

St Philips CE Primary School

Staff Handbook 2021 – 2022



School Staff September 2021 – 2022

Executive Headteacher	Mr Gavin Shortall
Head of School	Mrs Sandra Jamieson
Assistant Headteacher	Mrs Caroline Whelan

Class Teachers:

Reception	Miss Kerrie Arnall
Year 1	Mr Nathan Brown
Year 2	Ms Michaela Donnelly
Year 3	Mr Ben Larn
Year 4	Mrs Zainab Arshad
Year 5	Mr Sam Talbot
Year 6	Miss Samantha Jones
PPA& Catch up support teachers	Mrs Caroline Whelan Ms Danielle Twyford

Teaching Assistants:

Miss Sophie Gannon Mrs Sonia Carthy
Mrs Ash Khan
Miss Denise Bennett Mrs Angela Taylor Ms Jackie Hughes
Ms Simona Boulton
Ms Cathy Tolkien Miss Sue Gard
Ms Karen Parkinson
Ms Michelle Robinson

Support Staff

Family Welfare and Attendance Officer	Mrs Carol Valentine
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Office Staff

School Business Manager	Mrs Dee Holland
Office Admin	Miss Shenae Forde

Lunchtime Support Assistants/Playworkers

Mrs Elaine Barlow
Mrs Azimi Sani
Mrs Lorraine Campbell
Mrs Khalesa Hassani
Mrs Fiona MCarthy

Site Team

Caretaker: Mr Mark Edwards
Cleaners: Mrs Elaine Barlow
Ms Clem Anderson

School Governors

Chair of Governors	Mr Philip Geldard
Foundation Governor	Ms Maria Brown
Foundation Governor	Ms Jo Hill
Foundation Governor	Revd Sydwell Isaac
Foundation Governor	Ms Cate Allison
Foundation Governor	Mr Enoch Mayanja
Foundation Governor	Mr Colin Saunders
LA Governor	Mr Daniel Slack
Staff Governor	Miss Michelle Robinson
Executive headteacher	Mr Gavin Shortall
Head of school	Mrs S Jamieson
Parent Governor	Dr Mohd Ahmad Syed
Associate Member	Mrs Dee Holland

The School Day

The school day starts at 9am and ends at 3.15pm. Classroom doors will be open from 8.50am for greeting the children and early morning work.

Timetable

An up to date class specific timetable to be displayed by **class teacher** near the interactive whiteboard for easy access along with weekly planning either in a file or on display.

Minimum weekly teaching time requirements:

EYFS: 21 hours

KS1: 22 hours 5 minutes

KS2: 23 hours 45 minutes

At the end of the school day children should leave from the classroom or be taken out to the pick-up point. Children must indicate who they are leaving with and if this is not an immediate family member written permission must be given by a parent or carer. Forms for this can be obtained from the school office. Please note that EYFS children must not be picked up by anyone under the age of 16. Please bring the remaining children that have not been picked up to the main hall and inform the main office.

Organisation of the School Day

Breakfast Club

Before school care is available from 8:00 until 8:50am each morning and can be booked on an ad-hoc basis. Food service will end at 8.40am. The Club is held in the dining hall. Children will be brought to class by the breakfast club team at 8.50. Free breakfast is available for staff but you **MUST** sit with the children.

Weekly briefing –

Every Friday afternoon at 3.15pm there is a briefing for all staff in the main hall, attendance is mandatory and you must be punctual.

Staff Meetings - Whole school Staff Meetings generally take place on a Wednesday from 3:30pm until 4:30pm. All teachers in school are required to attend. Attendance by Teaching Assistants Level 3 is required.

ASSEMBLIES –

Class assemblies to be conducted as per agreed rota

ACT OF WORSHIP MUST BE DAILY

Collective worship times are as follows:

Monday: KS1 and KS2 9.05am - 9.20am

Wednesday: KS1 and KS2 9.05am – 9.20am

Friday: KS1 and KS2 9.05am 9.30am

Whole School Worship

In class, reflection should take place Tuesday and Thursdays at 3pm

Prompt entry and exit from the dining hall is necessary for availability of P.E. lessons.

House system

The school is divided into 6 (Year 1 – 6) house teams. These are:

- St George
- St Patrick
- St Andrew
- St Philip
- St David

House points can be awarded for positive aspects of learning and behaviour. All members of staff can give points to any children across the school. Year 6 students will collate them for the children in preparation for the celebration assembly.

Registration

Children should be marked present on SIMS with a diagonal stroke (/). Absences of all kinds should be marked with an (N). The Family Welfare and Attendance Officer will then take appropriate action and will update SIMS with the relevant code for absence. The class register should be marked at the beginning of the morning and afternoon sessions and saved on the system by 9.00am and 1.15pm. If a child arrives late they must sign in at the office where the time of arrival is recorded. Doors should be locked at 9am.

Health & Safety

Should any issues arise pertinent to health or safety please speak to Mrs Dee Holland immediately so that measures can be put in place. It is the responsibility of all members of the school to act in a safe manner and report any potential hazards and/or act to remedy the situation ASAP.

Money

Money should not be collected directly from families. The school is 'cashless' and all payments for trips and dinners must be paid through 'ParentPay'. Do not accept money from families. All queries about ParentPay can be directed to the school office. The only exception to this rule is charitable donations for example when children bring a pound in for a charitable non-uniform day. This should be collected by the class teacher and given to the office in a marked envelope. As Breakfast Club is on an adhoc basis cash can be accepted however Parentpay is the preferred method. School Fund is on Parentpay and can be paid weekly, monthly or annually.

Communication

As part of staff members' directed time, check emails daily. Any issues with IT can be reported to the class teacher who can log an email support ticket with helpdesk@mglworld.com. There is a whole school diary located in the main office for reminder of events, training, meetings, appointments, staff absence and cover requirements. Please ensure you keep the diary updated as it is used for the weekly briefing and please initial any entries made to avoid confusion.

Hall Timetable-

The timetables for the use of the halls has been agreed by staff and should be followed carefully to ensure that no class misses their allocated time. These timetables will be displayed on the designated timetable board outside the main office in the dining hall.

Lunchtime Arrangements

	<u>Dining Hall</u>	<u>Outdoor Play</u>
Reception	11.50am – 12.15pm	12.15pm – 12.50pm
Y1 – Y3	12.15pm – 12.45pm	12.45pm – 1.15pm
Y4 – Y6	12.45pm – 1.15pm	12.15pm – 12.45pm

School Meals are pre-ordered so every child receives the meal they have chosen. Packed Lunch children will eat in the main hall also.

Accidents/injuries – Please see risk assessment for alternative arrangements

Majority of teaching staff have successfully completed First Aid training and are able to deal with minor incidents. Incidents should be recorded in the year group accident book, the front duplicate of which should be given to parents and the remaining copy kept in the accident book. All children with head bumps should receive either a sticker or a note for parents and monitored throughout the day. Serious accidents are to be reported on CPOMs by staff and reported to the Family Welfare and Attendance Officer. Lunchtime First Aid will be provided by a member of staff in ICT Suite.

Resources

A supply of general resources, including pencils, pens, glue sticks etc. is available in each classroom and distributed at different points of the academic year. The shared teacher drive (teachers only drive) has a variety of electronic resources and can be used to save plans and files.

This year each class has been awarded £100 per term for topic resources. Please email all orders to orders@st-philips.manchester.sch.uk. All budget queries balances etc should be emailed to the orders email also.

Everyday resources such as paper towels and hand soap are restocked by the caretaker/cleaners. If any stock runs out or runs low please email site@st-philips.manchester.sch.uk.

Computing Equipment

A trolley with a class set of laptops is stored in the ICT Suite. A class sets of iPads are stored in the ICT Suite for KS1 & KS2. There is a timetable explaining when classes are using them. Keys are stored in the head teacher's office. These must be kept with the teacher. Trolleys should be moved by an adult only.

Uniform

The school uniform consists of black or grey trousers/skirt, white or yellow polo shirt, Royal blue sweatshirt or cardigan, white/grey socks and black shoes.

NO JEWELLERY ALLOWED apart from stud earrings. Please also no large fashion accessories eg: Large bows and headwear. NO NAIL VARNISH or MAKEUP of any description is permitted.

The schools sweatshirt and cardigan with St Philips logo on is not compulsory however if parents wish to purchase this item please refer them to the following web link; www.pbuinform-online.co.uk/stphilips

PE

Children should always change for PE. Children should wear the school PE kit (currently white t-shirt and black shorts). During the winter months, it is acceptable for children to wear tracksuit trousers/tops for outdoor games. Children who forget their PE kit are expected to watch and record notes on the lesson, or to be given a planning or evaluative role and Class teacher to inform Family Welfare Officer who will inform parents of the legal requirement to have PE kit in school. A note from parents is required to excuse a child from PE and Games due to illness.

Lost Property

Lost property can be stored in the linen basket in the safe cupboard in ICT Suite.

Classroom Environment

Staff are responsible for keeping their learning environment safe and they should ensure that their classrooms, areas outside and cloakrooms are kept tidy. Please also note that it is the responsibility of the class teachers and TA's to upkeep the displays in their groupwork area (tiled areas).

- Parents are requested to label their children's belongings.
- Equipment should be labelled, and stored tidily to make it accessible to the children.
- Books should be displayed to create interest, and bookcases kept tidy.
- Displays of children's work should be created with care and changed regularly, this includes communal displays in the hall, timetable provided.

Educational Visits

Out of school learning is an essential part of a child's education and well-being. Local area walks and visits are encouraged alongside other trips to museums, galleries and other educational sites.

All trips need to be authorised before booking please complete EV1 form located on teachers only drive under Educational Visits>Blank Risk Assessment Forms and hand to head teacher for authorising. Risk Assessments for educational visits must be carried out in good time by the teacher leading the visit, with an electronic record saved in the teacher's only drive under Educational Visits>2021-2022.

Staff Conduct

Staff Absence and Lateness

If you are unable to come into school because of an illness, please inform Dee Holland between 7am and 8am on 07793717895 so that cover can be arranged, if there no answer please phone the Head teacher. Please note that text messages are **NOT** acceptable. Wherever possible, please contact the school by 3:00pm to advise whether returning to work the next day, or if further leave is required. In **ALL** cases a Return to Work Interview will be conducted on your return after absence, please refer to the Attendance Management Policy. Please note that you are only entitled to 3 paid dependent days and 3 paid days for immediate family bereavement. Any other special circumstances may be considered but will need to be authorised in writing by the head teacher. Any unauthorised absences will be unpaid.

Dress Code

All staff are expected to dress smartly and professionally for school and are requested not to wear jeans. Staff are encouraged to dress appropriately for PE lessons as this sets a good example to the children. Any large tattoos should be covered appropriately. Please ensure only discreet jewellery should be worn.

Mobile Phones

Children should not bring mobile phones with them to school, unless in exceptional circumstances. In such a case the phone should be kept in a secure cupboard in the classroom until the end of the day.

All staff should not use their mobile phones during their working hours (this does not include break and lunch times) Staff are asked to keep their contact details up to date with the School Office.

Please see Staff Code of Conduct Policy 2021

Please see Acceptable Use ICT Policy 2021

Photocopying and Printing

Everyone will be provided with a 4 digit code to access the printers in the ICT Suite. If you have any problems with your coded email d.holland@st-philips.manchester.sch.uk

Children **MUST NOT** use the photocopier.

Safeguarding

Please refer to Safeguarding Policy in teachers only drive>Policy Documents

Medicines in School

Children who are required to use inhalers must be responsible for administering their own medicine unless authorisation from parents has been received to give staff consent to administer. Class teachers should keep inhalers in the classroom clearly labelled with the child's name and the dosage. Class Teachers should ensure that pupils carry their inhalers during school trips. Please ensure that you have a current copy of their Astma plan if not

please email c.valentine@st-philips.manchester.sch.uk. Please refer to the First Aid policy in teachers only>Policy Documents. Epi pens are stored in the cupboard in the Hall.

Child Protection

The Head of School is the appointed Child Safeguarding Officer, the Assistant Headteacher and Family Support & Attendance Officer are the designated deputy lead. Matters of a sensitive nature should be discussed only with them. A record will be kept of any children who are especially vulnerable and only should be shared on a need to know basis. All Safeguarding concerns are recorded on CPOMS and can be accessed by all members of staff. If the teacher has any doubts or notices a pattern in these incidences, they should discuss this with the Child Safeguarding Officer immediately. The child protection team in school: Sandra Jamieson, Caroline Whelan and Carol Valentine have full access rights to the information held. All staff should sign that they have read Keeping Children Safe in Education (2021) saved in teachers only>Policy documents>Safeguarding.

Fire Procedure

The first person to discover a fire must raise the alarm by breaking the glass at the nearest call point. On hearing the alarm, members of staff are to ensure that all children vacate the classrooms as quickly as possible. All staff are provided with the fire procedures (In Case of Fire) please follow these instructions, the document can also be found on teachers only>policy documents>health & safety.

DO NOT COLLECT BELONGINGS AND DO NOT RUN.

The Senior Leadership Team will be responsible for telephoning the fire brigade.

Any child not accounted for must be reported immediately to the Head of School..

Once the Fire Brigade has arrived, the SLT will direct them to the location of the fire.

UNDER NO CIRCUMSTANCES IS ANYONE TO RETURN TO A CLASSROOM UNTIL THE ALL CLEAR HAS BEEN GIVEN BY THE FIRE OFFICER OR THE HEADTEACHER.

A Fire Drill is carried out at least once a term.

Evacuation of Classrooms

It is the responsibility of class teaching assistants to ensure the classroom is vacated and all children are outside at the correct assembly point.

Strangers/ Intruders

All visitors are asked to report to the school office, where they should sign using the electronic system. All visitors who are wearing a yellow lanyard have been DBS checked and are able to access school without supervision. Any visitors with a red lanyard will need to be supervised at all times and if you see anyone unsupervised please challenge.