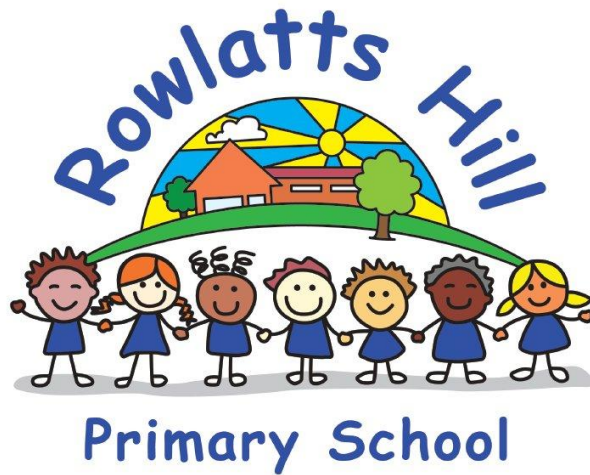


Rowlatts Hill Primary School



Staff Handbook

Rowlatts Hill Primary School

INDEX	PAGE NO:
'A' is for	
Accidents & Incidents of Illness - Recording & Reporting	6
Assemblies	6
Attendance - Pupils	6
Attendance - Staff	7
Additional Hours	7
'B' is for	
Behaviour	8
Bullying	8
'C' is for	
Catalogues for Resources	10
Community Cohesion/National and International Links	10
Complaints/Grievances	10
Confidentiality	10
Contact with Parents/Carers	10
Curriculum	10
'D' is for	
Data - Personnel/Upkeep & Storage	11
Data - Pupils/Upkeep & Storage	12
Dinner Times	12
Disability Discrimination Act 1995 - The	13
Dress Code - Staff	13
'E' is for	
Electrical Resources	14
Emergency Contact List - Pupils	14
'F' is for	
Fire Safety & Emergency Evacuation Routine	15
First Aid	15
Food	15
'G' is for	
General information	16
Governing Body	16
Ground Rules	16
'H' is for	
Harassment	17
Head Lice	17
Health & Safety	17
Health & Wellbeing	17
Health of Pupils	17
'I' is for	
Induction Procedure	18
Internet - Responsibility of Use & Security	18
'J' is for	
Jewellery	19
Job Descriptions	19
'K' is for	
Keys	20
'L' is for	
Leave of Absence - Pupils	21
Leave of Absence - Staff	21

Rowlatts Hill Primary School

Letters to Parents/Carers	21
Lockers	21
Lost Property	21
'M' is for	
Maternity Leave	22
Medical Certificates	22
Medical Needs - Pupils	22
Medicines in School for Pupils	22
Meetings - Schedule of Staff	22
Mobile Phones	23
Money Brought Into School	23
'N' is for	
NQT Induction	24
Newsletter	24
'O' is for	
Ordering Resources	25
'P' is for	
Parents/Carers	26
Parking	26
Paternity Leave	26
Pay Scales	26
PE Equipment Storage	26
Pension Schemes	27
Performance Management	27
Personal Property	27
Photocopiers	27
Playground Duty	27
Policies	27
Postage	27
Private Photocopying & Telephone Calls	28
Professional Conduct	28
'Q' is for	
'R' is for	
Recruitment & Selection	29
Registers	29
Religious Observance	29
Resignations	29
'S' is for	
Safeguarding and Child Protection	30
School Self Evaluation	30
School Session	30
School Term Dates & Training days	30
School Trips & Visits	31
School Improvement Plan	31
School Uniform	31
Security - Staff and Visitors Entrance	31
Sex Education	31
Single Central Record	31
Smoking	31
Social Networking Sites	32
Staff Room	32

Rowlatts Hill Primary School

Stock Control	32
Students on Placement	33
Supply Staff	33
Swimming	33
'T' is for	
Teaching Times	34
Training - Continued Professional Development (CPD)	34
'U' is for	
'V' is for	
Visitors to School	35
'W' is for	
Welcome to Camberwell Park School	36
Whistle blowing policy	36
'X' is for	
'Y' is for	
Year 6 Transition to Secondary Schools	37
'Z' is for	

Rowlatts Hill Primary School

Introduction

Welcome to Rowlatts Hill Primary School.

This staff handbook has been written as an information tool for all staff. The content is designed to clarify roles, responsibilities, dates and other information that you may find useful. This handbook will also be used as part of the induction pack for new staff.

Please be aware that it may be necessary to change some entries from time to time. The handbook will be revised at the start of the new school year. Any major changes will be notified to staff in staff briefings.

We hope you find this booklet useful.

General Information

Name: Rowlatts Hill Primary School

Address: Balderstone Close
Leicester, LE5 4ES

Phone Number: 0116 2768812

e-mail address: office@rowlattshill.leicester.sch.uk

The Leadership Team

Headteacher: Ms Jay Virk

Deputy Headteacher: Mrs Debbie Swann

School Business Manager: Mr Grant Penton

Assistant Headteacher: Mrs Sam Audley

Year 6 Phase Leader: Mrs Karla Spooner

Chair of Governors: Rev. Clare King

Rowlatts Hill Primary School

Shared Vision

The quality of education we provide for all the learners at Rowlatts Hill is 'Good' according to the Ofsted inspection (January 2013). We have high expectations of our children regardless of the individual challenges they may face. Learners make progress through the broad, balanced, enriched and creative curriculum which is delivered by the highly committed and skilled teaching and non-teaching staff. The curriculum will continue to evolve and be responsive to 21st century learning needs including global awareness and sustainability as well as ensuring it equips our learners with the essential skills they need as they develop and grow.

The statement of the school's values "**together we succeed through challenge and enjoyment**"; more importantly these individual values of - Do challenge yourself; Do listen; Do show respect and Do be kind and Gentle can be seen in the way in which learners behave well in lessons and respond positively to the challenges set by their teachers. The school aims to provide every learner with a personalised education, where the individual and the particular needs of each learner are met. We will support our learners to be community citizens through respect and celebration of the varied cultures, racial backgrounds, languages spoken and individual characteristics which they represent. Their views will be sought and valued in all aspects of school life including the curriculum and what helps them learn including the curriculum and what helps them learn about life in modern Britain.

We are extremely proud of the improved academic performance the school has made since being removed from Special Measures in 2009 as we know it gives our pupils the best possible chance of opening up a wealth of life and career opportunities, not least setting them on track to achieve 5 A-Cs at GCSE. Rowlatts Hill Primary will continue to drive its own improvement, set its own challenging targets and recognize that for the sake of our learners we can always do better.

Rowlatts Hill Primary continues to be committed to maximizing learning opportunities across the whole school day and beyond. The school offers a wide range of drama, musical and sporting activities for children of all ages. We are particularly proud of our success in extra-curricular sporting activities which are offered to both girls and boys at no cost to our families.

The pupils and staff make Rowlatts Hill Primary a happy and special place to learn. Don't take my word for it ... come and see for yourself!

Rowlatts Hill Primary School

A is for

ACCIDENTS & INCIDENTS OF ILLNESS - Recording & Reporting:

- It is important that all accidents are promptly reported in the accident book situated in the medical room and an appropriate letter should be sent home to inform parents/carers of this fact.
- If the head injury is anything more than minor, the parents/carers must be contacted as soon as possible and advised to take their child to A & E at the local hospital as a precaution - a First Aider can make this decision, in consultation with Leadership Team member.
- All accidents which are serious enough to possibly warrant hospital treatment must be dealt with by a member of the Leadership Team and a SO2 form must be completed and followed up by a manager.
- If a child is taken ill then the parents/carers must be contacted as soon as possible in order that they may collect their child from school. Any decisions regarding sending children home should be made in consultation with the Leadership Team member.

ASSEMBLIES:

The rota for assemblies is:

- Monday - F/KS1 Achievement assembly at 10.15am
- Tuesday - KS2 Achievement assembly at 10.30am
- Wednesday - F/KS1 Singing assembly at 10.15am
- Thursday - KS2 Singing assembly at 10.30am
- Friday - Class assembly at 9am

It has been agreed through discussion with teaching staff that the theme for assemblies should be based on School Values linked to British Values or calendar events/religious festivals where appropriate.

ATTENDANCE - Pupils:

- Pupils' have a right to education and attend school every day; it is the responsibility of staff to encourage and reward good attendance, and challenge absences on a daily and weekly basis.
- The school should be notified of all absences. Messages will be put in the register of any absences received through the office.
- If no reason for absence is received then an 'N' should be entered in the register. The office will make contact with the parent/carer to obtain a reason for absence and expected return to school
- With regards to holidays and extended periods of leave for children, The Education (Pupil Registration) (England) (Amendment) Regulations 2013 - state 'that Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances'.

Rowlatts Hill Primary School

- With regard to Extended Leave of Absence, parents/carers are obliged to request the permission of the Headteacher if they intend to take their child/ren on holiday or on a visit to another country.
- The Headteacher has responsibility for monitoring pupil absence and reports to the governors regularly; where there are concerns, this is followed through with parents/carers to look at improving pupils attendance.

ATTENDANCE - Staff:

- If you are ill and unable to come into work, please contact the Headteacher **in person** by 7am. If contact hasn't been made then follow up with a text and the Headteacher will make contact once available. Email is not acceptable method of notification.
- In order to assist school to assess the likely duration of absence and arrange the necessary cover, you must specify the length of time you expect to be absent. If this is not possible you must follow the reporting procedure on **each** day of absence.
- If the Headteacher is not available then you must leave a number where you can be contacted. If a message is left with anyone else including answer machine messages a return phone call will be made by a member of the Leadership Team later that day.
- The first three days of absence can be notified by telephone. From the fourth day you "self certify" your absence, either by letter or use of the Return To Work proforma.
- If the absence continues for more than seven days (including non-working days) then from the eighth day of absence a Medical Certificate (Fit Note) is required from your doctor and must be sent in to school no later than four days after the expiry of the previous self-certified period, or the expiry of a previous fit note.
- In cases where you return to work prior to the expiry of a Fit Note you can sign yourself as fit for work without your GPs consent. If you return to work early there will be a risk assessment as part of your return to work interview.
- The key fob system will be used to monitor hours if necessary.

ADDITIONAL HOURS:

Once agreed with the Headteacher, Business Manager or Deputy Headteacher, please complete an Extra Hours claim form/overtime form in pen. These are stored in the staff room.

Rowlatts Hill Primary School

'B' IS FOR

BEHAVIOUR MANAGEMENT

Please see Assertive Discipline Policy. The school operates a programme of positive behaviour management. All staff in school are trained in team teach policy and practice. It is essential that you familiarise yourself with the school policy and operate at all times in line with the guidance. If you are unsure about any issues relating to behaviour management or need support and advice please see the Headteacher, deputy Headteacher or Foundation Assistant Headteacher.

BULLYING:

Please see Anti Bullying Policy. Bullying of any sort either by pupils or staff is not tolerated.

Please refer to the schools 'Assertive Discipline Policy' for bullying incidents related to pupils, all incidents must be reported to be logged electronically and highlighted to Leadership team and will be investigated prior to reporting to governors.

Incidents of staff bullying should be reported to the Headteacher who will follow guidance from HR. If concerns relate to the Headteacher, concerns should be addressed in writing to the Chair of Governors.

Rowlatts Hill Primary School

C IS FOR

CATALOGUES FOR RESOURCES:

Catalogues for resource purchases are located in the school office. Orders should be processed using the correct procedures. See section on Resources. Under no circumstances should staff order items over the telephone/on-line. Please see Business Manager for further guidance.

COMMUNITY COHESION / NATIONAL AND INTERNATIONAL LINKS:

The school values the diverse nature of the school population both in terms of staff and pupils and recognises the value of learning about other cultures and religions around the world and how they align with British values.

Supporting equal opportunities and celebration of diversity is a high priority within the school's vision and mission statement. All staff are expected to be aware of the individual nature of each child's own home background and to reflect this throughout the curriculum e.g. through displays, use of relevant resources etc.

Information about the ethnicity and home language of class groups is shared at the start of each school year. Familiarisation with the ethnicity and home language of the children in class groups is the responsibility of teachers.

COMPLAINTS/GRIEVANCES:

In the first instance, you should take up your complaint/grievance with the Headteacher. If it is felt that the complaint or grievance has not been resolved satisfactorily, or if the complaint/grievance relates to the Headteacher, complaints should be put in writing to the Chair of Governors. The complaints policy is on Public Site.

CONFIDENTIALITY:

- All staff are required to follow our Confidentiality policy
- Every member of staff should follow a strict code of confidentiality, knowing that everything that is spoken or written in school and relating to school is not for general public knowledge, and should only be discussed in school with appropriate staff members.
- In your position of trust we expect that you strictly adhere to this policy and respect such confidences
- Confidential matters will be discussed during meetings and must not be discussed outside these meetings.

Rowlatts Hill Primary School

- Any member of staff who discusses a problem of a personal nature with any other member of staff should feel secure in the knowledge that it will go no further unless they wish that it does so.
- If a parent/carer discusses a "confidential" matter with any teacher which relates to the well-being of a child within the school and has been brought to the attention of "the School" - such a matter must be discussed with the Headteacher.
- Confidentiality relies on the ability of any member of staff to trust the integrity of their colleagues.
- Matters relating to Child Protection will be shared with staff on a 'need to know' basis.
- Please note that confidentiality in relation to school includes the use of all social networking and similar sites. Under no circumstances must these be used for discussion regarding school, staff related matters or any inappropriate language generally. Any such use may lead to disciplinary action following investigation by the Headteacher.
- Confidentiality applies even after employment within limitation in time.

CONTACT WITH PARENTS/CARERS:

- 'Morning tasks' from 8.35 - 8.45am allows parents/ carers to make contact with their child's teacher on a daily basis.
- Parents/carers should feel they are welcome to speak with their children's teacher or the Headteacher at any time during the school year - especially if they have any worries or concerns.
- If parents need to discuss issues relating to their child it is appropriate to require them to make an appointment rather than interrupt teaching time.
- Classroom staff should feel free to contact parents/carers to discuss any issue which they feel parents should be involved in.
- The majority of issues where contact is made by teacher to parent/carer or; parent/carer to teacher will be fairly straightforward and will not necessarily have to be first discussed with the Headteacher or Deputy Headteacher. However, on some occasions, it will be necessary to discuss the issue first before speaking to parents/carers and on other occasions, it will be necessary to relate the concerns parents/carers have raised with teachers to the Headteacher before deciding what action to take.
- Teachers must use their discretion as to what needs to be discussed with the Headteacher and if in doubt, always seek an opinion. It is helpful for the Headteacher/ Deputy Headteacher to be aware of issues discussed with parents in case she is approached directly.
- Any concerns regarding child protection should be discussed with DSP - Headteacher, Deputy Headteacher and Foundation Assistant Headteacher.

CURRICULUM:

The curriculum encompasses Equal Opportunities policy in respect that all pupils have an entitlement to access the national curriculum 2014, there are high standards for learning and that the curriculum provides continuity and coherence as well as a public understanding that can be shared with parents, other teachers and governors. See school website for details on Medium term planning for each year group.

Rowlatts Hill Primary School

D is for

DATA - Personnel - Upkeep & storage:

It is important that any of the following personal changes be advised to the Business Manager as soon as known:

- Change of address or telephone number (mobile or land line).
- Change of details of an emergency contact.
- Change in personal circumstances, i.e. single status to marital status.
- Change in registration of private vehicle which may be parked on the school premises.

Please be assured that all personal details are kept confidentially and not divulged to any unauthorised body.

All staff must be fully aware of confidentiality issues in relation to both pupil and staff data. Key aspects for data security are:

Use of data sticks (to be used in line with policy agreed by governing body)

- ONLY authorised personnel can use data sticks which will be supplied by the school. Only authorised data can be transferred.
- Only data sticks supplied by the school can be used for transfer of data.
- Once data has been transferred it should be deleted. Data sticks **MUST NOT** be used for storage of information
- All data sticks should be scanned for viruses before use on school computers / laptops
- Data sticks will be checked each term by the ICT technician
- If any visitors to the school bring data sticks e.g. for use in training, they **MUST** be scanned for viruses by the ICT technician or senior member of staff before use

Use of laptops

- Only authorised personnel will have school laptops
- With the exception of Leadership team it would not be expected that staff would have personal data in relation to pupils or staff on their laptops. Any personal data should be encrypted or stored on the school server.
- Laptops are for staff use **ONLY** - not for use by family members or friends
- All laptops will have a secure password which will be changed each term by the IT technician who will also monitor the laptop in relation to appropriate use.

Paper information

- Within school - care should be taken at all times regarding personal information which relates to pupils or staff.
- Disposal of paper information - All personal data which relates to pupils or staff which is identifiable e.g. when a name is used in association with either date of birth or address, **MUST** be shredded before recycling.

Rowlatts Hill Primary School

- With the exception of Leadership Team, school staff would not normally take personal information about pupils out of school. If you require to do so, please see a member of LT and agree a date for return of the information.

CCTV

- CCTV is in operation at Rowlatts Hill Primary School with camera around the external of the school building
- Under no circumstances should any footage be viewed unless the Leadership Team member has given authorisation and is present
- The Headteacher reserves the right to use CCTV recordings/footage in any disciplinary proceedings.

All staff should be advised that breach of school policies and procedures in relation to data security may lead to disciplinary action following investigation by the Headteacher.

DATA - Pupils - Upkeep & storage:

It is vital that pupils' records are kept up to date and as accurate as possible. If any parents/carers inform member of staff of changes to personal circumstances, i.e;

- Change of address and/or telephone number (mobile or land line).
- Change in emergency contact details;

Please ensure that the office is informed so that all records relating to the relevant pupil are amended accordingly.

When off site visits take place, it is the class responsibility to make sure they take the correct information with them.

DINNER TIMES:

Lunchtimes are from 11.45am - 1pm. The children will eat on a rota system where F2 start at 11.45am, KS1 at 12pm and KS2 after 12.15pm.

Lunchtime staff should be aware of the dietary needs of the children on their table. E.g. allergies to any foods. Classroom staff will have this information. If you are not sure, please ask.

Staff meals can be ordered daily through the kitchen and payment must be made directly to the kitchen.

Rowlatts Hill Primary School

DRESS CODE – Staff:

For health and safety reasons:

- Rings should be reasonably flat against the fingers
- Finger nails should be rounded and old nail varnish removed.
- Governors advise that footwear must be worn appropriate to the roles and health and safety of staff and pupils. Flip flops must not be worn.
- Staff are **not permitted** to chew gum during school hours

Staff are expected to look smart and presentable.

- The governors have agreed that staff can wear tops that do not show the mid-riff or any underwear and should not contain offensive logos or slogans. Low cut tops are not appropriate. No jeans are allowed.
- Tattoos if visible should not have offensive messages.
- Face piercing should be limited to one decorative item
- One piece swimming costumes must be worn for swimming (not bikinis)

Staff are asked to respect this dress code and dress appropriately within the school environment.

If the above recommendations are not adhered to then the governors may choose to make some revisions and remove some of the current flexibility.

Rowlatts Hill Primary School

'E' IS FOR

EQUALITY ACT 2010:

Legal definition of disability:

Section 1 of the DDA defines **Disability** as '*a physical or mental impairment which has substantial and long term adverse effect on a person's ability to carry out normal day to day activities*'.

Staff/visitors as well as pupils with disabilities are welcome at the school.

In relation to staff, the school makes all reasonable adjustments to accommodate staff with a disability. Whilst staff are not required to declare a disability, they are encouraged to share information with the Headteacher in order that the necessary support can be put into place. All information shared will be treated confidentially.

In line with DDA requirements the school has a 'Disability Equality Scheme and Accessibility Action Plan'. Staff, governors and parents have been consulted on the contents of the plan and which will be reviewed as part of school improvement and renewed every three years.

ELECTRICAL RESOURCES:

Please ensure the safekeeping of electrical equipment by storing securely. Any valuables should be brought locked up securely at the end of each day. All portable appliances are tested annually to ensure compliance with Health & Safety legislation. Any electrical goods purchased for school use must be checked by Business Manager before use.

Personal electrical items must not be used in school.

Any electrical item purchased over £100 must be brought to the Business Manager to add to the school inventory.

Any broken item over £100 must also be brought to the attention of Premises Officers.

EMERGENCY CONTACT LIST - Pupils:

An index file of children's details is located in the office. Please see the Administrator/Admin Asst for any emergency contact numbers.

Rowlatts Hill Primary School

'F' IS FOR

FIRE SAFETY & EMERGENCY EVACUATION ROUTINE:

Fire evacuations are carried out termly and each class has a written emergency evacuation procedure in the Health and Safety policy which can be found in each class - please familiarise yourself with your working area in order to ensure quick but safe evacuation.

FIRST AID:

All teachers and LSAs are first aid trained with Foundation staff being Paediatric trained.

First Aid boxes are held in the following Foundation area and Medical Room.

The first aider will check the boxes monthly to replenish stock by Premises Officers.

FOOD:

No staff member should be eating in front of the pupils unless it is a celebratory event. E.g. a birthday, festival and the pupils are joining in too.

No staff member should be chewing gum on school premises.

Rowlatts Hill Primary School

'G' IS FOR

GOVERNING BODY:

The *Governors* are responsible for important policy decision making in school. The Headteacher ensures the school is organised and managed in line with *Government* decisions and makes regular progress reports to the *Governors*. The Full *Governing Body* meet every half term, a total of six meetings throughout the year. Full list of *Governors* can be found on staffroom board and website.

GROUND RULES:

A number of 'ground rules' have been agreed to support the professional and smooth running of the school. These are:

- **Time keeping** - All staff must be on time for meetings, assemblies, classroom and other duties
- Meetings must start promptly should not over run
- Meetings must be purposeful - have clear agendas which staff involved have an opportunity to contribute to
- Professionalism in meetings - Staff must listen to each other, respect each other's views and not talk when others are talking.
- **ALL** staff must support with getting out / putting away equipment, preparing for and clearing up after school events

Rowlatts Hill Primary School

'H' IS FOR

HARASSMENT:

Harassment is any unwanted, improper or inappropriate behaviour, practices or conduct of a sexual, racial or intimidating nature which causes offence or hurt. This could be:

- Harassment of an employee by a pupil or parent/carer;
- Harassment of an employee by another employee;

Should you feel that you have an issue of harassment, you should initially take this up with the Headteacher.

HEAD LICE:

If a case of head lice is reported (or noted) a standard head lice notification letter, (which also gives advice on treatment to be adopted or where additional advice can be sought) should be sent home with each child in the class (copies available from the office).

HEALTH & SAFETY:

The Health & Safety of both pupils and staff is considered very carefully at all times. Staff must note that they have the responsibility for their own health and safety at all times.

The Health and Safety policy is reviewed annually and copy held on public site.

Any issues with regards to health and safety, if not of an urgent nature, should be noted in Premises Officers jobs request folder in staffroom. Any urgent matters should be reported immediately to either the office or Leadership Team.

HEALTH AND WELLBEING OF STAFF:

Rowlatts Hill Primary School takes the health and wellbeing of staff very seriously and has a number of strategies in place to support this. For example, Health and Wellbeing budget allocation (e.g., to buy tea and coffee for the staffroom), referrals to occupational health for advice and support where appropriate, Headteacher open door policy for advice and support. The school looks forwardly to other ways to promote wellbeing via 'Pudding Club' and Buddying.

HEALTH OF PUPILS:

If you have a concern about the health of a child you should bring it to the attention of a member of LT and discuss in full; it may then be necessary to consult with parents/carers.

Rowlatts Hill Primary School

'I' IS FOR

INDUCTION PROCEDURE:

All new staff and staff who are new/changing roles will be offered an induction programme. This will be initiated by the Headteacher and will involve Business Manager and all relevant staff.

INTERNET - Responsibility of Use & Security:

Internet access in school is provided on the EMPSN network to support the professional work of all staff. Staff have the opportunity to access educational materials and good curriculum practice, communicate with professional associations and colleagues, exchange curriculum and administration data with the LA and DFE, receive up-to-date information and participate in Government initiatives,

- Access to the computer system should only be with the login and password you have been given;
- Personal disks or CDs from outside school should not be used on the school computers;
- The sending and receiving of personal e-mails and surfing the web for personal information is not allowed during working/directed hours.

For more information on this please ask our ICT coordinator for a copy of school's Acceptable Usage Policy.

Rowlatts Hill Primary School

'J' IS FOR

JEWELLERY:

As in line with the dress code, jewellery can be worn, but rings must be flat and not sharp.

The school cannot be held responsible for any damage to staff jewellery or injuries caused to staff from the pupils relating to jewellery.

JOB DESCRIPTIONS:

- On appointment to post, all staff will have been issued with a job description in the application pack.
- Any job descriptions issued by the school are in line with LA regulations.
- All teachers have a general job description which includes the role of the subject leader and an additional job description for any particular responsibilities held which are over and above their class teaching role e.g. teaching and learning responsibilities.
- Fulfilment of Job descriptions will form part of performance management discussions.

Rowlatts Hill Primary School

'K' IS FOR

KEYS:

The following staff are key holders in school:

- Head Teacher
- Business Manager
- Premises Officers.

If ever you are entrusted with keys for any part of the school, you will be expected to look after them and not lose them. Loss of keys presents a security risk to the school. If you do lose any keys then this should be immediately reported to the Head or Business Manager.

Rowlatts Hill Primary School

'L' IS FOR

LEAVE OF ABSENCE – Pupils:

Please refer to the pupil attendance policy

LEAVE OF ABSENCE – Staff:

ALL school staff must be available to work during term time. Holidays are not permitted during term time.

The attendance policy which has been agreed by governors details absences which will be authorised.

LETTERS TO PARENTS/CARERS:

- All letters must be compiled via the office.
- All letters written on behalf of the school should be sent on the school's letterhead, checked for spelling errors and signed by the person who has written it.
- A copy of all letters sent home is to be given to the office to hold in a central file.

LOCKERS:

Lockers have been provided for personal belongings. If you do not have a key to a locker please see the Business Manager.

Please note: School holds no responsibility for any personal property on the school site. Staff should ensure due care and attention to own property is observed at all times.

LOST PROPERTY:

The school and the Local Authority do not accept the responsibility for the loss of/damage to personal property.

Parents should be encouraged to write their child's name in clothing brought into school.

All items of clothing, items of value, money/jewellery - should be handed in at the Office.

Rowlatts Hill Primary School

'M' IS FOR

MATERNITY LEAVE:

Employees are strongly advised to inform the Headteacher of pregnancy as soon as possible because of Health and Safety reasons. Confidentiality will be maintained. Full details of Maternity Leave entitlement can be obtained from the Personnel Department at the LA. Please consult the Business Manager who will liaise on your behalf if required.

MEDICAL CERTIFICATES:

After 3 days of absence, **ALL** staff will be required to complete a Self Certification Certificate. Absences of seven days plus (including weekend days) will require a Fit Note available from your local GP and should be handed in to the Business Manager , either prior to or, on your return to work.

In cases where you return to work prior to the expiry of a Fit Note you can sign yourself as fit for work without your GPs consent. If you return to work early there will be a risk assessment as part of your return to work interview.

MEDICAL NEEDS – Pupils:

Pupils with medical needs will be highlighted in the staffroom e.g. allergies and use of Epipen Training specific will be provided for particular pupils e.g. diabetic child.

Children who leave the school for medical appointments should be asked to inform the office before they leave. If they are not expected back before 10.30am then parents will be informed not to bring their child back until 1pm. Joining the class after 10.30am causes too much disruption to the rest of the class.

The same applies to children turning up late. After 10.30am children will not be allowed in to school.

MEDICINES IN SCHOOL FOR PUPILS:

Any medicine that is brought into school is to be taken to the office immediately. No medication is to remain in the child's school bag during the day.

Staff cannot administer medication unless special agreement has been agreed with Leadership Team member and parents/carer.

When travelling offsite medical must be kept in a bag specifically for medicines and must be held by an adult at all times.

Rowlatts Hill Primary School

MEETINGS – Schedule of Staff Meetings:

- Leadership Team meeting on Monday 3.10 - 4.10pm
- Staff meetings on Wednesdays 3.10 - 4.10pm (fortnightly)
- Midday Supervisor meetings half termly 11.30 - 12pm
- Premises meeting with Headteacher, Business Managers and Premises Officers monthly 11 - 12pm

MOBILE PHONES:

Mobile phones are permitted in school but **MUST BE SWITCHED OFF** during contracted working hours. They may be used in the staffroom during break times only. If any staff needs their phone to be switched on during the school day, permission **MUST** be sought from the head teacher or designated person in charge. Failure to do so, may result in disciplinary action following investigation by the head teacher.

Please also note the relevant sections of the school's e-safety policy, that is:

'Mobile phones will not be used during lessons or formal times in school. The sending of abusive or inappropriate text messages or files by Bluetooth or any other means is forbidden and will be dealt with in accordance with the school's Anti-Bullying and Behaviour Policies.'

'Mobile phones must not be used by staff to photograph pupils or school activities involving pupils.'

MONEY BROUGHT INTO SCHOOL:

All money brought into school must be in an envelope as provided by school. Loose money should not be accepted. Monies must then be brought to the school office in the morning and signed for by both TA and administrator, and not left on the desk with a note.

Rowlatts Hill Primary School

'N' IS FOR

NQT INDUCTION:

On undertaking an NQT position, the NQT will be allocated a Mentor to whom they can defer any queries. An induction period of three school terms (or equivalent) must be undertaken by the NQT and their timetabling will not exceed 90% of the normal teaching time thus allowing 10% non-contact time to enable them to undertake the induction programme.

NEWSLETTER:

A weekly newsletter will be shared with parents/carers including attendance for every class. The newsletter will celebrate achievements, successes and activities the pupils have carried out during the week.

Rowlatts Hill Primary School

'O' IS FOR

ORDERING RESOURCES:

Resource requests should be written on an order requisition. This request should be passed to the Business Manager for authorisation. The order can then be put onto the system. When the order arrives, the premises officers will check off and inform you.

The Business Manager will meet at the beginning of the financial year with budget allocations, and advise subject leaders and other budget holders the current status of their budget allocation at regular intervals during the year.

Please note because of the school's financial year (running 1 April - 31 March following year) - NO orders will be placed after the first Monday in February.

Rowlatts Hill Primary School

'P' IS FOR

PARENTS/CARERS:

Parents/carers are always welcome in school - we are keen to develop liaison with families and the community.

It is important to keep parents involved by communicating with them. This includes the morning task time and newsletters.

PARKING:

Car parking in the school car park is limited - please be thoughtful to other users. Please do not obstruct other cars.

Under no circumstances should cars be parked in designated disabled parking.

Any parking provided is at the individual's own risk.

PATERNITY LEAVE:

Full details of Paternity leave entitlement can be obtained from HR via Head/ Business Manager.

PAY SCALES:

Pay scales are determined by either the DfE or by the Local Authority and annual increments take place at different times of the year. Teaching staff increments (if due) occur in September of each year whereas non-teaching staff increments (if due) occur in April of each year with appropriate inflationary (cost of living) increases being applied usually in April. If the cost of living rise is not in place by April, this will be backdated when implemented.

Teacher's pay progression must be agreed by the governing body finance/pay committee in the Autumn term. Agreed payment will be backdated to 1st September.

The Business Manager has details of pay and salaries if required.

PE EQUIPMENT STORAGE:

Please ensure the equipment is left as you find it. The equipment is checked half termly.

Rowlatts Hill Primary School

PENSION SCHEMES:

Employee's earning in excess of £9100 will automatically be enrolled in the pension scheme.

PERSONAL PROPERTY:

Personal property is the responsibility of each person. Please ensure safekeeping of the same to the best of your ability. Handbags, etc, should be locked in the lockers provided in each classroom. If you do not have a key to a locker please see the Business Manager.

PHOTOCOPIER:

The photocopier has a code for each member of staff. NO pupil are allowed in the reprographic rooms.

PLAYGROUND DUTY:

KS1 playtime: 10.30 - 10.45am

KS2 playtime: 10.45 - 11am

Staff will be supervising throughout the playtimes and instigating social games.

POLICIES:

A range of policies covering all areas of the curriculum and every other aspect of the school have been systematically put in place through staff consultation and collective decision making. All such policies should be followed at all times. These can be seen on the school website and Public site.

Policy renewal happens in an agreed three year cycle, or in line with any changes in legislation government or otherwise.

POSTAGE:

The school will pay for all postage of items relevant to the school business. Unless indicated otherwise (i.e; Recorded Delivery) on the top right hand corner of the envelope/parcel, all items will be posted second class by Royal Mail. Letters etc; should be given to the office.

Staff can purchase stamps from the office for personal mail.

Rowlatts Hill Primary School

PRIVATE PHOTOCOPYING & TELEPHONE CALLS:

All private calls should be made outside of teaching time unless prior permission of the Headteacher is gained. If staff need a private area to make or receive a call please see the Headteacher who will make her office available.

PROFESSIONAL CONDUCT:

All school policies and procedures must be adhered to at all times including the following:

- Staff must act in a professional manner at all times when they are in school.
- Mobile phones must be switched off while in school unless arrangements have been made with the Headteacher.
- Staff **must not** chew gum during working hours.
- Staff must ensure that the conversation within the classroom is appropriate
- Staff must maintain confidentiality at all times
- Staff must adhere to the school dress code (please see separate section regarding this)
- Staff must ensure prompt time keeping
- Any behaviour which causes cause for concern and a loss of faith in an employees' integrity, in or outside of the workplace could lead to disciplinary action.

Any staff in breach of this practice may be subject to disciplinary procedures following investigation by the head teacher.

Rowlatts Hill Primary School

'R' IS FOR

RECRUITMENT & SELECTION:

The purpose of recruitment and selection is to ensure that the most suitable applicant is appointed to a vacant post whilst ensuring all legal responsibilities are met. Vacancies arising are posted internally and externally.

Headteacher, Chair of Governors, Deputy Headteacher and Business Manager have successfully completed the NCSL Safe Recruitment assessment and follow safe recruitment procedures.

REGISTERS:

Registers are legal documents and must be completed thoroughly and accurately by a responsible person. Registration begins at 8.45am and closes at 8.55am and 1pm for the afternoon session. The codes for use in the registers are at the bottom of the official register. Any problems please see the office.

Any child absent without a reason, please leave blank. The office will advise if a reason has been identified.

Please ensure that registers are completed both at morning and afternoon registration. Please return registers to the office by 9.00am at the latest.

As a legal document registers should be completed in pen, and not pencil.

RELIGIOUS OBSERVANCE:

Staff who celebrate religious events may be granted leave of absence for religious observance for 1 day in line with school policy. Staff requiring leave of absence for religious observance beyond 1 day celebrations should request absence in the usual manner and follow the guidance in the staff attendance management policy.

RESIGNATIONS:

Resignations from whatever post should always be given in writing, addressed to the Headteacher. The required periods of notice to be given will be detailed in your personal Contract of Employment. If in doubt, please see the Business Manager.

RIGHTS OF SEARCH:

In the case of a search of staff property being necessary, the head teacher would ask staff to assist should the need arise and this will be in the presence of a colleague. The head teacher reserves the right to call the police.

Rowlatts Hill Primary School

'S' IS FOR

SAFEGUARDING AND CHILD PROTECTION:

Designated Persons are Headteacher, Deputy Headteacher and Foundation Assistant Headteacher.

Pupils have a right to be safe, cared for and nurtured, staff have the responsibility to report any concerns regarding a pupil, to the Headteacher, Deputy Headteacher and Foundation Assistant Headteacher

Rowlatts Hill School has a Safeguarding policy which is on the Public site. Staff should familiarise themselves with this policy at least every year to keep the policy and procedures clear. Any questions or queries relating to Child Protection, please the Headteacher.

SCHOOL SELF EVALUATION:

The school has an ongoing system of self evaluation in a variety of forms including:

- Classroom observations
- Scrutiny of pupils work
- Questionnaires to stakeholders including parents/carers/staff/other agencies/pupils
- Scrutiny of data
- Discussions at Governing Body meetings
- Learning walks

All information gained is included in the school self evaluation summary document which is updated regularly by the Leadership Team.

All staff have access to the School Self Evaluation form on the admin section of the server in the folder labelled Strategic Planning on the Public site.

SCHOOL SESSION:

School open their doors to the Morning task (8.35 - 8.45am). School Closes at 2.55pm for F/KS1 and 3pm for KS2.

SCHOOL TERM DATES & TRAINING DAYS:

The School Term Dates and Training days are on staffroom notice board.

Rowlatts Hill Primary School

SCHOOL TRIPS & VISITS:

- A risk assessment should be completed before the trip.
- Teachers must discuss trips firstly with the Headteacher and then the office to organise coaches and letters/costs.
- Please start by using the trips proforma and hand that in to the office at the earliest opportunity.
- The EVOLVE web site should be completed **at least 1 full week** before the trip takes place
- On any letters sent out to parents regarding trips should state a final date to commit to the trip. People who do not commit to the trip by this date should not be allowed to attend.
- For residential trips, risk assessments and EVOLVE should be completed **6 weeks before** the trip and the local authority need to authorise residentials.

SCHOOL IMPROVEMENT PLAN:

Rowlatts Hill Primary has a School Improvement Plan which outlines priorities for action in all aspects of school development. All staff have been involved in agreeing priorities for action which have arisen from our own School Self Evaluation. All copy of the School Improvement Plan is available on Public Site.

The School Improvement plan should be used to form the basis of Performance Management targets.

SCHOOL UNIFORM:

The school requires that all children wear the school uniform/colours. This consists of;

- Black or dark grey shirt or trousers
- White polo shirt/shirt/blouse
- Royal blue cardigan or jumper
- Sensible black shoes
- (Trainers and jeans are not permitted)

Jumpers, polo shirts and cardigans embossed with the school logo are available via the school office. Parents are permitted to buy plain polo shirts and jumpers in the school colours that are available from other stores/supermarkets.

All pupils from Years 1 to 6 **MUST** wear their lanyards especially if they wish to use sports equipment at break times. These will be 'traded'.

SECURITY - Staff and Visitors Entrance:

All staff will receive a card to enable access to school. Access to the main building during the day by visitors is through the entrance near the office and is controlled by a member of the Office.

Please ensure all external doors are locked at 9am to ensure the safety of staff and pupils.

Rowlatts Hill Primary School

SEX EDUCATION:

All parents should be informed when a sex education lesson is to be included in their child's curriculum and they will be given an opportunity to discuss the content with the class teacher. Parents have the right to withdraw their children from these lessons and any parent wishing to do so should speak to the Headteacher and put their request in writing.

SINGLE CENTRAL RECORD:

Rowlatts Hill Primary School are committed to keeping both our staff and children safe and as part of safe recruitment and in line with DFE and Local Authority requirements, all new staff must have a full enhanced DBS check before starting employment at Rowlatts Hill Primary School. Teachers are also required to provide evidence of qualifications and their GTC registration card. In addition all students and volunteers over the age of 16 will also require a DBS clearance, payable externally, before the take up of the placement.

The school has a Single Central Record which includes full details of DBS checks for staff, students and volunteers. DBS checks may be asked for renewal on a 3 year programme at the moment.

All other visiting staff, not employed by the school, including kitchen staff, peripatetic teachers, health staff and sports coaches are also included on the SCR.

When supply teachers work at the school, in addition to their DBS check, photo identity and GTC registration card is required. This information is also included on the SCR.

Staff must ensure that they renew their DBS in line with school and LA policy and procedures. If this is not adhered to, it will lead to further action being taken.

SMOKING:

It is against the law to smoke in any part of the school building or grounds.

Staff are asked not to smoke within the vision of the children and are also asked to have respect for the community by removing cigarette butts and placing them in litter bins.

Visitors observed smoking in the school grounds should respectfully be asked not to and be directed off the school premises.

SOCIAL NETWORKING SITES:

There is no access to any social networking sites during the school day. Staff must not access social networking sites from their phones during the school day. Staff must be advised that as an employee of the school, confidentiality and respect for colleagues should be maintained at all times. Any reference

Rowlatts Hill Primary School

to school, staff or other school related issues is prohibited at all times when using social networking sites. Staff must also be aware that as a Rowlatts Hill Primary employee, professionalism must be adhered to at all times on social networking sites and any material that could impact on school, whether this to be directly related to school or not, must be avoided. I.e. the use of inappropriate language or material.

At no point should any member of staff put pictures of pupils on any form of social media.

Staff should not accept 'friend requests' from parents of pupils, or indeed pupils on Facebook. Nor should any reference to pupils be made.

Staff should be strongly advised that any breach of this policy will lead to disciplinary action

STAFF ROOM:

The staffroom is a place to relax and socialise. Everybody is welcome!! Hot drinks are provided by the school. **Staff must wash up after themselves to keep the staffroom clean and tidy.** We ask that staff respect other colleague's property.

STOCK CONTROL:

The Office do their utmost to keep a regular stock of all basic resources in school but due to time constraints request that:

- 'normal' resource stock, if seen to be low - please advise the Business Manager so that replacement stocks can be ordered before running out;
- photocopying paper, contact, card, laminates - PLEASE, PLEASE, PLEASE, use frugally but advise the Business Manager when stocks are running low!!
- All resources are costly - please be aware of these costs!

STUDENTS ON PLACEMENT:

The school regularly has placement students on site - please be amenable to help in any way you can. We wish their stay with us to be enjoyable!

The Business Manager has responsibility for the co-ordination of students on placement.

SUPPLY STAFF:

- From time to time, supply teachers will be required to cover for members of staff who are absent through illness or on courses.

Rowlatts Hill Primary School

- If a member of staff is ill and a supply teacher is called in, the teacher's short and medium term plans should be available for their use. It is important therefore that teachers leave a copy of their plans in class together with a timetable to account for such an eventuality.
- Whenever possible, supply teachers will be expected to continue with the planned lessons and follow the normal timetable.
- If any supply teacher has any problem or difficulty with regard to resources or any other aspect of their day, including discipline problems, they should feel free to call upon any member of staff for guidance or assistance.

SWIMMING:

Year 3 pupils go swimming in the Summer term only.

Rowlatts Hill Primary School

'T' IS FOR

TEACHING TIMES:

Please be very mindful of interrupting classes during teaching times. This can be very disruptive for both the member of staff teaching and the children who are learning.

Make arrangements for any resources / messages to be brought to the class at a convenient time for the class.

TRAINING - Continued Professional Development (CPD):

- All staff will have the opportunity to access CPD activities throughout the year. Consideration of your CPD needs is an integral part of the performance management process.
- At Rowlatts Hill Primary School, CPD is seen in the widest sense i.e to include in-house and external courses, self directed learning including reading and class shadowing, visits to other schools
- Some courses will be "In School" training and will be held on the five training days. Others will be through the designated training for NQT courses, Co-ordinator courses, etc.
- Any person attending courses on behalf of the school as a whole will be expected to feed back on the training received in staff meetings and training days so that all staff can benefit

Rowlatts Hill Primary School

'V' IS FOR

VISITORS TO SCHOOL:

- All visitors to the school should report to the Office, sign in on the visitor/staff management system and carry an ID badge at all times.
- If a member of staff plans for a visitor to come to the school, they should inform the Headteacher and office prior to the visit.
- Any unexpected, unannounced or unrecognised visitor(s) entering the school or school grounds should be greeted by any member of staff who sees them by first saying to them; "May I help you?".
- All visitors should first report to the Office but if this has not happened, you should tell them to do so and the purpose of their visit will be dealt with from there.
- When your visitor(s) is/are ready for departure please ask them to sign out at the Office
- Visitors should not engage in any conversation with the children. A polite hello is acceptable.
- All staff will be informed if any circumstances prevail which prevent a child being taken out of school by a particular person.

Rowlatts Hill Primary School

'W' IS FOR

WELCOME TO ROWLATTS HILL PRIMARY SCHOOL:

To all our new staff: We welcome you wholeheartedly to Rowlatts Hill Primary School. We have a lovely, friendly school and we hope you enjoy your time here.

WHISTLE BLOWING POLICY:

Rowlatts Hill Primary School has a Whistle Blowing Policy which is renewed every three years. This Policy is held on Public site.

The aim of this Policy is to

- Encourage staff and Governors to feel confident in raising serious concerns and to question and act upon concerns about practices within the school.
- Provide avenues for staff and governors to raise concerns and receive feedback on any action taken.
- Ensure that staff and governors receive a response to their concerns.
- Reassure staff and governors that they will be protected from possible reprisals or victimisation where they have a reasonable belief that they have made any disclosure in good faith.

Rowlatts Hill Primary School

'Y' IS FOR

YEAR 6 TRANSITION TO HIGH SCHOOL:

Children who are moving to secondary placement will have the opportunity to participate in a transition programme which includes a visit to their prospective school during the Spring and Summer term of their Year 6.