

Littledean C of E Primary School



**STAFF HANDBOOK and CODE OF
CONDUCT**

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Statement of Intent

Littledean C of E Primary School expects all children to receive high quality teaching and learning in a positive and respectful environment.

Staff at the school should understand their own behaviour, and the manner in which they conduct themselves with their colleagues, children, parents and other stakeholders, sets an example.

This document applies to all members of staff.

1.1 Aims of the School

At Littledean Church of England Primary school we aim to be regarded as an integral part of the wider community. We aim to encourage independence and a life-long love of learning in an environment where each individual is valued for who they are and the unique contribution that they bring.

Through our commitment to the development of Christian Values for Life we aim to enable, encourage and equip each child to develop their full potential: academically, spiritually and socially. Through mutual respect and high expectations we aim to provide a learning environment that is safe and conducive to learning.

We aim to provide high quality teaching that takes into account the individual needs of every child. Through our commitment to the recruitment of high quality staff, on-going professional development, rigorous monitoring and willingness to embrace new ideas, we aim to ensure that all pupils receive an education that meets their very individual needs.

We also aim to provide a curriculum that is broad, balanced and stimulating, giving scope for the children to investigate and problem solve, enabling them to participate actively in their own learning and develop skills that will assist them throughout the rest of their lives.

1.2 Details of Personnel

Teaching:

Headteacher (SLT)	Mrs Hayley McGoldrick
Deputy Headteacher/Class teacher (SLT)	Miss Laura May
Early Years Lead/Class Teacher	Miss Alice Pearson
Teacher (SEND/CO/SLT)	Miss Lindsey Haile
Teacher	Miss Zoe Haynes

Support staff:

Teaching Assistant	Ms Debbie Grey
Teaching Assistant	Mrs Sharon Foster
Teaching Assistant	Miss Samantha Worgan
Teaching Assistant	Mrs Sarah Jane Bonser
Teaching Assistant (1:1)	Mrs Alison Anderson
Teaching Assistant	Miss Natasha Mace
Teaching Assistant (1:1)	Mrs Emma Tattersall
Teaching Assistant (1:1)	Miss Amy Evans
Teaching Assistant (1:1)	Miss Chloe Shurmer
Teaching Assistant (1:1)	Mrs Rachel Mitchell
Teaching Assistant (1:1)	Mrs Rachael Orchard
School Business Manager (SLT)	Mrs Wendy Worgan
Admin Assistant	Mrs Elizabeth Millar
Family Support Worker (SLT)	Mrs Suzanne Webb
Pre-School Assistant	Mrs Rimini Hopkins
Pre-School Assistant	Mrs Sachelle Lawrence
Clerk to Governors	Mrs Karen Jones
Mid-Day Supervisory Assistant	Miss Natasha Mace
Mid-Day Supervisory Assistant	Mrs Jackie James
Mid-Day Supervisory Assistant	Mrs Emma Tattersall
Mid-Day Supervisory Assistant	Mrs Karen Jones
Caretaker and Cleaning Services	Mrs Maggie Kear
Catering Services	Mrs Nina Wood
Cleaner	Mrs Chelle Wilkins

1.3 Details of School

School name:	Littledean C of E Primary School
Headteacher:	Mrs Hayley McGoldrick
Chair of Governors:	Mr Mike Barnsley
Telephone:	01594 822171
Fax:	01594 825436
E-mail:	admin@littledean.gloucs.sch.uk
Status:	Voluntary Controlled Church of England School
Current number on roll:	102 (Jan 2020)

1.4 Safeguarding and Confidentiality

In accordance with 'Keeping Children Safe in Education' 2019, all staff members have a responsibility to safeguard children and protect their welfare. All members of staff will regularly take part safeguarding training. Please familiarise yourself with the schools Child Protection/Safeguarding Policy, Guidance for Safer Working Practice for Adults who Work with Children and Young people and Keeping Children Safe in Education. These are available in the school office. Please be aware that some actions can be construed as inappropriate. If in doubt about any situation request guidance from a senior member of staff.

Any staff member that has concerns about a staff member's actions or intent that may lead to a child being put at risk of harm must report this in line with the school Whistle Blowing Policy. Concerns must be reported to the Headteacher or if the concerns regard the Headteacher they must be reported to the Chair of Governors.

Breaches in confidentiality can lead to disciplinary procedures. All matters relating to our children, families and their situations **must** remain confidential.

1.5 Acceptable use of ICT

With the advancements in technology information can be transferred both knowingly and accidentally quite rapidly. Please remember that personal identifiable information and images should not be held on personal computers, mobile telephones or memory sticks. The loss of such information could potentially have devastating consequences for our pupils, families and staff.

Please read appendix 1 for more detailed information regarding acceptable use of ICT at this school.

1.6 GDPR (General Data Protection Regulation)

GDPR is the responsibility of everyone in the school. Personal information regarding children, families or staff should not be left out in public view. Folders containing assessment information etc.. must be stored securely. An encrypted memory stick must be used to store planning, class photographs and assessment information. If memory stick, folder, diary etc... are lost this must be reported to the Head Teacher as this could be classified as a data breach which would need to be reported. All staff must log off laptops when finished with them and email accounts must not be left open.

2.1 School Day Timings

Sessions:

Infants		Juniors
08.45-09.00	Registration	08.45-09.00
09.00-09.20	Worship	09.00-09.20
09.20-09.50	Whole School Phonics	09.20-09.50
10.15-10.30	Session 1	09.50-10.50
10.30-11.30	Break	10.50-11.10
11.30-12.20	Session 2	11.10-12.10
12.20-13.15	Lunch	12.10-13.00
13.15-14.15	Afternoon Session 1	13.00-15.00
14.15-14.30	Afternoon Break	
14.30-15.00	Afternoon Session 2	

Pre-School – The pre-school opens at 8.45 and closes at 2.45. The days that the pre-school is open will change throughout the year depending on the number of children who are attending. Pre-school children will be dropped off and picked up from the door by the main admin office.

Mrs McGoldrick (or Miss May) will be present on the back playground from 8.30 each morning. A member of each Key Stage will welcome the children into school through the doors leading in from the back each morning. The doors are opened at 8:40 and are closed at 8:50. Any child arriving after this time must enter through the main entrance and report to the office. For Holly Leaves Class break time is flexible, usually from 10.30, as is the afternoon playground break.

2.2 Communication

- A weekly diary of events is displayed on the notice board in the staffroom. It is each member of staff's responsibility to check this at the start of each day.
- Daily messages on whiteboard in staffroom
- Drawer unit in the staffroom
- Staffroom noticeboard
- Use of email (particularly with teaching staff).
- Text messaging service

Head teacher is available to see teaching staff before and after school each day when in school and may be able to see other staff at times during the school day.

2.3 Staff Meetings and INSET training

These are held every other week starting at 3.15 p.m. and should last no longer than 1 hour. Dates and agenda items will be circulated by email at the start of each term.

Senior Leadership Meeting is held monthly starting at 3.15 p.m.

Support Staff meeting to be held once a seasonal term, dates and times to be issued.

The Head Teacher and School Business Manager meet as required. Each meeting, unless deemed unnecessary, will have an agenda which should be available before the meeting. There is always an opportunity for any other business to be discussed, except during INSET sessions, however any matters of importance should be raised with the head teacher for inclusion at a future date.

Ideally minutes should be taken. Each member of teaching staff is provided with a notebook in which to record their own minutes of staff meetings and any actions that arise from them. A file of staff meeting minutes is held in the head teacher's office.

All staff to attend INSET training in proportion to the number of hours worked, which are detailed on your statement of particulars and job descriptions; the latter to be reviewed during performance management interviews.

2.4 Supervision Before School

Mrs McGoldrick (or Miss May) will be present on the back playground from 8.30 each morning. A member of each Key Stage will welcome the children into school through the doors leading in from the back playground. The doors are opened at 8:40 (5 minutes prior to the official start of the school day) and are closed at 8:50.

Breaktimes

There is a rota for playground duty displayed in the staffroom. When a member of staff plans to be out of school on a duty day it is **their** responsibility to arrange cover (for example swap their day), if they are out of school due to sickness senior leaders will ensure that someone covers the playground duty. Someone from each class must take out the yellow bag from each classroom containing inhalers and bring back in at the end of break. There will always be 2 members of staff on playground duty. All staff must remain vigilant when on playground duty and intervene quickly should any issues arise.

Approximately 2 minutes prior to the end of playtime a message will be sent to the staff room informing staff that the whistle is about to be blown to signal the end of playtime. In the playground a whistle is blown, children stand still and when instructed they are asked to tidy away their play equipment and line up in classes. A member of each class (class teacher or teaching assistant) will collect their class from the playground or wait by classroom door after lunch time.

Members of staff in Holly Leaves Class cover their own playground duty.

Bad Weather

On wet or very cold days, pupils will remain in their classrooms at the discretion of the person on duty. In Key Stage 2 during morning break, if staying in, the children can draw, chat and eat their snacks. It is only during lunch time break that they can get the games out of the wet play cupboard.

Lunchtimes

Four midday supervisory assistants are employed to supervise the pupils at lunchtime. At 12.10 Junior children having packed lunches will either collect them and take them to the hall or to the picnic benches, depending on the weather (the mid-day supervisor will make this decision). Children having school dinners will go to the hall.

At 12.30 Infant children having school dinners will be sent to the hall. The remainder of the infants will go to the hall for their packed lunches at 12.30. At 1.00 all infants will go for their playtime in the front playground as the junior children will come in at that time.

ALL CHILDREN MUST WASH THEIR HANDS BEFORE HAVING THEIR MEAL

A range of outdoor equipment is provided for pupils to play with, at the discretion of the midday supervisory assistants. It is their responsibility to decide what is offered each day from the equipment available.

Any pupil who needs to be brought into school, e.g. for first aid, should be accompanied by one of the older children. Minor first aid should be administered whilst outside, using the first aid kit provided. If a child has a more severe injury they can be sent in to the staff room where a member of staff (who is first aid trained) will administer first aid. Any accidents requiring first aid should be recorded in the accident book which is located in the office. If a child has received a bump to the head then a 'bumped head' card should be sent home to the parents stating first aid that has been administered and what happened.

Midday supervisory assistants can reward pupils for good behaviour, being helpful and for good manners using their certificates and stickers.

Children should not be accessing the toilets from the playground via the classrooms. If a child requires the toilet during lunchtime they must be sent through the staffroom.

At the end of lunchtime a whistle is blown. Holly Leaves and Holly Berries line up at the bottom of the front steps and are led to the back and side doors to return to their class. Chestnut and Maple Class return to their classroom via the door at the top of the steps.

End of School

Teachers should not remain responsible for pupils whose parents are late collecting them after 3.10 pm. If any child remains in school after 3.10 pm he/she should be taken the head teacher or senior leader in school.

2.5 Extra-Curricular Activities

The Head teacher and Governors are aware of and pleased that the teachers and teaching assistants give their time to run extra curricular activities after school.

A timetable of these activities is drawn up at the start of each term, providing a variety of activities for children over the course of a school year. After school activities do not run when they clash with other school activities, however parents will be given ample notice when clubs are cancelled. Should a member of staff who is running a club be absent parents will be telephoned / texted and told the club is cancelled, if they cannot be contacted children will be supervised by a member of staff until they are due to go home.

Following a club, it is the teacher's responsibility to make sure that all children are supervised until collected by a responsible adult. Any difficulties should be communicated to the Head teacher or the senior leader in school at the time.

3.1 Registers

Registers should be completed accurately, coded according to the guidance supplied inside the front cover. Registration closes at 9.00 a.m.; registers should then be sent to the office. Any child arriving after the end of registration must be sent to the office. A record of the time of arrival is then made by the school administrator.

Registers are returned to the classroom after the attendance officer has looked at them and will remain in the class for the rest of the day.

The register must be taken at the start of the school day and after lunch.

If a child arrives after the register has closed then they will be signed into school in the admin office. If a child needs to leave school early for any reason they will be signed out in the admin office.

3.2 Collecting Money

As we are a cashless school there will be no need to collect dinner money or money for trips. Occasionally children will bring cash into school for activities such as cake sales, this will be collected by the class teacher during morning registration.

3.3 Purchasing and Petty Cash

The Head Teacher is the main budget holder. Each year we carry out a bulk order for resources for all classes, following on from this each class will be issued with an annual budget to provide resources for their classroom (this will be based on the number of children in each class). **ALL** orders must be issued on an official order form through the School Business Manager. Budget balances will be issued termly and are available on request.

The petty cash claims are to be used only in special circumstances e.g purchase of cookery ingredients and must be agreed with Headteacher before purchasing takes place. The limit is £30.00 per transaction. Please ensure that a VAT receipt is issued at the point of purchase. Claims may be made by completing the Petty Cash Authorisation Form, obtaining authorisation from the relevant budget holder and presenting to claim to the School Business Manager. Claims must be presented within one month of the purchase.

4.1 Whole School Behaviour and Discipline Policy

Expectations for behaviour are outlined in full in the whole school Behaviour Policy. A copy is found in the Schools Policy File which is kept in the School Office

Children are encouraged to maintain good behaviour by a system of rewards. All staff are encouraged to reward good behaviour whenever it is witnessed. The main reward system in place is the use of house points, which can be awarded to pupils for good work and good behaviour. Each class has a house point chart on which to record house points each week. Children should always walk calmly, quietly and sensibly within the school building. At the beginning and ending of playtimes and the school day the Key Stage 2 cloakrooms are to be supervised by members of staff. There is a rota for this.

Each member of staff will be issued with a copy of the Behaviour policy.

4.2 Family Support

The School employs Mrs Suzanne Webb as a Family Support Worker. Concerns relating to individual children and families can be passed to her via the Head Teacher. Some families ask to speak to her via the school office. All her dealings are confidential.

5.1 Health and Safety General Guidelines

The school has a Health and Safety Policy, it is the responsibility of every member of staff to be familiar with school procedures, ensure that all activities are carried out safely and report any concerns.

- The Health and Safety Officer is Mrs Hayley McGoldrick
- The designated first-aiders are Natasha Mace and Sam Worgan.
- The Designated Safeguarding Lead (DSL) is Mrs Hayley McGoldrick and the Deputy DSL is Miss Laura May. Mrs Suzanne Webb has also completed the DSL training so can be contacted for advice if Hayley and Laura are both unavailable.

5.2 Fire Drills

Fire bells are tested each Wednesday morning. Fire drills are organised once per term. In the case of a drill or fire, classes should leave via the nearest exit and assemble on the front playground. All children should walk calmly, silently and sensibly. Registers must be

taken and the results reported to the person in charge. The person in charge will authorise a search for any missing persons.

The person responsible for office duties should telephone the fire brigade. No one should re-enter the building until the drill is over/emergency resolved and the person in charge has given permission. The location of the fire extinguishers and their operation should be known. The person in charge is the Head Teacher if on site or the most senior member of staff present.

Note: Extinguishers are for initial fire fighting only and when circumstances permit. The first priority is the safety of all occupants. Staff must not put their lives at risk.

5.3 Reporting Accidents

The School Business Manager is responsible for keeping the Accident Book which will be kept in the Staff Room. All accidents must be reported immediately and a form completed for notifiable accidents. Any serious accident to a member of staff, child or other adult must be reported to the head teacher.

In the case of a serious accident the parent/carer must be informed of the incident as soon as possible. There is a file containing contact numbers in the middle drawer of the 3 drawer filing cabinet in the office.

If the First Aider considers that emergency aid is needed immediately, any appropriate member of staff should take the child to the emergency department of the hospital or telephone 999 and ask for an ambulance. In an emergency calling the parent/carer before taking action may waste valuable time. This responsibility should be delegated to another responsible adult; however, the school should endeavour to contact the parents/carers as soon as possible.

Each class and the staff room have a first aid kit; ice is kept in the fridge in the staff room. Please inform the School Business Manager when stocks are low.

5.4 Administration of Medicines

Medication may only be administered, in exceptional circumstances, if permission has been given in writing with clear instructions by the parent/carer. All medication should be labelled with the child's name and kept either in the staff refrigerator or in the first aid drawer in the office, with the exception of inhalers which should be available to children whenever required.

Medication logs (yellow forms located in the classrooms) must be signed and dated to show that the medication has been given.

5.5 Head lice

A letter is issued to all parents of children in a class if the teacher is aware that one child has head lice. There is also an information leaflet available; these are issued to parents on request or when there have been widespread occurrences. If the parent is unaware of the problem, then please mention it or ask a more senior member of staff to do so.

5.6 Child Protection

Mrs Hayley McGoldrick is currently the named teacher responsible for Child Protection issues. If Mrs McGoldrick is not on site then report any concerns to Miss Laura May and if she is not on site report to the most senior person available. Any concerns about the welfare of a child should be initially reported to the Designated Safeguarding Lead (DSL) who will relate these concerns to the Head Teacher.

All safeguarding concerns should be recorded onto our online system 'My Concern' as soon as possible. All staff have their own login details for the system. If you are unsure about this, speak to Hayley.

5.7 Control of Infectious and Contagious Diseases

Please inform the Head Teacher of any infectious or contagious diseases notified to school by parents.

Any child who is unwell and unable to continue lessons should be sent home if parents can be contacted. If you are in doubt about a child's condition, check with the Head Teacher or another member of staff, for support and confirmation.

5.8 Communal Areas

It is the responsibility of all staff to maintain communal areas, making sure that they are tidy and fit for purpose. All staff must play a role in keeping areas such as the staff room clean and tidy.

5.9 Site Security

Classroom doors must be closed securely at all times and it is the class teacher's responsibility to make sure that the doors are secure at break times, lunchtimes and at the end of the school day.

6.1 Curriculum, Planning and Assessment

Teachers are responsible for planning, long, medium and short term. These plans are to aid their delivery. There is a whole school agreement about topics to be taught and an overview is given to each member of staff. Delivery of the curriculum is in line with the aims of the school, school development plan, and the Teaching and Learning Policy. It is the responsibility of class teachers to assess the progress made by the children in their class. Assessment information must be passed on to the Head Teacher 3 times a year. Pupil progress meetings will be held following each assessment window and all teachers are accountable for their own data. It is the responsibility of the class teacher to fill in the appropriate tracking and assessment data using the proforma provided by the Assessment Lead. Pupil progress meetings will be used to enable teachers to target any children who are under-performing and for whom more support is needed.

Pre-school staff will also carry out 3 assessments per year (based on observations), which will be reported to the Early Years Lead.

6.2 School Development Planning

All members of staff will have a copy of the last OFSTED report and subsequent Action Plan and the current School Development Plan. A copy is also kept in the school office. The SDP is drawn up in collaboration with the governors and staff and will be based on an academic year.

7.1 Information for Parents

There is an information board in the rear playground which the school administrator keeps up to date.

In addition there are parent's leaflets and other information on the shelf outside of the school office.

7.2 Letters and Newsletters

We are planning to only send letters via email and also by posting them on the school website. Newsletters are sent out weekly. If there is anything that you would like included in a newsletter, please inform the head teacher or the school business manager

Letters to parents should only be issued as necessary. The School Business Manager **must** have a copy of any letters that will be sent out to parents.

All copies of communications to parents are kept in an A4 file in the entrance hall.

All letters should be shown to the head teacher before they are issued and a copy handed to the school office for information.

7.3 Parents Afternoons and Evenings

These take place in the autumn and spring and provide opportunities to discuss children's work and behaviour with parents and carers.

A written report is issued towards the end of the school year, with parents given the opportunity to make an appointment to discuss the report if there are any concerns.

7.4 Homework

Children are given homework grids with a selection of homework activities that they can choose to complete over the course of the year. All children are also encouraged to read daily and will have spellings that they can practice at home.

7.5 Parent Helpers

Parents are actively encouraged to help in school. It is the responsibility of the class teacher to ensure that the parent helper understands what is expected of him/her.

In line with safeguarding children all parent helpers and volunteers are required to complete a DBS disclosure prior to working with pupils. Any concerns should be raised with the head teacher.

7.6 FRIENDS of Littledean C of E Primary School and Pre-School

The Friends committee is made up of parents of children who attend the school. The Chair of the committee is Emma Tattersall, the secretary is Nikki Bateman and the Treasurer is Marie Williams.

8.1 Regular Visitors to School

Chair of Governors	Mike Barnsley
Open the Book Volunteers	
Volunteer	Mrs Maureen Cook

8.2 Continuing Professional Development

The majority of CPD attended by staff is provided through the WGSP (West Glos School Partnership). Some training is still provided by the Local Authority, such as Subject Leader network meetings and NQT training. Other training may be available through other providers.

9.1 Members of Governing Body Committees

Governors:

Miss Laura May	Staff Governor
Mrs Hayley McGoldrick	Head Teacher
Rev Michael Barnsley (Chair)	Foundation Governor
Prof Pauline Rae-Dickins	Foundation Governor
Mrs Emma Nice	Local Authority Governor
Ms Kelly Hall	Parent Governor
Dr Andrew Greenhalgh-Cook	Parent Governor
Mr Jim Swanson	Parent Governor
Mrs Jenny Hughes	Community Governor
Mr Richard Prescott	Associate member
Mrs Nikki Allen	Clerk

Non Confidential minutes, committee structure and membership is available from the school office or clerk to governors

10.1 Subject Leader Roles

Subject leader roles are as follows:

Computing	Hayley McGoldrick
EYFS	Alice Pearson
English	Zoe Haynes
PE	Alice Pearson
RE	Hayley McGoldrick & Zoe Haynes
Worship	Hayley McGoldrick
Spirituality	Hayley McGoldrick
Maths	Laura May
Science	Hayley McGoldrick
SEND	Lindsey Haile
Assessment Lead	Laura May
Gifted, Talented and More Able	Laura May

All staff will have a shared responsibility for all of the other Foundation Subjects. One staff meeting per year will be dedicated to each of the other subjects where policy and practice will be reviewed and monitored.

10.2 Induction

All newly appointed staff are entitled to an induction programme. A mentor will be available during the first year of employment.

A copy of the Induction package for staff and governor's is available in the school office.

10.3 Disciplinary and Grievance Procedures

Full details of the Disciplinary Procedures are contained within the Local Authority Personnel handbook. This is available through the Schools Employment Handbook at <https://educnet.gloucestershire.gov.uk/teachersandstaffing/empbook.htm>

10.4 Pay and Pay Policy

A copy of the Governing Body's pay policy is available in the school office. Additional hours worked should only be claimed if prior agreement has been obtained from the Head Teacher.

Additional hours and mileage claims should be sent to the school office on the last day of each month. This will ensure that the tight deadlines issued by payroll can be adhered to.

10.5 Absence from School

To ensure that the school runs as effectively as possible it is imperative that all absences from school are reported to your line manager (class teacher) or Senior Leader as soon as possible so that adequate cover can be arranged. Self certification covers the first to seventh day of absence, from day eight a doctor's certificate is required. On return to work following an absence staff members are required to complete a declaration form which can be obtained from the School Business Manager.

It is the responsibility of the Senior Leaders to ensure that all absences, including training, are recorded in the school diary to enable the School Business Manager to complete the workforce census accurately.

Routine medical and dental appointments should be made outside of working hours or during school holidays where possible.

10.6 Special Leave

Additional leave, with or without pay, may be granted by the Headteacher and Governing Body in special circumstances. These circumstances include provision for the death of a close relative, moving house, and special occasions such as graduation ceremonies.

10.7 School Policies

All school policies and the terms and conditions handbooks for teachers and support staff are available from the school office.

10.8 Dress Code

Staff are seen as a role model and, as such, should always give careful consideration to how they dress and act. Staff must ensure they are dressed safely and appropriately for the tasks they undertake.

10.9 Professional behaviour and Conduct

Staff members are expected to treat other colleagues, children, parents and external contacts with dignity and respect. Discrimination, bullying, harassment, intimidation, including physical, sexual and verbal abuse will not be tolerated.

10.10 Acceptable Use

Please see separate Policy

Reviewed – Dec 2020

