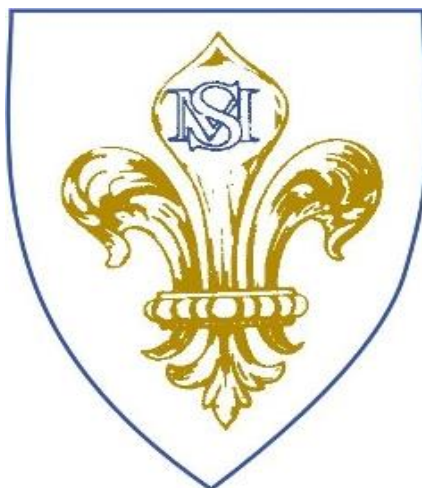


# St. Mary's Catholic Primary School and Nursery

*Part of the Christus Catholic Trust*



## Staff Handbook

Respect Ourselves, Respect Others,  
Respect our World,  
Love God

This school is committed to safe guarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment



Policy Name: <b>Staff Handbook</b>		
Reviewer: V McBrown	Reviewed Date: September 2024	Date of next review: September 2025

## **Mission Statement**

Respect Ourselves, Respect Others, Respect our World, Love God

The school aims are:-

At St Mary's we instil a love of learning, inspire curiosity, fascination and encourage the discovery of our God given talents. Through worship, by nurturing our spirituality and cultivating an atmosphere of tolerance and respect, our school community embodies the Catholic faith in all we do.

Our school aims are:

- That together with our Parish, God is at the centre of our learning. We support our children to a greater understanding of our Catholic faith whereby they have the confidence to share their beliefs in the wider world.
- To love one another demonstrating kindness and mutual respect.
- To offer an environment where each individual is cherished, loved and feels safe.
- To provide a broad and balanced curriculum which is enjoyable and engaging. Through the acquisition of knowledge, skills and concepts our children broaden their horizons impacting their lives beyond our school gates and for many years to come.
- To develop resilience and independence in our learning, resulting in excellent outcomes bespoke to each individual within our school community.

"We will Respect Ourselves, Respect Each Other, Respect our World, Love God."

## **Equal Opportunities**

This school is committed to an Equal Opportunities Policy. In keeping with our Mission Statement, we aim to enable every child to achieve his/her full potential, and to create a happy, caring community, where each member is respected, valued and cherished

We aim to pursue a policy of equal opportunities for all personnel connected with our school, set within a Catholic Christian framework.

Each member of staff has access to our Equal Opportunities Policy and other policies available under Teacher Resources.

## **Dress Code**

Please refer to the CCT Dress Code Policy

## **Behaviour**

At St Mary's we expect all of our community to model kindness and respect towards each other; our core school values are confidence, respect, hard work, resilience, excellence and kindness and are rewarded in the following ways:

Verbal praise from adults

Recognition and reward in whole school assembly through school badges

## Communication home

There will of course be other occasions when children are recognized and rewarded for superb effort and outcomes.

There will also be occasions when behaviour is not as we would expect. Each teacher is responsible for the positive behaviour management of pupils in his/her class and must follow all related school policies.

A child who has not demonstrated expected school behaviour will be spoken with by the adult who initially recognizes where the situation has gone wrong, given the opportunity to apologise and make amends.

At lunchtime this will also be reported to the teacher by the mid-day supervisor before afternoon school.

In the case of a more serious misdemeanour, the incident will be reported to the Behaviour and Attendance Lead or a member of the Deputy Head if the Behaviour and Attendance Lead is absent.

Any teacher who feels that a child's behaviour needs a further stage of action should report it to the Deputy Headteacher who will in turn report to the Headteacher.

The Headteacher will decide if a child's parents need to be involved, in which case he/she will take appropriate action to contact them and arrange a meeting.

All dealings regarding behaviour choices should be fair and consistent. Children should be made aware of the consequences of their behaviour choices. Children who are not focused during class time will remain inside during playtime to catch up on their learning. Please see the Relationships and Behaviour Policy.

**REMEMBER** – the standard you walk past is the standard you accept – in other words the message you are giving the children is that it's ok.

Mrs Victoria McBrown or in her absence Mrs Melanie Smith, Deputy Headteacher, or Miss Ellis Beauchamp or Mrs Ann Marie Nunn (SENCo) are the Designated Safeguarding Leads.

## **Lesson Plan and Records**

Each year group has a long term plan for their learning across the year. Timetables and weekly planning should be visible in the classroom in the class Planning and Assessment file to enable the Teaching Assistant and any others helpers to support the learning that is taking place. Please see the Teaching Learning and Assessment Policy for further detail.

## **Supply Teachers**

The absent Teacher will leave their planning in their Planning file. Supply Teachers have a generic timetable of school procedures to keep them informed of the running of the school, e.g. break times, lunch and release from school procedures. All Supply Teachers are expected to mark any work they have undertaken with the children and complete an evaluation form at the end of the day to inform the Teacher of any concerns regarding the children's work or behaviour.

### **Teaching Assistants & Higher-Level Teaching Assistants**

Teaching Assistants have access to the teacher's weekly plans to enable them to focus their support with particular pupils identified by the teacher. Teaching Assistants should take an active part in each lesson to support learning and then be ready to feedback to the Teacher at the end of the lesson. The SENCO, along with teachers, is responsible for writing pupil Education Plans and giving a copy to the Teaching Assistants, instructing them of the support required for individual pupils in particular classes. They may be asked to undertake other duties at various times of the day e.g. display, photocopying etc.

### **Midday Supervisors**

Mid-day supervisors arrive in school at 12midday to undertake the supervision of lunches, they are required to stay until the end of lunch at 1.15pm. Midday supervisors are required to adopt the Relationships and Behaviour policy of the school.

Unless designated to a particular child, Midday supervisors must ensure that there is an appropriate adult child ratio in the school hall and playground at all times, following the rota. Midday Supervisors should report any incidences/accidents, however minor, to the child's class teacher and record the accident in either the accident book.

Safeguarding issues should be reported to the DSL(Headteacher or Deputy headteacher) immediately and recorded on CPOMS.

### **Administration Staff**

Admin staff will work between the hours of 8am – 5pm. They will ensure the day to day administration of the school is undertaken and supporting staff where applicable.

### **Timetables**

The deputy Headteacher is responsible for timetables for gate duty before school, playground supervision, PPA cover, lunchtime rota, and assemblies. The Headteacher arranges staff meetings and Performance Management.

Each teacher has a copy of PE, Dance and I.T. suite timetable. Each class should have their weekly timetable accessible in their classroom in case of absence. Subject timetables are the responsibility of Subject Leaders

### **Staff Briefings & Meetings**

Staff briefings are held every Monday and Thursday at 8.30am in the staffroom, all child facing staff are expected to attend.

Staff meetings are typically held on Tuesday starting at 3.30pm. All staff are expected to take an active role during the meeting throughout the year all staff will be given the opportunity to lead a meeting. If a member of staff is absent it is their responsibility to ensure they are full up to date.

## **Parents Consultations**

Opportunities are given termly for the parents to talk to the teachers about their child's progress. In the autumn term we offer 2 Parents' Evenings, the first is a group parent/teacher meeting, designed to inform the parents about the academic year ahead, the learning, the class timetable and to formally meet the class teacher. The second autumn Parents' Evening, is designed for parents to meet individually with the class teacher to look at their child's books, discuss progress and attainment as well as setting targets. An interim report is also sent home to parents.

The spring term Parents' Evening is a further opportunity for parents to see their child's learning, discuss progress, attainment and reset targets as required. An interim report is also sent home to parents

In the summer term, parents receive a written report, highlighting what a child knows, understands and can do. A further opportunity is provided for parents to look at the children's learning, discuss the written report with the class teacher as well as visit the next class as part of our transition process.

We encourage parents to see the Teacher or Headteacher at any time if there is a worry about anything relating to school or home. We will also ask the parents to see us if we are concerned about a child.

## **Pupils with Additional Needs**

Termly meetings are arranged by the SENCO, instead of Parent Consultation Evenings, with the parents, class teacher and SENCO to discuss the child's learning – progress and attainment. It is at this meeting new targets are set and Individual Education Plans are agreed.

## **Safeguarding and Child Protection**

All staff have had 'Child Protection' training to at least Level 1. Any concerns about a child's welfare should be reported immediately on CPOMS. The Designated Safeguarding Leads and any other relevant member of staff will immediately be alerted to this.

Sudden changes in behaviour, marks that cannot be accounted for and the confidences related to the teacher, may be signs of child abuse. It is essential that these are recorded and all procedures followed promptly.

**All matters of Safeguarding and Child Protection are treated confidentiality.**

## **Staff Absences**

If a member of staff is ill and needs to take time off work, she/he should contact the Headteacher as soon as possible, (**Victoria McBrown – Mobile: 07800995677**).

**Please do not email.**

Staff should inform the school office by 2pm each day, unless a GP sick note has been provided giving details of the number of days absence, whether you are fit or not fit to return to work. After 7 calendar days of self-certification, (weekends are counted as part of your sickness absence) a GP certificate is required.

Staff are requested not to take time out of school for appointments unless they are of an urgent nature; routine dentist and doctor appointments should be made outside staff's directed time. If it is a necessity to have time off, a request should be made to the Headteacher, giving 5 days' notice, unless it is an emergency. If the request is appropriate, time is usually granted. Cover for staff attending courses will also be arranged by the Deputy Headteacher, therefore staff should inform them of planned training.

**NB: Please refer to the CCT Absence Policy or Sickness Absence Policy for further information**

### **Personal Telephone Calls**

Mobile phones should be on silent during your working hours and please ensure all personal phone calls are taken at lunchtime, before or after school unless there is an emergency.

### **Staff Lunches**

Staff may purchase a meal through the school kitchen. Orders should be placed via the school office before 10am and payment of £2.80 made via the Gateway online payment system. As a cashless school, no money is collected.

### **Staff Room**

This is a place of relaxation for all staff. **It is the responsibility of each member of staff to keep the room tidy** – crockery and cutlery should be placed in the dishwasher after use both at break and lunch times. **Children are not permitted in the staffroom**

### **Please be prompt when returning to class/playground after morning and lunch breaks.**

A white board is in the staff room for messages – staff need to check this on a daily basis. All visitors may be invited into the staff room for tea or coffee. Tea and coffee must **never** be taken into the IT suite. Please be very mindful of hot tea or coffee in the classroom when the children are present and it is preferred that cups with lids are used.

### **Security**

All staff are vigilant and strangers challenged. All staff are required to wear named identity badges and visitors are asked to sign in the visitors' book both on entry and departure from the school. Visitors will be requested to wear an identity badge. Staff are responsible for ensuring the security of their personal belongings.

The caretaker is responsible for the security of the school at the end of the day; however, each class teacher should shut all windows in the classroom at the end of the day. Class teachers are responsible for closing down computers in their classrooms. Please ensure that all computers in the ICT suite are turned off as you leave with your class. Any security issues should be reported to the Deputy Headteacher.



## **Governors**

Governors are critical friends of the school with three core functions:

- Ensuring clarity of vision, ethos and strategic direction
- Holding leaders to account for the educational performance of the organization, its pupils and the effective performance management of staff
- Overseeing the financial performance of the school and ensuring money is well spent.

They are encouraged to visit regularly, will have a clear focus and staff will be informed of the visit.

It is the Governors responsibility to monitor the school strategically and they are held accountable for this.

## **Visits**

Classes are taken on visits in connection with their learning. All classes undertake at least one visit, which is typically for the whole day and involves a coach or train trip. It is important that visits are booked well in advance. In addition, teachers may wish take their class on other organised trips to enhance learning eg. Short walk in connection with a local study as part of a History or Geography topic.

The School's Charging and Remission Policy outlines in further detail requests for payments from parents.

A proposed visit should be discussed with the Headteacher and the appropriate cost and arrangements agreed. Written consent must be gained for each child for each child trip and a template letter is available from the office. Verbal consent may be used in exceptional circumstances with agreement from the headteacher.

No child should be excluded from a trip because the parents are unable to pay; therefore any cases of hardship should be referred to the Headteacher. Governors have agreed that 90% of the total cost should be collected to make the trip viable. If it is not collected then the trip should be cancelled. It is the teacher's responsibility to inform the kitchen of the date of an outing, number of children out of school, number of free dinners required etc.

All financial arrangements must be provided to the Finance Manager, prior to confirming payments for trips.

Governors agree all residential trips and their viability and if they are to take place. The Governors MUST be informed for insurance purposes in the case of a residential trip.

The Risk Assessment must be agreed at least 2 working weeks in advance by the Headteacher or Deputy Headteacher in her absence.

A Risk Assessment should be made well in advance of the visit by the person in charge and documented. The Headteacher or Deputy Headteacher must approve all Risk Assessments.

## **Reprographics**

Staff are allowed to use the photocopier at their discretion. Photocopying rights must be upheld at all times. There are 3 main copiers/printers, located in KS1 building, PPA room and Main office.

### **School Site Manager**

Our site manager is on site from 6am to 10am and then again from 2.30pm – 6pm. He will co-ordinate all cleaning tasks, maintain and order cleaning products. He will oversee the work of contractors, maintain water and fire safety records and ensure the school is secure.

### **Parking**

Staff and visitors parking is available in the Car Park just inside the main school gate. Parents are not allowed to use this area, as space is limited. The secure doors and car park gates are to be kept shut at all times. All staff are provided with a key fob to gain entry/exit to the car park. The adjacent roads to the school are permit parking only. All visitors will report to the main office on arrival at the school.

### **The School Day**

08.40	School gates open and children will proceed to classrooms
08.50	School gates closed and AM registration takes place
09.00	Morning lesson begins
09.10	Assembly
10.30	Playtime
10.45	End of playtime
12.00	Reception lunch break
12.15 -1.15	lunch break
13.15	PM registration takes place, afternoon lessons begin
15.15	End of school day

### **Attendance Registers**

These are to be completed at the beginning of the morning (8.50am) and afternoon (1.15pm) sessions, by the class teacher using the Arbor Data system. Any child arriving after 8.50am and before 9am for the morning session or arriving between 1.15pm and 1.25pm for the afternoon session will receive a 'late' mark, Children arriving late must be recorded in the late book by their parents, this is located in the school office. The closure of registers is at 9am and 1.25pm; after this time an unauthorised absence mark is recorded.

The attendance officer will monitor pupil attendance in accordance with Attendance Policy.



First day calling: should any pupil not be in school by 9.20am at the latest, should of the office not have a reason for absence a message will be sent to the Parent/Carer to ascertain a reason.

Any telephone message should be recorded, dated and signed in the book held in the school office. An absence for which the parent has provided no explanation will be left blank and the absence will be counted as unauthorised. The attendance officer will contact the pupil's parents if the child's absence is unaccounted for.

### **Money**

St. Mary's School is a cashless school, therefore payment for school meals, swimming lessons and trips etc. can only be paid via the school gateway payment system. A voucher system is available should the parent/carers be unable to pay online.

### **Collective Worship - Prayer and Liturgy**

Monday	Whole School Collective Worship	9am KS2 9.20am EY+KS1
Tuesday	KS2 Collective Worship – hall EY+KS1 Class Worship*	
Wednesday	Musical Liturgy	
Thursday	EY+KS1 Collective Worship – hall KS2 Class Worship*	
Friday	Visio Divina	9.10am

### **Playground Duty and Procedures**

Playground duty is everyone's responsibility and as such a timetable has been drawn up to ensure equitability. If you are absent for your duty it is your responsibility to organize cover/swap etc.

There are playground games for the children to use. Children should be encouraged to put these away tidily. When the first bell rings the children stand still; upon the second bell the children walk to their line. Children stay in the classrooms during wet play supervised by the adults on duty. Each class has a Wet Playtime Routine that has been discussed with the children and is understood by all.

### **Birthdays, Sweets and Toys.**

A birthday is always very exciting and of course we want to celebrate with the children, however our role is not to facilitate a party!! Children may share a small sweet with their classmates (to be given at home time). As we have a no nut policy

please ensure any treat does not contain nuts. It is the class teachers' responsibility to ensure they are aware of any other allergies children in their class may have. We are not able to distribute party bags, cake, balloons etc.

## **Policies**

All School Policies are available under Teacher resources.

## **Smoking**

The school site is **non-smoking**.

## **Lost Property**

All property found in the school is put in the lost property box, which is located in the main front entrance. Before placing items in the lost property box, please check it for a name and return it if you are able to. Parents and children are free to look for lost articles. Items of the Lost property will be displayed at the end of each term to enable parents to check for any lost items; after this, items will be disposed of.

## **First Aid**

During playtime the staff on duty will deal with minor accidents and at lunchtime the midday supervisors. Staff dealing with the accident/incident will record the injury in the first aid book, a copy of the accident/incident will be sent home to the parent/carer. The class teacher should be made aware of head injuries for anyone in their class.

If there is cause for concern, staff should inform the office who will contact the parent if necessary. The school office must be informed of all head injuries so that a text message can be sent to the parent/carer to advising them of the injury.

- A child sustaining a bumped head should be treated with a cold compress and monitored closely. If it is not serious the child will remain in school. If it is a serious bump to the head, then the pupil should be taken to the office, so the parents can be contacted immediately.
- The midday supervisors, will complete the accident form with the appropriate details and hand it to the teacher at the end of the lunchtime session.
- If a serious accident occurs in the playground or classroom, the teacher should send an urgent message to the office and stay with the injured child. The Headteacher will decide what action should be taken.
- Each classroom also has a first aid bag, therefore minor injuries can be dealt with quickly and efficiently by the class teacher or teaching assistant within the classroom setting.

## **Medication**

It is the school policy to administer some medication which is necessary for some children. Epi-pens are kept secure, but available for immediate use. Pupil medication is stored in a secure cupboard. Children should be sent at the appropriate time for medication – this should be at the end of a session and not during class time.

Any other medication, i.e. antibiotics, may be administered once the parent has completed the emergency medication form.

## **Fire**

Each member of staff should have access to the Fire Safety Policy in which fire safety procedures can be found. Each term there will be a fire drill organised by the Headteacher. These are important sessions to be treated very seriously, and should be talked through with the children after the event. **Every room has an evacuation plan prominently displayed.**

## **Lockdown**

The lockdown drill will take place termly, to ensure everyone on school site is aware of what needs to happen in the event of a lockdown.

## **Staff Development and INSET**

The Deputy Headteacher will make staff aware of courses which he/she considers relevant to the professional development, as well as giving staff generally the opportunity to consider any courses which are available. This will always depend on the needs of the school – ie. School Development Plan, Ofsted Action plan, relevant courses, INSET required and Performance Management and more general things such as Health & Safety

There are 5 INSET days per year, which all teachers are expected to attend. Support Staff will be invited to INSET days which are relevant to their Professional Development and will be paid on an adhoc basis.

## **Resources**

Resources are available to all staff. Requirements should be directed to the office staff by 10am each day. The Headteacher will make the final decision whether additional resources can be purchased and the Finance Officer will place the order.

## **General**

If problems arise, it is important to speak to either the Headteacher or Deputy Headteacher. The Headteacher's door is always open and staff are welcome to come in and to talk about any areas of concern or to voice opinions.

We want to have a happy school, because happy people (children and adults) make the best learners.

## **Staff**

Please refer to the school website for the current staffing structure, including members of the Local Governing Board.

New members of staff will be provided with the appropriate CCT Policies.