

A-Z Staff Handbook 2022-2023



**‘The Love of Christ impels us’
To be
Ready, Respectful, Safe**

**‘To love one another as I have loved
you’**

Saint Peter & St Paul Catholic Primary School

A-Z Staff Handbook 2022-2023

ABSENCE

Children must bring a note explaining their absence if we have not been informed by their parents by 'phone or a visit to the office. The appropriate letter must be put into the class absence folder. The teacher must sign and date the letter. Each absence must have an explanation and the class teacher/office staff must put the correct code in for each absence.

ABSENCE (Staff)

Please contact Tracey Peters Head Teacher – (07962340154) between 7.00-7.15am if you are unable to come to school, and then Deputy Head Teacher Fionnuala Gormley on her mobile (07584022069) and Assistant Head Jane Manzone (07793 562 930), please estimate your length of absence. If not, make sure that we are kept up to date as soon as possible. Please ring at 4pm. If a class has to be split each KS2 class teacher should keep a list of which classes children should be sent to. A copy of this list should be updated and emailed, at the start of each term to the Phase leader, Deputy Head teacher and Head teacher. Each teacher should be given a list of the children they receive.

ABSENCE (after registration- so late)

The class teacher should complete the SIMS register promptly each morning and afternoon. Please note: Children can only be marked as late once the registration period has ended i.e. **after 9.05am**. The register closes formally at 9.30am each morning. First day calling will take place after the register closes.

ACCIDENTS (children)

In the event of a serious accident, stay with the child. Do not move them and send for a first aider (All teaching staff, SENCO, Head and Deputy Head teachers, T.A's and Office staff have been trained as first aiders).

The Phase leader should be informed. The Head teacher (or Deputy if the Head teacher is not in) must be also informed. An accident form will need to be completed by the teacher. These forms are completed on line and a record is kept in the office.

ACCIDENTS (staff)

Staff accidents should be reported and the appropriate form should be filled in.

ASSEMBLIES

Monday Whole School Assembly 10.15am

Key Stage 2: Tuesday 10:25am

Friday Class Assembly 9.30am (As timetabled)

ASSESSMENT

Assessment is carried out for each piece of work that children complete. Teachers and TAs use the code 0-7 to assess the attainment. Attainment is then recorded in Insight Tracking on a half termly basis. Teachers use agreed assessment tests for reading and mathematics on a half termly basis.

Code:

- 0- Taught but no evidence of understanding**
- 1- Little evidence of understanding (supported by adult)**
- 2- Little evidence of understanding (independent)**
- 3- Some evidence but not yet secure**
- 4- Objective secured with adult support**
- 5- Objective secured Independently**
- 6- Objective secured and some elements of mastery**
- 7- Greater depth**

This code is shared with the children and parents/ carers for an agreed understanding.

BEFORE-SCHOOL DUTY

The gates will open at 8.30am. The Head Teacher and/or Deputy Head, will be on duty at 8.30am for the soft start to the day. All class teachers should be in their classrooms ready to greet the children. At no time should the pupils be left unsupervised.

CHILD PROTECTION ISSUES

The school has a Child Protection policy, which follows the guidelines laid down by Islington LEA. All staff must read this policy along with Keeping Children Safe part 1 document and familiarise themselves with procedures for reporting incidents and concerns. The Head teacher is the designated Child Protection officer. Fionnuala McGuinness is the Deputy Designated Child Protection officers and they take on this role when the Head teacher is not in school.

CLASSROOMS

Please make sure that your classroom is a safe, stimulating and tidy environment for the children. Please ensure that you follow guidance set out in the Classroom Environment Policy when putting up displays. The cleaners will not be able to clean classrooms adequately if they are left in an untidy state at the end of the day. **All desks must be cleared by home time.** Inform the premises manager if you do not feel that your classroom is being cleaned appropriately.

CLASS ASSEMBLIES

Class assemblies will take place on Friday at 9.15am. Nursery – Year 6 classes will take part in class assemblies each term. Please make sure that you look at all the different timetables for the different assemblies and that you are aware of your own class assembly date. Parents are welcome to come to class assemblies. Class teachers have responsibility for ensuring that parents are invited. Please make sure that you inform parents at least one week in advance of the assembly

date. Please complete the Assembly proforma and send it to the RE Lead and the Head Teacher.

CLASS SUPERVISION

At no times should classes be left unattended. Class teachers should wait for those on duty to relieve them. Class teachers are responsible for organising wet play activities. There should be a list of activities which children can do during wet playtimes. This list should be on permanent display in each classroom. Teachers should organise their class in advance of a wet morning play ensuring that all children understand the class procedures in such instances.

During wet morning play the following procedure is adopted:

- Junior Duty staff to cover Junior floor, including Year 3.
- Infant Duty staff to cover Year 1 and Year 2.

CLOTHING

Children are expected to wear the proper school uniform. Make sure that uniform is named. If you feel that a child is wearing inappropriate clothing, please consult the parents. (If problem continues then the class teacher will issue a formal reminder letter, authorised by the Head teacher, to be sent to parents, with a copy placed in the pupil's file.)

CURRICULUM MEETINGS

Dates will be given for classes to arrange a whole class curriculum meeting with parents/carers. An opportunity to meet and share your expectations, curriculum for the year group, timetabling and routines.

CURRICULUM PLANNING

The school has purchased the Power of Reading, Inspire Mathematics, The Way, The Truth and the Life for RE and follow the National Curriculum to support planning. Teachers are expected to follow the guidelines in the policy documents for each subject area when planning. The areas detailed in the subject schemes of work are also expected to be covered each term, so that the legal requirements of the National curriculum are met with.

DIARY

A weekly agenda sheet/ timetable is distributed to teaching staff via e-mail. This lists information for the week ahead. Please ensure you check what is happening for the week as the board in the staffroom will now be used to give additional information and changes for the day.

DISCIPLINE

Please refer to the Positive Behaviour policy for details. In the event of discipline problems in your classroom consult the phase leader for support and advice. In the event of discipline problems with other children during playground duty etc. consult the class teacher first.

DINNER ARRANGEMENTS

EYFS

Nursery and Reception will eat in their classroom.

Lunch break 1: 11.30-12.15pm

Lunch break 2: 12.15- 1.00pm.

Mrs Maala will be with Nursery in the Hall from 11:30pm-12:00pm.

Mrs Almedom accompany Nursery from 12:00pm.

Reception will be in the hall at 11.30am.

Reception class teacher lunch break: 12:10-1:10pm

Reception T.A lunch break: 11:30-12:00pm

Upper Phase (Y4 at 11:55am, Y5 at 12:00, Y6 at 12:05)

Lunch break: 11.55am- 1:00pm.

Lower Phase (Y1 at 12:25, Y2 at 12:30 & Y3 at 12:35)

Lunch break: 12.25pm-1.30pm

EMERGENCY TELEPHONE NUMBERS

All emergency numbers are kept in the staff office. Parents are expected to complete an emergency form at the start of the academic year and to keep the school updated with any change of address, telephone number, work number etc. Such information is stored in a file in the school office.

FIRE DRILL

Fire procedure notices should be displayed in each room. Fire doors should be kept closed and free from any obstruction. If the fire drill goes during a class lesson then the class teacher must escort their class down the staircase/corridor and lead their pupils out through the designated exit onto the Infant playground. The office staff are responsible for ensuring that the registers are brought out and given to the teacher for a roll call to take place. Teachers are responsible for ensuring that their pupils stand in silence in their class line during this time. An emergency evacuation drill will also take place at least twice a year. Designated Fire marshals will ensure everyone has left the building safely and that all doors are shut.

Positive Behaviour Policy

There is an Positive Behaviour Policy in school to which all staff should adhere. Appropriate rewards/sanctions are also listed. For further guidance please speak to your phase leader.

P.T.A

A group of parents who give their time to put on various fund-raising events throughout the year to help the school.

GOVERNORS

The governing body meets on a number of occasions throughout the year. A list of governors is on the school website and is also on display in the main entrance.

HEALTH AND SAFETY

St Peter and St Paul Health and Safety representative is the Head teacher. Rubber gloves must be worn when dealing with any accident which involves blood. If a child has been sick then please cordon off the area by placing a chair over it. The premises manager should be called to clean the area.

HEADLICE

If you are aware of head lice then a standard pro-forma letter should be sent to all the parents in that class. A copy of this letter may be obtained from the office staff. The class teacher should also have a discrete word with the parent of the child who has head lice to inform them about this.

HOMEWORK

It is the school's policy to set homework from Year 1 upwards. Please check with your phase leader for further details regarding the quantity and frequency of such homework. Homework should be completed in Homework books.

EDUCATION HEALTH CARE PLANS (EHCP)

These are written for children with special needs. Please refer to the S.E.N policy guidelines for further details.

INSET

Islington LEA produces information on the courses it is running each term. Network meetings take place each term. If any member of staff is interested in attending other courses please see the Head teacher or the Deputy. There will times when INSET will take place as twilight sessions after school.

JEWELLERY

Jewellery should not be worn by children in school. Children should not wear earrings during P.E. If ears have been recently pierced then the child should wear tape over the earrings whilst at school. Teachers should speak to parents directly if a pupil continues to wear jewellery. A standard pro-forma letter is available for teachers to send home to parents for those pupils who continue to wear jewellery. Children may wear a wristwatch.

KEY STAGE MEETINGS

Regular Phase meetings will take place every second week, as part of a staff meeting.

KS 1/ EYFS meetings will take place in a KS1 or EYFS classroom.

KS2 meetings will take place in a KS2 classroom.

These meetings will be led by the EYFS/key stage 1 and key stage 2 Phase Leaders. Minutes must be written and kept.

Please see your phase leader regarding day-to-day organisational matters for your class.

LETTERS TO PARENTS

All letters to parents are given to the class teacher. Please make sure that all children get a letter. Read the letters to be sent out to the class. If a child is absent, write their name on a letter and give it to them upon their return. Any letters which you write to parents which are not pro-forma must be shown to the Head teacher or Deputy Head for approval.

Each teacher is expected to write a termly letter to parents informing them about important reminders/dates/topics etc. Copies of this letter should be given to the Head teacher and Deputy for proof-reading etc. before they can be sent out.

LOST PROPERTY

The lost property box is kept near the office on the ground floor by the toilet.

MONEY

We are moving to a cashless school, all trips should be added onto ParentPay, please inform the office know as soon as you book your trip, when this will be and how much the trip will be per child.

If you do collect money from children this should then be sent to the office in an envelope that is clearly labelled and signed for in the cash ledger. Children should not bring money to school for any other reason than, fund-raising or trips.

MOBILE PHONES

No mobile phones should be on or used during lesson times. Please use your break and lunchtime to make or answer calls. Pupils are not allowed to bring in mobile phones onto school premises.

MUSIC

Music is taught by a music specialist every Friday. EYFS session weekly.

Year 1: General Music

Year 2: Drums leading in to Djembe

Year 3: Recorder

Year 4: Violin

Year 5: Violin

Year 6: Tuned Percussion and Composition

NUT FREE SCHOOL

The school is a nut free zone. Therefore no birthday cakes or any food with nuts are not permitted on the premises. Please be mindful of this as there are staff and pupils who have severe reactions to nuts.

PARENTS EVENING

Letters are sent out each term inviting parents in to discuss their child's progress. Parents Evening meetings generally take place in October/November and February/March. There will also be an opportunity for parents, should they wish, to discuss their child's report with the class teacher in July each year.

PARISH LINKS

The Parish Church of St Peter & St Paul is located in Amwell St. EC1R 1UL.

P.E.KIT

We expect children and staff to wear the appropriate clothing during P.E. for health and safety reasons. Children can participate even if they have forgotten their PE kits, unless it is deemed inappropriate but this should not become the norm.

PLANNING

Weekly planning should be saved in to the public drive folder for all members of staff to see, use and share at the end of each week. This will take the form of the Steps to Success for each lesson.

PLAYGROUND DUTY

The duty playground rota is displayed in the staffroom. Please make sure that you are out on duty promptly. Duty teachers should be aware of incidents that occur and report back to the class teacher, as appropriate. If the Duty Teacher needs a break, the TA for the class is able to cover to accommodate this after playtime.

At the end of morning play, the duty teacher rings the bell once to stop the children playing and to 'stand still'. Once the children have done this, the teacher then calls each class to line up. All classes must be stood in silence before any line can walk into the building.

PREMISES MANAGER

The premises manager, is on duty as follows:
7.30am to 12.30am

There is a book in the Office to log any work or notify regarding assembly or meeting set up. You may also email premises on premises@stpetersandstpauls.islington.sch.uk. For any H&S or building maintenance emergency you can call him or the School Business Manager based in the School Office.

PROFESSIONAL CONDUCT

The mission statement reflects how the family of St Peter and St Paul is to conduct itself at all times. All communication and interaction between members of the family of St Peter and St Paul - staff, children, parents, carers and visitors must reflect our mission statement.

Furthermore, as part of the Catholic Education Service terms and conditions, staff are expected to be conscientious and loyal to the aims and objectives of the School.

In addition, staff are required to develop and maintain the Catholic character of the School. Staff are to have regard to the Catholic character of the School and not do anything in any way detrimental or prejudicial to the interests of the same at any time, at work or at home.

All staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

Staff should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

1 PURPOSE, SCOPE AND PRINCIPLES

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify staff of this code and the expectations therein. School staff are in a unique position of influence and must adhere to behaviour that models the highest possible standards for all the pupils within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

2 SETTING AN EXAMPLE

2.1 All staff who work in schools set examples of behaviour and conduct which can be copied by pupils. Staff must therefore avoid using inappropriate or offensive language at all times.

2.2 All staff must, therefore, demonstrate the highest standards of conduct in order to encourage our pupils to do the same.

2.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

2.4 This Code helps all staff to understand what behaviour is and is not acceptable.

3 SAFEGUARDING PUPILS

3.1 Staff have a duty to safeguard pupils from:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

3.2 The duty to safeguard pupils includes the duty to report concerns about a pupil/pupils to the school's Designated Senior Person (DSP) for Child Protection.

3.3 The school's DSP is Tracey Peters.

3.4 Staff are provided with personal copies of the school's Child Protection Policy and staff must be familiar with these documents. Copies of these are available.

3.5 Staff must not demean or undermine pupils, their parents or carers, or

colleagues.

3.6 Staff must take the upmost care of pupils under their supervision with the aim of ensuring their safety and welfare.

3.7 Staff must not use their mobile phone as a camera in school to take photos of pupils. Any photograph/video must be taken using school equipment. Staff must only save images on school computers.

3.8 Staff who are in contact with pupils should not use their mobile phones in school during their directed hours / paid hours of employment.

Outside of these times, mobile phones should only be used in areas of the school where pupils are not present.

4 PUPIL DEVELOPMENT

4.1 Staff must comply with school policies and procedures that support the well-being and development of pupils in their care.

4.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils in their care.

4.3 Staff must follow reasonable instructions that support the development of pupils in their care.

5 HONESTY AND INTEGRITY

5.1 Staff must maintain the highest standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.

6 CONDUCT OUTSIDE WORK

6.1 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community. Any such conduct could lead to dismissal.

6.2 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must not use social media e.g. Facebook with pupils or former pupils.

6.3 Staff must not engage in inappropriate use of social network sites.

7 CONFIDENTIALITY

7.1 Where staff have access to confidential information about Pupils' or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil.

7.2 All staff are likely at some point to witness actions which need to be confidential. For example, where a pupil is bullied by another pupil (or by a member of staff), this needs to be reported and dealt with in accordance with the appropriate school procedure. It must not be discussed outside the school, including with the pupil's parent or carer, nor with colleagues in the school except with a senior member of staff with the appropriate role and authority to deal with the matter.

7.3 However, staff have an obligation to share with the school's Designated Safeguarding Lead any information which gives rise to concern about the safety or

welfare of a pupil. Staff must never promise a pupil/pupils that they will not act on information that they are told by the pupil/pupils.

8 DISCIPLINARY ACTION

8.1 All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

RECORD-KEEPING

See Assessment policy.

REGISTERS

Please read the Attendance & Punctuality policy document for guidance on completing registration. All absences must be followed up by the class teacher. Please ensure that you are using the correct codes.

REGISTRATION

Registers should be completed on SIMS during the morning Registration period (8.55-9.05am) and at the start of the afternoon (1.00/1.30pm).

See Sims Codes for the letters and remember to click save after completion

Any questions regarding registers can be discussed with ?.

REPORTS

A report is written annually during the summer term of each year. A summary of appropriate report comments can be obtained from the Head teacher.

RESOURCES

See curriculum Lead Teachers

STAFF DRESS CODE

All staff should dress appropriately, so that we set a good example for the children and to show that we are here to work. All staff should look smart. Jeans, Jean jackets, shorts or tight clothing is not permitted. Please wear sensible shoes and not flip flops. The school is not responsible for incidents that happen from wearing open toed shoes etc.

SAFETY

Special care should be taken with glue guns, paper cutters etc. All children should be supervised when using this equipment. Children should not plug in electrical equipment or used the photocopier at any time.

SECURITY

Please do not leave handbags or valuables in public places. There are lockable lockers available, if needed. Please make sure that front/side doors are firmly closed upon entry/exit.

STAFF MEETINGS

Staff meetings take place every Tuesday from 3.30-4.30pm. Key stage meetings will take place every other week as part of a staff meeting. Please check with your key stage co-ordinator for further details. SLT meet every other week on Thursday. A briefing session also takes place on Friday: 3.30-4.00pm.

STOCKROOM

The stockroom is located next to the Year 6 classroom on the top floor. Exercise books and paper is kept there. Phase leaders distribute essential items of stock to each class at the beginning of the academic year and at other intervals, as needed.

SWEETS

Sweets/ chewing gum are not allowed in school. Infant children receive fruit each day which is distributed just before morning playtime. Junior children may bring in a piece of fruit to eat at playtime.

SWIMMING

Year 1-6 classes attend swimming lessons. Children are expected to attend swimming lessons unless they have a note from their parents. Children should wear the appropriate swimwear for this session, as directed by the instructor. Children who do not have their swimming kit should still accompany the class to the swimming pool.

TEA/COFFEE

Staff contribute a fixed amount of £10 per year. This money should be given to ?

THEFT

Children should not bring money, toys or valuables into school.

TIMETABLES

A copy of your class timetable should be clearly displayed in the classroom. This information should also be emailed to the Head teacher, Deputy Head teacher and phase leaders.

TRIPS AND VISITS

Before a trip or visit can be sanctioned the Head teacher must receive the relevant risk assessment form detailing the information requested. **This information must be given to the Head teacher at least two weeks prior to the trip in order for the trip to be authorised.** Phase leaders will support teachers with risk assessment forms etc. Travel arrangements and informing the kitchen need to be completed two weeks prior to the visit. There is a proforma which is on the P drive.