



Co-op Academy
Nightingale

Stanley Road
Leeds
LS9 7AX

Staff Handbook 2017-18

A – Z of Staff Information

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ABSENCES

Children

Parents are expected to contact school if their child is going to be absent from school. If not the office staff will contact them to find out why they are not in school. If you receive a message about a child you must make a record of it in the message book in the register.

Staff

In order to facilitate good organisation staff are requested to notify their line manager by **7:30 a.m.** of the day of the first absence at the latest. Please contact school before 3:00 p.m. to give an indication of when you will return. Self certification forms are needed for insurance purposes for 1 –5 working days. A medical certificate is needed after the 5th day. This should be sent to school.

ACCIDENTS and FIRST AID (please see First Aid policy)

At break times and lunch times there are designated staff and places children should go if they require first aid depending on which key stage they are in – please ensure you know where this is.

There are basic medical kits in each classroom. In addition a full medical kit is located in the KS1 corridor. When administering first aid please ensure that the record is completed fully and accurately – if you are unclear about this check with your line manager.

There is an accident report book in the office where all adult accidents are noted.

In case of a severe accident a child should not be moved unless risking greater danger. Telephone for ambulance '999'. A senior member of staff will arrange to contact parents. An accident report form will need to be completed for all staff and children who have an accident that requires medical treatment.

Please ensure that the most senior member of staff on site is informed of accidents of a serious nature. All children who have an accident (unless it is very minor) must take a letter home to inform parents. Standard letters are provided.

Accident / Near miss forms (CF50) must be completed if an injury requiring hospital treatment occurs or it is judged nearly occurred - near misses.

First Aid boxes for trips should be collected from and returned to the office.

ADMISSIONS

All Reception children are admitted full time in September unless agreed otherwise with parents as a result of additional needs.

Details of children who arrive for admission after the beginning of a term will be shared with the class teacher as soon as possible. Families will be invited to visit and children will be admitted as soon as it is practical.

Extra support is provided for families who have little English.

ASSEMBLIES

Assemblies generally take place:

KS1/KS2	10:00am	Tuesday
KS1/KS2 (+ Reception after Jan)	14:00pm	Friday – Parents Welcome

BEHAVIOUR

We use a 'red, amber, green' behaviour management system with opportunities for children to reach Silver and Gold for outstanding behaviour / effort. Our motto 'Going for Gold' encourages children and staff to always aim for the best they can be.

The full policy document is on the intranet and available on the school website but, briefly, our 'Behaviour Management Strategies' must reflect our vision/values statements.

We use the 'Golden Rules'

- Do be gentle – don't hurt anybody.
- Do be kind and helpful – don't hurt people's feelings.
- Do listen – don't interrupt.
- Do work hard – don't waste your or other people's time.
- Do look after property – don't waste or damage it.
- Do be honest – don't cover up the truth.

CHILD PROTECTION

The designated staff members are Sarah Woodland, Jack Sowter and Haley Crispin as well as support from Karen Jones at Oakwood.

All concerns should be recorded on the school's pro-forma and given to **designated staff member**. **The concern must be explained verbally to designated staff too.**

CLASS TEACHER FILES

All teachers are provided with a file which is to be used to maintain records, keep important information etc. These will be updated regularly and the contents reviewed annually. Please bring these to all staff meetings. E mail information sent to staff may be advised to be printed out to be kept in the file and be referred back to as and when they contain clarification and adjustment to school organisation and policy.

Class Teacher files will be updated and reissued after February Halfterm to all teaching staff.

DINNERS

School dinners are the responsibility of MITIE, who are the Facility Managers for the building. Staff may have a lunch if they would like one. Please see the office. All lunches must be paid for unless being eaten with the children as you support the supervision of pupils. Teachers are the midday supervisors and organise children and staff at lunchtime.

DIRECTED TIME

It is in our Conditions of Service that full time teaching staff are available to work 1265 hours across 39 weeks of the year. Meetings are kept to a minimum and the school is careful to ensure that expectations do not exceed directed hours. Attendance at staff meetings, appropriate drop-ins etc. is all part of directed hours.

There will be times when staff are expected to attend meetings and participate in activities relating to school improvement outside teaching hours in this directed time. These will be planned for in advance and will appear on the School Improvement Calendar and /or the weekly diary.

All teaching staff are allocated 10% of their teaching time for planning, preparation and assessment.

There is a weekly briefing meeting each **Wednesday at 8:15 am**.

Staff meetings are weekly – **1 hour Monday 3:30 – 4:30** (The day may change if necessary but staff will be informed In advance)

Where staff meetings include some key training they may last more than an hour. Advance notice of this will be given through the 'School Improvement Calendar' or Weekly Diary. This will all be within directed hours.

Please avoid making personal appointments during meeting times.

DISPLAY

- Displaying children's work well is a way of giving the message to children, parents and visitors that we value children's work.
- **Displays should be for the children**
- Paper trimmers are the best tool for ensuring that work and mounts are even.
- Some work of special note will be better double mounted; other work a single mount will suffice.
- The important issue is that children's work should be the focal point of a display, therefore backing paper/mounts etc. should enhance the work –
- Printing should be of a high standard. Computer generated labels are an alternative.
- Work should be wall stapled on to display boards – NOT Bluetacked.
- All classes should display the Golden Rules.
- Trays, boxes and coat pegs should be neatly labelled.
- If a display is a problem to you – then seek help. We cannot compromise our aim for a quality learning environment which good displays can enhance.

DRESS CODE

Adults in school are a role model and therefore their dress must reflect this and must be appropriate to the activities they are engaged in e.g. appropriate kit for P.E.

Adults must be dressed in clothing suitable for the work place that reflects the 'Employee Code of Conduct' document' ensuring the safeguarding of children.

Staff must:

- change for P.E.
- wear appropriate footwear
- not wear denim
- not wear revealing strappy tops
- Check with SLT if unsure

E-SAFETY

Please refer to E-safety policy, Safeguarding Policy and 'Employee Code of Conduct' and Keeping Children Safe in Education documents. Below are some key messages:

Children:

- should not be accessing the internet without supervision
- should not be using social networking sites or sharing personal details on the internet
- should not be using e-mail unless part of a specific task that meets all safe practices

- should only use appropriate search engines (Google images is not recommended for primary schools).

Staff:

- should not use social networking sites to communicate with children or parents
- Not use phones during teaching hours or to take pictures for displays etc.
- should access only appropriate sites with school equipment.

All:

- should refer to the internet safety rules
- use their individual log-in details to access the internet
- report any improper use of the internet
- ensure photographs and names of students are not shared on the internet without referring to the appropriate policies

Visiting staff should ask for a temporary log-in to the intranet and internet

FINANCIAL REGULATIONS

If you are ordering resources or making petty cash claims you must adhere to the following procedures:

- All orders are subject to 'Best Value' – staff should research catalogues / suppliers for the best value. This may not simply mean the cheapest, as quality is important. Where items are identical in catalogues, we should always order the cheapest, unless there is an issue about availability.
- Use an internal order request form to list resources and complete all sections.
- Be aware that resources bought using Petty Cash should have a VAT receipt. The cost of resources bought in this way will be subtracted from the appropriate budget heading – i.e. Petty Cash relates to the budget – not School Fund. They should be bought only after agreement from the Headteacher. School Fund will only be used for items that are additional to curriculum requirements.
- Budget holding staff will be given a copy of all their official orders once they have been raised.
- Budget holders must consider the amount available during the month of purchase as only 1/12 of a budget which is available to spend in September unless authorised by the Headteacher.
- Please ensure that you only order within 95% of your budget allocation – to allow for price increases and delivery charges.
- Where a curriculum budget heading is in the control of two people, consultation with each other is essential. Both teachers must sign the internal order request form.
- All orders are approved by Headteacher or Deputy Headteacher.
- When a trip is planned for a class, the class teacher will be given a class list with specific columns that must be completed. The key column for the purposes of audit trail is the amount paid by each child. Any collected monies must be taken to the School Office each day by an adult. The form will be receipted for the amount collected that day. On the day of the trip the form should be returned to the office.
- Any money collected in class must be sent to the school office on a daily basis – not stored in class. Appropriate records must be kept. This can change depending on why money is being collected and advice must be sought.

FIRE SAFETY

- In the event of discovering a fire you should ring the fire alarm.
- Each class should walk out quietly by the nearest door and assemble at the MUGA
- The Foundation Stage should take a head count before leaving the KS1 area
- The children assemble in class lines, and face the entrance side of the MUGA.
- Class teachers should know how many children are present each day and therefore be able to check when the children are lined up.
- Administrative staff will take all registers that have been sent to the office.
- Teachers should take out registers if they have not been sent to the office.
- No one must re-enter a building to look for a missing child.
- The last person out of each room should close the door.
- Non class teaching staff will check allocated areas (especially toilets).
- Jack or Sarah / most senior person on site will dial 999 if it is thought necessary.
- **Ensure exit doors are free of obstructions at all times.**
- **Consult more detailed fire regulations displayed in specific areas of the school.**

ILLNESS

Children who become too ill for school during the school day should be sent to the school office with an adult to accompany them; the office staff may not have the capacity to look after them. If necessary, parents will be contacted after discussion with a member of the SLT.

A sick child is not the responsibility of a first aider.

LOST PROPERTY

There is a box in each Key Stage area.

Children/Staff should place lost property in the box. Children who have lost items should be encouraged to look in the box. More precious items of lost property should be taken to the school office. The box will be cleared out regularly.

Money found in school should be sent to the school office.

P.E. KIT

In the interests of safety and hygiene, it is expected that children will change into suitable clothing for Physical Education – T-shirt and shorts, pumps. All children have been provided with a school PE shirt and all new children on entry will receive one.

Engagement in physical activity must be encouraged at all times.

PHOTOCOPYING

Photocopying can be done by non-teaching staff within your class team before the lesson – **NOT during the lesson. Copies should be made in black and white unless checked with a member of SLT.** If you have a large amount of copying that is for the wider school community, support can be requested from the school office.

Staff must abide by the Copyright regulations, which are displayed near the photocopier.

PHOTOGRAPHS / VIDEOS/ SOUND RECORDINGS

The use of photographs, video and sound recording equipment is essential to the curriculum. However, the use of images of children is always sensitive. All images and recordings must be kept within school and the school's internal computer network. Permission must not be given to outside agencies to photograph or record children without discussion with the Head / Deputy Headteacher and the appropriate contact with and/or written permission from parents.

Permission must be sought for use of images in any school presentations that might be distributed or accessed by the wider community e.g school newspaper, website, and competition entries. Generic letters around permissions are available on the school intranet. Staff must ensure parents are encouraged to complete letters and that these are stored and referred to appropriately.

PLAYGROUND PROCEDURES

PLAYTIMES

Morning Break

10.30 am -10.45am

- (a) No children should be in the classrooms unsupervised during playtime.
- (b) Teachers should ensure that they go to the playground promptly at the beginning of playtime when they are on duty.
- (c) **Some children find lining up problematic. In order to avoid unnecessary problems, please can staff be at the external doors promptly at the end of playtimes.**

POLICIES

The school has a range of policies that have been written and adopted by the staff and governors. These are available on the intranet. Some key documents and the list of all policies are in the policy section of class teacher files. Many policies are available on the school website.

PRESENTATION

A copy of the presentation policy is available in the teacher file and on the intranet. Please refer to this.

READING BOOKS

Children should take home a reading book each week and should be encouraged to read each night at home. Please make sure only the home readers are sent home. Not reading scheme books or group reads.

If reading books are lost or severely damaged (unusable again) then a charge of £2.50 will be asked towards the cost of a replacement book.

Children are expected to read at least once a week to a teacher, some three times a week and some every day, this depends on their reading levels. Each class should have a reading record book which has details of when each child reads and the book they are on, this must be kept up to date.

RECORDS

Individual files are kept by class teachers in a filing cabinet, this should contain statutory documents e.g. reports.

The information forms are kept in the school office. Teachers are welcome to look at them.

Ready for the start of the academic year teachers receive a class list indicating if there are any medical, attendance, SEN or child protection issues.

REFRESHMENTS

If you wish to bring your own there are cupboards to store things in the staffroom.

REGISTERS

Registers are collected at 9.00am

Please follow the guidelines on the registration sheet.

RESOURCES

Staff are welcome to use all resources kept in the school but please tell the office of expendable items that are getting low.

Please tell the appropriate subject co-ordinator of any other resources that are lacking.

Our storage space is at a premium. Please help to keep store rooms and the resource room tidy by putting things back in the right place.

REWARD SYSTEMS

We use a number of systems in the school. For those which are relevant to your year group please see Sarah W. Please see the Behaviour Policy.

SAFEGARDING (INCLUDING SECURITY)

All staff are expected to wear their identity badges in school. These are not to be passed to anyone else. We have security gates and doors and the procedures must be followed. Parents/visitors must report to the office and we do not expect parents/unidentified visitors to be around school. If you see a parent or any other adult in school without the proper identification please take them to the office.

SAFETY IN SCHOOL

Staff should refer to H & S guidance and risk-assessments as appropriate. Please would you ensure that the following “rules” are observed:

- Children should not move any electrical equipment or touch the electric plugs.
- All hot drinks in classrooms/around school should be in a suitable cup
- All hazardous substances, including cleaning materials, should be kept away from children and in locked areas.
- Children should not use craft knives or hot glue guns.
- Children should not go into the staffroom

All staff are provided with the ‘Employee Code of Conduct’ document

SPECIAL EDUCATIONAL NEEDS (SEN)

Sarah Woodland is the SENCO in school and if you have any concerns or questions please see her at any time. The SEN policy and other relevant documentation are in the class file and this is where all records and plans must be kept. Regular reviews are held with class teachers and support staff, if appropriate, and information will be distributed as necessary.

SCHOOL TIMES

Doors will open at 8.30am for children to be ready in class for 8.55am

Morning Session:

8:55am – 12.00pm

Afternoon Session:

1.00pm – 3.15pm

Children not collected by 3:30 should be brought to the late area (Main foyer)

Teachers leaving school

1. Teachers should not leave the school during a working session without the permission of the Headteacher.
2. If a teacher wants to take his/her class out of the school premises they should first inform the HT/DHT. Please refer to the Educational Visits Policy.
3. When you come to school at the start of the day and when you leave to go home you must always sign in and out on the computer system by the main office.
4. If you leave school during the day and intend to return you must also sign in and out on this system.

SMOKING

Nightingale is a non-smoking site and no one is permitted to smoke on the site. If a member of staff or a volunteer wants to smoke they must leave the site and be out of sight of the children. (see policy)

STAFFING

Staffing structure for current year is available on the staff intranet and as an appendix to this document.

VISITORS

All visitors should be asked to report to the school office and are asked to wear the appropriate badge. Parents are not allowed to take children from school during the school day without the agreement of the HT or DHT, unless the School Office staff are aware of specific appointments.

All visitors should be given a copy of our information leaflet so that they are aware of important procedures such as child protection.

VISITS

Please refer to the Educational Visits policy and observe the Financial Regulations detailed in this A-Z. The school currently uses an electronic system called EVOLVE to manage visits in school. If you need assistance with this please see Nicky or Sarah.

WHISTLEBLOWING POLICY

A copy of the Whistleblowing Policy is available on the school Intranet.