

NEWPORT INFANT SCHOOL
STAFF HANDBOOK - CONTENTS

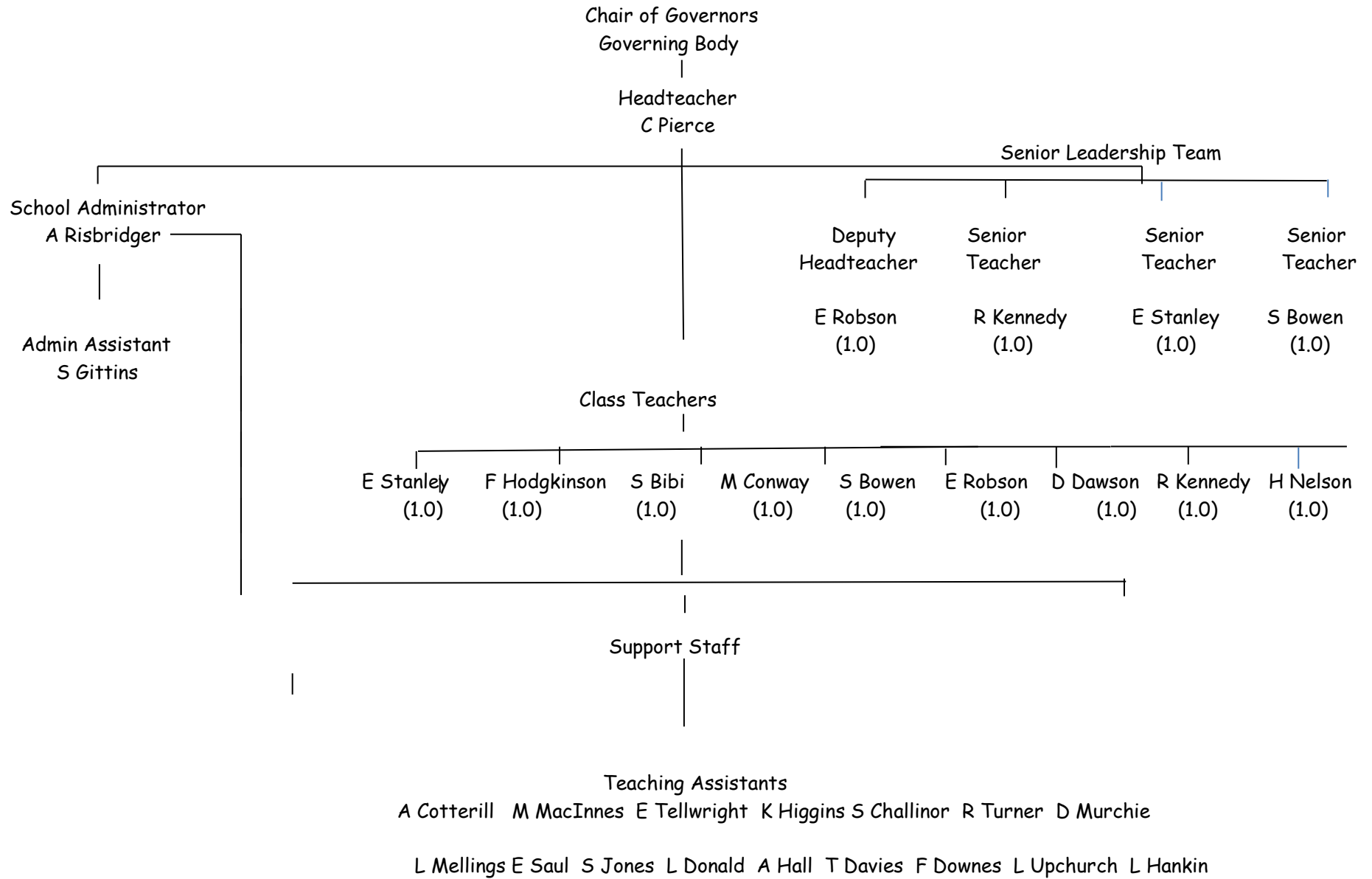
STAFFING STRUCTURE	3a
GENERAL INFORMATION	3
THE SCHOOL DAY	4
COLLECTION OF CHILDREN AT END OF DAY	4
TIMETABLES AND ROTAS	4
PLAYGROUND SUPERVISION (APPENDIX 3)	5
WET PLAYTIMES	5
MILK	5
FRUIT IN SCHOOL	5
WATER IN SCHOOL	5
REGISTRATION, ABSENCES AND ILLNESS	5
COLLECTION OF DINNER MONEY	6
SCHOOL FUND	6
COLLECTION OF OTHER MONIES	7
RECEIPTING	7
BANKING	8
MONITORING OF INCOME/EXPENDITURE	8
PAYMENT OF INVOICES	8
BANK STATEMENTS	7
GOVERNMENT PROCUREMENT CARD	8
UNIFORM	8
IMPREST	9
INSURANCE	9
SCHOOL BUDGET - INCOME	9
COLLECTION OF OTHER MONIES	9
PUPIL'S MEDICATION IN	9
ILLNESS IN SCHOOL	10
CODE OF PRACTICE - SECURITY	10
HEALTH AND SAFETY/EMERGENCIES	10
FIRE DRILL	11
FIRST AID	11

CHILD PROTECTION	11
SMOKING	12
VISITS.....	12
PE	12
SUPPLY STAFF	12
CAR PARK AND ACCESS.....	12
STAFF ABSENCE.....	13
LEAVE OF ABSENCE/UNPAID LEAVE (APPENDIX 7)	13
PHOTOCOPYING AND REPROGRAPHICS	13
SCHOOL POLICIES/NATIONAL CURRICULUM DOCUMENTS, RESOURCES	14
JOB DESCRIPTIONS	14
EMERGENCY CLOSURE- CASCADE PROCEDURE	15
MEETINGS.....	15
PERSONNEL MATTERS	15
PARENTS AND VISITORS	16
SCHOOL CALENDAR	17
APPENDIX 1 FIRST AID PROCEDURE	18
APPENDIX 2 PLAYGROUND SUPERVISION	24
APPENDIX 3 MANAGING STRESS	26
APPENDIX 4 REQUEST FOR ABSENCE	27
SPEAK UP POLICY	28

GENERAL INFORMATION 2013-2014

Headteacher	Mrs C Pierce	Coordinator Responsibilities Professional Development and Curriculum, Child Protection, Health and Safety Target setting/Monitoring Whole School Planning, Assessment, Recruitment, Performance Management, ITT, Risk Assessments, STSA SENDCO, PPG, G and T, SMSC
Deputy Headteacher	Mrs E Robson	
Teaching Staff	Mrs R Kennedy	Year 1 Coordinator, Literacy Religious Education, Science, PSHE, Community Cohesion
	Miss E Stanley	Foundation Stage Co-ordinator, Nursery Liaison, Art, DT
	Miss F Hodgkinson	Science
	Ms S Bibi	ICT, school website
	Mrs S Bowen	Numeracy, PE
	Miss Conway	Music
	Miss D Dawson	
	Miss H Nelson	
Administrator	Mrs A Risbridger	Senior Administrator
Administrative Assistant	Mrs S Gittins	Admin Assistant
Teaching Assistants	Mrs K Higgins	Mrs A Cotterill Mrs K Ollivier
	Mrs E Tellwright	Mrs S Jones Mrs D Murchie
	Mrs L Mellings	Mrs M Macinnes Mrs F Downes
	Mrs A Hall	Mrs L Mellings Miss R Turner
	Mrs S Challinor	Miss L Hankin Miss H Wilson
	Mrs E Saul	Mrs T Davies Miss K Brown
Caretaker	Mr N Remington	
Cook	Mrs J Poole	
PTA Chairperson	Mrs H Loveitt	
Secretary	Mrs C Willetts	
Treasurer	Mrs J Askin	
Governors		
Chair	Mr R Hirons	Mrs S Murphy
Vice Chair	Mrs T Baseley	Mr R Haseley
Parent Governors	Mr M Smith	
Teacher Governor	Mrs S Bowen	
Staff Governor	Mrs A Risbridger	
LEA	Mr R Hirons	Mrs J Tranter Mr M Smith
Headteacher	Mrs C Pierce	
Local Authority	Telford and Wrekin	Darby House Telford TF3 4WF
Education Welfare Officer	Mrs T Elliott	Contacted through school

NEWPORT INFANT SCHOOL
STAFFING STRUCTURE



The School Day

8.50 am	School doors opened. Teachers are in class to receive the children.
9.00 am	The school session starts. Registration.
10.55-11.15 am	Mid-morning break. Children are supervised by members of the teaching and support staff
12.15-1.30pm	Dinner time.
3.15 pm	The end of the school day for the children.

Collection of children at the end of the day

Parents are invited into school at the end of the day, to collect their child directly from the classroom. The entrance points for parents are as follows:

Woodpecker/Fox Class	use the main School Reception entrance
Rabbit	use the white double doors off the playground
Mole Class	use their door onto the play area around the back of the class
Owl	use the door off the school playground, with the black hand rail
Badger Class	use their door onto the play area around the back of the class
Squirrel	use their own outside exit door onto the playground
Deer Class	use their own outside exit down the steps at the side of their class
Hedgehog	use their door onto the play area around the back of the class

Parents are asked to inform staff of any changes in the usual arrangements for collecting their children. Children who have not been collected wait with their teacher until their parents arrive.

Timetables and Rotas

These are displayed on the notice board in the staffroom. Staff take one duty each week, in the playground and teaching assistants are responsible for duty in the playground and first aid duty. Please check rota to make sure. See Appendix 1 for First Aid Procedure.

Please check the noticeboard each day for pertinent messages/changes to timetables.

Procedure for Playground Supervision - see Appendix 3

At end of play a child collects the bell from the staffroom. When the bell is rung all children stand still. Each class walks to a designated area of the playground and quietly LINE UP UNTIL THEIR CLASS TEACHER AND ASSISTANT ARRIVE.. The teacher chooses a child to lead the class into school. The children then walk quietly and smartly into school. Staff on duty need to ensure that all the children are accompanied by their teacher before leaving the playground.

Wet playtimes

During a wet playtime teachers and assistant release each other for a break. The children use the 'Wet Playtime Activity Boxes.

Fruit in School

Children are offered fresh fruit daily. This is eaten at morning and afternoon play. The fruit is washed by the caretaker and the children collect it from the fruit bowls in their classroom. Fruit bins are provided in the playground for peel and core waste.

Water in School

Children are encouraged to bring a bottle of water into school daily. They are allowed access to this throughout the school day during lesson time. The bottles are stored in the classroom at the teachers' discretion. We have two water coolers - one at either end of school.

Registration, Absences and Illness

Registers are called at the beginning of the morning and afternoon sessions. Registers are closed at 9.05 am and 1.20 pm. E-Portal registration system is in operation. Parents are contacted at the end of registration to establish a reason for their child's absence.

Dinner and sandwich numbers are sent to the office after registration. A fire register is kept in the office. Any money for trips etc is collected in the dinner box and sent up to the office at the end of registration.

FINANCE - OFFICE ROUTINES

Dinners

Daily

All our children are entitled to a free school lunch.

Each class sends the daily number of meal/sandwich requirements to the office for the cook to collect.

Staff requiring a school lunch should book and pay in the school office (£3.00 per meal).

Banking is undertaken on a regular basis according to need:

- Paying in Book: the paying in book is completed as required with monies bagged in denominations, cheques listed
- a record of monies to be paid in is kept on the reverse of the paying in stub detailing purpose of monies received
- any monies kept on site through the day/overnight are stored in the safe

amounts in excess of £200 are not insured and therefore regular payment to the bank is essential.

School Fund

School Fund monies are managed by Mrs Risbridger, Administrator.

This includes

- receiving (collection of moneys)
- receipting
- securing
- banking
- payment of bills
- monitoring bank statements
- maintaining up to date ledger of transactions
- seeking annual audit of school fund accounts

Collection of Monies

Requests for voluntary contributions normally require a return slip to be completed. Any return slips are retained in the office as receipt until the trip/event has taken place.

Receipting

The initialled return slip acts as the official receipt of income. It is held in school as evidence of monies received until the 'event' has taken place, at which point it may be returned to the parent/guardian. The office staff initial the return slip and date the official entry in the electronic class log, checking the monies received against the amount entered by the teacher. This is carried out on a daily basis as and when requests for donations have been issued.

Banking

All school fund monies received into the office are banked in the usual way:

- Paying in Book: the paying in book is completed as required with monies bagged in denominations, cheques listed
- a record of monies to be paid in is kept on the reverse of the paying in stub detailing purpose of monies received
- monies are paid in to the bank on a regular basis
- any monies kept on site through the day/overnight are secured under lock and key

Monitoring of Income/Expenditure

School Fund Account transactions detailing income and expenditure is updated on a monthly basis. The headings equate to those on the paying in stubs.

Payment of Invoices

Items for purchase/invoices to be paid from school fund are identified as such by the Headteacher and Deputy Head. Invoices are processed by the Administrator. Invoices are settled by cheque payment.

Each cheque issued required the double signature of Headteacher and Deputy Head. There are no cash reimbursements - cheque only.

Bank Statements

Expenditure is monitored systematically on a monthly basis on receipt of the monthly bank statement and reconciled to the cheque book.

Government Procurement Card

We hold a Government Procurement Card in School. This enables us to achieve best value when purchasing items using the internet eg Amazon/Ebay etc. Please see Headteacher/School Administrator if you wish to make a purchase. Three quotes must be obtained for more expensive items prior to purchase. A monthly GPC claim is completed and returned to Telford and Wrekin on the 23rd of each month for reimbursement from the budget.

Uniform

Sale of - sweatshirts @ £9.00 each, cardigans @ £11.00 each, water bottles @ £3.00 each and book bags @ £5.00 each. Payment is required at point of sale. All money received is receipted. All sales are recorded. All transactions are operated through the School Fund. Monies received are banked regularly in accordance with the insurance limit of £200.

Uniform is ordered on a supply and demand basis, usually prior to a new intake. Reversible fleeces are ordered on request. Uniform can also be purchased from the Tesco Website.

Imprest Account

An Imprest Account is held by the school. This is set at £400.00. It is a double signatory account.

The Administrator monitors spending and submits reimbursement claims as appropriate. Cheque book and Imprest cash are separately, securely stored.

Authorisation for petty cash spending is given by the Headteacher, Deputy or Administrator prior to purchases being made.

Small purchases on behalf of the school are reimbursed on production of a valid receipt presented to the School Administrator.

Receipts must indicate VAT costs as appropriate and be clear and legible. A detailed record is kept of all purchases. Bank statements are filed separately.

On a systematic, monthly basis petty cash accounts are reconciled. The detailed expenditure sheet is signed off and sent to Telford and Wrekin. The Imprest is independently audited on a six monthly basis.

Insurance

School subscribes to the Telford and Wrekin Insurance scheme, this includes off site insurance.

School Budget - Income

The following areas of income/expenditure relate to the School Budget Share and must be transacted accordingly.

- photocopying/reprographics
- payment of theatre companies professional educational visitors in school
- lettings fees

Payment is made/receipted via the Telford and Wrekin system with correct procedures laid down - see Budget Monitoring folder.

Collection of Other Monies

A record is kept of money brought in for other purposes eg educational visits/trips. Each class has a container to hold the money. The container is then sent to the school office. Assistant Administrator collates and logs all monies and Administrator reconciles and banks.

Pupil's Medication

Parents must seek permission from Mrs Pierce for medication to be given in school. Parents must complete a Request for Medicine to be Administered in School form, kept in the school office. Normal practice is for teaching assistants to supervise the use of asthmatic inhalers in the first instance. A register is kept recording medication administered. Usually only prescribed medicine which needs to be administered four times a day and will be considered for administration in school.

Illness in School

If a child becomes ill during the school day the school contacts the child's parents or other named person on the child's personal information sheet (held in the office) so that the child can be collected.

CODE OF PRACTICE- SECURITY

All staff are issued with an identity badge which must be worn in school at all times.

External doors are opened at 8.50 am until 9.00 am to allow parents and their children to enter the building.

Access for staff is gained via the staffroom which has a digital keypad lock on the exterior wall. It is the responsibility of the caretaker to secure the doors and gate at 9.00 am

From 9.00 am onwards the school building has all exits closed to visitors.

It is the responsibility of key support staff to secure these doors at end of each break.

CHALLENGING ADULTS ON THE SITE

It is the duty of all staff to challenge any adult who enters the school premises to determine their intent. All Staff (ie teachers/assistants/lunchtime staff/cleaning staff/kitchen staff) must direct visitors to sign the visitors' book in the main entrance and inform the Administrator or HT that a visitor is on site. Parents who need to collect children from class for appointments etc will be given a red card by the office, to indicate that the parent has been to the school office to gain access and authority to collect their child. This card must be shown to the teacher/classroom assistant prior to the child being released.

All visitors **MUST** wear the visitor tag to show they have signed in.

The Administrator is informed of all parent helpers at the start of each session, as they are required to sign in at the office.

The children are reminded at regular intervals

- that they **MUST NOT** talk to unknown adults
 - that they **MUST NOT** open a door to let a stranger into the building
 - that they **MUST NOT** talk to people over the school gate.

Vulnerability of playtimes/lunchtimes/outdoor play activity time

Staff are aware of the problems of exposure.

Staff are aware of the need to be vigilant at all times when outdoors

Staff are aware that any person approaching at these times **MUST** be challenged.

Staff on playground duty and lunchtime staff must check the gated entrances at the start of each session to make sure they are closed and locked.

HEALTH AND SAFETY/EMERGENCIES

Each member of staff has received a copy of the school's Health and Safety Policy statement.

The Health and Safety Policy and supporting documentation are kept in the staffroom. All staff have been made aware of its contents and in particular the emergency fire procedures for evacuation of the school premises (see below).

COSHH reference sheets are stored in the Cleaning Cupboard located in the toilets opposite Badger Class

Fire Drill

Instructions for fire drill are displayed in each classroom. Children vacate the building through the named door and assemble silently on the playground. Administrator will collect registers from office and distribute at fire assembly point. Teachers call the register when the class is lined up on the playground.

There is a termly fire practice.

First Aid

A list of children with medical conditions is displayed in the main staff areas. Minor accidents are dealt with in the First Aid room. Accidents are recorded in the accident book. Staff are asked to inform the parents of any child who has suffered a bump on the head during the day. The child will take home a letter informing parents about any accident. Each class has a first aid kit for minor mishaps. See appendix 1.

Child Protection

If at any time staff see or hear from a child something which gives reason for concern about the welfare of that child the Headteacher must be informed immediately. In the absence of the Headteacher, the Deputy Headteacher must be informed.

Staff are asked to record verbatim any disclosures children make, and to ensure that staff respond appropriately, and according to our protocol.

- Staff must never promise that they will not tell anyone else - information has to be shared, at the very least with the Headteacher, and the child should be told this.
- Staff must ensure that they do not use leading questions, but try to establish as much information from the child as possible,
- Always let the child know that they did the right thing, telling an adult in school, and end the conversation on a positive note.
- All staff should read the Child Protection Policy on induction and sign to agree to follow its principles.

Parking and access to the rear car park

All staff are asked to exercise due care and attention when using the single track vehicular access to the car park situated at the rear of school. Speed on the vehicular access road should be kept to a minimum.

Smoking

The school operates a no Smoking Policy.

Visits

When taking children out of school on visits etc staff must ensure that they have adequate adult cover. Clear guidelines are given in the Educational Visits Code of Practice available from the Headteacher or Administrator. All off site visits must be approved by the Headteacher.

We will endeavour to notify parents of each individual off-site visit. We will usually send a letter to each family with a return slip that acknowledges receipt.

It is good practice on behalf of the teachers to endeavour to have face to face contact with those parents who omit to return slips by seeking them out before or after school to ensure they are informed. (The difficulties arise mainly with the working parent families where this contact cannot take place.)

However, if this is not possible, permission is granted through the registration paperwork parents are requested to complete on induction. This gives global permission to take their children on educational visits and journeys.

PE

The children wear their black shorts and white T-shirt for PE in the hall and have bare feet. In the summer plimsolls or trainers are required for outdoor activities.

It is advisable that staff wear suitable footwear during PE activities. Earrings should be covered with a plaster or removed. Jewellery should be removed.

Supply Staff

Where supply staff are used they are asked to:

Familiarise themselves with the rotas and timetables displayed in the staffroom.

Ensure that children's work is marked.

Leave a record of what work has been covered.

Leave a note of anything that has happened that they feel should be passed on to the class teacher.

Leave the classroom tidy and ready for the next day.

Be prepared to help other teachers at the end of the school day if they have nothing further to do in the classroom.

Car Park and Access

Parking on school site is at owner's risk. Pedestrian entry to school before 9.00 am is through keypad secure entrance off the staffroom - supply staff should request security code for this if they are to arrive before 8.30am. Otherwise, they can walk around to the main entrance (manned from 8.30am onwards). Please drive with due care and attention.

Staff Absence

If you are taken ill or cannot attend school for another reason inform Mrs Pierce (Telephone 07814577818) as soon as possible, preferably by 7.30am. Staff should telephone school before 3.15pm to let Mrs Risbridger know if they will be absent the following day. It is the responsibility of the member of staff to notify the Headteacher. The Headteacher will make contact with the employee to determine their attendance when absolutely necessary for the smooth running of the school, and particularly where the employee has failed to notify the Headteacher. It is also the responsibility of the member of staff to complete a Sickness Absence Self Certificate on their return to work in order that the correct details of their absence are recorded on to the Telford and Wrekin PSE system.

Staff need to inform the Administrator of illness during holiday periods, on their return to school. Sick notes (SC1) are located in the Staffroom. Procedure is listed in Employment Handbook 6.1 Appendix 1. Page 3-6.

Leave of Absence Paid/Unpaid

Leave of absence is granted at the discretion of the Headteacher and Governing body in accordance with the terms and conditions of employment as detailed in the Personnel Handbook and LEA guidance.

Anyone wishing to take time out of term time for reasons other than illness MUST speak with the Headteacher and gain written permission. The permission slip must then be presented to the School Administrator who will process the request. See Appendix 7.

Payroll arrangements

All staff are paid on a monthly basis. Agreed overtime can be claimed by entering details on the Monthly Returns Claim form located in the School Office. A claim is submitted to Payroll at the end of each month. All overtime claimed will be paid at the end of the following month.

Photocopying and Reprographics

The photocopier is sited in the corridor past the Children's Centre and in the main corridor outside the Island Room. Staff are reminded about the cost of photocopying and asked to be conservative in its use. Staff are reminded to check copyright restrictions when reproducing material and make a record of copying if required to do so. Books are provided in the office for this purpose. Each Class has its own code for use on the photocopier.

School Policies, National Curriculum Documents, Resources

School Policies, School Planning and Subject Portfolios are available in the staffroom as are Class timetables and staff rotas. All members of staff on our establishment list, including volunteers, students and work experience agree to work under the policies in place, agreed by the Governing Body and in line with our Policy Protocol.

Copies of National Curriculum documents can be found in the stock room. This room also contains teacher resource books and support materials. Science and technological resources are outside Badger Class. Musical resources can be found in Base 10.

The main resources room are in the main corridor.

Job Descriptions

A copy of staff Job Descriptions can be found in the office.

EMERGENCY CLOSURE - CASCADE PROCEDURE

Emergency closure

In severe weather conditions or other emergencies when it becomes necessary to close the school, information is broadcast on Radio Shropshire and Beacon Radio. Staff will be notified by either the Headteacher by collective text message. It is incumbent on staff to check their phone messages daily.

Meetings

Staff Meetings

These are held weekly on Mondays 3.30 - 5.00 pm in the staffroom. TA meetings are held regularly.

PPA time

Staff of parallel classes are released for a weekly meeting so that they can co-ordinate the work of each year group. This constitutes 10% of their working week.

Daily/Weekly Communication

Each member of staff has a pigeonhole for the dissemination of information, leaflets, post etc. Staff are asked to check the whiteboard in the staffroom for daily bulletins. They are also asked to ensure that office communicator is online in their classrooms for messages to be received.

Personnel Matters

Freedom of Information - staff requesting any such information need to be aware that school has 20 working days to respond to any requests.

Data Protection - we are registered with the DPA and this is renewed annually. Staff requesting information need to be aware that school has 40 days to respond to any requests.

Payroll Arrangements

Salary is paid by BACS on the last working day of each month, except for December when salaries are paid at the end of the school term.

Claims for extra hours worked can be claimed via a Variation Claim form which is available in the school office. All hours must be authorised by the Headteacher. Staff are advised to claim any extra hours at the end of the month in which they are worked. Any hours not claimed within the term they were worked may not be paid. The Variation Claim form is signed by the Headteacher and forwarded at the end of each month to Payroll. Hours claimed will be paid in the salary at the end of the following month.

Discipline

Simple rules exist to help the children develop thoughtfulness, self-discipline and respect. These are set out in our Behaviour Management and Anti-Bullying Policy. We believe in the positive reinforcement of good behaviour. We work closely to ensure that no indiscretion, however small, is ignored. See Appendix 2 (Personal and Social behaviour).

Lost Property

Lost property is kept in a box in the main entrance to school.

Parents and Visitors

Open Evenings

Each term open evenings are held when parents can make an appointment to discuss their child's progress with the teacher. Parents can also make appointments to see their child's teacher at the end of the school day.

Parent Helpers

Parents are welcome to help in school. This can take a variety of forms depending on the parents preference eg working with individual or small groups of children, preparing materials for use in the classroom, helping with swimming and recorders. Identity badges are available in each classroom for parents to wear in school.

Visitors

All visitors sign in at the office and complete the information requested on a visitor's pass. This is then placed in a wallet, which should be worn during the visit. Visitors are asked to return their passes to the Administrator and record their departure time.

SCHOOL CALENDAR

PROGRAMME OF TERMS AND HOLIDAYS 2016-2017

AUTUMN TERM 2015

Main Term Wednesday 7 September -Friday 16 December

Half Term Monday 24 October - Friday 28 October

PD Days Monday 5 and Tuesday 6 September.

CHRISTMAS HOLIDAY MONDAY 19 DECEMBER 2016-MONDAY 3 JANUARY 2017

SPRING TERM 2017

Main Term Wednesday 4 January - Friday 7 April

Half Term Monday 13 February - Friday 17 February

PD Days Tuesday 3 January 2017

EASTER HOLIDAY: MONDAY 10 April - FRIDAY 21 APRIL 2017

SUMMER TERM 2017

Main Term Monday 24 April - Friday 21 July

May Day Monday 1 May

Half Term Monday 29 May-Friday 02 June

PD Days Monday 24 and Tuesday 25 July,

SUMMER HOLIDAY BEGINS WEDNESDAY 26 JULY 2016

Appendix 1

FIRST AID PROCEDURE

Each playtime there is a member of staff responsible for dealing with any minor First Aid accidents. The injured child should be sent with a friend to the staffroom to inform the First Aider. If this is not possible because the child's injury prevents them coming into school for treatment, two children should be sent to the staffroom to inform the First Aider to come out onto the playground.

Staff attend to child(ren) concerned.

Children brought to First Aid room (disabled toilet in foyer).

First Aid box on wall.

Water only to be used for cleaning of wounds etc.

Seek expert advice if unsure - list of qualified First Aiders displayed on wall by First Aid box.

Log all accidents/injuries treated in the accident book - on table below First Aid box, give carbon copy to class teacher to pass on to adult collecting child. Staff must obtain a signature to indicate that this First Aid information has been communicated to the adult collecting the child.

Emergencies

Seek qualified First Aider/Headteacher who will act in loco parentis and

- 1 assess situation and act on the following:
- 2 alert parent)take to surgery/hospital
) with accompanying adult, as appropriate
)send for ambulance
- 3 complete separate accident forms as necessary.

MAKING CHOICES

CHOOSE
to be good
↓
leads to praise
good feelings
positive recognition
(incentives)

CHOOSE
to be naughty
↓
leads to a reminder/warning
"You are making the wrong choice"
and an opportunity to self-correct
If child persists with wrong choice
Leads to a sanction

Incentives

Written comments and smiley faces for good work
Stickers for excellent work and good behaviour
Ready Eddie stickers and cape for good learning behaviours
Dojo Dollars
Praise in public
Assemblies where good behaviour and work are mentioned, through Gold Star Awards
Being given responsibility
Being sent to the Headteacher for praise/stickers/certificates
Comments to parents/messages home

For the minority of children who have behavioural or work problems, added to these rewards maybe a star chart or report book which can be taken home.

Sanctions

For minor offences:

A warning or reminder
Repetition of the task/activity
Removal from place/situation
Punishment ie loss of privilege eg time out, loss of playtime, loss of Golden Time
Possible discussion with parents

For more serious offences referral to Headteacher who:

- (a) has a private discussion to seek the truth and get to the bottom of the problem
- (b) acts accordingly
- (c) for persistent offenders - parents automatically involved.

NB No child should be left unsupervised in a classroom or corridor as a punishment for misbehaviour or non-completion of work. Multiple children should be split up if they are to miss playtime,

A red triangle can be sent to the Headteacher (in her absence the Deputy Headteacher) to alert that assistance is needed in the classroom or a child needs to be removed for their own safety or that of the other children. A responsible child from the class should be sent with the triangle.

Bullying

"Bullying is the wilful, conscious desire to hurt or threaten or frighten someone else."

Bullying usually stems from the bully having very low self-esteem.

Bullies

- tend to have aggressive attitudes over which they exercise little control
- tend to lack empathy, they cannot imagine what the victim feels
- tend to lack guilt, they rationalise their victim "deserves" the bullying.

Therefore co-operative work and non-aggressive behaviour needs to be praised. Empathy can be increased by Circle Time and role-play. Language and RE can work on themes of "how people feel."

Bully groups are made up of individuals so tackle each member individually to get them to take responsibility for their own actions.

Victims may be:

- new to the school/class
- different in appearance, speech, background
- suffer from low esteem
- nervous or anxious
- react in an "entertaining" manner eg have a tantrum and lose control
- be ordinary but suffering in silence
- see themselves as inadequate and friendless, may become withdrawn and underachieve

Therefore PSE, Circle Time, RE and Language work should aim to develop self-esteem and social skills.

Prevention of bullying

- children should know we care
- children should feel they are able to talk to the adults in school
- new children should be integrated into school without fears
- all children should know sanctions will be taken if they bully
- all adults/staff in school should know the procedure for sanctions
- parents should be informed how the school acts.

Response to bullying:

- remain calm (reacting emotionally can enhance the bully's "fun")
- take the incident/report seriously
- act quickly (consider whether the action should be public or private)
- reassure the victim (they are not foolish or inadequate)
- offer help, advice and support to the victim
- make the bully aware you disapprove
- encourage the bully to empathise with the victim's feelings

- punish the bully (but be aware reacting aggressively reinforces the idea that it is alright to bully if you have power)
- explain you like the child it is the behaviour that it being punished
- explain clearly why the punishment is being given
- inform the Head of the incident and action taken
- inform colleagues if the child/children are in their class
- inform parents if appropriate
- remember such matters should be dealt with privately away from other members of the class/audiences.

Managing Difficult Behaviours

Classroom Strategies – starter bank (there may be other, more appropriate strategies for your particular circumstances)

Greeting

- give early positive attention to the child in each activity
- make eye contact with the child
- require the child to make eye contact whilst you are talking to him/her
- find areas of strength to notice and develop
- teach the child/class listening skills (stop work, put down what you are doing, look at the speaker) stand near the student to give instruction and explanations
- tell children what to listen for when being given instructions etc
- use agreed clues to maintain attention
- allow child to make frequent responses but only acknowledge those which are relevant
- maintain visibility to and from the child at all times
- engage child in games requiring varying lengths of concentration
- consult the child over important issues

Seating

- try various groupings to determine the situation in which the child works best
- separate the child from peers who may be encouraging or stimulating inappropriate behaviour
- separate children who tend to be distractible: together they will feed each other's distractibility
- reduce distracting stimuli in and around the child's desk (eg equipment, pencil cases, bags, etc)
- teach children how to manage their workspace
- seat child close to the source of information
- seat child away from window, door, passage etc
- surround the child with good role models (if the going gets tough, swap the role models)
- establish rules, bums on seats, six feet firmly on floor (two human, four chair)
- establish quiet area available to all children
- provide child with legitimate reasons for leaving seat after required period of sitting
- build-in a reason for returning to seat

Organisation

- make sure the classroom is well organised, tidy and calm
- try to have consistent rules, and a consistent schedule
- have only a few rules, make sure they are positive and visible
- reiterate rules often and reinforce children for following rules
- ensure student understands what happens if s/he does or doesn't comply with rules
- establish and display a daily routine
- provide child with a time line for the day so that s/he anticipates change - use symbols
- follow a less desirable task with a more desirable task: make completion of the first task necessary to participation in the second
- break down large tasks into smaller tasks
- provide written checklist of sub-tasks for child to tick as each is complete
- present tasks in small amounts; sheets of paper better than exercise books
- develop a clear system for keeping track of completed and unfinished work

Attention

- set the conditions for attentive work (work on task, remain in seat, finish task etc)
- make certain that the child knows that instructions will only be given once
- provide an outline key vocabulary and concepts at the beginning of the lesson
- actively involve child during lesson presentation, use child's worksheet, text, etc as an example
- use the child's name during the lesson presentation
- encourage children to build a picture in their mind of the key concepts
- ask them to talk about the images they have developed
- make instructions concise and to the point
- make the subject matter meaningful to the child
- give directions in a variety of ways to increase the probability of understanding
- provide clearly stated directions, written or verbal: perhaps use symbols in support
- teach children to use basic concentration and study skills (reading for main idea, highlighting etc)
- reinforce the child's concentration by giving a tangible reward (eg classroom privileges etc)
- allow natural consequences to occur as a result of the child's inability to concentrate (make up time)
- use a variety of high interest means to communicate (aural, visual, concrete, tactile, symbolic etc)
- make certain that tasks match the child's experience and ability
- provide the child with a prompt when s/he is off task

Assertiveness

- as the adult you have the right and responsibility to control the situation
- don't let the child "get" to you; don't react without thinking
- don't make threats that you cannot carry out
- give the impression that you remain calm and are in control
- sort out "I wont" from "I can't"
- make sure interactions end successfully; leave room for you both to manoeuvre
- punish the behaviour and not the child
- punishments should be short, appropriate and immediate
- use the words "it's your choice" so that the child realises that s/he has a responsibility to choose

Rewards

- teach the child problem-solving skills
- teach the child to self-monitor
- consult the child over important issues
- find areas of strength to notice and develop
- praise and compliment the child when s/he is attending to his work rather than criticising when not
- provide self-correcting materials and computer assisted instruction
- provide frequent information feedback
- if necessary, agree an incentive for completing work
- establish a token economy - token not "spent" will buy pupil directed adult time
- establish behaviour modification chart and reward system

Appendix 2

Playground Supervision

Morning break: 10.55-11.10 am

Two members of staff on duty outdoors (and additional adults for particular individual children, as necessary)

Children play on hardstanding unless otherwise stated, (teacher on duty makes decision) keeping to designated areas.

The grassed area is used in good weather (mainly the summer term). In this instance children may play on both the grass and the playgrounds.

Children need to be reminded of safe play

- to leave the plants/trees/berries/flowers as they are
- to keep out of the dust beneath the trees
- to respect the hedgerows alongside the boundaries
- to be aware of nettles in the hedgerows

Playtime equipment

For morning, afternoon and lunch break boxes of outside toys are available for use and a 'buddy' box. Additional playground equipment is available for the summer months.

Playground Pals

Pupils from Year 2 are chosen to act as playground Pals. They will wear a cap with the school logo labelled Playground Pal. They will organise games, find friends and generally be happy to help other children.

A handbell signifies the end of break (teacher on duty sends child for bell which is kept in the staffroom) - this is the signal for staff to collect the children.

When the bell is rung, children stand still, then join their teacher in a circle on the playground before walking into school.

Misdemeanours are dealt with by the teachers on duty, more major incidents are referred to the Headteacher, with 'time out' outside the HT's room a serious sanction. Please see school's positive discipline policy.

Health & safety at Playtime

A remote communication system is in use for any events giving rise to the need for staff indoors to be alerted immediately. All staff on duty should take out their mobile phone and dial 386619 - this will ring in the staffroom. If the phone rings in the staffroom, it must be answered as soon as possible.

Accidents

Children are encouraged to care for one another when a mishap occurs. The one will accompany the other to the staffroom for First Aid to be administered. Accidents are noted, a letter home is completed for each child who is reported to have had an accident.

Toilets in use at playtimes: 'Boys' and 'Girls' in Deer and Badger corridor.

Wet Playtimes

- Teachers/support staff share coverage of the class to allow each person a brief break
- classes may double up if there are insufficient members of support staff available
- wet playtime boxes are to be used to ensure change of activity, relaxation and fun

LUNCHTIME SUPERVISION

Teaching Assistants who cover the lunch time are timetabled to provide support for children in the hall and outside on the playground or in their classrooms if it is wet play.

Children access lunch on a rota basis, some classes therefore play outside before going in for lunch, whilst others dine before going outside.

Children are expected to wash hands before lining up for dinner. Following lunch they are expected to go outside to play and not remain in the school building.

Play equipment: a variety of equipment is stored in a large box in the foyer. Children have free access to all this equipment for all playtimes, including lunchtime.

A comprehensive set of playground games is available.

Adults on duty deal with misdemeanours/accidents as they arise, referring on to the Class Teacher or a member of the SLT as and when appropriate. A letter to parents concerning any accident is issued and drawn to the attention of the class teacher.

The school's positive discipline policy is operated by all. Positive praise and verbal reward are favoured, good role models cited as example, merit stickers and other incentives are used from time to time to support the efforts of the lunchtime staff, as well as the whole school Golden Child system.

Wet Lunchtimes

General rule: children are supervised in designated class bases by Teaching Assistants.

(It is the responsibility of the Senior Supervisor to display notices to this effect).

All children are encouraged to take the opportunity to go to the toilet and wash hands prior to the start of afternoon school.

APPENDIX 3

MANAGING STRESS

Stress varies for different people and is not always a problem. Stress is part of everyday life and helps to motivate us and keep us alert to danger. However, too much stress can leave us feeling anxious and unable to cope - and may be a danger to our health.

How to Cope with Stress

The best ways to keep stress under control . .

- Relaxation to lower blood pressure, muscle tension and mental arousal
- Exercise to use up the fats and sugars released into the blood to keep blood pressure low
- Time management - to set priorities and get organised
- Nurture your relationships - to share problems, keep things in perspective, and smile, laugh and enjoy yourself. Remember a trouble shared is a trouble halved.

People feeling stress should feel free to talk, in confidence, to any member of the Senior Management Team.

Useful telephone numbers:

Sheila Connor	01952 505269 or 07815 862813
Ros Davies	01782 787004 or 07855 160076
Fran Marriott	01952 883004 or 07840 419765
Mo Price	01785 254298 or 07801 269376
Irene Steele	01743 232310 or 07971 431116
Brian Turner	01952 812606 or 07974 781228
DCSF Helpline	0800 562 561

Telford and Wrekin Council offer an Employee Counselling Service (leaflet on display in the Staff room)

NHS Stress Self Help Guide is also on display in the Staffroom.

REQUEST FOR ABSENCE

Name:	
-------	--

Role:	
-------	--

Details of Absence		
Date	Time	Length

Reason:

Signed:	
---------	--

Dated:	
--------	--

Headteacher's Response:

Signed:	
---------	--

Dated:	
--------	--

Speak Up!!!

A guide to the Speak Up Policy



2008 Edition



Speak Up!!!

What if my concern is unfounded?
If you raise an issue in good faith, but it is not confirmed by the investigation, no action will be taken against you. However, you make malicious allegations, including actions that we have against employees and members, they will be referred to Disciplinary Proceedings.

What if a concern is raised about me?
You will be informed of the concern following initial investigations. If it is considered that there is an issue to be investigated, you will be supported in an appropriate manner and will be informed of progress.

What if I am not satisfied with the outcome?
The policy provides you with an avenue to raise concerns with the Council. The Council hopes you will be satisfied with the response to your concern. If you are not satisfied, you must inform the Corporate Director/ Resources, with the reasons for your dissatisfaction.

Contact:

- Adult's Risk Manager 3330111
- Whistleblowing Officer 333020
- Corporate Director/ Resources 333020
- Corporate Director/ Children & Young People's Services 3330207
- Elderly Adults - (0)162 512 335 2440
- Tames Valley Professional Association - details are available from Human Resources
- Your Local Council Member - If you are not sure who this is contact the staff of the Council - If you are not sure who this is contact Member Services on 3331110
- Helpline Services 0845 7708181 or email whistleblowers@tamesvalley.gov.uk
- The Local Government Ombudsman 0845 802 1333
- Relevant professional bodies or regulatory organisations
- Your solicitor
- The Police 08457 444333
- Public Concern at Work 0207 494 6539

Codes of the full Speak Up Policy can be found on the Intranet under Adult Services, Adult-Prison and Corruption Sections.

Speak Up hotline - 01832 333115

How do I raise a concern?

During the investigation you will be:

- given information or access to data, and
- told whether further investigations will be made and if not, the reasons why.

What other contacts will there be with me?

The amount of contact between the officer's considering the issues and you will depend on the nature of the matter raised and the clarity of the information you provide. However, you will be asked for further information. This will be done discreetly. You have the right to be accompanied by a trade union or other representative at any meeting. The meeting will be at the officer's preference.

How will the Council support me?

The Council will take steps to minimise any difficulties which you may experience as a result of raising a concern and provide any appropriate support.

How will I know the outcome?

The Council understands that you need to be reassured that the matter has been properly dealt with. Unless there is a legal reason why it can't be done, you will receive a written report about the outcome of investigations and any changes to procedures that have been made.

What if I fear harassment or victimisation? How will be protected?

The decision to report a concern can be a difficult one to make, not least because of the fear or hatred from those responsible for the harassment. The Council will not tolerate harassment or victimisation and will take action to protect you when you raise a concern in good faith.

What if I change my mind?

You do have the option to withdraw at all stages but you or your representative must inform the person who inform you about the initial concerns and the investigating officer. You will be requested to give a reason for the withdrawal. If you do withdraw, investigations may continue dependent on the issues raised and progress to date.

How can the accused be defended?

The Council will endeavour to maintain confidentiality where possible, but the correct approach, depending on the nature of the concern in order to include a proper investigation, confidential information may have to be shared with a third party including the press or another subject of the concern. You will be informed if this is necessary.

3

What if my concern involves my the manager?
If your concern is connected to your own staff, the investigating officer should be a senior manager who does not have a direct line of reporting to the manager who is the subject of the concern.

If you are a school governor you may raise the matter with:

- the Corporate Director/ Resources or Corporate Director
- the Council's Monitoring Officer
- a Trustee or Non-Representative

What if any concern involves my the manager?
If your concern is connected to your own staff, the investigating officer should be a senior manager who does not have a direct line of reporting to the manager who is the subject of the concern.

If you are a school governor you may raise the matter with:

- the Corporate Director/ Resources or Corporate Director
- the Council's Monitoring Officer or
- the Adult's Risk Manager

If you are an elected member you may raise the matter with either:

- the Council's Monitoring Officer or
- the Adult's Risk Manager

Does the concern have to be in writing?

Concerns are best in writing (paper or e-mail). You should set out the background and nature of the concern clearly, names, dates and places where possible, and the reasons why you are particularly concerned about the situation.

What if I do not feel able to put the concern in writing?

If you do not feel able to put your concern in writing, you can telephone or meet with the appropriate officer as specified above. Or you can leave a message on the 24 Hour Adult Services answer phone number 0845 833115. This service is secure and you do not have to give your name if you do not wish to, although it is helpful if you do so as further information may be needed.

Can I remain anonymous?

This policy encourages you to put your name to your concerns. Concerns raised anonymously are more difficult to investigate fully, but they will be considered. It is essential that the Council will take the following factors into account when establishing the scope of the investigation:

- the seriousness of the issues raised;
- the urgency of the concern;
- the likelihood of confirming the allegation in a satisfactory manner.

Can I ask someone else to raise the concern on my behalf?

Yes. You may ask your friend, union or other representative to raise a matter on your behalf.

What will happen if I raise a concern?

- Investigated formally by an appropriate officer and documented
- referred to the Police
- referred to the Central Authority, the National Standards Board for Children, (now known as the Area's Commission)
- referred to the Local Government Ombudsman

To protect children and the Council, all enquiries will always be made to decide whether a investigation is appropriate and if so, what form it should take.

Concerns or allegations that fall within the scope of specific procedures for example child protection, discrimination issues or other specific protocols will normally be referred for consideration under those procedures. Some concerns may be resolved by agreed action without the need for investigation.

4

What is the procedure if I raise a concern?
When an incoming case of a concern being received by person you raise the concern will write to you:

- acknowledging the concern has been received;
- giving an estimate of how long it may take to complete the investigation.

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