

# Lillington Nursery and Primary School



## Staff Handbook 2018 - 2019

<b>CONTENTS</b>	
Roles and Responsibilities	3
The school day including beginning and end of the day	4
2 Build a profile	5
Absence of staff	5
Accidents and illness of children during the school day	5
Accidents and injuries – staff	5
Achievement teams	6
Appraisal	6
Assemblies	6
Assessment	7
Attendance of children	7
Behaviour	7
Calendar	7
Communication with parents	7
Conduct around the school	8
Courses	8
Curriculum	8
Educational visits	9
End of term	10
Emergency procedures	10
Environments including displays	10
Extra-curricular activities	11
Home learning	11
Learning conferences (parents consultations/evenings/meetings)	11
Lost property	11
Lunch club	11
Medical needs	12
Mobile phone use	12
Ordering	12
Passwords	12
Playground procedures	13
PPA	13
Private Shared Area (PSA)	13
Safeguarding	13
Silent signal	13
Snack	14
Staff dress code	14
Staff meetings	14
Structured conversations	14
Timetables	15
Uniform	15
Visitors to school	15
Well being	16
Wet playtimes/lunch times	16

## ROLES AND RESPONSIBILITIES

<b>Senior Leadership Team</b>		
<b>NAME</b>	<b>ROLES</b>	<b>RESPONSIBILITIES</b>
Derek Fance	Head Teacher	Strategic Lead, Designated Safeguarding Lead, EVC (until November 2018)
Jules Wright	Deputy Head Teacher	Inclusion Lead, Deputy Designated Safeguarding Lead, Behaviour Lead
Jen Collett	Assistant Head Teacher	Teaching and Learning Lead, Assessment Lead
Mat Holt	Senior Teacher	Year 5 teacher, Maths Lead, PE Lead, EVC (from November 2018)
Claire Greig	Senior Teacher	Year 3/4 teacher (0.4), SENDCo for Resource Provision
Louise Bailey	School Business Manager	HR and Finance

<b>Teaching Staff</b>		
<b>NAME</b>	<b>ROLES</b>	<b>RESPONSIBILITIES</b>
Jodie Cook	Rising Stars Teacher	
Sophie Randle	Nursery Teacher (Mat Leave-Sept)	
Teresa Mulrine	Nursery Teacher (Mat Cover-Sept)	
Emily Bailey	Reception Teacher	Science Lead
Jenny Johnson	Reception Teacher	EYFS Phase Lead, Art Lead
Clare Porter	Year 1 Teacher	RE Lead
Katie Baker	Year 2 Teacher	History and Geography Lead
Charlie Pegg	Year 2 Teacher	Key Stage 1 Phase Lead, Phonics Lead, ICT Lead
Robbie Fortune	Year 3/4 Teacher	Lower Key Stage 2 Phase Lead, Music Lead, PSHE Lead
Danielle Coverson	Year 3/4 Teacher (0.6)	MFL Lead
Luke Russell	Year 3/4 Teacher	NQT
Fran Timms	Year 5/6 Teacher	Upper Key Stage 2 Phase Lead, English Lead
Jenny Jones	Year 5/6 Teacher	DT Lead
Siona Mershon	Maple Resource Provision Teacher	

<b>Support Staff</b>	<b>Non-Teaching Staff</b>
Laura Hall – EYEd Rising Stars	Amy Kimberley – Senior Administrator
Fang Kluger – EYEd Nursery	Catherine Nash – Clerical Assistant
Tim Pouton – EYEd Nursery – After School Club	Sarah Wilson – Finance Clerk
Cynthia Draper – EYEd Reception	Chris Radford – Caretaker
Sally Wood – EYEd Reception	Linda Collett – Cleaner
Catherine Mulholland – Teaching Assistant Y1	Deanna Herlihy – Cleaner
Nikki Paskin – Teaching Assistant Y1 (0.8)	Tim Herlihy – Cleaner
Kerry Clark – HLTA Y2	Jo Hawkins – Cleaner
Yogita Gore – 1:1 Teaching Assistant	Becky Bayliss – Midday Supervisor
Victoria Smith – 1:1 Teaching Assistant	Tracey Bromley – Midday Supervisor
Toni Haughian – 1:1 Teaching Assistant	Carrie Els – Midday Supervisor
Michelle O’Leary – HLTA KS2	Maggie Lockwood – Midday Supervisor
Frances Newman – HLTA KS2 – Breakfast Club	Rosa Thomas – Midday Supervisor
Fay Bartlett – HLTA KS2 – Nurture	Tunde Goron – Midday Supervisor
Sharon Martin – Teaching Assistant KS2 – Breakfast Club	Caroline O’Driscoll – Midday Supervisor
Suzanne Bent – HLTA Maple	Charlie Killingbeck – Midday Supervisor
Christine Yeates – TA2+SEN Maple	Anna Williams – Midday Supervisor
Amanda Parks – Lunch Club Supervisor	

## THE SCHOOL DAY

### Rising Stars Key Times

8.45 – 11.45 Morning Session – *doors locked at 8:45am*

11.45 – 12.15 Lunchtime

12.15 – 3.15 Afternoon Session – *doors locked at 12:45pm*

### Nursery Key Times

8.30 – 11.30 Morning Session – *doors locked at 8:45am*

11.30 – 12.15 Lunchtime

12.15 – 3.15 Afternoon Session – *doors locked at 12:45pm*

### Primary School Key Times

8.50 – 9.00 Registration – *doors locked at 9:00am*

10.15 – 10.30 KS2 Morning Break (Friday 10.30-10.45)

11.45 – 12.30 Lunchtime Reception & KS1

12.15 – 1.00 Lunchtime KS2

3.15 End of the school day

### The Beginning of the School Day

It is important that children get into the habit of beginning learning straight away. Learning environments must be organised in such a way as to ensure that children can resource activities for themselves and begin independently learning. Systems should be put in place to support admin tasks so all adults can focus on learning activities where possible. The morning register must be completed by 9:15am along with the lunch register, and the afternoon register by 12:45/1:15pm.

### The End of the School Day

It is important that children take responsibility for their own learning space. Staff must ensure that children put away **all** resources in the correct place and that the area on the floor and under tables is clear of debris. Chairs are to be placed on tables.

Staff must supervise their classes and dismiss in an orderly manner after the bell has gone. Children in Upper Key Stage 2 will need written permission from their parents if they are to walk home alone. This will be recorded on SIMs by administration staff.

## **2 BUILD A PROFILE**

Early Years and Key Stage 1 use 2 build a profile to record observations of learning. These are emailed to parents termly before the learning conference. The 2 build a profile observations are monitored in line with other learning trawls.

See PSA; Masters; Monitoring for the monitoring format.

## **ABSENCE OF STAFF**

- If you are unable to come into work you must contact the designated lead by 7.30am **at the very latest** so that cover can be organised. Messages should be relayed via text message or phone call.
- The designated lead will contact the Phase Leader who will inform the team affected and ensure the organisation of the class/phase e.g break duties.
- Contact must be made with the designated lead each day before 2.30pm to let them know about following day.
- The first 5 working days of an illness are self-certified, after that (on the 8<sup>th</sup> day) a doctor's note is required.
- On return to work you will need to complete a Return to Work form which will be given to you by the School Business Manager. You will need to follow the School Absence Policy.

## **ACCIDENTS AND ILLNESS OF CHILDREN DURING THE SCHOOL DAY**

- All accidents, including minor ones, should be recorded in the Accident Book (bump slip) in the office, by the person who first dealt with it or by the qualified First Aider.
- For any head injuries the parents must be informed as soon as possible with a request that they come and collect their child. Under these circumstances parents should be advised to take their child to a doctor or the hospital for a check-up as a precaution.
- If the accident is of a more serious nature, contact the office or a member of SLT.
- If a child is taken ill during the school day, please inform the office know who will speak to SLT.
- In all cases of accident and illness the child's wellbeing is the primary concern. Therefore it is better to be over cautious when making judgements and deciding on what action to take.

## **ACCIDENTS AND INJURIES - staff**

- Any accidents or injuries incurred by staff during the school day must be reported to the school office. This includes injuries inflicted by pupils.

- There is an online system for reporting of non-minor accidents involving staff (non-minor being defined as requiring emergency hospital treatment). Please register here by following the links to sign in/register for Schools Access  
[https://apps.warwickshire.gov.uk/accidentreport/users/sign\\_in](https://apps.warwickshire.gov.uk/accidentreport/users/sign_in)

## **ACHIEVEMENT TEAMS**

All staff are allocated to an achievement team. For teachers, these teams meet half termly to discuss an area of teaching and learning for a child/group/class they wish to have support with.

For more information see the PSA; Achievement Teams; Achievement Team Handbook.

## **APPRAISAL**

We use a system called Bluewave Swift (log in details required from the Head Teacher) to record appraisal information and observations. Observations are half termly with specified times on google calendar. Refer to the Appraisal Policy for more information.

## **ASSEMBLIES**

Assemblies are held as follows:

*Monday*      2.50 – 3.05 KS2 Assembly (Oak Hall)

*Tuesday*     2.50 – 3.05 KS2 Visitor Assembly (Oak Hall)

*Wednesday* 2.50 – 3.05 Class Assembly (weekly themes in PSA; Timetables; 201819; Class assembly)

*Thursday*    2.50 – 3.10 Singing Assembly (Reception & KS1 Acorn Hall; KS2 Oak Hall)

*Friday*       9.15 – 9.45 Celebration Assembly (Reception & KS1 Acorn Hall; KS2 Oak Hall)

When not in a whole school or phase assembly, Reception and Key Stage 1 children will have a daily act of worship in their classroom.

- Adults should model all expected assembly behaviours
- Children will walk to and from assemblies in an orderly way and without talking.
- Children should be brought into the hall on time so that assemblies can start promptly.
- Children should sit in the hall without talking unless this is part of the assembly.
- Those taking assembly should keep to the timings above so that class timetables are not disrupted.
- Assemblies should be in line with the daily act of worship guidelines.

- Staff should bring the children to assembly and collect at the end.
- One teacher from each phase must supervise during all assemblies.

Please also refer to the Behaviour Policy.

## **ASSESSMENT**

Tracking information is entered on a termly basis using the in school tracking system and coding – PSA; Assessment; Assessment Procedures.

Please refer to the Assessment Policy and Feedback Policy for further information.

## **ATTENDANCE OF CHILDREN**

*There is a **LEGAL requirement** for Attendance Registers to be completed at the beginning of each morning and afternoon sessions.*

- If a child is absent, teaching staff should record this as an ‘N’ code.
- Any verbal or written information about absences should be directed to the school office.
- Any child arriving after the close of the doors will be registered at the office.

Please refer to the Attendance Policy.

## **BEHAVIOUR**

It is essential all staff refer to the Behaviour policy.

## **CALENDAR**

As a school, we use Google calendar.

- Any arrangements, meetings, trips etc. **must** be entered on to the calendar by the person involved or responsible for the event, well in advance of the date. Please include timings, venues etc in the entry as well as inviting any relevant members of staff.
- Please ensure any event is entered on to the ‘Staff’ calendar via the drop-down box.
- It is the responsibility of each staff member to check the calendar.

## **COMMUNICATION WITH PARENTS**

We communicate with parents on a formal basis through letters, newsletters, web site and text messages. We use Facebook to keep parents informed of learning activities the children have been involved in as well as reminders of information that has been sent out using formal methods. We report achievement to parents on a termly basis, please refer to the Assessment Policy.

- All members of staff are free to write letters to groups of parents or individual parents as required, but such letters must on school headed paper and passed to the office for SLT approval.
- A copy **must** be held in the school office.
- Please ensure that any letters sent to your classroom go home with children **that afternoon**.
- Letters to parents can also be sent as emails by the office.
- Where possible letters are sent one per family. The school office will provide each class with an up-to-date list.
- If staff receive emails from parents, there is not an expectation that staff will answer these out of school time. If staff do answer emails from parents, it is good practise to cc in your phase leader or a member of SLT.

### **CONDUCT AROUND THE SCHOOL**

- At the beginning of the day, children will line up in alphabetical order on their respective playgrounds where they will be collected by their class teachers.
- At the start of the year, Reception children will go straight into their classrooms with their parents. In the Spring term, Reception will begin to line up on the playground.
- At the end of playtime and lunchtime, children will line up quietly in alphabetical order where their teacher will promptly collect them.
- Children are expected to walk around the school respectfully.

### **COURSES**

All courses must be related to an individual staff member's Appraisal targets. Staff must complete a Course Request Form found in the PSA: Masters; Course Request Form and email directly to the School Business Manager. You will be notified of the decision within one working week.

On return from the course, staff members will be expected to complete a Training feedback form; please complete this within Bluewave Swift under the CPD tab; click Add CPD Event and complete the online form with as much information as you are able. If you have any queries, please see the Head Teacher.

### **CURRICULUM**

Early Years follows Development Matters to plan and assess the children's Learning. Early Years and Key Stage 1 work on a child-led learning approach. Key Stage 1 and 2 work on a 2 year rolling curriculum as lay out in their Long and Medium Term plans. All weekly planning is to be saved onto Google Drive by 9am Monday morning.



### Reading

Early Years and Year 1 use a phonic based reading scheme. From Year 2 to 6, Accelerated Reader is used. Phonics is taught through Letters and Sounds. In Key Stage 1, Guided Reading is taught through a reading carousel. In Key Stage 2, a whole class guided reading approach is used.

### Writing

We use Talk for Writing across the whole school as our main writing scheme. In Upper Key Stage 2, this is run in conjunction with the Power of Reading. Handwriting is taught following the Handwriting Policy.

### Maths

A mastery approach to Maths is used across the whole school, using the Power Maths scheme.

### Foundation Subjects

We use the Chris Quigley Skill progression for the majority of Foundation Subjects, however for some subjects we use specific schemes as outlined below.

Music – Charanga

RE – Warwickshire Agreed syllabus

PSHE – Protective Behaviours as an addition

ICT – Rising Stars Switched On Computing

### **EDUCATIONAL VISITS (medicines)**

- The school uses an online system called EVOLVE to plan educational visits. Please refer to the EVC to ensure you have login details and for any guidance on using this system.
- The Head Teacher is the Educational Visits Co-ordinator (EVC) – he can advise with regards to this area. From November 2018 Mr Holt will be the EVC.
- Before making arrangements for educational visits, please consider where the children have visited before. Try to avoid repeating previous class trips or covering the same ground e.g. when on a museum visit.
- Teachers are encouraged to organise relevant out-of-school visits both half-day and full-day but approval must be gained **well beforehand (at least a month)** from the Head teacher.
- Staff must complete a **Trip Request Form**, which can be found in the PSA; Masters; Trip request Form, and then emailed to the Office.
- Risk Assessments should be carried out before any visit is made.
- Adult helpers should be selected in accordance with LA guidelines.

- Please make sure that the adult/child ratio is appropriate.
- Ensure any child with medical needs has the required medication and emergency contact information.
- Class teachers are responsible for all arrangements. They may choose to delegate some arrangements to their teaching assistants.
- Inform the kitchen of the date(s) of the visit and the number of dinner children and free dinner children that are in the group **well in advance**.
- The kitchen will provide packed lunches for those children entitled to free dinners.
- Discuss with the Head teacher the total cost of the visit (including travel) and the amount the children's parents will be asked to contribute. Do not send out any letter to parents which have not been properly sanctioned by the Head teacher.

### **END OF TERM**

Although we appreciate the end of a term may bring disruptions due to timetabled events, e.g. church services, performances etc, there is an expectation that morning lessons of English and Maths will continue until the last working day.

### **EMERGENCY PROCEDURES**

All staff should ensure the fire and lockdown procedures are clearly displayed in their learning environments and they and children are conversant with these. Please see PSA: Checklist; Environment; Resources; Lockdown Procedure

### **ENVIRONMENTS including displays**

- Teachers are responsible for keeping their learning environments well organised and clutter free to enhance independent learning skills for all children.
- Teachers are responsible for the quality of displays in their classrooms which should reflect, support and celebrate the learning taking place.
- Corridor displays will be organised by the Teaching and Learning Lead and allocated out to subject leads on a timetabled basis – saved in the PSA; Timetables; 201819; Corridor displays.
- In order to ensure consistency, please refer to the basic requirements of the Corridor display and EYFS/KS1 Environment checklist. See PSA; Checklist; Environment/Corridor displays/EYFS KS1.
- Staff can refer and add to the PSA; CPD; Environments folder for inspiration.

## **EXTRA-CURRICULAR ACTIVITIES**

Any member of staff is welcome to commit themselves to an activity club. The following need to be bore in mind when considering this option:

- Which children can partake and how many?
- Where will the activity take place?
- When will the activity take place?
- What resources are required for the activity?
- Is there a cost implication?
- Is assistance needed in order to ensure safety?
- How will parents be notified?

All details will be sent out via a letter through the office and activity clubs will change on a termly basis.

## **HOME LEARNING**

Home Learning is set on a half termly basis using the 'menu' topic approach, as well as including the expectation that all children will read at least 3 times a week. Children will be expected to bring their home learning back each week to receive feedback. Phases will have a termly showcase inviting parents to see the home learning children have produced.

## **LEARNING CONFERENCES**

In Early Years and Key Stage 1, teachers and key workers hold termly learning conferences. These are spread throughout the term making the timetabling of these more manageable.

In Key Stage 2, learning conferences are timetabled for twice a year (Autumn and Spring) with an optional session at the end of the year after the Annual Report.

## **LOST PROPERTY**

- Lost property should be put in the Lost Property Boxes, located in the lobby area by the school reception.
- Lost property will be displayed termly.

## **LUNCH CLUB**

Lunch club runs every lunch time as an alternative provision to the playgrounds. Staff can refer children to join lunch club for short term or long term, if they feel a child may benefit. To refer a child, staff need to email the Inclusion Lead or SENDCo.

If a child attends lunch club, they must have their lunch at their usual time but come to lunch club before and after. Some children may be referred to eat their lunch in lunch club for specific reasons.

### **MEDICAL NEEDS**

- All medical needs are included on the Inclusion Register which is in the class folders in the Private Shared Area.
- It is the class teacher's responsibility to be conversant in all their classes needs.
- For the safe administration of medicines at school, please refer to the Medicine policy.

### **MOBILE PHONE USE**

We operate a no mobile phone use policy in front of children or areas where children are working. Mobile phones should be safely stored away in stockrooms or lockers. There are designated mobile phone use areas around the school: main staffroom and area leading to this, Rising Stars staff room, HT/DHT/AHT office. Walkie-talkies are placed in key areas and given to key members of staff in case of emergencies.

### **ORDERING**

If you wish to place an order, an order form must be completed and sent to the School Business Manager. Order forms can be found in the PSA; Masters; MAF003 Order Form. Staff members will be told if their order is approved or not, and an estimated delivery time. Orders will be placed on Mondays. The ASDA order is placed on a Thursday to be delivered each Monday.

### **PASSWORDS**

Here are a number of passwords you require and who to get them from:

School network – School Business Manager

School email – School Business Manager

SIMS – School Business Manager

2 Build a Profile – Assessment Lead

Twinkle – School Business Manager

Phonics Play – Main Staffroom

Bluewave Swift – Head Teacher

Main staffroom door – C5890Y

## **PLAYGROUND PROCEDURES**

- The members of staff on duty (see KS2 break duty) are responsible for the supervision of the children throughout the break time and must be on the playground promptly.
- Class teachers will collect the children at the end of break from the playground.
- On cold days, it must be ensured that children are wearing an outdoor coat during break times.
- Staff **must** use closed top flasks if taking a hot drink outside.
- Staff members should not ask children to carry full or empty cups/mugs.
- If a staff member is absent for their break duty, it is the responsibility of the phase leader to organise cover.

## **PPA**

PPA is given weekly with a timetable found in the PSA; Timetables; 201819; PPA as well as highlighted on Google Calendar. In Key Stage 2, the weekly allocation is slightly less than the statutory guidelines of 10% each week. Therefore, this is made up with an extra day each term which Key Stage 2 teachers book in advance.

All PPA is a statutory right and will only be changed if there is an emergency situation, however this time will always be paid back.

## **PRIVATE SHARED AREA (PSA)**

The Private Shared Area has all relevant information that staff need about their class and policies/protocols in school.

## **SAFEGUARDING**

Children's safety and security is our number one priority.

It is essential all staff member read the Safeguarding policy and sign to say they understand the contents and their responsibilities.

## **SILENT SIGNAL**

We operate a no shouting policy. To gain children's attention across school we use the consistent approach of the silent signal which works as follows:

- Staff member raises their hand without speaking.
- Domino effect as children respond by raising their hands.

- Once all children are silent with their hand raised, the staff member then lowers their hand and gives the instructions.

In addition to this a consistent 'tidy up' music is used <https://www.youtube.com/watch?v=pDG4JCxGMOc>.

### **SNACK**

In EYFS and KS1, children have free fruit and milk. Other healthy alternatives are provided at a cost to the children.

A tuck shop is in place in Key Stage 2, run by Upper Key Stage 2 during break times.

Teachers record on a class list those who have paid for the snack.

All snack money is sent up daily to the school office. Snack is ordered weekly on the ASDA order.

### **STAFF DRESS CODE**

All staff should dress appropriately and professionally for the school environment. Informal wear, such as denim and soft soled flip flops, should not be worn other than for non-uniform days.

### **STAFF MEETINGS**

- Staff meetings will normally be held weekly on a Wednesday evening. They will start at 3.30pm promptly and last approximately 1 hour.
- Please see calendar for specific details.
- Phase meetings will take place weekly with the phase leader setting the agenda and ensuring minutes are taken.
- Teaching Assistants are not expected to attend staff meetings.
- Teaching Assistants have the opportunity to have a fortnightly meeting with the Head Teacher.
- Staff briefing will take place on Friday mornings at 8.00am. All staff are welcome to attend this and have breakfast.
- Monthly Admin meetings are in place.

### **STRUCTURED CONVERSATIONS**

Structured conversations are planned when a child's progress is of concern. Parents will be invited in to meet with the class teacher and a member of SLT. A contract will be put in place that all parties will sign up to and progress will be reviewed after 6 weeks.

## TIMETABLES

All timetables and rotas can be found in the PSA; Timetables; 2018/19.

## UNIFORM

It is the teacher's responsibility to ensure their class is in the correct uniform. If a child is not, their name needs to be passed to the office for further investigation.

The school uniform is as follows:

- Black shoes (sensible and flat – no trainers are permitted)
- A kingfisher sweatshirt or cardigan with the school logo;
- A yellow or white polo shirt or shirt/blouse;
- Summer dresses - yellow and white checked;
- Grey or black trouser/skirt/pinafore.

Children with long hair should have it tied back at all times.

### PE kits

All children need a change of clothes for PE;

- White t-shirt, dark shorts and plimsolls – indoor PE;
- Trainers may be worn for outside activities;
- Tracksuit for outdoor PE.

Jewellery (except small studs), make-up (including nail-varnish) and tattoos should not be worn in school. Under no circumstances should staff attempt to remove jewellery being worn on any part of the body.

If removal of jewellery by a child is not possible, then the child should sit out those activities where safety may be compromised or otherwise be involved in the lesson in ways which avoid direct physical participation. This measure is a **very last resort** and where the situation persists the Head teacher must be notified.

## VISITORS TO SCHOOL

- All visitors to school should sign in at reception and given a visitors badge/fob. When leaving the premises, visitors need to sign out and return the visitors badge/fob.

- Any visitor not wearing a school or LA ID badge entering the school must be politely challenged by any member of staff who sees them by first saying to them ‘Can I help you?’
- If you are organising a visitor/volunteer/work experience student into school, you must speak to a member of SLT beforehand to ensure all safeguarding checks can be completed.

### **WELL BEING**

There are a number of systems in place to aid children’s mental well-being including a Nurture group and counselling. For staff, we have a Well-Being working party who meet regularly; staff well-being is a key part of the SLT meeting agenda and we can also provide counselling support for staff.

### **‘WET’ PLAYTIMES/LUNCHTIMES**

If it is raining during morning playtime the children remain in their classroom with the class teacher, with activities organised by the phase leader.

The lunch time supervisors are responsible for organising wet lunch times (classrooms may be used).