



# **Staff Handbook**

## **Academic Year 2016 – 2017**

The purpose of our Staff Handbook is to give clear guidance to staff as to our expectations for staff behaviour and professionalism at St Giles Junior School

The Staff Handbook will be updated by the SLT on an annual basis

## INTRODUCTION

A Very Warm Welcome to St. Giles Junior School.

We hope your time at St Giles will be a happy, rewarding time of learning for both you and for your students.

This Handbook has been compiled to provide you with the necessary information about our school procedures. The School Handbook is available to all staff and reading it is highly recommended.

If any of this information is unclear, or if we have missed out anything that you feel you need to know, please do not hesitate to ask any Senior Leader or Colleague; we are all here to help each other.

In addition to our Handbook, all staff will receive a Health and Safety Induction following the guidance from Warwickshire County Council. A copy of the Health and Safety Induction Checklist can be downloaded [here](#).

## SCHOOL ETHOS

### **Together Everyone Achieves More**

Ours is a very friendly, welcoming and caring school. We believe that people achieve more when they feel happy, secure and valued.

Our philosophy is to educate the whole person; we want the students to enjoy their learning and we have high expectations for their academic, creative and social progress. Team spirit is very much part of the ethos here and there is high expectations of all staff, students and parents to work cooperatively, to make a positive contribution to the life of the school and to give their best.

We aim to be a partnership of students, parents and staff in which each child is enabled to develop individually in a safe environment that encourages personal responsibility both in school and in the wider community.

Once you have read the Handbook, please complete the form and give it to the Head Teacher (you may want to take a copy of the form for your records).

## PRINCIPLES OF PROFESSIONAL PRACTICE

At St Giles we follow the “National Teacher Standards in the Classroom” (2012) by Roy Blatchford *and* the Burgundy Book. All staff, governors and volunteers as appropriate to the role and / or job description of the individual, must:

- place the well-being and learning of students at the centre of their professional practice.
- have high expectations for all students, be committed to addressing underachievement, and work to help students progress regardless of their background and personal circumstances.
- treat students fairly and with respect, take their knowledge, views, opinions and feelings seriously, and value diversity and individuality.
- model the characteristics they are trying to inspire in students, including enthusiasm for learning, a spirit of enquiry, honesty, tolerance, social responsibility, patience, and a genuine concern for other people.
- seek to work in partnership with parents and carers, respecting their views and promoting understanding and co-operation to support the young person’s learning and well-being in and out of school.
- reflect on their own practice, develop their skills, knowledge and expertise, and adapt appropriately to learn with and from colleagues.

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Web Site	www.stgilesjunior.org.uk
<b>Head Teacher</b>	Mr Robert Mann
<b>Chair of Governors</b>	Miss Amanda Gardiner

### LIO School Officer

There is a named LIO School Officer linked to our school, who visits St. Giles on a regular basis. Anyone wishing to speak to her would need to notify the Head to arrange a mutually convenient time.

## Teaching / Non – Teaching Governors

A member of staff is elected to represent their colleagues on the Governing Board. This post is currently held by Mrs Price. They will be able to inform staff of decisions and plans made at meetings of the Governing Board. These Governors are also available to listen to staff and pass on any suggestions or concerns expressed by individuals to the Head and other Governors.

## STAFF BEHAVIOUR and EXPECTATIONS

### Confidentiality, Integrity and Security

We expect staff to have an awareness and high regard for the confidential, sensitive and important nature of their role and to be mindful of this at all times including during formal and informal discussions with parents, other members of staff, students and the wider school community.

Particular attention should be paid in public areas of the school such as corridors, the playground and the staff room. A “need to know” approach should be adopted to safeguard this principle and to ensure no child or group of students is unfairly stereotyped or unnecessarily spotlighted.

Where possible no names should be explicitly mentioned whether for positive, negative or information purposes in public areas, unless it is on a needs to know basis for all present to hear.

Staff should avoid being ‘drawn’ into discussions which relate to school matters or matters regarding an individual child, group of students or their families. If there are any concerns in this matter please refer them to the Head teacher or Chair of Governors. Details relating to students are confidential and should only be shared with staff, as part of their professional role or with the parents / guardians of the child in question.

Confidential records including those in hard copy, on a laptop or on a memory stick should be kept in a safe place at all times and should not be left in open places in school at home or left in cars.

### Personal Safety

The definition of Personal Safety as defined in research completed by The Suzy Lamplugh Trust states:

‘An individual’s ability to go about their everyday life free from the threat or fear of psychological, emotional or physical harm from others’.

At St. Giles we have processes and procedures in place to ensure everyone is safe whilst on the school premises. However, occasionally we all need reminding about our own personal safety.

Warwickshire County Council have published a number of useful guides as a reminder to staff [Lone Working](#), [Managing Violence and Aggression](#), [Working in Homes](#) and [Reception and Interview Rooms Guide](#).

If any member of staff has a concern regarding their own personal safety they should speak to a member of the SLT immediately.

## **Bomb Threats and Lock Down**

At St. Giles we are committed to keeping all of our staff, volunteers and students safe whilst they are on the school grounds. We have developed a procedure for "lockdowns" which would be used in response to an internal or external incident which could be a threat to the safety of staff and students in the school and we follow the guidance from Warwickshire County Council with regard to [Bombs and Suspicious Packages](#).

We ask all staff to familiarise themselves with these policies.

## **Staff Dress Code**

A person's dress and appearance are matters of personal choice and self-expression. However staff and volunteers should recognise that they are role models to the students and their choice of dress should uphold the school's expectations for the students.

Staff and volunteers must ensure they are smartly dressed, presenting a positive and professional image of St. Giles at all times. Those who dress or appear in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct.

We ask all staff to consider their dress and consider whether it is appropriate for school. *No jeans, beach flip-flops (health and safety requirement) or sports clothes when not teaching sports etc.*

## **Using Social Networking Sites**

Social networking sites and blogging are extremely popular however, staff must not post material which damages the reputation of the school or which causes concern about their suitability to work with students and young people.

Those who post material which could be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct.

## **Telephones**

Staff use of mobile phones is restricted to use at non-teaching times of the day.

Staff are politely requested not to have mobile phones on during assembly or lesson times and to use discretion in front of the students.

It is not acceptable for staff to talk on phones walking around the school building during the normal school day; the exception to this rule is the Premises Manager.

Staff mobiles should never be used to take photographs, videos or record students. (Each class has a camera to enable photographs to be taken).

Public telephones are located in the School Office, Head Teacher/Deputy Head Teacher's Office and the School Business Manager's Office.

## STAFF ABSENCE

### Absence through Ill Health

Should ill health prevent attendance at school, then the following procedure must be followed.

A member of staff **must** telephone the Head Teacher or Deputy Head Teacher as soon as possible, ideally before 7.30am to advise him / her that they are unwell. Staff should telephone in person unless they have been hospitalised or there is an emergency in order for supply cover to be arranged.

The Head Teacher or Deputy Head Teacher must also be notified by 3pm on the day of absence to let school know whether they will be returning to work or not the following day.

Staff should keep the school informed daily if they are continue to be absent unless they have been signed off by a Doctor.

If sickness absence goes into a fourth working day a self-certification form is required and once absence extends to seven working days a sick note from a GP is requested.

On their return to work, all staff will be required to complete a Return to Work form and longer absences may require a face to face interview with a member of the SLT.

As part of our commitment to staff welfare we occasionally make home visits to staff who are absent from work. Staff are welcome to request visits if they need assistance.

### Absence for Other Reasons

The Head Teacher / Deputy Head Teacher can authorise absences as paid or unpaid depending on the type of absence. This authorisation is likely to be unpaid and is carefully monitored over the year.

Such cases might include

Personal / family reasons

Compassionate leave

Attending a wedding of a member of immediate family

Attendance at a religious ceremony

Graduation

It is essential that staff give as much notice as possible and try to avoid absence wherever it is not a danger to health.

Staff are advised that absence is monitored as part of the School's Management Framework and you may be asked to discuss absences with the SLT.

### **Severe Weather Conditions**

If we experience severe weather overnight, staff are expected to do their utmost to get into school, so there is little likelihood of a school closure due to severe weather. This includes making alternative travel arrangements if necessary.

Staff will be contacted by telephone / text / e-mail / school app if the school is to close through severe weather or unusual circumstances.

### **Work Prepared for Cover and / or Supply Teachers**

The class teacher is expected to organise and set work for the cover / supply teacher, unless exceptional circumstances have been agreed with the Head Teacher.

Planning must be readily available and on the portal at the latest by Sunday evening in order to pre-empt any absence issues.

Please have a prepared list explaining any issues students in the class have e.g. medical, behavioural. One copy should be kept in class; the other copy with the School Office.

Remember to make break duties / assemblies / timetable changes clear on your planning and be aware that it is sometimes difficult for cover / supply teachers to manage ICT and therefore an alternative lesson may need to be arranged.

### **Staff Well Being**

Warwickshire County Council has arrangements in place to prevent / reduce the incidence and impact of work-related stress and to promote the importance of health and wellbeing.

At St Giles we make every effort to support our colleagues and everyone has the opportunity to discuss their health and wellbeing with a colleague or a member of the SLT.

Policies linked to health and wellbeing are listed here:

[Managing Resilience - Stress and Wellbeing Policy](#)

[Resilience Support Leaflet](#)

[Guide for Employees Wellness Action Plan](#)

A paper copy of these and other Health & Wellbeing Policies can be found in the school office, or they can be downloaded from the WCC Website.

## Classroom Equipment

At the beginning of each academic year all class teachers are expected to complete a [Health and Safety Checklist for Classrooms](#) to ensure that the classroom provides a healthy and safe place for all who use them, including the school workforce, visitors and Students

A copy of the completed document should be given to the School Business Manager for reference.

The class teacher is expected to leave their class in a reasonable condition which does not hinder the cleaning.

**All electrical equipment should be turned off** and resources returned to the appropriate places.

Students should be encouraged to clear their desks and stack their chairs.

Lights must be switched off whenever the classroom is unattended, including any display units, and it is the teachers' and other staff's responsibility to see that this happens.

## Home Use of School Equipment

School equipment may be used at home during the weekend/holidays under the following conditions:

- The Head teacher has given approval and is aware of what is being taken from school.
- No equipment is ever left unattended in a car. Staff will be responsible for the full cost of replacement in these circumstances.
- Staff may, depending on circumstances, have to pay the first part of any claim, depending on the excess currently applicable to the schools insurance.
- The equipment is used solely by the member of staff for the purposes in connection with their job.
- Equipment must not be used in circumstances where it could be damaged.
- IT equipment should be dismantled, transported to and from school with extreme care to avoid damage to cables, connectors and the equipment itself.

## Courses / Ordering Material

Small costs items can be bought by staff e.g. ingredients for cooking and costs can be reimbursed once receipts have been handed into the Office Manager with a note explaining the reason for the purchase.

For larger items staff are requested to complete a requisition form which should be handed to the Office Manager for approval by the Head Teacher / Deputy Head Teacher.

## THE SCHOOL DAY

Time	Sessions
8.45 am	School opens
8.55 am	All students settled in class for Registration
9.05am – 9.20am	Mental Maths
9.20am – 10.20am	Session 1
10.20am – 10.35am	Break
10.35am – 11.00am	Assembly
11.00am – 11.30am	Session 2
11.30am – 12.30pm	Session 3
12.30pm – 1.15pm	Lunch
1.15pm – 1.20pm	Registration
1.20pm – 2.15pm	Session 4
2.15pm – 3.15pm	Session 5
3.15pm	Students dismissed from classrooms
3.25pm	Close of the school day

## Class Timetables

Individual class timetables are to be displayed in each classroom. Please adjust if your class has extra of one subject i.e. Year 3 swimming, educational visits

Any permanent changes must be notified to the Head teacher or Deputy Head Teacher.

## Planning

It is the responsibility of the class teacher to maintain assessment records on each pupil in their class. The school has a systematic planning, recording and assessment schedule that include formative and summative approaches. (Day-to-day / periodic / summative)

It is essential that staff keep up to date with this schedule because it is this data that informs the priorities for on-going individual and / or group, it supports report writing and parent meetings and ultimately whole school progress, attainment and improvement.

The Head teacher, Deputy Head, Key Stage Leaders, and at times subject leaders, will monitor your planning. Please ensure planning and files are kept up-to-date and posted on the portal at the very latest **Sunday** evening, with current week on display in the classroom.

You are expected to complete the planning following the expectations of the Subject Leaders for Maths and English and the school's planning grid. Through monitoring activities if there are discrepancies between planning and work in books, planning folders will be collected in. You will receive feedback and it is expected that any issues must be actioned immediately.

Subject Leaders will also ask to see books with planning to match; these must always be available on request. English and Maths are priority areas and there will be a high emphasis on these subjects.

## Class Attendance Registers

Class registers should be completed at the beginning of the morning and afternoon. In the morning the register closes at 9am. Each register should be completed online.

If a child is absent, Parents or Guardians are expected to contact the school by phone to explain the reason for any absence.

Parents are encouraged to inform their child's Class Teacher in writing if their child has an appointment that they need to attend during the school day. Any letters / notes / permission slips from home should be sent to the office in the register.

## COMPILING ATTENDANCE STATISTICS

### Authorised Absences

A list of procedures and LA recognised codes for authorising absences is available online. Authorisation can be given for illness, medical & dental appointments, or special circumstances. Absences are authorised by the school and not the parents.

## Unauthorised Absences

This is an absence not covered by a note or telephone call from the parent. In addition if the teacher deems that the reason received for absence is not a valid one it gets recorded as an unauthorised absence despite the existence of an explanatory note.

Authorisation cannot be given for example, taking a child shopping, visiting family & friends, holidays or removing a child from class.

Attendance statistics are gathered and analysed by the xx and xx together with the Warwickshire ACE Team.

## Behaviour Policy

In the vast majority of cases a reprimand from the class teacher is adequate. Where further sanctions are necessary please consult either the Deputy or Head teacher.

Teacher expectations of behaviour should be very high at St. Giles we do not accept or tolerate physical aggression and offenders know that their actions will be responded to and taken seriously.

Students should not deliberately disregard the instructions of a member of staff and respect for both staff and students is an absolute requirement.

In extreme cases of repeated infringements parents will be informed and at this point in time we will involve parents in resolving any issues and offer the child an opportunity to improve.

If incidences of inappropriate behaviour continue we will follow the procedures in place and a child may be excluded.

## Time Out Partners

We use Time Out Partners in School for when a student is behaving in a non-compliant and or disruptive manner. Our "Time Out Partner method" is not designed to humiliate or embarrass the student but to give them time to think about their behaviour whilst continuing to work in a different classroom.

Time out partners: 3A & 5E      3B & 5F      4C & 6G      4D & 6H

Further information on Time Out Partners will be given during induction

## Rewards

Each Year group will arrange a weekly fun activity to reward Home School link books

Each class has a house point chart to record achievement.

House points are to be given out for attitude, resilience, improvement etc. but are not to be recorded in a child's book, as evidence shows that the child will dismiss your feedback, and will only look for the house point.

25 house points – Bronze

50 house points – Silver

100 house points – Gold

150 house points – Platinum

200 house points - Diamond

Certificates (which are kept in the staffroom) can be given out during the “Good Work, “assemblies

### **Students Dress Code**

All students are expected to follow the school's uniform policy.

In the first instance it is the duty of the class teacher to remind students if they are not following it. Students and parents are regularly reminded of the importance of School uniform in newsletters, via the school app and on the website.

If there are regular issues, the class teacher can discuss the circumstances with a member of the SLT before contacting parents / carers.

### **Dinner Money and “Other” Money**

Students are encouraged to bring any money for school dinners or trips / activities to school in a named envelope. This money / envelope should be handed to the school office as soon as possible. There is also an option to pay online.

Adults who wish to have a school dinner must order their meal via the school office as early in the morning as possible indicating the meal they would like. All dinners must be paid for in the week they have been ordered.

### **Break time**

Two staff will be on duty and the break time duty Rota can be found on display in the staff room, please ensure you familiarise yourself with it. Supply staff are asked to fill in for the absent teacher if it is their duty day.

Staff are reminded not to take their hot drinks outside the staff room, unless in an insulated and sealed cup for Health and Safety reasons.

Students who have been given either a red or yellow consequence card will be directed to the Deputy Head Teacher's Office where they will wait for the member of SLT to “deal” with them.

Teachers must ensure any students allowed in their classroom during break time are supervised at all times.

Two minutes before break time ends a monitor will ring the school bell as a reminder for staff. The Duty LSA will make the Duty teachers a drink after the students have returned to class and this will be taken to them in a sealed cup

### **Wet Play / Break time**

Please refer to the playground rota / timetable given by DHT which is on display in the staff room.

Ideally all students will spend break time and most of lunch time outside, but if the weather is bad then students will stay in for “wet play”.

Staff will be made aware of this by the bell ringing 3 times to indicate indoor play. Duty teachers and MDSs will supervise the classrooms and students will be encouraged to sit down and take part in suitable activities.

## **COLLECTIVE WORKSHIP and SCHOOL ASSEMBLY**

We believe that in our daily collective worship we try to create an occasion, which produces a variety of responses, one of which is worship. Each week, assemblies will be linked to a particular theme, such as cultural, moral, social and spiritual. By providing different levels of interest and involvement, all students will feel included, whatever their beliefs or backgrounds.

### **Organisation of Collective Worship and Assemblies**

The Education Reform Act states that collective worship need no longer be at the start of the school day, and worship may take place in “school groups”.

There will be occasions when worship, because of unforeseen circumstances, will take place in individual classrooms and be conducted by class teachers.

### **Involvement of Others**

We actively encourage the involvement of outside speakers such as the local Police, Reverend Gandon (St. Giles Church) etc. who will be invited to take an active part in our collective worship on a set theme.

### **Involvement of Parents / Guardians**

Parents will be invited to attend class assemblies as this is a great opportunity for parents / guardians to share in their child’s learning and review their child’s learning and books in an informal setting.

### **Composition of Collective Worship**

Music (taped) / CD music may be played at the beginning and end of collective worship if, it fits in with the theme for the week.

Hymns / Songs should be chosen to reflect the theme for the week of the day and taped hymn singing may be used for the students to sing along with.

Prayers / Reflection – at the end of each assembly, there may be a prayer or a time for reflection.

Provider – the provider may be the Head teacher, Senior Management Staff, Class Teacher, Students or an outside speaker.

### **Achievements Assembly**

Assemblies are often used to celebrate achievements and successes. Classes share their work during their class assemblies on a rota basis throughout the year.

### **PE and Games**

All students are encouraged to wear our school PE kit and it is important that students get changed for PE; please only allow occasional deviation from it.

Please record the name of “persistent offenders” and the office will send a standard letter home.

All jewellery worn by students must be removed. (Exceptions may include religious jewellery)

### **End of the Day**

At the end of the school day some students may be taking part in after school activities and they will already be aware of where they need to meet and should be directed accordingly.

For those students going home:

Year 3 and Year 4 staff will escort their students out onto the playground and ensure they are collected by the appropriate adult.

Year 5 and Year 6 staff are asked to monitor the classrooms and upper school playground before allowing their students to make their way to the lower school playground.

Year 5 and Year 6 staff are encouraged to follow their students to the playground to ensure they leave safely.

Any child not collected from school is to be taken to the school office and a member of the office team will contact the parent / carer.

### **School Library**

Our school library is located within the annex. Library books may be taken home by students and all users of the library are asked to ensure that books are returned after use in good condition

## Displays for Classrooms and Public Areas

Teachers should give priority to the creation of an informative, stimulating and well-organised environment within the classroom. Classroom environments are very important communicators of school values and expectations, and a high regard should be given by all staff to ensuring that rooms and shared spaces including cloakrooms, staff rooms and corridors are tidy, attractive and clutter free.

“Whose job is it to keep our school tidy? **Everyones**”

The quality of the displays in school form a non-verbal statement about the ethos of the school; the importance it places on a quality learning experience, the curriculum opportunities and the school’s improvement priorities.

Displays can inform and stimulate prompt inquiry, celebrate achievement and model high expectation. However they are there to support the student’s learning and, whilst reflecting the teachers’ own ethos, should be there to be an effective learning tool.

As a general rule – displays inside the classroom are for supporting the current learning process, whilst those outside should show the excellence and achievement of all students.

We ask that at the start of the academic year classrooms display should be constructed with the students, and their purpose explained – classrooms need to be ready for the new academic year, but not fully ‘dressed’.

## COMMUNICATION

We recognise that good communication at all levels is a vital component of effective and efficient schools.

The following systems are used in an endeavour to keep everyone on the staff well informed.

### Staffroom Weekly Diary and Notice Board

These take place every Friday mornings at 8.30am. All teaching staff must attend.

All staff are encouraged to read the diary every day to ensure they are aware of the various activities and appointments taking place.

The notice board in the staff room is the place to look for important messages / requests / information.

### Staffroom Pigeon Holes

All staff have a pigeon hole which can be found in the staff room and they are encouraged to check the pigeon holes on a regular basis to ensure it does not get too full! They are not for general storage!!!

## Staff E-mail

All permanent and long term agency staff will be given their own e-mail address. Staff are asked to check their e-mail each day to ensure they do not miss any cover / arrangements etc. Staff e-mail addresses should be always used when dealing with school matters.

## School Portal

The school portal is used as a resource base for staff to save planning and access other paperwork. Planning is expected to be saved to the class folder on the portal by the Sunday evening before the Monday the plans refer to. This is so planning can be accessed for supply teachers in the event of illness. Members of staff are able to access the portal via their school email address and a password. They can also save and access useful resources on the portal.

## Staff Meetings

**Staff Meetings** (for all teaching staff) are normally held once a week on a Monday after school (with a prompt start). All minutes of staff meetings will be emailed out to all staff by the DHT.

**SMT Meetings** will take place on Tuesday after school

**Diary Meetings** will take place on Fridays at 8.30am for a prompt start in the staff room.

## Students Use of Mobile Telephones

Students who have permission from their parents to use their mobiles before and after school hours for transport or safety reasons must leave their mobiles with the School office before registration and cannot collect them from the office until end of the day.

## Internet and E-mail

St. Giles has a number of acceptable use policies for different groups of users. These are shared with all users on an annual basis. Students and staff are expected to agree to them and follow their guidelines. We ensure that external groups and visitors to school who use out ICT facilities are made aware of the appropriate acceptable use policies.

## Website and Web Pages

A wealth of information is displayed on our website, including school policies and community news. This is updated regularly.

Online Safety and safeguarding strategies are taught, as part of our computing curriculum.

## **MEETINGS / INFORMATION FOR PARENTS and CARERS**

### **Pupil Progress Meetings**

Pupil Progress meetings are held up to three times a year with reports going out at the end of the school year.

The meetings are an opportunity for parents to meet their child's teacher, view their child's work and discuss areas of concern.

### **Parent Curriculum Meetings**

Throughout the school year we hold a range of meetings for parents and guardians about different topics. For example, meetings about SATs, meetings about helping students at home with literacy / numeracy.

Members of staff with curriculum responsibilities will be expected to lead sessions for parents / guardians informing them how we teach that subject at school.

We welcome a variety of adults into school as helpers. These may be parents, grandparents and other relatives of students in school who have a particular talent, expertise or interest which is linked to a class or school-based topic.

All helpers who have contact with students will be asked to complete a form for them to obtain DBS clearance. Office staff will ensure that all visitors sign into the visitor's book and are given a badge or lanyard whilst on the school site.

### **SEN / Behaviour Review Meetings**

Meetings are held to discuss any concerns about students with additional learning needs and emotional, social and behavioural difficulties. Students posing a challenge are reviewed and appropriate lines of action or referral are agreed and shared with the staff. Teachers write provision maps and Additional Need Plans (old IEPs), where necessary.

### **School Newsletter, School App and Text Service**

A school newsletter is produced and sent home on a monthly basis and letters home to parents / guardians are sent as and when required. Parents are also encouraged to download and use the School App to get regular updates regarding school activities. We also have a text service we can use to text parents / guardians.

## **PLANNING, PREPARATION and ASSESSMENT TIME**

### **PPA (Planning, Preparation and Assessment time)**

Teachers are entitled to PPA time to assist with the effective delivery of learning for the Students. PPA time should be spent on activities directly linked to improving the

learning and achievement of the Students in your charge or for other professional activities linked to your area of subject responsibility.

PPA time is for you to have some time during the school day to support any preparation, planning and assessment – we appreciate that this time is a token effort to offset the time actually needed.

If the time is required in another way then a request should be made to the Head teacher. For the duration of your PPA time it is expected that you will be onsite and available at the end of the day as normal.

As we have moved into a new era of ‘Assessing without Levels’, you might want to use some of this time to become more familiar with our new assessment system – Sheffield STATs, and assess using Class Track.

Teachers will be expected to record and maintain each child’s level of achievement in line with the Sheffield STATs on the new Sheffield STATs Tracker via the Class Track app.

Data for each child needs to be up-to-date and accurate, as information on progress and achievement of individuals / cohorts / classes will now be drawn out at various times of the year, and not just necessarily at termly intervals.

### **PPA Timetable Arrangement**

A PPA timetable has been set, if the time for a particular week is not convenient (courses etc.), **it is up to the class teacher, and not any manager**, to rearrange with other class teachers, and inform their classes.

“Paying back” of PPA time is not allowed as this may mean that PPA time could be missed.

Please ask for support from the phase leaders if there are any issues with swapping.

## **PUPIL FACILITIES**

### **Students’ Access to Toilets**

No child of any age is to be denied access to the toilet at any time, regardless if it is during assembly, lesson time, break-time, lunchtime, PE or whilst in the playground for any other activity.

Staff should encourage students to “go to the toilet” at the appropriate time but students should be made aware that, if they are in need or desperate, they do not have to wait until the end of the activity.

Going to the toilet in groups should be discouraged or monitored.

## **Students' Access to Water**

Students are encouraged to bring water bottles to school on a Monday morning and take them home for cleaning on a Friday afternoon.

## **STAFF FACILITIES**

### **Refreshments**

Tea, coffee and water are available in the staff room during breaks and lunchtimes. All staff are invited to join and contribute to a "tea fund".

Staff are reminded not to take their hot drinks outside the staff room, unless in an insulated and sealed cup for Health and Safety reasons.

Hot drinks must not at any time be given to students to carry to staff on duty or into classrooms.

### **School Meals**

Adults who wish to have a school dinner must order their meal via the school office as early in the morning as possible indicating the meal they would like. All dinners must be paid for in the week they have been ordered.

### **Non Smoking School**

All rooms, including the staffroom, in the school are designated as non-smoking areas without exception.

Warwickshire County Council have a [Smoke Free Workplace Policy](#) in which it provides advice and guidance for colleagues who are considering giving up smoking.

## **HEALTH and SAFETY**

Health and Safety is the responsibility of everyone in the school. All perceived hazards should be reported immediately to the School Office. Health and Safety concerns should be reported verbally and then written into the defects log which is kept in the school office.

If any member of staff has a concern regarding any aspect of health and safety at St. Giles they should mention it to School Business Manager in the first instance who will follow the [Health & Safety Concerns Procedure](#)

## **FIRST AID**

Administration of First Aid within the school should, wherever possible be carried out by one of the nominated first aiders.

Regular First Aid Courses are organised by the school and all members of staff, teaching and non-teaching are actively encouraged to undertake the training to achieve a recognised First Aid Qualification.

Staff administering first aid should complete a first aid slip, keeping one copy in the first aid book and the other to be sent home with the child.

A copy of the Warwickshire County Council's First Aid Policy can be seen [here](#) together with a copy of the [HSE Guidance on Basic Advice on First Aid at work](#)

### **First Aid Equipment**

All staff must be aware of the location of the First Aid Boxes and should report any depletion in stock to Miss Smith who is responsible for replenishing the boxes.

First Aid Boxes must be taken on all school trips by the nominated First Aider for the group.

### **Protection Aids**

Disposable gloves must be worn when dealing with all injuries which involve the loss of blood.

Sterile wipes and mouth guards should be used for any mouth to mouth situations.

The appropriate disposal of cleaning and treatment resources is to be ensured at all times.

### **Specialised Equipment**

Annual additional training and guidance will be given to appropriate staff on the use of EPIPENS, Diabetes & breathing apparatus.

## **PROCEDURE FOR DEALING WITH ILLNESSES AND ACCIDENTS**

Details and photographs of students with health plans can be found in the classrooms.

### **Accident Procedures**

During teaching times and break-times the staff members on duty are responsible for the well-being and safety of the students in their care.

Responsibility for accidents and injuries during the lunchtime's period is that of the senior lunchtime supervisors.

A copy of the Warwickshire County Councils Accident / Incident reporting Policy is listed [here](#)

## **First Aid Book**

This is kept in the medical room. All accidents / incidents and forms must be recorded / completed the same day as the injury

All accidents, however minor, are put in this book along with any first aid action taken and after care if relevant.

The member of staff dealing with the accident is responsible for entering the details into the book together with signing and dating the entry.

The member of staff administering the first aid should also be noted. Students must take a copy of the accident slip home. Class teachers may wish to speak to parents if they deem the accident slip not sufficient.

If it is felt that a serious injury is suspected e.g. concussion, fracture, stitches or internal bleeding, then an ambulance will be called.

## **Accidents to Students**

If an accident happens in the playground, the member of staff on duty during playtime should determine whether the injured child requires further attention and needs to be sent indoors.

The child accompanied by a friend can then report to an adult on duty where the nominated first aider on duty that day will administer minor first aid and respond to the child's pastoral needs.

Serious injuries may require the nominated first aider on duty along with the Head or member of senior management team to be brought out on to the playground. A responsible pupil should be sent immediately to the office for help whilst the member of staff on duty attends to and comforts the injured child.

If in doubt as to the severity of the injury, do not attempt to move the child seek advice and inform the Head Teacher. The same procedures apply to accidents within the building.

## **Accidents to Staff and the Public**

Prevention is better than cure and all staff are politely requested to exercise caution for example when putting up high level displays, carrying heavy objects, demonstrating or using tools.

When accidents do occur a responsible pupil should be sent immediately to call for help whilst another adult, if present, attends to and comforts the injured person.

## **Pupil Illness and Injury**

If a pupil becomes ill or suffers an accident in school the parent should be contacted as soon as possible.

All staff are to be made aware of the emergency contact lists to be found in the school office and on the office computer.

Any contact number which proves to be non-functional in an emergency should be reported by the staff member dealing with situation to the school secretary as soon as possible.

**Contact with parents should be made when:**

- Child is vomiting
- Child has diahorrea
- Child is coughing constantly
- Child has a hygiene problem with which staff cannot be expected to cope
- Child displays symptoms of an infectious disease
- Child has sustained an injury which causes concern especially a bump to the head.
- Child displays symptoms of shock, concussion, distortion of vision, extreme lethargy
- Child has become hysterically upset and distressed after an injury or incident

In all such cases Teachers, Support Assistants and Midday Supervisors should inform the Head Teacher.

## **GUIDANCE ON FIRE DRILLS**

A fire drill will take place every half term. All teachers are expected to familiarise themselves and their class with the fire procedures for all the rooms they may work in.

If the fire alarm rings, teachers should take their students immediately to their class assembly point. (All teachers will be given a map showing the position of the Fire Assembly Points).

If teachers have their class register with them they should take it, if they don't have it, they will be given it outside the classroom.

All students and teachers will walk to and leave by the nearest Fire Exit

All students should line up in register name order and the register taken. If any students are missing, the Head teacher / Deputy Head Teacher / Teacher in Charge must be informed immediately.

If the fire alarm rings at lunchtime, students will line up at the fire assembly points in register order and the midday supervisor will take the register.

On an annual basis, all staff will be asked to complete an [Annual Fire Safety Briefing for Employees](#)

Staff can refresh their [Fire Safety Knowledge](#) by reading the attached training material

Some staff have the additional responsibility of being a Fire Warden, an outline of their duties can be found [here](#)

## SCHOOL POLICIES

To ensure the school runs smoothly and all staff, students and visitors are safe while on the school site there are a number of policies and procedures in place that all staff need to be aware of. Copies of the policies can be located on the school website as well as being available from the School Office.

We recommend you prioritise reading the policies as follows, seeking clarification if you are unclear from the relevant member of staff:

- Child Protection and Safeguarding Policies
- Confidentiality Policy
- Health and Safety Policy
- Whistle Blowing Policy
- Behaviour Policy

You will be asked to confirm that you have read these policies at your Appraisal review each year.

Warwickshire County Council has produced a number of policies and guidance documents relating to Health and Safety and these can be found at [www.warwickshire.gov.uk/schoolhsdocs](http://www.warwickshire.gov.uk/schoolhsdocs) (these documents and others mentioned throughout this handbook are password protected but you will be given the password during your induction.

(Please remember to check that you are reading the latest version of the document)

## RISK ASSESSMENTS

As a school, we have a duty to assess the risks to staff and students and any other person who is affected by our activities, e.g. parents, volunteers, visitors/contractors etc.

We have in place risk assessments that deal with areas inside the school buildings, in the school grounds and for off-site visits.

Risk assessments must be written when taking students on trips and local visits. A copy must be given to the head teacher and placed on the school network – staff shared-risk assessment folder.

The WCC [Risk Assessment Policy and guide](#) provides further information, including the WCC [risk assessment form](#) which must be used to record the significant findings of an assessment.

Other specific risk assessments are available e.g. COSHH, display screen equipment, manual handling, working at height, personal safety and new and expectant mothers. These can all be downloaded [here](#)

## AND FINALLY

We want all staff to feel respected and valued at St. Giles.

As in any school, we are all busy and sometimes don't take enough time for ourselves and others.

If you feel that you are not happy at St. Giles, please talk to a colleague or your line manager.

We can't promise to solve all issues, but we will listen and support you.

**We do believe a happy staff make happy, successful students**



**Staff Handbook**

**Academic Year 2016 – 2017**

I confirm that I have been given a copy of the Staff Handbook  
(Academic Year 2016 – 2017)

I also confirm that:

	<b>√ to confirm</b>
I have read the contents of the Staff Handbook	
I have read the policies listed in the Staff handbook, (online version on School website to support hyper-links to current policies)	
I understand that I can access paper copies of these policies from the School Business Manager	
I know who to speak to if I have any concerns regarding Health and Safety or any other subject.	
I have completed the Health and Safety Induction Checklist.	

Signed \_\_\_\_\_