



Rowlands Gill Primary School

Staff Handbook

Date: January 2017

Ratified by Governors: January 2017

Review Date: January 2018



SCHOOL PROSPECTUS

A prospectus of the school has been written in accordance with Gateshead and D.F.E. regulations and is available to any parent or interested party. A list of the current school governors is available from the Head Teacher.

THE SCHOOL CURRICULUM

Guidelines and records exist in school for all subjects. These have been compiled by staff in co-operation with the Head Teacher. Evaluation and modification of such guidelines is continuous. Each teacher must maintain a file of these guidelines.

THE SCHOOL DAY

The school day is for KS1 from 9am to 12 noon and 1.10pm to 3.10pm. KS2 is from 9am to 12.20pm and 1.10pm to 3.20pm with morning break 10.30am to 10.45am and afternoon break from 2.10pm to 2.20pm. A bell rings 3 minutes before each of the starting and finishing times and children will line up at the appropriate wing of the teaching corridor.

All teaching staff are expected to be on school premises a reasonable time before and after both morning and afternoon sessions to ensure the safe and orderly assembly and dismissal of children. No child must be detained in school after 3.20pm. Parental consent is required for any child to attend an after-school activity. In the event of inclement weather, children will be allowed into school at 8.50am and will be expected to sit quietly in classrooms, supervised by the two members of staff on duty until the beginning of school.

PLAYTIME AND YARD DUTY

The duty rota will be posted on the staffroom notice board. Class teachers should ensure that their classrooms are empty and that their children have all gone out into the yards. Two members of staff will be on duty in each yard. Children should not be left on school premises unsupervised at any time. Any children missing their playtime for disciplinary purposes must also be supervised by the teacher giving the punishment or by the Yard Duty teachers if the child works at the table near the yard entrance. No child must be left unsupervised. During inclement weather there will be an indoor playtime and one teacher will circulate upstairs rooms and another downstairs. The Assistant Head Teacher will arrange cover during absence of staff.

GENERAL SUPERVISION

08.50 to 09.00 hrs Two Duty Staff to supervise children in the school yard.
08.50 to 09.00 hrs Two Duty Staff to supervise children in the cloakroom on wet days.
08.55 hrs Bell is rung. Children line up and enter building. Duty staff supervise entry of children and movement in cloakroom and on stairs.

SCHOOL ASSEMBLIES

KS2

Mondays, Tuesday and 10.50am- 11.05am
Wednesdays

KS1

Mondays, Tuesdays and 10.30am- 10.45am
Wednesdays

Class assembly for KS1 on Thursday

Class assembly for KS2 on Thursday

Friday - Full school 'Award Assembly' 9.15am

BREAK TIMES

10.30am - 10.45am KS2-Two staff on duty

10.45am- 11.00am KS1- Two staff on duty

2.10pm - 2.20pm Two staff on duty

11.57am/12.17pm

Bell is rung.

Pupils wash hands and are escorted into the hall by their teacher for lunch.

3.07/3.17hrs

Teachers take children down the corridor and dismiss children outside main entrance.

DIRECTED TIME

Parental Consultation Times

There will be one each term all after school totalling 8 hours in all. The one in summer term is optional.

Parent Workshops

Parent workshops are held regularly to disseminate current legislation and educational practice.

Staff Development Meetings

Every Monday 3.45pm to 5.00pm.

SAFEGUARDING

Any visitor to the school must contact the Head Teacher or Secretary first, sign the Visitor's Book and receive a visitor badge. This will ensure that safeguarding of children is a matter of prime importance in this learning environment.

Children should feel safe to come to this school and it is our duty to ensure the general safety of the building. Risk Assessments are regularly carried out on Health and Safety issues, Educational Visits, Fire, Generic Risk Assessment and Play Equipment. Our Risk Assessment Governor is G Archer..

The importance of a DBS check is of prime importance for staff/helpers whose work involves coming in to contact with children. We are robust about vetting of staff, helpers, coaches and any other adult that involves coming in to contact with children.

We have a team of Governors who are responsible for Safeguarding. The Chair is Elaine Rudman.

We have a Child Protection Policy which is adhered to and Governors review this policy every year. The member of staff responsible for Child Protection is Miss Hannah Martin (Head teacher).

We have these policies regarding safeguarding which are reviewed by Governors;

Health and Safety policy

Bullying Policy (including racist, cyber and homophobic bullying)

Racism Policy

Harassment Policy

Equal Opportunities Policy

Use of Physical Intervention Policy

First Aid Policy

Drug Policy

Educational Visits Policy

Internet Safety Policy

School Security Policy

E-safety Policy

Staff have been trained on Identification of Abuse in November 2013 by the LA Child Protection Consultant. First Aid staff members will be trained every 3 years.

We ensure our most vulnerable children are kept safe by intervention strategies (LA support/Educational Psychologist, EWO, SEN support, social workers etc).

Confidentiality

Confidentiality is a whole school issue and staff will be given training etc on an annual basis.

Ground rules and distancing techniques should be used where sensitive issues are to be addressed.

Staff will not put pressure on pupils to disclose personal information and will discourage fellow pupils from applying any such pressure.

The school prides itself on good communication with parents and carers and staff are always available to talk to both children and parents/carers about issues that are causing concern. The school encourages children to talk to parents/carers about issues causing them concern and may in some cases support the children to talk to their parents. The school will share with parents any child protection disclosure before going on to inform the correct authorities.

All children have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs. A lot of data is generated in schools by these categories but individual children will not be able to be identified.

Photographs of children will not be used without parents/carers permission especially in the press and internet. At no time should the child's name be used with a photograph so that they can be identified. The school gives clear guidance to parents about the use of cameras and videos during public school events.

Information about children will be shared with parents only about their child. Parents should not have access to any other child's books, marks and progress grades at any time especially at parents' evening. However parents should be aware that information about their child will be shared with the receiving school when they change school.

Business in Governors' meetings relating to individual pupils or staff should be confidential at all times.

PARENTAL COMMUNICATION

Regular newsletters and letters pertaining to particular events, having been first sanctioned by the Head Teacher, are sent to parents throughout the school year. Opportunity for parents to discuss their child's progress with his/her class teacher is given termly. Formal invitations to concerts and assemblies are also issued throughout the year.

EXERCISE BOOKS

Care should be taken with presentation as well as content, although children must have the opportunity to draft and redraft before a fair copy is presented. Exercise books will be inspected by the Head Teacher throughout the year, and must be available to parents at consultation times. At the end of the school year some exercise books will be kept by the school as evidence of work.

ASSESSMENT AND RECORD KEEPING

Assessment and record keeping must be ongoing and continuous. Maths, English and Science is assessed each term. Targets are agreed for all pupils in Maths and English. Records of these are kept by the class teacher.

In addition to the above, all children will take assessment tests in the Core Subjects during the months of January and May. Year 6 children will be assessed using SATs for appropriate levels.

SCHOOL MEALS

Dinner numbers will be counted and dinner money collected as soon as possible on the morning of each day. Any additions for lateness etc must be sent to one of the two secretaries of the Head Teacher. The dining room is organised on cafeteria lines with choice of menu. There are two sittings for school meals and packed lunches and when the children are finished they will go out to play. The Head Teacher and Assistant Head teacher are responsible for discipline at lunchtime. If any member of staff wishes to purchase a school meal they must inform the secretary or the Head Teacher.

INTERNAL COMMUNICATION

Details relating to the day to day running of the school can be found in the staff room notice board.

Matters referred to in previous staff meetings must be contained in the minutes.

UNION COMMUNICATIONS OF INTENDED ACTION

These must be given in writing by union representatives to the Head Teacher and allow the Head Teacher to give parents 24 hours notice of any action to be taken which is likely to affect themselves or their children.

PLANNING

Each teacher is expected to submit to the Head Teacher, if required, a general plan for the year, the future term's work and a detailed forward planner for each week, making reference to all Attainment Targets in the National Curriculum. There must be evidence of joint planning within year groups.

MARKING

The reason for marking work is to monitor individual development and provide feedback for the children. The child must know the criteria for marking in order that he or she can learn from it. The marking codes are displayed in every classroom.

Staff try to mark work positively, commenting on what the child can do and indicating where future progress lies.

Parents are requested to ensure that children complete items of homework and to contact the school in case of problems.

EDUCATIONAL VISITS

Teachers must check with the Head Teacher before arranging any visit. All visits must be recorded on EVOLVE. The Head Teacher and Business Manager are responsible for checking educational visits. There is an Educational Policy.

ABSENCES

Pupils – These must be covered by a telephone call or letter.

Staff – Possible staff absences must be reported to the Head Teacher asap.

Miss Martin's home number is 07951775202

DISCIPLINE

The Head Teacher and staff are responsible for maintaining a high standard of discipline throughout the school at all times. Courteous and considerate behaviour must be regarded by praise, recognition in front of other, privileges and selection for responsibility. There are also merit awards on a Friday morning.

Inappropriate behaviour may be punished by extra work during playtimes, loss of privileges, correction by Head Teacher and staff. (see Behaviour Policy).

CODE OF CONDUCT FOR PUPILS

- We must respect each other, teachers and adults in our school
- We will take care of our school and its contents

- We must be well-behaved and well-mannered.
- We should walk within the school.
- Physical violence is not acceptable.
- Foul or abusive language should never be used.
- We must be punctual in school.
- We should not bring valuables to school
- We should wear the correct school uniform.
- Appropriate footwear should be worn
- Make-up should not be worn
- Children should not wear jewellery in school for safety reasons
- Harm others by using derogatory language based on any form of discrimination e.g.race, disability, religion and sexual orientation (homophobic bullying-use of the word 'gay') etc. Also includes harming others on the basis of having an 'unconventional' family structure (eg. two mothers, two fathers etc).

This Code of Conduct has been formulated with the safety and well-being of all children in this school.

SANCTIONS WHICH MAY BE APPLICABLE

- 1. Verbal reprimand/rebuke – demonstration of disapproval by teacher**
- 2. Extra work, repetition of work as appropriate.**
- 3. Supervised isolation within the current teaching area.**
- 4. Loss of free time – extra work, repetition etc.**
- 5. Exclusion from room but within supervised area – e.g. in corridor outside room, but with door open for supervision.**
- 6. Supervised isolation in Head Teacher's room (breaks, lunchtimes.) Repeated misbehaviour may result in exclusion from premises during lunchtimes or a behaviour support plan being implemented.**
- 7. Withdrawal of Privileges**
Privileges:-
 - i) any activity or position within the school requiring the child to be reasonably trustworthy.

- ii) visits, trips, etc – will the behaviour of the child potentially compromise the safety of themselves, other members of the group, or the group as a whole?
8. A Behaviour Log must be recorded including date of incidents (including sanctions) and a copy provided for Mrs Suthren/Mr Andrew.

PARENTAL INVOLVEMENT

- 10. Informal notification (telephone etc.)
- 11. Formal Consultation by appointment.
- 12. Involvement of appropriate outside agencies, EWO etc to produce the BSP.

AWARD CERTIFICATES

Every child belongs to one of the following houses:-

Derwent, Windsor, Friarside, Gibside

On Friday each teacher will choose a pupil to receive a merit certificate. The sum total is read out every Friday.

TIME-TABLE

Teachers are required to submit a timetable to the Head Teacher at the beginning of each school year. Any curriculum changes must adhere strictly to agreed dates and times to maintain the necessary content and balance.

PERMISSION TO LEAVE SCHOOL PREMISES

If it is necessary for a child to leave the school premises during school hours, the parents must contact the school.

Poor attendance by a child or a known truant should be reported to the Head Teacher, so that parents can be informed or School Welfare Officer can be contacted. Repeated lateness should also be reported to the Head Teacher.

REGISTER

Class registers must be kept in accordance with the procedures detailed below.
Registers must be kept open until 9.10am.

School closures e.g. holiday, industrial action etc should be ruled out and the reason written in.
Emergency contacts and telephone numbers should also be written in the registers.

Attendance and absence marks should be written in ink/ballpoint pen at the beginning of each session. Please refer to the Attendance Policy.

UNAUTHORISED ABSENCE

This category includes those pupils who unexplained or unjustifiable absence from school or lateness is deemed to be an Unauthorised Absence or pupils who attend holiday during term time.

PROCEDURES AIMED AT REDUCING RISK OF A MISSING PUPIL

Start of the Day

We will ensure parents are fully aware of the points at which responsibility for the care of their child passes from staff to them and vice versa.(8.55am-3.10pm for Reception class and 8.57am-3.10/3.20 for Nursery/KS1 and KS2)

We have clear procedures for welcoming pupils into school. Staff meet and greet children in the yard.

Doors into classes close at 9.05am. Children who are late must report to the school office where they are entered into the late book.

Pupils use playground entrances to enter the school. Reception children are delivered to the classroom by their parents/carers at 8.55am. Nursery children will be met at the Nursery gate by Nursery staff.

The main entrance must be used between the hours of 9.00am and 3.10pm once gates are padlocked.

Staff mark registers promptly and accurately – mornings and afternoons.

Outside Time/Lunch/Playtime

When children are outside they are protected by fencing and padlocked gates and are supervised by an adult.

If pupils leave the classroom security to work in other parts of the school we ensure that adequate supervision is maintained at all times and all pupils are accounted for on return to the classroom.

Updated contact information for parents and carers is sought and maintained.

Hometime

KS1/Early Years staff take pupils to the playground and ensure that all pupils are collected by the appropriate adult. Pupils who are left are escorted to the main entrance and a member of staff will contact their parents. If necessary, the child will be placed in the out of school club (parents will be charged at the appropriate rate).

KS2 pupils are escorted from the building into the school yard and staff ensure that they exit the school premises in an orderly manner.

PROCEDURES IN THE EVENT OF A CHILD GOING MISSING

In the event of a member of staff fearing that a child has gone missing while at school:

If a teacher suspects that a child is missing from a lesson or activity, they contact the nearest member of the Senior Management Team (SMT) or school office immediately. The SMT member and any available staff will carry out a thorough search of the building and site.

Staff will count and name check all the pupils present against the register while the group are assembled in one place.

A thorough check of all exits will be made, to ensure all gates/doors were locked/bolted and there are no other ways a pupil could have left the school. If something is discovered this needs to be drawn to the attention to the SMT immediately.

If the child has not been found after the initial search then parents should be notified. The Head teacher or next most senior member of staff on site will decide at which point the police need to be contacted.

In the event of a member of staff fearing that a child has gone missing at the end of a school day.

If a teacher has been advised that a child is missing they contact the nearest member of the SMT/school office immediately.

The SMT member and any available staff will carry out a thorough search of the building and site.

Establish what the arrangements were for collecting the child(ren).

Determine all reasonable possibilities as to where the child(ren) could have gone.

The SMT provide appropriate support for the parents/carers.

Two staff (to ensure the safety of staff) may explore the external area to look for the child(ren). If necessary, a mobile phone will be available (for emergencies only) in the office to communicate with parents.

The SMT will decide at which point to contact the Police in conjunction with the parents/carers.

A member of the school staff will remain on the site as a point of contact.

The child will be spoken to by a teacher, when found, to establish if there are any Child Protection issues. This will be followed up by the SMT the next day when the pupil returns to school. Parents will be spoken to to ask if there is anything else we can do.

SCHOOL LIBRARY

We are fortunate to possess a carpeted, well stocked and well-ordered library. This is run by Mrs Suthren. Staff must encourage children to use the library in school times and to borrow books for home use.

ICT

All pupils use the ICT suite in the Learning Zone. In addition, we have 32 tablets and notebooks.

ACCIDENTS

Accidents to children/adults should be entered in the official accident book and signed by the teacher witnessing the accident or by the teacher on yard duty.

If an accident occurs at lunchtime, inform the staff on First Aid duty (noticeboard in staffroom) and fill a medical form in and, if necessary, (if a pupil has to attend Hospital/Walk in Centre) complete the accident book.

STOCK

Most stock in school is available to all members of staff and is recorded on a database.

AFTER SCHOOL ACTIVITIES

PTA runs certain clubs. These include:

Football/Dance/Drama/Art/Gymnastics/Tai Kwan/French/Computing/Gardening etc

SPECIAL NEEDS

If a child is not making the expected progress the Head Teacher and SEN TLR will be alerted. Information will be collected from all sources and progress and information will be discussed with staff, parents and pupils if appropriate. A course of action will be agreed upon and a review date set. Class based and home based strategies will be considered.

If at the review meeting expected progress has been made, specialist staff including psychological service will be consulted. If expected progress still does not result the LA might need to determine provision via a multi-professional or a statutory modification or disapplication from the National Curriculum might be necessary. Discussion with parents and professionals will occur at all stages of such assessment and standardised LA records will be kept throughout.

For a more detailed explanation of this policy please see whole school S.E.N. policy.

EQUAL OPPORTUNITIES/COMMUNITY COHESION

The curriculum is based on the principal of Equal Opportunities. Each child regardless of ability, sex, creed, size or race is entitled to the full range of the curriculum. Resources which portray stereotyped roles are avoided and resources showing positive examples are used.

Staff and children are urged to reflect on their own attitudes and to become more sensitive towards any remarks or opinions which may reveal prejudice.

PARENTAL INVOLVEMENT

The school views parents as partners in the education process and encourages a close liaison between home and school at all times. There is a very active Parent Teachers' Association and regular meetings and newsletters keep parents informed.

Indeed parents have many resources which the school is grateful to use. Parents give valuable assistance on visits and at events and they help in individual classrooms on specific topics.

USE OF STAFFROOM

Due to the constraints of space and for reasons of confidentiality, parents, carers and volunteers are invited to have coffee/tea/lunch in our staff room at either before or after 12.00pm -1.10pm. From 12.00pm- 1.10pm, all volunteers can attend the Community Room or have lunch in the teacher's classroom.