie Willis
Science	Bethany Galvin
Computing	Tash Johnston
Art	Zoe Lester & Charlotte Legg
DT	Zoe Lester & Charlotte Legg
Geography	Aimee Reynolds
History	Lucy Hubbard & Laura Barber
MFL	Millie Bennett
Music	Josie Dubey
PSHCE	Harriet Code
RE	Hannah Corcoran
PE	Katherine Sewell & Nicole Green
Outdoor Learning	Beth Margetts

**Appendix II: Year Group Leaders 2019-2020**

Reception	Hannah Corcoran
Year 1	Nicole Green
Year 2	Katie Willis
Year 3	Zoe Lester
Year 4	Hannah Redman
Year 5	Tash Johnston
Year 6	Bethany Galvin

**Appendix III: Classes & Staff 2019-2020**

<b>Class Teacher</b>	<b>Teaching Assistant</b>	<b>SEN Support Assistants (if any)</b>	<b>Class Name</b>
Mrs Hannah Corcoran	Mrs Kirsty Nowak	Mrs Kathryn Lacey	RC
Mrs Emily Boswell	Mrs Trish Panesar		RB
Miss Sophie Szerencses	Mrs Abigail Ashbey		RS
Miss Nicole Green	Mrs Patricia Hermosa	Mrs Margarita Mavrodieva	1G
Miss Lucy Hubbard & Mrs Laura Barber	Mrs Hannah Chalcraft		1H
Miss Charlotte Legg	Mrs Helen Walker		1L
Mrs Katie Willis Mrs Denise Melson	Mrs Catherine Jeffery		2WM
Miss Harriet Code	Mrs Nicola Loveridge		2C
Mrs Clare Johnson	Mrs Chantal Learmonth	Mrs Reena Spring & Mrs Louise Harrison & Mrs Sarah Blatchford	2J
Miss Zoe Lester	Mr Pavlos Contomichalos	Miss Hayley Price & Mrs Dianne Holman	3L
Miss Josie Dubey	Mrs Melissa McEvoy		3D
Miss Sophie Enright	Miss Katherine Husband	Mrs Claire Schiralli & Mrs Stacy Apps	3E
Miss Hannah Redman	Mrs Helen King		4R
Miss Aimee Reynolds	Mrs Kelly McGrandles		4A
Mrs Amelia Bennett & Mrs Laura Barber	Mrs Shehani Jayasinghe	Mrs Stacy Apps & Mr Pavlos Contomichalos	4B
Miss Natasha Johnston	Mrs Sandra Aquilina	Mrs Sam Stow	5J
Miss Beth Margetts	Mrs Dianne Holman		5M
Miss Mel West	Mrs Karen Hewitt		5W
Miss Bethany Galvin	Mrs Kellie Quinn		6G
Mr Stephen Lockyer	Mrs Natasha Munro	Mrs Louise Harrison	6L
Miss Katherine Sewell	Mrs Gillian Whiteside	Miss Rebecca Jeffery & Mrs Sarah Blatchford	6S

**Non class-based staff:**

Miss Pearson	Headteacher
Mrs Smith	Acting Deputy Headteacher
Mrs Cunnah and Miss Ball	Co-inclusion Leaders
Mrs. Joshi	French Teacher