



LAWDALE JUNIOR SCHOOL

Information for new staff / supply teachers / volunteers / coaches

Updated September 2025

Daily Timetable

Time	
8:50 am – 9:00 am	School starts Children are met at the gates for each year group by the TA at 8:50 and by the teachers at 8:55. Gates are closed at 9 am Y3 and 4 - Gates on Mansford Street Y5 and 6 -- Playground gate on Pollard Street
9:00 am - 9:10 am	Register pupils. Rushana or Hafsa will collect breakfast for late comers and they will eat breakfast in the lower hall before going to class.
9:15 am	Deadline for registers to be sent to the office - 2 children should be chosen as leaders for the day to take registers down and lead the line. Children also need to be asked what lunch they would like for the day and numbers sent down to the office.
10:30 - 10:45 am 10:45 - 11:00 am 10:30 - 10:45 am 11:00 - 11:15 am	Monday and Tuesday Break time Y3 and 4 Break time Y5 and 6 Wednesday Break time for all Thursday and Friday – Break time for all
10:15 - 10:30 am 10:30 - 10:45 am 10:15 - 10:30 am 12:00 - 12.15 pm	Monday -- Assembly for y3 and y4 Tuesday -- Assembly for y5 and y6 Wednesday -- Assembly – whole school Thursday -- No assembly Friday -- Assembly whole school
12:15 - 1:15 pm	Children have lunch. Wednesday - Y5 pupils and staff have lunch 12:00 – 1:00 pm
3:30 pm	Children are collected by parents/carers from the same gates as above. If parents arrive late, children should be kept with the after school club for children of the same year group or go to the library. Office staff should be informed.

Marking and Presentation

A marking and presentation code should be on display in each classroom. Supply teachers and students are expected to follow the codes and to mark all work. There is also a Presentation policy on the school's website and Intranet. Most work should be marked live ie during lessons. TAs are

expected to mark at least 2 tables and the class teacher the rest. The first few sentences when writing and problems in maths need to be marked for all children.

Register

Please complete the register on line. TAs will assist supply teachers. Pupils will also need to be registered for after school clubs.

Paper registers can be used when electronic registers do not work and should be collected from the office.

Toilets and staffroom

Teachers' toilets are located at the ends of the corridors on the ground floor and one toilet is located on the top floor.

Staff, students and volunteers may help themselves to tea, coffee and milk. Please place used mugs in the dishwasher or wash your own dishes if the dishwasher is on. Use only covered mugs if taking hot drinks to another room than the staffroom. If you would like a school lunch, please order from the office before 9.30am.

Pupils should use their allocated toilets during class time wherever possible.

Staff you may need

Position	Name	Located
Headteacher	Annette Rook	Main office
Deputy Headteacher	Nicola Bishop	Main office
Administrative Officers	Raani Chawla, Judith Wellington, Zakiha Thamanna Sheniz Delfgou	Main office or the school house

Medical and fire

In the event of accidents, children should be sent, accompanied, to the office, with an explanation of what has happened. An accident form needs to be completed for all pupil and staff accidents. These can be located in the school office. Accident forms should be given to Judith so they can be entered electronically and a record sent immediately to the parents. Serious accidents for staff and pupils must be reported to the local authority on an Accident Incident Form.

In the event of a fire, classes should leave the building via the nearest exit. All staff and visitors need to read the fire procedures placed on notices around the building and at the school office before entering the building. All classes should line up at the far end of the playground. No one should re-enter the building until a senior member of staff has given the all clear.

If the school has a lockdown procedure – 3 beeps will sound and all internal doors should be locked and children kept in the classroom with a coat placed over the door window pane. If children are outside of the classroom they should move to the nearest lockable room and follow the procedure above until further notice.

Behaviour

When moving around the school the children are expected to be silent and to walk sensibly. The teacher should try to always be positioned so that they can see the whole line. TAs need to help supervising classes on the stairs wherever possible. When in class, children are expected to listen

when spoken to and concentrate on their work. Commenting on positive, desired behaviour is used as a strategy rather than always highlighting negative behaviours.

If children are un-cooperative with peers or teachers they should be isolated in class and if the behaviour continues they should be sent, accompanied by another child, to their paired class with their work and a note explaining why they have been sent out. All class exclusions must be recorded on CPOMS.

In extreme circumstances, the child should be sent to the Deputy Headteacher's office or the Headteacher's office eg. for defiance, fighting in class.

Children should not bring in sweets or toys or wear jewellery. These items should be confiscated and returned to the parents at the end of the day. Children should leave the classroom clean and tidy at the end of the day. All furniture and equipment should be left as it was found on arrival. Staff should always use the school behaviour policy – it is unacceptable to use other forms of punishment, other than those listed in the behaviour policy.

Any deliberate spitting and coughing at another child/ member of staff will be treated very seriously in line with the updated behaviour policy and reported to the senior staff.

Child protection, Prevent, FGM and medicine policies

The school has comprehensive policies for drugs, Prevent and child protection. If any member of staff has concerns that a child may be at risk of harm or experiencing any difficulties relating to drugs or at risk of radicalisation or extremism they must communicate these concerns to the school drug and **child protection co-ordinator / designated Safeguarding Lead o-(DSL) the headteacher, Annette Rook or the DDSLs, the Deputy headteacher Nicola Bishop or Anita Vanjara (Literacy and PSHE lead).** If they are unavailable, the next most senior member of staff should be informed **immediately.**

All staff must report, via the designated safeguarding lead any concerns they have about a child at risk of, or suspected of, undergoing Female Genital Mutilation. The DSL will then contact the police.

Some children have a care plan which will be clearly visible in the classroom – for example children needing an epipen. Teachers should ensure that they are aware of any procedures that they may need to carry out if the condition requires it. TAs should be asked if there are any important medical requirements in the classroom.

Confidentiality and Privacy

The school expects all visitors to the school to comply with confidentiality policies and the school's data protection policies. Information about pupils and their families must be kept private. The school has a Privacy notice that sets out how we collect data about pupils and protect the privacy of the workforce and pupils.

Whistleblowing

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues/volunteers or other adults working in the building. Please also see the whistle-blowing policy

Physical Intervention and restraint

Our policy on physical intervention by staff is set out in a separate policy and acknowledges that staff must only ever use physical intervention as a last resort, and that at all times it must be the minimal force necessary to prevent injury to another person. We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child

protection or disciplinary procedures. Force should only ever be used if a child is about to injure themselves or another. If a child is known to be a danger to themselves or others a plan should be formed with parents on how to deal with future incidents. Whenever a child is restrained a record should be made of the incident.

Bullying

Our policy on bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures.

Racist Incidents

Our policy on racist incidents is set out in a separate policy and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures.

Care and supervision

Teachers should not leave the class during designated teaching time to have toilet breaks, snack/tea breaks or to pass on messages to other staff or request information. Teachers should ask TAs or children to pass on non-confidential messages or seek clarification of information.

If you have any concerns or require further information or policies, please contact the administrative team in the office or the Senior Leadership Team. Policies are also available on the school website, staff area of the school's intranet and the school office, staff room and workroom.