

Lawdale Junior School

The A - Z Staff Handbook

2024-25

Absence of pupils

- The school should be notified of all absences either by letter or by telephone
- All letters should be kept in the school office and all phone call messages given to the attendance officer in the office.
- If no reason for absence is received, the absence must be recorded as unauthorised.
- Parents are not allowed to take their children out of school unless there are exceptional circumstances. If there are exceptional circumstances, a maximum of 10 days may be granted. This may be authorised by the headteacher only. Such authorised absences should be marked as authorised but any additional days should be marked as unauthorised.
- If the teacher has any concerns about an absence or identifies a pattern of absences please inform the office or the Headteacher eg. Always absent on Fridays or PE days.
- After 3 days of un-authorised absence the school can impose a fine
- All absences and late arrivals should be recorded in the registers using the agreed codes.
- Please ensure all pupils are marked accurately as the office will call parents each day if their child is absent. It is obviously very distressing for parents if they are called when they believe their child is in school.
- At 9.01 all doors and gates are locked. Any child entering after 9.01 must go via the school office. A record is made in the office of all late comers and their time of arrival.

Absence of staff

- If you are ill and unable to come into work you should contact the Headteacher as soon as possible and give an indication of how long your absence is likely to last. You should contact the Headteacher the evening before or, **at the very latest, by 7.00am** so that cover can be organised. Please call **Annette's mobile number on 07956039934. Premises staff should contact the Premises manager if unable to contact Annette.**
- **When leaving your message repeat your full name clearly and state why you are absent.**
- Dinner staff should call before **8.30am, premises staff. Premises manager and cleaners should call the night before, wherever possible .**
- Failure to call in due time is a disciplinary offence and can result in the loss of pay for the whole of the sickness period.
- If the illness is likely to be just a few days you should contact the school each day before 3.30 p.m. and let the Headteacher know if you will be in the following day. Be decisive and say yes or no. It is not very helpful to say you "might be in", as arrangements for cover have to be made as early as possible.
- The first six days of an illness are self certificated, (if the illness spans a weekend then Saturday counts as one day of illness) after that, a doctor's note is required.
- If a doctor's note is issued it should be sent to school **as soon as possible** so that it can be processed.
- On return to school you should ask the school office staff which forms you need to complete as they vary depending on the length of the absence.
- On return to school you should always see the head or deputy headteacher so they can speak to you about your absence or illness and give you information about what cover was arranged and you must complete a sickness form, which you can get from the office or staff room.
- All absences are recorded and reported to governors.
- All absences of 11 days or more in a school year will initiate absence/ sickness procedures, (involving a review of all absences) in order to reduce the level of absenteeism in future years.
- All absence other than the staff members own sick leave is regarded as special leave. Staff should refer to the special leave policy and complete a special leave form for all special leave. Staff do not have a right to special Leave but each case will be considered.
- If you are ill whilst at work you should contact or ask a member of staff to notify the Headteacher or deputy immediately. You should rest in the medical room or staff room. The school will ask for a taxi to assist you in returning home, if that is required.

Accidents & illness of children during the school day

- All accidents, other than very minor ones, should be recorded on an accident form which is then given to the office by the person who first dealt with it. **The accident will be entered onto the Medical tracker by office staff. This will immediately notify parents of the accident.**
- All classes should have a basic first aid box to be used in class and for trips. Replacement plasters, gloves etc. should be ordered from the office.
- Staff may only use gauze and water to wash cuts.
- Rubber gloves must always be used for any blood or body fluid spillages.
- All medical equipment, forms and changes of clothing will be kept in the medical room.

- Asthma pumps should be kept with each child.
- Use of an asthma pump must be recorded.
- Children should be accompanied to the medical room with a TA if they are too sick to stay in class. They should go to the medical room and ask the office staff to call home. An adult should stay with the child at all times.
- The teacher will decide if a child goes home but children who are regularly sent home need to have attendance monitored closely.

If the accident is of a more serious nature (eg if a child needs to go to hospital or misses school as a result of an accident) an Accident Incident Report AIR form must be completed and a copy of this is sent to the LA via the school office, which will also keep a copy. Please see the office for more information. Reporting serious accidents is not optional.

- If the accident is such that a visit to hospital may be required the parents must be contacted as soon as possible to inform them of the accident and to ask them to take their child to casualty.
- If the accident is of a very serious nature an ambulance must be called immediately and the parents contacted as soon as possible. A member of staff should accompany the child in the ambulance if the parents have not been able to get to school in time.
- If there is any doubt as to how serious an accident is then a senior member of staff must be consulted immediately. Furthermore, all accidents which are serious enough to possibly require hospital treatment must be reported to a senior member of staff.
- If a child has received a minor bump on the head an entry should be made in the and a standard "Bump on the Head" note sent home with the child. If the head injury is anything more than minor the parents must be contacted as soon as possible and advised to take their child to casualty, as a precaution.
- If a child is unable to walk after an injury to their leg or foot they should be allowed to rest and should never be asked to walk if it is too painful. If, after half an hour, the child is still in pain their parents/ carers should be contacted immediately. (see also: Health and Safety policy)
- Children and adults who cannot walk after an injury or fall should use the wheelchair to move them to a more comfortable location.
- If a child is taken ill then the parents must be contacted as soon as possible in order that they may collect their child from school.
- Should a child's illness be such that hospital treatment is required then an ambulance must be called immediately and the parents informed as soon as possible.
- In all cases of accident and illness the child's well being is the primary concern and therefore it is better to be over cautious when making judgements and deciding on what action to take.
- No child should be sent to or left in the medical room unattended

Staff accidents

All accidents that affect staff must be recorded and some need to be reported to the LA. Staff who have an accident must fill in an Accident Incident Report AIR form and a copy of this is sent to the LA via the school office, which will also keep a copy. Please see the office for more information. Reporting accidents is not optional.

See also – Health and Safety Policy and Medical and Asthma policies, Child protection policies

Assemblies Timings and routines

- Assemblies are held daily as follows:
 - Monday 10:15 --- Year 3 and Year 4 HT / DH
 - Tuesday 10:30--- Year 5 and year 6 HT/ DH
 - Wednesday 10:15 ---- Year 3 and Year 4 Andres and Joe
 - Thursday 10:30---- Year 5 and year 6 Lizzie and Anita
 - Friday 12 noon ----- **Whole school ---Certificates HT**
- The children should be brought into the hall so assemblies can start promptly.
- Those taking the assemblies should keep to the timings listed above so that class timetables are not disrupted.
- Assemblies will start with notices and when appropriate, include an act of collective worship.
- Assemblies should have a religious or moral theme or be a shared celebration of achievement.
- Most assemblies should not last for more than about 15 minutes or so and therefore it is important to keep preparation and practice time into perspective.
- Teachers should carefully supervise the children as they enter and leave the hall. No class should be left in the hall with children talking.
- TAs should sit at the end of their class line and help to supervise children especially those with behaviour problems, if they are not planning with teachers.

- Children should enter and leave the hall in a quiet and orderly manner and listen to the music being played. Staff should model the expectations.
- TAs and teachers should plan together during assembly times or use the time to work with individual pupils or groups of pupils who need extra support.

Assessments - general

- Children are regularly assessed using a variety of National and Standardised tests.
- The programme of assessment and the various tests used are listed in the school diary.
- Informal teacher assessments, weekly spelling tests, weekly mental maths tests etc. are undertaken and form an important part of the monitoring of children's progress.
- Parents are informed annually of when National and Standardised tests are to be administered so that any "in term" absences for reasons other than illness can be avoided.
- Please refer to the Assessment Policy

Behaviour- Class & general

- All members of staff are responsible for maintaining good standards of behaviour within the school by modelling expectations and dealing with any incident they encounter.
 - All members of staff should familiarise themselves with the behaviour policy and ensure it is followed at all times.
 - Pupils are expected to respond appropriately to all instructions concerning either their general conduct, or learning behaviours and all pupils should be made fully aware of what is expected of them.
 - *No forms of punishments are to be administered other than those in the behaviour policy.*
 - Children are expected to abide by the school code of conduct as listed below.
 - Children should never be sent out of the classroom into the corridor without adult supervision as a punishment.
1. Treat everyone with respect and as equals.
 2. Look after school property and that of others.
 3. Be polite and well mannered towards everyone.
 4. Keep hands and feet to yourself.
 5. No abuse, name calling or taunting.
 6. Quiet voices in school.
 7. Walk in school and around the building

Please refer to the Behaviour Policy.

Breakfast club

- Children can attend the Breakfast Club from 8-8:50am.
- All other children who are late will be offered a breakfast. This will be provided by the learning mentor. This breakfast is only for children who have arrived after 8:50am and is for children who have not already had a breakfast.

Budgets and orders

- Each project leader and year group leader receive an allowance for their particular area but allowances will vary in line with identified priorities as described in the school development plan.
- They will decide how their allocation is to be spent but only after due consideration of any bids / suggestions made by other members of staff.
- Allocations must not be exceeded.

No more orders can be raised after the last Friday in February.

- If you can make savings on your allowances please do so and any surplus funds can be diverted to other needs. Always prioritise spending.
- When ordering please check the prices of several suppliers to make sure you are getting the best value for money.
- All orders must be presented for approval and processing on the internal requisition form. Always sign the form and give the form and the appropriate catalogue to the school office.
- Many items will be bought from central funds.
- Any items not on the above list must be bought out of other allowances.
- Please refer to the Lawdale Scheme of Delegation, which is on the network

- All items that are purchased need to be raised on an order form, no matter how much the item costs eg buying storage boxes- an order form must be completed and signed by the headteacher before purchase- order forms are kept in the office
- Staff should request general stock orders to be made through the office.

Bullying

- Bullying in any form is unacceptable and should be dealt with according to the Anti-Bullying Policy
- All bullying incidents should be recorded on CPOMS.

Christmas / EID Activities

- Decisions relating to concerts, festivals or nativity plays will be taken early in the autumn term
- All Christmas concerts, carol services etc. will be kept relatively low key to ensure minimal disruption to normal timetables.
- Christmas decorations can be put up after the 1st of December, but not before.
- Christmas celebrations should not begin until the last week of the Autumn term.
- Staff should ensure a balance between the celebrations of different faiths

Confidentiality

- Many issues are discussed openly in staff meetings, in Year Group meetings, in the staff room etc. and sometimes involve individual children or family circumstances or other sensitive matters. Whilst such discussion is encouraged, to ensure the staff as a whole feel fully involved and are aware of what is happening within "Their" school it is expected that all such matters remain "In House" and are not discussed or mentioned elsewhere.
- Issues, which are to be kept "confidential" to the school, and are discussed openly with many members of staff are dealt with this way so that a variety of views can be sought before making a final decision as to what action should be taken. All members of staff involved in such discussions must feel free to make their thoughts known so that the best solution to the problem can be found.
- Any member of staff who discusses a problem of a personal nature with any other member of staff should feel secure in the knowledge that it will go no further unless they wish that it does so.
- If a parent discusses a "Confidential" matter with any teacher which relates to the wellbeing of a child within the school it has been brought to the attention of "The School" and such a matter must be discussed with the Headteacher. Parents are made aware of this fact when enrolling their child.
- Confidentiality relies on the ability of any member of staff to trust in the integrity of their colleagues.
- Please also see the Confidentiality Policy.

Contact with Parents

- Parents should feel they are welcome to speak with their children's teachers or the Headteacher at any time during the school year and not feel limited to the Parents' Evenings, particularly if they have any worries or concerns.
- Teachers should feel free to contact parents to discuss any issue, which they consider parents should be involved in.
- The majority of issues where contact is made by teacher to parent or parent to teacher will be fairly straightforward and will not necessarily have to be first discussed with the Headteacher or Deputy Headteacher. On some occasions, however, it will be necessary to discuss the matter first before speaking to parents and on other occasions it will be necessary to relate to the Headteacher the concerns parents have raised with teachers before deciding what action to take.
- A record of meetings should be kept and recorded on CPOMS if information discussed is sensitive or problematic.
- Teachers must use their judgement as to what needs to be discussed with the Headteacher and if in doubt always seek an opinion.
- Parents are invited to a weekly meeting to find out about and discuss school issues.
- Many parents will have a "quick word" at the beginning or end of the day, which only takes a moment, but there will be many occasions when more time needs to be set aside. On such occasions an appointment should be made which is convenient to the parents and, if it has to be during teaching time, then cover can be arranged.

Diary

- Any arrangements, meetings, trips etc should be sent to the Headteacher for the diary by the person organising the "event".
- An updated diary will be circulated to all staff each week.

Dinner Registers and procedures

- Children may stay for a school meal, bring a packed lunch or go home for lunch.
- Children on packed lunches should have a proper lunch container, which is clearly marked with their name. If a child has a school dinner it will be recorded on the school meals' register.
- Children may bring water to school but glass bottles, cans or fizzy drinks are not permitted. Children may also bring a snack. Sweets and gum and crisps are not permitted, in line with our healthy eating policy.
- Staff may order a school dinner before 9:30am through the school office.

Displays

Each class teacher is responsible for organising displays within their own class.

Displays should be:

- changed on a regular basis to ensure the classroom environment remains a stimulating place for the children
- **labelled, detailing what the children have been learning and questions should be on displays to encourage further learning.**
- **Be kept at around head height to ensure staff are not straining themselves to put up displays and so that pupils can view the displays clearly..**
- largely made up of children's work and reflect the activities undertaken.
- Show all abilities and all children should have opportunities to have their work displayed
- Have work clearly labelled with the child's name and have an explanation of the displayed materials.
- Planned and prepared with the children whenever possible
- Displays on the boards around the school will be done on a rotational basis with each class teacher being responsible for a particular board for some part of the year. Displays should be prepared by TAs or children.
- Displayed work should be mounted and displays in corridors must be within the frames.
- Please also see the school's Display policy.

Drugs

It is the responsibility of all staff working in the school to implement the school's Drug policy. If there is any evidence or suspicions that a person is experiencing or at risk of experiencing drug related problems or committing any drug related offences on the premises they must share this information with the headteacher using a drug related incident record sheet available from the general office. Please see the Drugs education policy for more information.

Educational Visits

- All trips will need to be carefully risk assessed to ensure pupil safety from usual risks
- 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 when on a museum visit.
- All classes should go on a full, one day trip during the Summer term in addition to any shorter visits at other times and when planning an out of school visit please make sure **the approval form is completed and returned to the office well in advance of the trip (at least 3 weeks).**
- **All money collected for trips should be collected using the new cashless system.**
- Parent helpers should be selected in the normal way. (The minimum level of supervision is 15:1 for most trips but aim to have a much better ratio if possible with at least 8:1)
- The school office will book coaches so provide details as soon as possible.
- The class teachers should make all other arrangements.
- Before booking a trip please check in the school diary to ensure the trip will be possible..
- Please refer to the Trips co-ordinator for advice.
- Inform the Trip co-ordinator of the date of the trip at least **three weeks in advance** so that he/ she can inform the office / kitchens.
- The kitchens will provide packed lunches for **all** children on free dinners.
- Trip planning / risk assessment forms should be handed to the Visits co-ordinator 3 weeks prior to the visit
- Discuss with the Deputy Headteacher the costs of the trip and the amount the children's parents will be asked to contribute. If a child does not bring in a contribution they will still participate in the trip and no attempt will be made to collect the money as all contributions should be voluntary.
- Check that the "Annual Consent Form" has been completed.

- Children whose families receive benefits may be entitled to go on school journey without making a contribution.

Equipment and Resources

- Most equipment for general use is available in the stock room and resources rooms..
- Non-consumable resources eg books, posters etc are regularly checked by the resource manager but if any member of staff identifies a shortage or a breakage the relevant co-ordinator should be informed so that action can be taken.
- Classroom, disposable resources are organised by **the office**.
- Teachers should feel free to use any equipment available and from time to time leaders will display the equipment and resources they have organised so that everybody is aware of what we have and how it can be used.
- In order to ensure resources are readily available for those who require them it is vital that teachers return them to the correct place when they are finished with. Some resources may be finished with after one lesson but in other cases it may be several lessons. They should be returned clean and tidy.
- Many resources are organised in such a way that children have easy access to them. Provided children can safely collect and carry them, they should be encouraged to do so.
- Children should be taught to care for the equipment they use and to look after it so that it has a long life.
- Children, for safety reasons, should not handle large equipment such as some of the PE apparatus. This includes the putting out of the wall bars and ropes in the sports hall. These should be put out and checked for security by an adult.
- Resources and equipment should be organised and collected before a lesson begins.
- **Teaching assistants should not be timetabled for lesson preparation for more than ½ an hour a day** (or part-time equivalent) so they can spend the maximum amount of time supporting pupils in class.
- **Classes have a rota to visit the library.**
- **ICT equipment should be cleaned between use using anti-viral wipes ie the mice and keyboard.**

Exercise Books and worksheets

- The majority of children's work should be done in exercise books and not on work sheets.
- An exercise book forms a record of a child's work and when full should be kept by the teacher, until it can be replaced by the next full one.
- A sample, top, middle bottom, set of books from each class to be kept by the assessment co-ordinator, All other books can be sent home.
- The type of exercise book used for each curriculum area is the same in all classes.
- **Photocopiable worksheets should be used sparingly** and must be selected with care to ensure they contain an acceptable quantity of work, are factually accurate and support the intended and planned activities.
- Completed worksheets should be marked and kept neatly in an appropriate manner.

Extra Curricular Activities

- A range of extra curricular activities is available for many children to take advantage of if they so wish.
- Extra curricular activities include sporting, creative, musical, and artistic and hobby type activities and are generally organised for particular age groups. They are held at lunchtimes or after school with the appropriate arrangements being made by senior staff and administrative staff and extended school staff.
- All after school clubs are organised by the year group team for their specific year group, except for sports, to ensure pupils and staff remain in their bubbles. .
- Booster classes may also be held during the holidays.

Fire regulations and Fire Practices

When the fire alarm sounds all members of staff and children must follow the following procedure:

- Everybody will immediately stop whatever it is they are doing and stand.
- All children will remain standing still whilst the teachers and other adults issue clear and precise instructions as to what they should do.
- The nearest or safest exit will be used. Children will be required to walk in an orderly and quiet manner and line up at the exit, which will be opened by the teacher or adult.
- The children will leave in an orderly manner under the supervision of the adult. The adult must make sure that all the children have left the premises.
- All adults and children will **walk** to the end of the playground and line up in their normal class lines – year 3 closest to the infant playground and Y6 closest to the road. Children with mobility problems will walk or be pushed in a wheel chair or be carried into the main body of the playground where they will assemble near to

the other children. All kitchen staff and clerical staff will leave by the nearest or safest exit and assemble in the playground.

- The Senior Admin Officer or Headteacher or Deputy Headteacher will bring the registers, ipad register and visitors book and parents register from their centrally held place and the presence of all children will be immediately checked by the class teachers. The Kitchen Supervisor will ensure all her staff are present. The Headteacher or Deputy Headteacher or most senior member of staff will check on all other members of staff and visitors.
- At no time until the **All Clear** is given will any member of staff or any child enter the building.
- The fire brigade should be alerted immediately. A member of staff will be asked to wait at the gate for them. Other members of staff will be stationed near entrances to the school to ensure no one re-enters the building. Marshals will be responsible for ensuring each floor has been evacuated.

Other actions to be taken.

- The most senior member of staff or the caretaker will consult the alarm panel to find the source of the fire.
- Children need to be taught what to do if they find themselves without adult supervision when the alarm sounds. E.g. in the library or at the toilet. They must immediately leave the area they are in and walk from the nearest or safest exit and meet the rest of the school in the main body of the playground.
- Members of staff must not attempt to fight any fire other than when it is of a very minor nature and any attempt to prevent injury to others must not put their own safety at risk. Their main concern should be to evacuate the building and take a head count.
- The building should be evacuated and all staff and children accounted for within about 2 minutes.
- Staff and pupils must leave the building in a quiet, orderly and calm manner.
- Fire drills will take place at least once a term.
- The fire evacuation procedure must be displayed in every room throughout the school.
- In the event of a fire during assembly time teachers should go to the hall and form a line on the stairs to escort the children safely out. (See Fire Evacuation plan).

Health

- If you have a concern about the health of a child you should bring it to the attention of the school nurse or the Headteacher. The school nurse attached to Lawdale is available at certain times should you wish to discuss anything with her.
- Inhalers should be kept with the child. Children should have access to them whenever they may be needed.
- If a case of head lice is reported an entry should be made in the log in the accident / medical file and the standard head lice note sent home with each child in the class.
- Please refer to the medicines and asthma policies

Homework

- Homework is set regularly for all children.
- Homework should be not more than half an hour per day from Y3, including reading
- All children are expected to read at home at least 5 times each week and are encouraged to take a reading book home each evening.
- All classes will have some spelling and mathematical facts to learn each week. The spellings are usually taught in family groups or directly linked to topic work.
- Parents are encouraged to help children with their routine learning tasks.
- Individual children experiencing difficulties with particular work may be given extra work to complete at home to help their educational progress.
- Some groups of children may be asked to research a particular topic.
- Individual children may be asked to complete unfinished work at home.
- Children who are absent from school through illness or extended leave, for more than one or two days, will be given suitable work on application to the class teacher.
- Parents will be informed of their child's homework timetable by the class teacher.
- Homework should be challenging and may be a longer project during the holidays.

ICT Suite

- Normal classroom management skills must be applied.
- The suite must be left tidy.
- Any problems should be reported to the ICT technician in the book located in the office.
- Resources should be requested prior to the beginning of the lesson.
- The projector should be switched off at the end of the lesson.

- Children should not use the internet unsupervised and all use should comply with the Acceptable Use Policy.
- Problems with the computers need to be logged by the TA of the class that is using the suite.
- Classes should only visit the ICT suite on their allocated days and the equipment must be cleaned with antiviral wipes.

Jewellery and Make Up- children

- Jewellery and make up (including nail varnish) should not be worn in school.
- Earrings are not permitted, except for children with pierced ears, who may wear studs on those days when they do not have swimming or PE. On swimming and PE days studs should not be worn.
- A normal watch may be worn.

Lesson Preparation

- Individual lessons should be carefully prepared so that all the required materials and resources are to hand before the lesson begins. If this is not the case then lessons may well be disrupted whilst resources are sent for and if the resources needed are in other classes then the lessons of others will also be disrupted.
- Every teacher should keep a small stock of all exercise books used so that if a child completes one during a lesson a new one can be issued immediately. Children should not be sent to the office during lesson time for a new book.
- If a gap in resources is identified when preparing work the TLR leader / UPS lead teacher should be informed and resources ordered.
- If you are uncertain about any aspect of a lesson, the SMT/ UPS staff will be able to give assistance.
- The schemes of work for each area of the curriculum offer a wealth of ideas and should be consulted at various times during the planning and preparation process.
- Planning from previous years is available on the network.

Letters to parents

- Parents will receive regular letters of information from the school covering a range of issues of which they need to be aware. The Headteacher will normally write such letters.
- All members of staff are free to write letters to groups of parents or individual parents as required but such letters should first be shown to the Headteacher or the Deputy Headteacher for approval.
- Standard letters for such things as educational visits, sporting events etc. are held on file and are available for use any time.
- If any member of staff wishes something to be included in a general letter of information they should mention it to the Headteacher.
- All letters written on behalf of the school should be sent on headed notepaper and signed by the person who has written it.
- Slips and notes do not need to be on headed notepaper.
- Parents should be kept as fully informed as possible about issues and events which involve their children and letters are one of the best ways of ensuring this happens.
- A parent's newsletter goes out every month to keep parents up to date.
- A copy of all letters sent to all parents is kept in a central file in the office.

Marking

- All work produced by pupils must be responded to in some way.
- Staff should mark using SIDs, identifying a strength, improvement area and a requirement to do the improvement. Each TA and teacher need to ensure, at least 6 SID feedbacks are completed each lesson.
- A marking code should be displayed clearly in each classroom for all adults who teach and mark work.
- The teacher must always give pupils very clear criteria upon which the work will be marked.
- Comments should be relevant and sensible and they should be related to the requirements of the lesson.
- All work should be marked at the earliest opportunity **and within a maximum of one week** from the time it was set.
- Children should be given opportunities throughout each academic year, and at an age appropriate level, to assess their own work.
- All children should be given opportunities and time to respond to marking every week.
- Marking children's work enables the teacher to assess the effectiveness or appropriateness of the lesson. If a child has made many errors and clearly not grasped the main ideas then perhaps it was too challenging for them. If, on the other hand, a child is consistently getting everything right and not making any errors then perhaps they are not being challenged enough.
- All teachers should be familiar with the requirements and guidelines of the Assessment Policy and the Teaching & Learning Policy.

Parent Helpers

- Parental help in school for such things as educational visits, swimming, transport to sporting events, assisting children with their work etc. is valued and welcomed but has to be properly organised.
- Parents who help out in school on a regular basis will not normally work in the classes their own children are in. *(This does not apply to educational visits. Teachers should seek help from the parents of children in their class for educational visits.)*
- See Volunteer policy.

Parents' Evenings: arrangements

- 1:1 Parents' meetings will be held at least three times a year to review pupil progress and attainment with parents.
- In September a 'meet the teacher' meeting takes place
- Y3 staff will meet all new entrants in July, of the year of entry, to Lawdale
- Parents will be allocated an appointment within a stated half-hour period.
- Appointments should last about ten minutes.
- If more time is required with certain parents then a separate appointment for another date should be arranged.
- If parents are unable to make the allocated time then other arrangements should be made to meet those parents if they so wish.

Parents' Evenings: Notes and guidelines

- Any school assessments undertaken, e.g. Reading, Spelling, Maths, etc. can be used to inform parents in "general terms" only, as to their child's progress. The results of any assessments should also be shared with parents.
- No suggestion should be made to parents that their child may be Special Needs or should be assessed to determine if they have Special Needs unless such a suggestion has already been approved by our Special Needs Co-ordinator.
- Comments should include any cause for concern regarding behaviour, attendance, production of homework, attitude, etc. but at all times it is important not to overstate the concerns and unduly worry parents. If there was a major concern about any of the areas above it should have already been recognised long before Parents' Evening and our concerns expressed to parents and action taken.
- Comments should focus on achievement and progress. Discussions with parents should be conducted as positively as possible.
- Individual teacher testing such as weekly spellings and tables tests can be used to illustrate points and such results could be given. E.g. Fred gets about 10 out of 20 each week whereas the majority of the children are achieving much higher results.
- Non quantifiable descriptions like "lazy" "High Flyer" or "Could be gifted" or "Remedial" should not be used.
- Remember that the Headteacher is always available to see any parents who have concerns or problems.
- We meet parents of pupils making weak progress at the end of each assessment cycle to inform parents that we are concerned and to identify any issues at home and ask for support ie with homework , regularly meetings etc.

Parking

- Members of staff should park their cars in a safe place near to the school.
- The various line markings on the main road and in the school car park should be observed at all times.
- Teachers may be eligible for an essential user permit and the Headteacher will validate such a claim, although the school will not pay for such a permit.
- Staff are encouraged to use public transport or cycle to work if possible. Bikes may be parked in the bike shelter.

There are four parking places in the school. To ensure fairness in the allocation of the other place the governors would give priority to staff with a disability

The places will be allocated by application on a yearly basis each September. The Headteacher will decide on the allocation based on the Parking Policy.

All eligible staff may apply.

The parking policy will be reviewed annually by governors and sent to all staff.

Photocopying

Please only print one photocopy to the school office photocopier. When you collect the copy please check it has copied correctly and then copy the quantity you require for the class. Sending a bulk copy remotely to

the photocopier causes problems. Paper becomes jammed and no one is on hand to unblock the jam. Sometimes the copy is not copying correctly and large quantities of paper are disposed of. Each copy costs money for the paper, ink and a set price / copy paid to the maintenance company. Colour copies cost significantly more than black and white.

Planning

- Teachers' plans for all areas of the curriculum should carefully follow the long-term plans as described in the Curriculum Map.
- Appropriate schemes of work should be consulted when planning. Year groups are expected to plan as a team. Although planning may need to be altered for the needs of individual classes.
- Learning objectives should be specific and measurable and the planned activities should be clearly set out so that it is apparent how they will achieve the stated objectives.
- The planned activities should allow for differentiation and, where appropriate, the activities of various groups should be clearly described.
- Resource requirements should be clearly stated and year group leaders can purchase resources if a gap in resources is identified.
- Weekly or daily plans in bullet point form should be available in school in case of absence.
- An up to date timetable should be handed in to the Headteacher and to the year group leader at the beginning of each term or when changes to the existing one have been made.
- **A current timetable should be displayed on the classroom wall at all times.**
- **The current weeks' plans should be available in the Planning folder, clearly labelled on the teacher's desk.**
- A copy of the relevant parts of the schemes of work as they apply to each year group should be held in the teachers' files.
- All planning should be placed on the network on a weekly basis **by 5pm Friday**
- Periodically, schemes of work will be reviewed and updated to account for any changes in curriculum content.
- The schemes of work are designed to make the task of planning easier and less time consuming but they do not remove the need for planning.
- See Planning Policy and Teaching and Learning policy.

Playtimes

- See updated play times –
- 10.15- 10:30 Y3 and 4
- 10:30- 10:45 Y5 and 6
- **Teachers and TAs should supervise pupils in their class until the staff on duty arrives.**
- At the end of each playtime the teacher on duty will ring the bell and all children will remain standing still until their year group is called. **Children should be asked to be quiet when lining up.**
- Class teachers should be in the playground standing in the location where their pupils' line up when the bell goes.
- Class teachers and TAs will meet their class in the playground and supervise the children as they walk into school.
- Lining up in this way and walking back into school in an orderly manner signals a clear end to playtime activities and puts the children back into the frame of mind needed for classroom activities. It also prevents accidents occurring.
- If it begins to rain the same procedure should apply i.e. the children should walk into the building in an orderly manner.

Policies

- A range of policies covering all areas of the curriculum and every other aspect of the school have been systematically put in place through staff consultation and collective decision making. All such policies should be followed at all times.
- All policies are reviewed regularly and as all reviews are undertaken in full staff meetings it is hoped that any member of staff with ideas and suggestions will make their views known although the head's decision will be final. Policies should change and develop to meet the changing needs of the school.
- Policies are available on the school's website and staff area of the server.
- Staff should sign a statement that they have read and agree to comply with school policies as agreed by the majority of staff when they join and at the beginning of each new year.

Premises Manager Duties

- Responsible for the health and safety of the premises, testing fire alarms, minor repairs and maintenance, putting out large equipment, moving furniture, checking the school grounds for unwanted items prior to the children arriving, clearing leaves, de-icing steps and paths etc.
- All staff and children should assist the caretaker in his duties by ensuring rooms are tidied at the end of each school day and that no unnecessary items are left on the floor or tables.
- Any damage, breakages or faults should be reported to the Premises Manager as soon as possible. (a book is kept in the main office that is checked by the premises manager)
- If any item or area within the school is thought to present a danger to the children it must be reported to the premises manager and/or the Headteacher immediately.

Registration

- Registration will take place at 9.00am and 1.15 p.m. when the children enter their classes.
- Children will be marked present or absent, as the case may be, in the manner described in the register guidelines.
- Late, authorised, unauthorised and holiday absences will be marked in the manner described in the guidelines.
- All electronic registers will be completed no later than 9.10 am and 1.30 p.m.
- If teachers have any concerns relating to absences they must be raised with the administrative officers or the Headteacher.
- Please see the Attendance policy.

Reports

- A report on each child's progress will be written by the class teachers and subject teachers in the summer term and issued to parents by the end of the first week in July.
- Please consult the current policy on report writing in the Assessment Policy to ensure there is consistency in "report writing."

Rights Respecting and Equal Opportunities

- We believe that all members of our school community must behave with respect towards all adults and children regardless of gender, race/ethnicity, culture, language spoken, religion, class (this includes social class, income, occupation and status), disability, sexuality, HIV status or ability level. See also the Equality policy and plan.

Safety

- Children should walk at all times when moving around the school on the left hand side of corridors
- Children are not allowed to climb on or over any of the walls, gates or fences within the school grounds.
- All safety guidelines as listed in the various policies and schemes of work should be strictly adhered to. Teachers should consider carefully how best to use such equipment as glue guns, hand tools, food technology equipment etc.
- We ask all children with long hair to tie their hair back when using school equipment. This is particularly important during PE and games lessons and when using some specialist equipment in science, art, food technology etc.
- Staff and children should be fully aware of what to do in an emergency such as a fire. Practices for such eventualities will be undertaken at least once per term.
- Children should be properly supervised at all times but levels and degrees of supervision will vary depending on the activities being undertaken and the ages of the children involved.
- Children should wear appropriate clothing and shoes to school. If a class teacher notices a child wearing inappropriate shoes, or clothing, they should discuss with parents in the first instance, if repeated they will see the headteacher.

Special Needs Process and Procedures

A brief overview

- A child will be identified as having special educational needs if there is need for:
 - the provision of a special or modified curriculum.
 - the child has abilities, which either prevents or hinders the use of facilities generally available in school.
 - particular attention to the social and or emotional climate in which the child's education is taking place.
- The Special Needs Co-ordinator must be consulted about all special needs issues.
- All matters relating to special needs must be channelled through the Special Needs Co-ordinator and at no time should any outside agencies be consulted or contacted without his/ her prior knowledge

- It is the responsibility of the Special Needs Co-ordinator to contact all personnel from other agencies.
- Children will be placed on programmes of half-termly targets where necessary.
- The responsibility for completing and reviewing target sheets belongs to the class teacher.
- The class teacher must arrange to formally consult with the parents of special needs pupils in mainstream classes on at least one occasion near the start of each new academic year.
- IEPs for special needs pupils will be completed for children with Care Plans and pupils with targets other than academic targets eg behaviour targets. They are to be signed by the SENCO every term. Individual targets will be completed for all other SEN pupils and set in the same way as targets are set for all other children.
- Under no circumstances must a teacher inform a parent that their child will be given group or individual help by the S.E.N. team or that their child would benefit from extra tuition out of school without first discussing it fully with the Special Needs Co-ordinator.
- All teaching staff should be familiar with the requirements and guidelines of the Special Needs Policy, which details fully all the responsibilities and the procedures that must be followed.
- Please see the SEN handbook.

Staff Development: Observation of lessons

- The Headteacher, the Deputy Headteacher and the SMT will, at designated times throughout the year, observe lessons in all classes.
- The observations should be viewed in a positive way by all members of staff as a means to further professional development and to share expertise.
- As soon as possible after an observation has taken place the staff involved will discuss the content and delivery of the lesson.
- Observations will take one of two forms. Either a less formal observation where the person observing participates in the classroom activities at the same time as taking note of how the lesson develops or a formal observation whereby the person observing sits to one side and makes notes on various aspects of the lesson.
- SMT and middle management will tend to observe in the less formal way and by so doing will also benefit from working with different groups of children as well as seeing another teacher in action.
- A timetable of observations will be organised for each term.
- All members of staff may, if they so wish, arrange to peer observe lessons of other teachers as a means of furthering their professional development through the sharing of ideas and skills.
- The SMT will also conduct 'learning focussed walks' to ensure policies and practice are fully implemented throughout the whole school.
- Peer observations will also support learning and classroom practice .

Staff Meetings

- Staff meetings will normally be held every Monday evening. They will start at 3.45 pm and last for no more than one hour.
- A termly agenda for staff meetings will be decided during the first week of term and will focus on the priorities for development or review.
- The person who has the main responsibility for the area being discussed will lead staff meetings.
- All staff should consider staff meetings as being an opportunity to express their thoughts and ideas about the areas being discussed.
- All staff meetings will have a slot for any other business if any member of staff wishes to raise an additional issue.
- Planning meetings will be held during PPA time to discuss planning, pupil progress, assessments and consistency.
- **Teaching staff should only miss staff meetings if they are ill. No appointments should be made during staff meeting time.**

Supply Teachers

- From time to time, supply teachers will be required to cover for members of staff who are absent through illness or on courses.
- If a member of staff knows they are going to be absent and if the supply teacher that is going to cover for them is known then the member of staff should, if possible, first discuss the work that has to be covered.
- If a member of staff is ill and a supply teacher is called in, the teacher's short and medium term plans should be available for their use. It is important therefore, that teachers leave a copy of their plans in class in their planning folder and that a timetable is displayed to account for such an eventuality.
- Supply teachers will, whenever possible, be expected to continue with the planned lessons and follow the normal timetable. In certain circumstances such as multiple illnesses when classes may have to be split or doubled up this may not be possible.

- Supply teachers may be required to cover playground duties but this will be avoided if possible.
- Supply teachers should try to mark work completed if it is reasonable to do so in the time they have available.
- If any supply teacher has any problem or difficulty with regard to resources or any other aspect of their day, including discipline problems, they should feel free to call upon any member of staff for guidance or assistance.
- In most instances of classroom routine and the location of equipment, resources or books etc the children will know exactly what is required or where things are.
- Whenever possible, supply teachers already familiar with the school will be called upon to cover absences.
- From time to time, some supply days will be available to release teachers for "Within School" responsibilities to be undertaken.
- A copy of the A to Z guide will be made available for all supply teachers working in the school but it should not be removed from the school at the end of a day.

Swimming

- All children in Y5 have one swimming session per week.
- It is expected that all children will attend their swimming session unless there is a medical reason preventing them from doing so.
- Any children not attending swimming will remain in school and arrangements will be made to provide them with work to do.
- The names of any children not attending swimming should be recorded by the class-teacher with the reason for non-attendance. Parents should always inform the school in advance of the reason for non-attendance.

Teachers' Files

- Teachers should have three current files in their possession.
- a planning file holding all the long, medium and short-term plans
- a file containing all assessments required by the school
- a file of SEN pupils and additional needs
- Teachers' files should be kept up to date at all times.

Telephone

- For non-urgent and general calls, which are not associated with school business, members of staff should use their own mobile phones. This should only be done during break and lunch times. Staff should not be engaging in personal calls during work time unless they have received special permission due to an emergency etc during school hours.
- Messages for members of staff will not be passed on to staff during lesson time unless it is of an urgent nature. Normally a message will be taken and passed on at an appropriate time.
- Any calls of a school related issue or employment issues such as queries about salary should be made from one of the school telephones. Any such calls should not be paid for.

The School Day

*The morning bell rings at 9.00 am and **registration should be completed by approximately 9.10 am.***

Lunchtime starts at 12:15 and finishes at 1.15 p.m. - 1 hour / year group

Year 5 pupils and staff will have an early lunchtime on the day they go swimming from 1pm-2pm

School finishes at 3.30 p.m. for all children.

The length of the school day is 4 hrs 50 min for children excluding play times but including registration times.

Timetables

- All timetables must be reviewed and altered if a change in circumstances occurs, but at all times the "Teaching Time" requirements should be met and adhered to.
- A current timetable should always be held on file by the headteacher and by each year group leader and a copy displayed on the classroom wall.
- Timetables for PE, swimming, assemblies, the use of the assembly hall, special needs support teaching and the timetable for the floating teacher will be displayed on the staff room notice board.
- Children should be made aware of their timetables and the routines of their school day.

Visitors to school

- Any unexpected, unannounced or unrecognised visitor entering the school or the school grounds should be "Challenged" by any member of staff who sees them by first saying to them, "Can I help you?"
- All visitors should wear a badge allocated by the office
- All visitors should first report to the office but if this has not happened you should tell them to do so and the purpose of their visit will be dealt with from there.
- If any person visits the school or is seen taking an "Interest" in a child or children in such things as playtime activities it must be reported to the Headteacher immediately by whatever means is necessary but at no time leave the children unattended. *(Ways of handling such a situation are discussed at various times)*
- All staff will be informed if any circumstances prevail which prevents a child being taken out of school by any particular person.
- 3 pips repeated 3x on the school bell indicates intruder alert/ emergency , all staff assemble in the fire assembly area ASAP.

Wet Lunchtimes & Playtimes

- Once they have had their lunch all children will be supervised in their classes by a designated mid-day meals supervisor.
- Various games, pencil and paper activities and books will be available for wet lunchtimes and will be kept separately from normal classroom resources. Teachers should meet with their allocated midday supervisor to decide what activities are acceptable and which are unacceptable.
- The mid-day meals supervisor in charge of each class should ensure the classroom is tidy before afternoon classes start.
- Please ensure your class has well kept and stocked resources for wet lunchtimes. Year group leaders may purchase them from the year group budget.

For all other procedures/ policies please see the school website, the school intranet or ask a senior member of staff.