WATTVILLE PRIMARY SCHOOL

STAFF HANDBOOK

This document is designed to provide staff with at-a-glance information about a wide variety of school policies and procedures. A copy should be available in each room. This document is updated annually.

Contents:

1) Times
2) Arrival of pupils
3) Dismissal of pupils
4) Registers
5) Collection of money
6) Uniform
7) P.E. / swimming
8) Jewellery
9) First Aid and Accidents – Pupils
10) Accidents – staff
11) Assault / Abuse - Staff
12) Absence – pupils
13) Absence – staff
14) Head Lice
15) Administration of medicines
16) Safeguarding / Child Protection
17) Computer Code of Conduct and Equipment
18) Evacuation of the Building
19) Wet Playtimes / Lunch Times
20) School Visits
21) Ordering Stock
22) Letters Home
23) Safety and Security
24) GDPR (General Data Protection Regulation)
25) Staffroom
26) Stock Cupboards and Resource Areas
27) Telephone Usage
28) School Meals - staff
29) Photocopying and Printing
1. **Times**

1.1 First bell rings at 8:40 am  
School starts at 8:45 am  
**Morning Break**  
Middles 10:30 – 10:45  
Uppers 11:10 – 11:25  
**Lunch Time**  
Foundation 11:30 – 1:10  
Middles 11:45 – 12:50  
Uppers 12:20 – 1:25  
**Afternoon Break** 2:15 – 2:30 pm  
(KS1 only and Y3 – Autumn Term)  
School ends 3:15 pm  

1.2 **Nursery**  
Mornings from 8:45 – 11:45 am  
Afternoons from 12:30 – 3:30 pm  

2. **Arrival of Pupils**

2.1 Nursery – Morning Pupils wait with their parents by the external Nursery door. When the school bell rings they are admitted into the building. Parents may escort their children in to help with coats and settle them. As the school year progresses parents are encouraged to allow their children greater independence.  

2.2 Morning Pupils are dismissed from the shelter on the front drive near the main office.  

2.3 Nursery Afternoon Pupils are greeted at the front main office entrance from 12:25pm. They are dismissed directly from the Nursery at the end of the day.  

2.4 Reception pupils wait by the external door near to the Nursery garden. Parents are encouraged to allow their children to come into school by themselves when the morning bell rings, to minimise corridor congestion. When the first bell rings at 8:40 am, a member of Reception staff will line up those children that are waiting alongside the Reception class window fence. This will enable the children to enter safely through the door they share with older pupils.  

2.5 Y1 – Y6 pupils wait in the main playground for the 8:40 am bell to ring. Children walk unescorted into their classrooms. Parents are advised to see a member of the office staff if they need to talk to a teacher about an urgent matter. When the second bell rings at 8:45 am, all external doors are closed. Pupils arriving after 8:45 need to enter via the main entrance in order that they can be given a late mark and a late ticket to show to their class teachers.  

2.6 When children arrive late in class, teachers / teaching assistants should check with them that they have a late ticket. If not, they should be sent to report to the school office.  

2.7 On very wet mornings pupils from Reception – Y6 are admitted into the school hall. When the 8:40 am bell rings children will walk to their classrooms. Pupils waiting in the hall are supervised by the HT and / or DHT.  

2.8 Due to the number of pupils in school, we now operate a staggered lunch system. At the end of each phase’s lunch time, classes are escorted to their classrooms by their own supervisors. Supervisors hand the children over to the TA who should be in the classroom ready for the afternoon. (Middle Phase - 12:45 pm, Upper Phase – 1:20 pm and Reception – 1:05 pm). Children must be admitted into classrooms with supervisors and not expected to wait in corridors, which creates disruption and congestion.
3. **Dismissal of Pupils**

3.1 Apart from Nursery all other pupils are taken out into the playground/ front drive area, to designated gathering points to be handed over to their parents / carers.

3.2 KS1 pupils must be collected by someone of at least 14 years of age, unless parents have signed a consent form to the contrary.

3.3 Any pupils not collected on time should wait by the main office – in order that parents can be contacted by admin staff.

3.4 Dismissal in wet weather is as follows:

   Nursery pupils are collected directly from the Nursery. All other classes are taken to the playground as usual but classes are encouraged to be as prompt as possible.

3.5 In icy conditions it may not be safe to use the playground for dismissal. In these circumstances children may have to be dismissed from their classrooms. A message will be sent to each class in readiness for the end of the school day.

4. **Registers**

4.1 The electronic register on SIMS must be completed at the beginning of each morning and afternoon session.

4.2 In the case of fire / fire drill, admin staff will take a print out of the SIMS register to the teachers in the playground.

4.3 Absence information is generally completed by office staff. Please make a note of any reasons offered for absence by parents / carers and either enter into SIMS or pass on to Miss Chima.

5. **Collection of Money**

5.1 As a school we wish to minimise admin tasks for teachers and, to this end each class is provided with a plastic wallet for the collection of dinner money. Children should independently place their dinner money in a named envelope, container, money bag into the wallet. Teaching assistants may help younger pupils. All KS2 pupils will be expected to complete this task independently. Teachers may appoint monitors if they so wish.

5.2 Trip money is collected when necessary. Staff are provided with a record sheet by admin staff for logging amounts of money given by children. Again, we try to minimise the disruption for teachers that such tasks create. Parents can be asked to give trip money directly to the school office.

**Uniform**

6.1 All children except Nursery are expected to wear school uniform at all times.

6.2 Parents of new children will be given information about the
uniform at the point of admission, and will be given a deadline for obtaining uniform. Discretion is applied for families in need. We never insist on items with the school logo but will encourage families to obtain the most economical items. We will assist families where possible, including those eligible for pupil premium funding.

6.3 Teachers may challenge pupils who are not in school uniform as to the reason why. Teachers may choose to request a home visit for persistent non-wearing of uniform.

7. **P.E. and Swimming**

7.1 From Year 4 children are timetabled for swimming. Each child needs a swimming kit consisting of costume, towel and hat.

7.2 The subject leader for PE, Mrs Allen, works out the P.E. and swimming timetables in consultation with staff. Each class is timetabled to use the gym and the hall, including Nursery.

7.3 Each child should keep a P.E. kit in school, consisting of shorts, T-shirt and pumps / trainers. No outdoor shoes may be worn in the gym. Children who continually forget their P.E. kits should be referred for home visits. Children without P.E. kits should not join in with P.E. lessons because of the health and safety implications.

7.4 All jewellery should be removed or taped over for P.E. and swimming lessons.

7.5 When large apparatus is being used all children, including Nursery, must wear appropriate clothing.

8. **Jewellery**

8.1 The wearing of jewellery is to be strongly discouraged.

8.2 For pierced ears, only small studs or sleepers are acceptable. They should not be worn on P.E. or swimming lesson days. Pupils with recently pierced ears should have them taped up at home.

8.3 Parents will be informed of the school’s policy on jewellery on an annual basis.

9. **First Aid and Accidents - Pupils**

9.1 First aid supplies are located in the entrance hall near the main office, Reception corridor adjacent to pupil toilets and in the Nursery. Stocks can be replenished from a central supply located in the admin office.

9.2 Each first aid area has a first aid log book for recording all accidents. The first aid log is to be completed by the person administering the first aid. It should always be completed in ink.

9.2 All injuries, however slight, must be checked and a first aid
slip completed. Head injuries are to be treated with extra vigilance. Children with head injuries should be seen by a trained first aider.

9.3 Current qualified First Aiders in school include most support staff and office staff as well as Mrs Roach and Ms Allmark.

9.4 If an accident occurs in the classroom and the child is too badly hurt to go to the office then another child should be sent to the office for assistance.

9.5 Children who require first aid during play time should be sent or brought to the area near the Reception toilets where a designated TA will attend to them. Once again if a child is too badly hurt to move, then a teacher on duty should send in for assistance. During afternoon play a member of staff should accompany the child indoors to administer the first aid.

9.6 Children who require first aid during lunch times are attended to by their own class lunch time supervisor. For more serious incidents, supervisors will report to Miss Chima / Mrs Sangha / Mrs Ashta at the school office.

9.7 When a child hurts themselves badly and needs to be sent home or to hospital, a yellow accident form should also be completed as well as the first aid book. These are located in the admin office.

9.8 Always wear protective gloves when dealing with all first aid issues in school to safeguard yourself against infection. We may have pupils in school who are HIV positive. There is no requirement for parents to inform the school, so always treat all pupils with appropriate regard to their safety and that of yourselves.

9.10 See separate policy on first aid and accidents for more detailed guidance on dealing with specific matters.

10. **Accidents – Staff**

10.1 Any members of staff who have an accident at school should complete a yellow accident form. It is important that this is done even for the most trivial of accidents.

10.2 All accidents involving staff members should be reported to the HT or in her absence the DHT.

11. **Assault / Abuse - Staff**

11.1 Staff who are subject to any form of assault, either verbal or physical should report the matter to the HT or DHT. Physical assaults will be recorded using the yellow accident forms. (see 10.1 above). These are then submitted to the Local Authority.
12. **Absence – Pupils**

12.1 Ab***sence*** reports are completed each Friday. Admin staff are responsible for this but appreciate prompt reporting of any relevant information by classroom-based staff.

12.2 For more detailed information relating to pupil absence see the policy on Attendance and Punctuality.

12.3 If children indicate that they may be going on extended holiday please inform Miss Chima immediately in order that contact can be made with the family.

13. **Absence – Staff**

13.1 All teachers and Teaching Assistants based in Foundation Phase, should telephone the HT or DHT between 7:00 and 7:30 am to report their absence, in order that cover can be arranged. Telephone numbers are as follows:
- Mrs Roach: (Omitted for this online document)
- Miss Samuel: (Omitted for this online document)
Text messages are not an acceptable means of reporting absence. If you need to leave a voicemail message you should also contact the school after 8:00 am to check that the message has been received.

13.2 All other staff should contact school between 8:00 and 8:30 am, on 0121 554 2768. They should still ask to speak to Jo or Renu. Staff must make contact with the school themselves. Those with relatives who are also members of staff should not report absences via family members.

13.3 All absent staff should contact school at around 3:00 pm in order that plans for the next school day can be made. Please contact the office to either, confirm that you will be in the next day, or to inform of your continuing absence.

13.4 Special Leave can be requested for a number of reasons. Staff are requested to make non-emergency medical appointments outside of their working hours. For more urgent appointments staff may make a request via a form obtainable from the school office. Proof will need to be provided for all such appointments.

Staff requesting time off for dependants should also complete a request form. In the case of sickness of dependants, reasonable requests will be granted, but these will be on an unpaid basis. Once again this type of absence needs to be regarded as reasonable as working parents are expected to have alternative care arrangements in place for dependants.

Staff requesting time off for medical appointments for their dependants will be expected to provide proof relating to the appointment. These absences may be granted on an unpaid basis.

Members of staff wishing to take part in a religious celebration need to make a request at the start of each school year. One day per year will be granted with pay. Any subsequent requests may be granted, but will be unpaid. Such days of absence are to be taken on the day of the festival and cannot be taken at an alternative date.

13.5 More detailed guidance relating to staff absence please see policy on Staff Sickness and Absence.
14. **Head Lice**

14.1 There are standard letters available, which can be sent home when head lice are suspected within a class.

14.2 If a pupil is known to have head lice, then class members should take home letters advising parents to check hair. The individual pupil should be referred for an urgent home visit.

15. **Administration of Medicines**

15.1 Asthma inhalers are to be kept readily available for pupils who need them. Their location should be known to pupils, supply staff and Lunch Time Supervisors. Asthmatic pupils should take their inhalers with them for swimming and all visits out of school.

15.2 Epi pens are to be kept in the child’s classroom in order that they are available when needed. They must be taken on all visits out of school, including swimming.

15.3 Epi-pens must be accessible in an emergency – not locked away. An indication of where the epi-pen is located should be obvious to anyone using the classroom. Alert cards may also be in classroom but not on open display as they contain personal and sensitive information about a child. Copies of the alert card are also kept in the Main Office and in Rainbow Room.

15.4 Diabetic pupils should have a nominated pupil carer who will accompany them to the HT office when they need medication. Diabetic pupils should also take emergency medication supplies with them when they go swimming or on visits out of school.

15.5 All other medication is to be kept in the fridge in the admin office. Medication may only be administered if parents sign a consent form, or provide appropriate written authorisation.

15.6 Medication is to be administered by the HT or a member of the admin team. In the case of Nursery pupils medicine may be stored in the Nursery fridge and administered by a teacher but again only if adequate written notice is provided.

16. **Safeguarding and Child Protection**

16.1 The Head Teacher is the designated senior lead for safeguarding (DSL). However, since our school has grown considerably, responsibility for making referrals is shared with the Deputy Head. All matters relating to child protection must be reported to the DSL. The first step is to complete a Child Protection Incident Report on pink paper - copies available in staffroom and Nursery.

16.1 The DSL will decide on any action to be taken and will keep staff informed on a “need to know” basis.

16.2 All matters relating to safeguarding must be treated confidentially and not discussed in the staff room or out of school.

16.3 Early Help – yellow forms need to be completed for pupils for whom you have a more general concern, which if not dealt with, could become a more serious issue.
and possible lead to involvement of Children’s Services. Once again complete these forms (copies available in the staffroom) and give to Renu / Jo.

16.4 See the more detailed policy on Child Protection and Safeguarding for further information relating to policies and procedures.

17. **Computer Code of Conduct and Equipment**

17.1 Each member of staff has a school email account. Information is shared regularly via this means so all staff are expected to review their emails. See Mr Footes if you would like to receive emails via your smartphone – he can also then explain your responsibilities in relation to this.

17.2 School cameras and tablets are available for use in school and on school visits. Staff members must not use their own cameras or telephones or personal tablets for taking photos of the pupils etc. Be aware that there is a small number of children whom we are not permitted to photograph. See office staff for an up to date list if unsure.

17.3 All staff are asked to sign the code of conduct for the use of ICT in school which is designed to give protection to all staff and pupils. Please familiarise yourself with this policy before signing, and seek clarification from HT or Mr Footes if necessary.

17.4 Any faults with ICT equipment is to be reported to Mr Footes via the Spiceworks programme. This enables Mr Footes to keep a record of all faults and to prioritise repairs etc.

18. **Evacuation of the Building**

18.1 A continuous ring of the electric bell is a signal to evacuate the building. Teachers should lead their children out through the nearest available exit and gather at the appropriate assembly points in the main playground.

18.2 No one must re-enter the building until the all clear is given by HT or emergency services.

18.3 Lock Down Bell – a pulsing signal from the electric bell indicates that there is a potential threat which requires staff to keep children in classrooms / hall etc. When this signal is sent, keep all children under direct supervision and await further instructions. Secure classrooms with the special locks that have been fitted. Do not allow pupils to leave the room to go to the toilet etc. Staff on PPA or breaks should return to their classrooms to be with their class if it is safe to do so.
19. **Wet Playtimes / Lunch Times**

19.1 During wet playtimes teachers and support staff remain in their own classrooms with their children. In turn staff may take a brief comfort break. Any teachers without a TA should send a message to a neighbouring class or to the school office. During wet playtimes staff do not get a 15 minute break.

19.2 During wet dinner times children will be supervised by their own Lunch Time Supervisor in their own classrooms. In the case of absent Lunch Time Supervisors classes may have to be put together.

19.3 Home dinner pupils who return to school during a wet Lunch Time should wait by the HT office until the afternoon session begins.

20. **School Visits**

20.1 Staff should seek approval from the HT before planning any school visits.

20.2 Staff may ask admin staff to check on coach bookings, but must give them adequate notice to fit this around their usual duties.

20.3 We apply the following adult – pupil ratios for visits.

   - Under 5 year olds = 1 to 4
   - Key Stage 1 = 1 to 8
   - Key Stage 2 = 1 to 10

   It is always advisable to have additional adults if possible, particularly for the younger pupils. Pupils with EHC Plans or other Special Educational Needs may need dedicated support. Staff should discuss this with the SENCo.

21. **Ordering Stock**

21.1 Orders must be completed on the official requisition forms which can be obtained from the admin office. All orders must be signed by the person placing the order and then given to the HT for counter-signing.

21.2 Items purchased for school should be made following prior approval from the School Business Manager (Mrs Dhaliwal). A valid receipt must be obtained and this item must not contain any other items or personal purchases. Any reimbursement will be in the form of a school cheque.

22. **Letters Home**

22.1 All letters to parents should be approved by the HT, DHT or AHTs before being sent home.
23. **Safety and Security**

23.1 All staff are responsible for their own belongings and should take appropriate action to ensure that personal belongings are locked away securely.

23.2 Any member of staff who notices a potential hazard around the building should bring this to the attention of the Caretaker/ HT / DHT/ AHT

23.3 All external doors are to be closed after 8:45 am.
   Staff are issued with electronic access fobs for external doors. Staff should ensure appropriate security for them.

23.4 Strangers in school should be politely challenged as to their business on school premises.

23.5 Staff must observe safe working practice when carrying out their duties. For example, staff should use step ladders when putting up displays. No classroom-based staff are required to undertake heavy lifting but should seek support from the Caretaker. When moving things such as the BOSU trolley or laptop trolley seek assistance from another adult or Upper Phase child.

23.6 Hot drinks are to be consumed in the staffroom only.
   Before 8:30 am teachers may have a hot drink in the classroom. All Teaching Assistants who start work at 8:30 am must arrive before this time if they wish to have a hot drink before reporting to their classrooms promptly at 8:30 am. No drinks can be taken with them. During lunch times, care must be taken when taking hot drinks to classrooms and cannot be consumed there if children are present, such as during wet dinner times. Teaching Assistants returning to classrooms promptly for the afternoon lessons, must not take food or drink with them. Hot drinks must not be consumed in the playground, school hall or corridor areas. No food or drink is to be consumed in the Computer suites or gym.

24. **GDPR (General Data Protection Regulation)**
   These regulations which came into effect on 25/05/18 placed new duties on schools to act within the law when collecting, handling and storing personal data. Please see the separate policy on GDPR for an outline of your duties but in summary:
   - Undertake a clear desk policy at the end of each session;
   - Password protect any data held electronically with a strong / complicated password, and do not share this;
   - Do not allow school equipment such as laptops / iPads to be used by family members;
   - Do not take things out of school unless you need to do so, and then only take what you specifically need;
   - Report any data breaches promptly to Mrs Dhaliwal.
25. **Staffroom**

25.1 The staffroom is for the use of all staff employed at the school during non-teaching times and may also be used by teaching staff on PPA time. All staff are responsible for keeping the staffroom tidy and free from clutter.

25.2 The staff room is out of bounds to pupils, students, (other than teaching students) and family members of staff.

25.3 The noticeboard in the staffroom contains regular updates relating to school matters and all staff should make the effort to consult this regularly to keep up to date.

26. **Stock Cupboards and Resource Areas**

26.1 The key for the main stock cupboard containing paper, exercise books, is kept in the office. It should always be returned to the office after use.

26.2 Many general classroom stationery items are kept in the office and can be requested directly from Miss Chima / Mrs Sangha.

26.3 Many resources are located in corridor cupboards and need to be kept tidy at all times in order that they don’t become a tripping hazard.

26.4 The gym store must not be accessed by pupils.

26.5 When returning items of stock or shared curriculum resources always ensure that they are put in the correct location. If unsure seek the advice of AHTs.

27. **Telephone Usage**

27.1 All personal calls on the school’s telephone must be paid for. See a member of the admin team for costs of calls and to make payments at the time of usage.

27.2 Mobile phones must not be used during lesson times, when in the school playground – even if not on duty, or during staff meetings or training days.

27.3 Staff are not called to the office to take incoming calls during lesson time except in an emergency.

27.4 Staff should keep admin staff informed of a contact number for themselves in case of an emergency as well as a designated next of kin / emergency contact person. Such numbers will be stored securely.
28. School Meals for Staff

28.1 Staff wishing to order a school meal should complete the dinner forms book located near the main office each morning. Please aim to complete this between 8:15 and 8:30 am each morning. All school meals taken in a week must be paid for on Fridays at the school office. Staff will not be permitted to build up any arrears.

28.2 Staff may eat school meals in the staffroom. TAs should check with the class teacher first before consuming food or drink in classrooms.

28.3 Staff should not consume any food during lesson time unless it is part of a specific curriculum activity as this does not provide a good example to the pupils.

29. Photocopying and Printing

29.1 Each teacher and the HLTA’s have dedicated folders to request photocopying. As requests are made for photocopying staff should enter their name in the request form in order that photocopying is completed in an equitable manner.

29.2 PPA photocopying is allocated to the class for whom it is intended rather than the individual teacher carrying out the PPA lessons.

29.2 Photocopying requests need to be placed at least one day in advance except in the case of teachers who do not work a full week.

29.3 Personal photocopies are charged at 5p per A4 sheet.

29.4 Each member of staff has a print allocation and the server will not allow this allocation to be “overdrawn”. Any problems relating to print allocation should be discussed with the ICT Operations Manager, Mr Footes. All staff printing is monitored, any personal printing must be paid for.

This policy was updated September 2018 and will be shared with Governors at their first meeting of the Autumn Term 2018.