Farnborough Road Infant School
Staff and Volunteer Hand Book and Code of Conduct
VALUES AND THE HOPES AND DREAMS OF OUR SCHOOL
Our shared vision is compiled by the children, staff, parents and governors at Farnborough Road Infant School
‘Learning, Caring and Achieving Together’

Our School Values: RESPECT, COMPASSION, PERSEVERENCE, HONESTY, LOVE and KINDNESS

Our School Hopes and Dreams:

Our children will......

Have access to a safe, friendly and accessible learning environment

Be encouraged to listen, share and support each other

Be confident, happy, healthy and enthusiastic learners.

Be proud of their achievements

Have access to an inspiring and stimulating curriculum that will challenge our 21st century learners.

Our school will be a place where...

The foundations of learning are laid.

High moral values and standards of behaviour are nurtured.

Children thrive through high expectations and excellent teaching

Everyone’s views, cultures and learning differences are respected and appreciated.

Achievement is celebrated

All our Farnborough family feel valued and supported

and Everybody is a learner

Our world will be a place where......

No-one is hungry

Everyone can go to school

Conflicts and differences are settled without innocent and helpless suffering

Everyone feels special, has hope and a reason to smile!
~STAFF 2018-19~

Headteacher                         Jennie Taylor
Deputy Head/Early Years Leader      Jenny Price
Key Stage One Leader                Les Cox
Inclusion Leader                    Neil Farmer
English Leader                      Kristie Smith
Mathematics Leader                  Rachael Farmer
ICT Leader                          Jo Lea

Caterpillar Class Team
Helen Sarbutts, Stacey Fellgett, Joanna Tobin, Kayleigh O’ Donoghue, Jenny Alexander

Nursery Team
April Tickle, Louise Caine, Karen Hookham, Joan Rodmell
TAs- Trena Davenport, Vicky Jones, Denise Allerton, Ginny Cammack, , Sue Tranter
Welfare- Adele Hughes/ Lainie Morrell/ Anastasia McKaissi, Camille Hill /Jurga Jakstaite

Reception Team
Jenny Price, Joanne Beechey, Jo Lea, Emily Webster, Laura Andrews
TA’S- Jenny Sanders, Caitlin Hughes, Andrea Leach, Kath Corby, Clare Hayes, Michelle Sinclair, Natalie Cowley, Shelley Rimmer
Welfare- Kath Corby, Sharon Sargent, Andrea Monaghan , Ellie Allen, Michelle Sinclair

Year 1 Team
Kristie Smith, Helen Hooton / Helen Mayor , Marilyn Fletcher-Hill, Jade Jackson.
TAs- Tracy Vose, Lindsey Bridge, Sheenagh Ashurst, Emma Brewer, Helen Sarbutts, Emma Robertshaw
Welfare-Tracy Vose, Sarah Ashcroft, Eli Caldbeck, , Joanne Beer

Year 2 Team
Les Cox, Rachael Farmer, Nancy Arch-Rimmer, Katie Sykes.
TAs- Fiona Curran-Emms, Vicky Gadd, Ellie Allen, Lisa Rhodes Sharron Redford
Welfare- Lisa Rhodes, Kerry Cook, , Emma Brewer, Bev Nolan

Intervention- Kay Hepworth, Bev Nolan, Jurga Jakstaite
Additional Welfare Support Canteen, Anastasia McKaissi
Office Staff- Paula Takes, Emma Jones, Gina Ashby, Helen Rigg,
Caretaker- Craig Bonney.
Children’s Centre
Children’s Centre Manager – Sally Croughan
Early Help Worker Clare Horton, Scott King, Elaine Moran
Activity Worker – Ellie Norris
Office- Liv Meredith

~GOVERNORS 2018-19~

Chairperson (Community Governor) / Chair of Personnel Committee  Ian Strom
Vice Chair (Co-opted)  Paul Duffy

Chair of Finance Committee  Cllr Simon Shaw
Chair of Pastoral Committee  Kay Atkinson
Chair of Premises Committee  Richard Harrison
Chair of Pupil Progress and Curriculum Committee  Paul Duffy

Committee Members
Mr Mark Alexander
Mrs Caroline Prendagast
Mr David Farrington
Mrs Lucy Fletcher
Mr Stuart Whiteside
Mr Steve Gowland
Mr Paul Erikson
Mr Craig Billington
Mrs J Taylor  Headteacher
Mrs J Price  Deputy Headteacher (non-voting).
Mrs M Fletcher  Teacher
~ CHILD PROTECTION ~ See Safeguarding Policy, Whistleblowing Policy

It is the duty of all staff to ensure the safeguarding of every pupil at the school.

If a child discloses a safeguarding issue to you in school please follow the information kept on the reverse of your photo ID card:

SAFE and SECURE

If a child or young person discloses abuse from someone else:
* RECEIVE - Listen and allow the individual to speak without interruption.
* REASSURE - try to alleviate feelings of guilt and isolation, whilst passing no judgment. - offer support but you must pass the information on - do not question
* RECORD - all details of your concerns and actions, Sign, date and keep them.
* REFER - pass on the information to Mrs Taylor, the schools Designated Safeguarding Lead or in her absence Mrs Price- Agree Actions.
If the situation merits immediate action, contact either the police or social services.

NEVER AGREE TO KEEP A SECRET ALWAYS INFORM OTHERS

If you suspect a child is being abused in any way:
* keep calm, do not express shock, act normally.
* do not investigate – do not question.
* do not challenge parents/carers about your concern
* pass on your concerns to the Designated Persons.
* record and keep all details of your concerns and actions, signing and dating them, agree action with one of the Designated Persons above.

If there is an allegation against a School member:
* immediately pass on the information to Mrs Jennie Taylor
* record all details of your concerns and actions.
* follow the steps laid down in our School procedures.

YOU MUST REFER - DO NOT INVESTIGATE

~SUPERVISION OF PUPILS~

Staff should ensure they are in school in good time to be fully prepared for the day. Pupils are under the supervision of staff at all times within the school day from 8.45-3.10pm. All staff must be in class after break times and lunch to welcome their class back in. Staff should dismiss their class safely from their allocated areas and ensure all pupils are collected by the appropriate adult. If a child has not been collected by 3.25pm please ask a member of the office team to make contact with the parent /guardian.
~SECURITY~

It is the responsibility of all staff to ensure that on entering and exiting the building, external doors are closed. All external doors have security locks. All visitors and adults helping in the school must enter by the main entrance door. They should complete the Visitors Entry System at the school office on their arrival and departure. Visitors will be given a badge to wear whilst they are on the premises (these are colour coded). Parents collecting children early for any reason must collect them via the office and sign them out. If any unknown people are walking around school at any time during the day without a visitor’s badge, staff should politely approach them and take them back to the school office. In the interests of security, staff are asked to check that all external doors are closed after the children have been admitted at 8.45 am and after playtimes and lunchtimes. Staff must wear their I.D. security badge at all times in school. If this gets lost or damaged please inform the office immediately. If you leave the building at lunchtime please ensure you sign out then on your return sign back in at the office.

~PERSONAL AND PROFESSIONAL CODE OF CONDUCT~

All staff are expected to demonstrate consistently high standards of personal and professional conduct. All staff
- must uphold public trust in the profession and maintain high standards of ethics, confidentiality and behaviour, within and outside school.
- must have the highest regard for the treatment of pupils and staff in line with our positive learning environment and to set an example to our pupils.
- must treat pupils with dignity, building relationships rooted in mutual respect, and at all times observe appropriate boundaries.
- should advocate fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of these with different faiths and beliefs.
- must have a professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- must have an understanding of, and always act within, the frameworks which set out their professional duties and responsibilities.
- must work together in the best interests of the school and pupils, emphasising the positive, acknowledging their position as ambassadors for the school.

~STAFF PRIVACY NOTICE and GDPR~

Farnborough Road Infant School is committed to protecting the privacy and security of the personal information it holds for staff, governors and volunteers.

As part of the General Data Protection Regulation (GDPR), we are required to explain to staff what data we keep and how we use it. Farnborough Road Infant School processes personal data about its Governors and is a ‘data controller’ in respect of this for the purposes of the Data Protection Act 1998 and the General Data Protection Regulation. We collect and hold personal information relating to your role in school as a member of staff.

Why we collect, hold and share this information?
- Support for teaching and learning and strategic planning
- Provide anonymised information for Governors
• Process contracts, salary and pay review • Monitor absence – number of absences and reasons for absence- shared with Local Authority and DfE.  • Provide appropriate health and well-being support • Comply with statutory requirements for the Local Authority and DfE  • Personal information (such as name, address, emergency contact details and medical, ID documents for the purpose of DBS processing)

The lawful basis on which we use this information
We collect and use staff personal information to comply with a statutory requirement on schools to provide school census returns, including absence information and qualifications to the Department for Education. Some of the personal information we collect on behalf of the Local Authority in your application form is special category (or sensitive) personal information. Special category information includes personal information about education, qualifications, previous employment, criminal convictions. Where we collect, use and share special category information, we do so to meet statutory requirements. Other information including race or ethnic origin, religion and sexual orientation will be collected on behalf of the Local Authority monitoring purposes only.

Collecting staff information
Whilst the majority of staff information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing staff data
Staff data is retained in accordance with the School’s Data Protection Policy and associated Records Retention Schedule.

Who we share staff information with
We routinely share staff information with: - our local authority - the Department for Education (DfE)
Why we share staff information We do not share information about our staff with anyone without consent unless the law and our policies allow us to do so. We share staff data with the Department for Education (DfE) on a statutory basis. To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to https://www.gov.uk/education/data-collection-and-censuses-for-schools.

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of: who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested; and the arrangements in place to store and handle the data. To be granted access to staff information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data. For more information about the Department’s data sharing process, please visit: https://www.gov.uk/dataprotection-howwe-collect-and-share-research-data. To contact the DfE: https://www.gov.uk/contact-dfe
Requesting access to your personal data
Under data protection legislation, staff have the right to request access to information about them that we hold. To make a request for your personal information please contact Office Manager 01704 577637 / fris@schools.sefton.gov.uk. You also have the right to: object to processing of personal data that is likely to cause, or is causing, damage or distress; prevent processing for the purpose of direct marketing; object to decisions being taken by automated means in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner’s Office at https://ico.org.uk/concerns/

~STAFF ACCEPTABLE USE OF ICT~
See Staff Acceptable Use of ICT Policy

To complement the data protection duties of the school there are duties shared by all staff, governors and volunteers because, as a professional organisation with responsibility for children’s safeguarding, it is essential that all governors take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft.

This agreement covers all digital and physical data systems, e.g. Equipment (access devices, communications tools (online and offline) and paper records, whether printed or handwritten and however stored.

~SOCIAL MEDIA/ICT~

All staff must understand that they are social role models and as such should not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. No social networking should take place on school machines. Staff should not take photographs/videos of pupils using their own devices. Any photographs/videos should only be taken using school approved devices and should wherever possible remain in school unless agreed by the Senior Leadership Team. Staff should not text or use mobile phones in lesson time. Mobile phones must be stored away from pupils. All staff are expected to keep up to date with emails and advise the office manager if they experience problems in receiving emails. Please have consideration with regards to work related texts and emails sent of an evening or weekend. It is advisable not to have emails as phone alerts. Staff must not be expected to reply to emails at weekends or evenings. All electronic devices used in school must be P.A.T. tested.
~DRESS CODE~

Staff appearance should be neat and tidy. Staff are expected to wear clothing of a smart, suitable and appropriate nature. With the exception of lunchtime/cleaning staff, blue denim and jeans are not permitted. Sports clothing should only be worn on PE days. On days of school trips and non-uniform (mufti) days staff may dress casually and wear jeans.

Everyday General
- Clothing should be respectful and professional.
- Clothes need to be suitable for everyday class activities whilst being appropriate for professional meetings with parents and other outside agencies.
- Clothing should be appropriate in length eg tailored shorts, skirts or dresses.
- Low cut /strappy/ cropped/ off the shoulder/ halter neck tops are not appropriate for school.
- All items of Blue Denim /Blue Denim looking clothing are not acceptable as everyday clothing (apart from mufti days)
- Footwear needs to be sensible and safe. Staff must ensure that their footwear allows them to carry out every aspect of their job safely.
- Brightly coloured hair eg blue, pink is not appropriate
- Body Art / Piercings should be covered with the exception of earrings.

PE and Games
- Staff should wear PE kit on the days when they have a sporting activity
- Staff have been provided with PE shirts and hoodies for sport. These should be worn with dark jogging pants/tracksuit bottoms.
- Appropriate footwear should be worn eg trainers
- Football/rugby shirts/gym wear are not appropriate for PE and Games lessons
- Lycra running trousers can be worn for sports activities but these should be worn sensitively with a consideration to decency.

~STAFF ATTENDANCE~

Holidays in term time will not be authorised. Medical, any other appointments or exceptional circumstances may be granted with pay. Staff requesting time off must complete the correct documentation and give to the office manager and await authorisation from the Head Teacher. This may be with or without pay. The responsibility of ‘authorising’ absences lies with the Head Teacher. Please endeavour where possible to schedule planned medical appointments out of school lesson time hours. When possible please provide a medical appointment letter for absences regarding medical appointments. See staff attendance policy.

Staff must report any absence at the earliest instance possible allowing arrangements to be made to cover their duties. Please telephone the school office and if unable to speak to a member of the office team leave a message recording appropriate details before 8am. If absent and you will be unable to attend work the next day, please telephone the office by 3.30pm to ensure arrangements are made for
the following day. When possible please also inform Mrs Jennie Taylor or Mrs Jenny Price directly via text or e-mail. On return to work after absence, a meeting will take place with a member of the S.L.T or the office manager.

~ POLICIES ~

All staff are personally responsible for familiarising themselves with school policies and procedures. All policies are available on the school website. New policies will be emailed to all staff as and when they are updated. All staff will be made aware of new policies that are introduced via email. By signing that you have read the Code of Conduct you are responsible for reading and adhering to school policies. Formal action could result if policies and procedures are not adhered to.

~ STAFF MEETINGS ~

A whole staff briefing meeting is held every Monday at 8:30 to inform staff of weekly events/visitors etc. Professional Learning Time(P.L.T) meetings are usually held weekly on a Wednesday at 3.30 pm. All full time teaching staff are expected to attend, part time staff will be expected to attend a proportion according to their contracts. The compulsory P.L.T’S will be discussed with Mrs Jenny Price prior to their commencement each term.

Other meetings held include:-

Year Group/Key Stage Meetings (weekly)
Leadership/Curriculum Meetings (weekly/ half termly)
Welfare/Lead Welfare (half termly)

~ GOVERNORS’ MEETINGS ~

Staff are welcome to contribute any information to governors meetings (i.e. Curriculum) and can ask teacher representatives to do this. Members of the Leadership team and other staff may be asked to contribute to governors meetings. Staff will be represented on the Governing body by a staff representatives (see Governors list).

~ NON-CONTACT TIME ~

PPA time is in place for all teaching staff. Newly Qualified Teachers will have additional non-contact time to help support their professional development. Some staff are required to remain in the hall during assemblies. All staff are required to attend whole school assemblies which take place in the Hall.
~ HEALTH & SAFETY ~
Please see Health & Safety policy.
All staff are responsible for addressing causes of concern to the S.L.T or office team so that necessary action can be taken promptly. Pupils should not be left unsupervised in classrooms. On occasions, it may be necessary to keep pupils behind to tidy up or discuss behaviour. Parent helpers cannot be left alone with children. Because of the risk of false allegations, it is not advisable to keep pupils behind on their own - it is recommended you also ask at least one other child to stay behind.

~ACCIDENTS~
Please see the intimate care policy.
If a child is injured during playtime, the adult on duty must deal with the injury. In cases of serious injury a senior member of staff and qualified first aider must be consulted. Teaching assistants and teachers should ensure that if an accident is dealt with by them, it must be entered in the accident book if appropriate. The class teacher should also be made aware of the injury as this may affect the child during the rest of the day and parents must also be informed. First Aid letters should be given to children who have required first aid and class teacher should see parents at end of day unless the accident is serious. Serious accidents are reported to parents immediately and a separate accident form must be completed and filed in the Accident File in the Deputy’s room. Staff dealing with injuries should make sure they use gloves. Spare clothing for children is available in Reception toilet and outside Room 8. Staff should have an adult witness when changing children. All medical waste must be put in waste boxes and then taken and emptied. If a child is injured during lunchtime playtime, then the injury is dealt with by the lunchtime supervisor on first aid duty. Serious injuries or injuries that cause concern must be taken to the Head/Deputy or qualified first aiders. As above, accidents must be entered in the accident book if appropriate and the class teacher informed. Minor injuries may happen in the classroom and can be dealt with by the teacher. Injuries requiring further treatment may be sent to a teaching assistant. In an emergency the children have been trained to take the Red Cross hanging by the classroom door or in other appropriate places (please check you know where these are) to the nearest teacher/office. Help will then arrive immediately.

NB Accident books for Year 1 & 2 are sited in the cloakroom areas, Reception book is kept in the kitchen, Nursery in the Nursery Staffroom and Caterpillars in the Caterpillar Room.
The Education Department expects that a Fire Drill is carried out at least once per term in all schools. Everyone in school should know how to raise the alarm in case of fire and how to react to the fire alarm. Fire Drills must therefore always be treated with the same degree of importance and urgency as would be shown in the event of a real fire; even if it is suspected that a false alarm has been raised.

THE FOLLOWING SHOULD BE EXPLAINED TO ALL CHILDREN:

In the event of Fire, the alarm will be raised by breaking the nearest FIRE ALARM BREAK GLASS UNIT. Once this has been done an automatic signal is passed to the Fire Brigade.

ON HEARING THE ALARM EACH CLASS WILL:

1. Stop whatever they are doing immediately
2. Stand
3. On instruction from the class teacher, walk quietly to the nearest exit
4. Line up in the designated area (outside football pens in the junior play area for Reception, year 1 and year 2. Nursery to assemble with the rest of the school in the Junior play area.
5. Registers will then be checked.

EXIT ROUTES FOR CLASSES ARE AS Follows:

<table>
<thead>
<tr>
<th>Rooms 1 - 5 and the Hall</th>
<th>Out through doors of each room and assemble in class groups into Junior playground.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room 7 and 8</td>
<td>Out through cloakroom door into playground.</td>
</tr>
<tr>
<td>Rooms 10 and Studio</td>
<td>Out through side corridor door.</td>
</tr>
<tr>
<td>ICT Suite</td>
<td>Out through doors into playground.</td>
</tr>
<tr>
<td>Room 12 and 13</td>
<td>Out through the door in the corridor into the playground.</td>
</tr>
<tr>
<td>Rooms 14 and 15</td>
<td>Out through the door in the corridor into the playground.</td>
</tr>
<tr>
<td>Nursery</td>
<td>Nearest exit door.</td>
</tr>
<tr>
<td>Caterpillars</td>
<td>Out through the main office down ramp to Junior playground</td>
</tr>
</tbody>
</table>

Please ensure the class medical bag is taken with the class as this contains important medical information and contact numbers. Any important medication must also be taken. As soon as the children are checked please make sure they are in a safe area. Keys are available by Year 2 exits for the FRJS gates and by the entrance door for office staff. Senior Leaders / Teaching assistants will ensure the toilets in each key stage are checked.

WALK QUICKLY - DO NOT RUN.

Please close windows and the door behind you.
1. The first adult to reach an exit door/ outside gate must always open both sides of any exit door.
2. School office staff/Headteacher/Deputy Headteacher will take and hand out registers and late book for checking purposes.
3. School office staff/Head Teacher to telephone Fire Brigade (999).
~ THE SCHOOL OFFICE ~
The Infant School office manager is Mrs Paula Takes. Each class has two bags that go to and fro from the office with relevant information. For example class letters and lunchtime menus. All money brought in by children should be handed in to the class teacher which will then be sent down to the office as soon as possible after registration. Monies must be taken in the drawstring bag, whilst written correspondence for the office should be placed in the class book bag style bag. Class teachers should keep tick lists for certain things such as trip money and parental authorisation forms. A school diary is kept in the office. Please use the diary to enter details of educational visits, visitors to school or anything else that you would like all the staff to be aware of. These details will be transferred weekly onto the SIMS diary.

Requisition Orders
Any orders for materials, goods, services, etc that members of staff wish to place must be taken to, and authorised by the Deputy Headteacher or Headteacher who will then pass these onto the office to be processed. Any monies to be paid in by staff or owing to staff with agreed receipts can be done via the post box system located in the office.

~ CARETAKER'S JOBS ~
Requests for jobs/repairs should be written on the 'job request sheets' kept by the office.

~ ORGANISING A SCHOOL VISIT OR JOURNEY ~
See School visits policy.
The booking of visits and transport is the overall responsibility of the Key Stage Leaders. Leaders will need to inform school office regarding dates of trips. The school office team will inform kitchen staff about the visits, as those children on free meals are entitled to a packed lunch provided by the kitchen. All class teachers MUST fill in a risk assessment form. All helpers must be DBS cleared. All visitors must provide an outline or preview of their presentation for staff to ensure that content is suitable and appropriate for our pupils and the purpose.

~ REPROGRAPHICS ~
Please make sure that paper is used sparingly, ensure that this room is kept tidy and unwanted paper recycled.
The Reprographics room houses a photocopier, guillotine and a laminator. Photocopying requests can be made to the office, please ensure enough time is allowed for this.
~ RECORD-KEEPING AND RETAINING CHILDREN’S WORK ~
Please feel free to consult Key Stage Leaders, for more information and/or help when completing your records.

- Every teacher has an Assessment for Learning File
- Every class teacher has a Narrowing the Gap file.
- Each child has their last workbooks sent up to the next teacher at the end of their school year.

~ CURRICULUM PLANNING ~
Teachers note on their weekly plans where children have exceeded or failed to meet the Learning Objective(s). This will inform their future planning, teaching, learning and resource needs. Target groups will be clearly evidenced and next steps for learning in place.

~ MARKING WORK ~
Annotating work completed on a daily basis is very important (see Marking Policy).

~ READING DIARIES ~
This will be completed to record strengths, areas for development and the setting of targets. It is an opportunity for valuable dialogue with parents who are vital partners in the reading process.

~ REPORTING TO PARENTS ~
Reporting to parents occurs throughout the year as the school operates an ‘Open Door Policy’. An informal meeting is held in the Autumn term to discuss how their child has settled in the class and targets they will be working towards. Parents are invited to discuss progress in Spring term. A very comprehensive word-processed report is given to parents/guardians at the end of the school year for their retention. Parents are also given the opportunity to discuss reports at the end of the year. Reports in EYFS are linked to the areas of learning. In KS1 individual subjects are reported on. Children’s next steps are shared with parents. Feedback is encouraged, parents are asked to write a comment about the report, and can come into school to discuss it.

~ EVIDENCE OF CHILDREN’S WORK ~
It is vital that work is annotated and put in context, as children’s completed books are kept as evidence of achievement and attainment. However, at the end of each academic year ONLY the latest Writing, Mathematics and Topic books are kept and transferred to the next teacher.
The hall is set out with a wide range of PE apparatus. The large apparatus is stored at the back of the hall, in front of the climbing frame. Large shape mats are stored at the back of the hall.

At the end of each lesson, please ensure that your class returns each item to the space allocated. Please leave baskets tidy.

The piano should be pushed right into the corner of the hall and there should be no other furniture around the hall sides.

The outdoor PE equipment/apparatus is stored in the outdoor storage sheds in Reception, Nursery and year 1. There should be space to walk in and easily remove what is required.

Staff are expected to wear suitable clothes and footwear for the teaching of all aspects of Physical Education. Children wear PE kit (black shorts, white tee-shirt and black slip-on pumps). Teaching Assistants can support P.E. sessions but should not lead them.

~ Inclusion ~

Please see Learning Support Policy

We have a Quality First teaching approach ensuring the individual needs of all our children are met.

~BEHAVIOUR~

The school has adopted a whole school approach to behaviour. (See Behaviour Policy)

We have four Golden Rules that are consistent throughout our school. These are

1. To be kind and gentle
2. To listen carefully
3. To be honest
4. To try your best
~ GENERAL INFORMATION ~

~ SCHOOL TIMES ~
Children are accompanied to school and are admitted to the classrooms at 8:45 by the class teacher or member of staff on door duty. In adverse weather conditions children are admitted earlier at 8:40am. The bell will be rung to inform staff of this. Staff on door duty will take messages from parents and deal with general enquiries. Doors are closed at 8:55. Pupils are expected to walk into school in a quiet and orderly manner. Parents are discouraged from accompanying their children into the cloakrooms as space is limited and we encourage the children to be independent when removing and looking after their belongings. Registers are completed at 8.55 am and any collected monies and registers are sent to the office with two monitors chosen by the class teacher. Reception lunchtime is 11:45-1pm. Year 1 and 2 lunchtimes are 12-1:15. School finishes at 3:10. Teachers take children to designated exit doors to be collected (classroom doors for Reception children). If they are not collected by 3:20 they are taken to the office and parents are notified. Those attending FUN4KIDZ are taken to the library by a teacher or teaching assistant.

~ PUPIL ATTENDANCE ~
Morning school starts at 8.45 am and afternoon school at 1.15 pm. (1.00 pm for Reception children, who finish the morning session at 11.45 am). Children who arrive after 8.55 am will have to be taken to the office, by the accompanying adult, who will need to sign in our late book. This also applies to any child leaving during the day, so we comply with fire regulations. Children who arrive after registration at 9.15 am will have their absence processed by the computer as ‘unauthorised’, unless we are given a satisfactory reason for ‘lateness’. Children who have been absent for the morning session, and only attending school for the afternoon session should be returned at 1pm for Reception and 1.15pm for KS1 and not during the lunch time period. Absence letters must accompany all children on return to school. Emails can also be sent to the school office.

Holidays in term time will not be authorised. Medical, any other appointments or exceptional circumstances may be authorised. If authorisation is refused the absence will be recorded as ‘unauthorised’. The responsibility of ‘authorising’ absences lies with the Head Teacher, and we do require written confirmation of any ‘medical’ absence.

~ ATTENDANCE REGISTERS ~
It is a legal requirement that an accurate register of attendance is maintained. The SIMS should be completed at the start of the morning and afternoon session. NB Registers must not be marked in advance of a session. Teachers will be the first to notice unusual patterns of absence. These should be drawn to the attention of the Head in case such absences require investigation.

~ SCHOOL MEALS ~
All Infant age children are entitled to a free school meal prepared by the canteen. If a child does not want to participate they may bring a packed lunch. A class register is kept indicating what children are choosing for their lunch. All meals are served in the canteen on a rolling program for different year groups. This register is electronically sent to the office each morning. The Nursery children who are here full days have their own packed lunch from home on the nursery site. Children who have special dietary needs are accommodated for and are identified to welfare and canteen staff.
~ PLAYTIMES ~
A member of the teaching staff and a teaching assistant from each year group will be on duty in the playgrounds for Key Stage 1 children. Supply staff unfamiliar with the school should not be asked to do duty. Staff attending courses on their duty day must also make arrangements for their yard duty to be covered. The outside provision is an extension of the learning environment for Early Years children and the areas are timetabled to ensure each class teacher has full responsibility for the child/adult ratios. Children in years 1 and 2 play on the hard play areas during these times. The areas are divided into quiet, skipping and general play areas, pens can be used for selected activities.

The no-mow area is used on a rota basis by Reception and Year 1 at lunch times and at other times during the week when not in use by Reception. Our Space for Sport area is timetabled during the day. For reasons of safety, areas other than the playground are out of bounds during playtimes unless a teacher or teaching assistant is present to supervise. When children are required to line up a whistle is blown once, and the children are expected to stop play, stand up if sitting and wind up all skipping ropes. On a second blow, the children are expected to walk promptly to their lining up spaces, and line up in pairs ready to enter school after collection by their class teacher.

~ EMERGENCIES ~
In cases of emergency, the whistle/bell will be blown three times in succession, and the children will stop and wait for the next teacher command.

~ WET PLAYTIMES ~
Wherever possible, pupils should be given the opportunity for an outdoor playtime, but in cases of heavy rain, snow or icy conditions the bell will be rung twice and the children will stay in their classrooms. Class teachers should regularly brief pupils about what they can and cannot do during a wet playtime. Use of scissors, tools, needles, etc are not allowed at playtime or lunchtime unless a class teacher is present. Staff are expected to remain in their classrooms with the children during this period, but will be relieved by a teaching assistant for a ‘comfort break’

~ TIMETABLE/ROTAS ~
Timetables for assemblies, use of hall, studio, ICT Suite, Space for Sport and library can be found outside rooms. Class timetables are clearly displayed in each room.

~ ASSEMBLIES ~
Assemblies are an important part of the school day and provide an opportunity to enhance the community life and atmosphere of the school. These are held either in the, classroom, school hall or the studio. See year group leaders for times or refer to class timetable. Friday assembly These take place for the Early Years Foundation Stage at 9am and for Key Stage 1 at 11:40 in the hall. British Values and special events are celebrated during this time. Class teachers award ‘Star of the Week’ to two members from their class during the Friday assembly.

~ STOCK CUPBOARDS ~
The School’s main consumable stock is housed in the large stock room next to Room 7 and the store cupboard next to the year 1 outside door. Maths resources are in the large store by Room 8. All stock cupboards should be left tidy. Inform Mrs Hookham of any shortages.
~ UNIFORM ~
School uniform should be worn at all times unless it is a mufti day. Any uniform without a name that has not been claimed after a suitable period of time should be placed in lost property.

~ HEAD LICE ~
Pupils cannot be excluded for having head lice. Please report all cases of head lice to the Headteacher who will then follow the school protocol for dealing with this issue.

~ JEWELLERY ~
Children should not wear any form of jewellery whilst at school (with the exception of studs to keep open pierced holes in ears, these need to be removed or covered for PE lessons.

~ MEDICINES ~
**Each class has a list of children with medical needs/allergies visible in the classroom.** Any requests for children to be given medicine must go via the office from the child’s parent. The Headteacher or Deputy will administer the medicine at set time. Inhalers are kept for use in the classroom, in clear view for supply teachers. Other long term medication should be labelled and kept in medical room (e.g. Epi pen). There is a list and photographs of children with medical conditions in the staffroom, canteen, and office and in lunchtime supervisor’s year group book. A list of all children with medical conditions is in the class Learning Support File.

~ PARENTS ~
The school has an active PTA which gives tremendous support to the school and arranges a variety of fund-raising activities throughout the year for parents and pupils alike. Staff are always welcome to attend PTA meetings. Staff support at these functions is also greatly appreciated. Parents’ help in the school is most valuable; whether they are working with a small group of children or in an ancillary capacity. If a parent is working with children, it is essential that both the teacher and parent are very clear about what the parents are to do with the children and the need for confidentiality. No parent should be left unsupervised with children. All helpers in school are required to be DBS clearance. Parents can meet and have a break in the parents’ room.

~100% OF OUR STAFF BELIEVE:~

- This is a friendly place to work
- School maintain good contact with parents
- My Year group continually makes improvements
- School provides equal opportunities for all
- School meets the differing needs of individual pupils
- Deals effectively with bullies and racism
- They feel safe in school
- Pupils feel safe in school
- Pupils progress well at this school
- Recommend this school as good place to work

*(Evidence from data collected from the most recent staff questionnaires)*