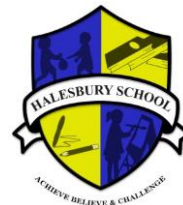


STAFF HANDBOOK



ITEM NO:

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APPENDIX



1. WELCOME TO HALESBURY SCHOOL

On behalf of everyone can I welcome you to Halesbury School.

The Staff Handbook outlines the roles, responsibilities and routines; school policies and guidelines, day to day information and diary dates are available via school website and outlook.

Every child really does matter and we strive to make their time at Halesbury an enjoyable and successful experience.

VISION & VALUES:

Achieve, Believe and Challenge

Achieve:

- A Confident attitude towards life
- To feel proud of accomplishments
- Reaching goals

Believe:

- Proud to be who we are
- The best that we can be
- To Aim high and shine

Challenge:

- The sky is the limit
- Overcoming barriers
- No target out of reach

AIMS:

- To belong to the school community and be valued.
- To ensure each pupil is provided with opportunities to achieve his/her potential academically, socially, emotionally, spiritually, physically and culturally.
- To develop a caring attitude for oneself, other people and the environment.
- To promote and develop performing and creative skills.
- To encourage self-reliance and self-esteem.
- To develop acceptance of responsibility for one's own actions.
- To prepare all pupils for adulthood, the world of work and leisure.
- To deliver a curriculum, in an interesting and relevant way, which meets the needs of our pupils, and the statutory requirements of the National Curriculum, SEN Code of Practice and Disability and Discrimination Act.

2. HALESBURY SCHOOL CONTACT DETAILS:

Telephone: 01384 818630

Email Address: info@halesbury.dudley.sch.uk

Website: www.halesbury.dudley.sch.uk

Address: Feldon Lane, Halesowen, West Midlands B62 9DR



3.SCHOOL DAY:

Primary

8:30 – 8:40 am	Start of the school day
8.30 Tuesday	Primary Early Help Meeting
8:50 – 9:00 am	Registration
9:10 – 9:50 am	Phonics & Guided Reading (Monday, Tuesday, Thursday & Friday)
9:50 – 10:05 am	Assembly
10:05 – 10:40 am	Lesson
10:40 – 10:55 am	Yr 1 – 4 Snack Time & Yr 5 – 6 Play Time
10:55 – 11:10 am	Yr 1 – 4 Play Time & Yr 5 – 6 Snack Time
11:10 – 12:15 pm	Lesson
12:15 – 1:00 pm	Dinner Time
1:00 – 1:05 pm	Registration
1:05 – 2:45 pm	Lesson
2:45 – 2:55 pm	Home time preparation
2:55 – 3:00 pm	Taxis & home time routine
3:15 – 4:15 pm	Directed time (Tuesday & Wednesday)

Secondary

8:30 – 8:40 am	Start of the school day
8.30 a.m. Weds	Secondary Early Help Meeting
8:50 – 9:00 am	Registration
9:10 – 9:50 am	Lesson
9:50 – 10:05 am	Assembly
10:05 – 10:55 am	Lesson
10:55 – 11:10 am	Break Time
11:10 – 12:00 pm	Lesson
12:00 – 12:35 pm	Dinner Time
12:35 – 12:40 pm	Registration
12:40 – 1:25 pm	Lesson
1:25 – 2:15 pm	Lesson
2:15 – 2:55 pm	Lesson
2:55 – 3:00 pm	Taxis & home time routine
3:15 – 4:15 pm	Directed time (Tuesday & Wednesday)

STAFF IDENTIFICATION:

Photographic ID and a bar code will be issued to all staff. The bar code must be used when entering and leaving the building, Photographic ID must be worn at all times.

DIRECTED TIME:

The working day for class based staff starts at 8:30am. Directed time for teachers is Tuesday from 3:15pm - 4:15pm

Directed time for all staff is Wednesday from 3.15pm - 4.15pm

Class based staff who work 37 hours a week finish at 4.30pm every day.



4. SCHOOL DRESS CODE

Suitable, professional clothing must be worn during the normal school day. No denim jeans of any colour or low cut tops are permitted. Leggings are permitted only with a long tunic style top. Any jewellery worn is at your own risk and school will not be liable for any loss or damage. Polo shirts and fleeces with the school logo on are available to purchase from the school office should you wish to purchase them.

5. SCHOOL REGISTERS:

Registers are completed electronically using INTEGRIS.

Registers must be completed for 2 sessions daily, morning & afternoon.

The office must be informed of names of any pupil, groups of pupils or classes leaving the premises for any reason during the school day.

Pupils names who remain in school must also be left with the office, supervision arrangements must be made.

Pupils who arrive after class registration must report to the office as they enter School, a late mark is then entered in the register.

6. TEACHER RESPONSIBILITIES:

½ termly medium term planning to be handed in electronically by the last week of the previous ½ term to be available on the website for parents to view.

7. MONEY COLLECTION:

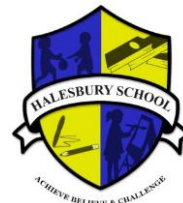
Dinner money should be sent to the Admin Office on a Monday morning for collection by an outside agency. Money brought in on other days should be sent to the Admin Office, in named, sealed envelopes.

8. ASSEMBLIES:

A rota for assemblies is available every half term and displayed in the Staff Room. All staff are invited to participate.

Monday – Key Stage 3/4 Assembly

Friday – Praise Assembly



Primary – Monday – Thursday collective worship in own classes

9. PLAYGROUND DUTIES

A termly playground rota is displayed in the Staff Room and includes all staff. It is essential that staff are prompt at the start of break time and that in the event of known absence duties are swapped in advance between individuals.

10. WET WEATHER DAYS/BREAKS:

Start of the school day - Pupils on transport stay with escorts
- Walkers parents/carers are invited into a sheltered area

Break Time – Dependent on the class, pupils will either eat toast in or out of class

Lunch Time - Pupils eat their dinner in the hall and then stay in their classes for the remainder of play time

11. END OF SCHOOL DAY:

2.55p.m. – Pupils assemble in Hall.

Taxi escorts go to their designated group, to greet the pupils. A member of staff accompanies the escort and the pupils out of School onto transport; to ensure a calm and safe departure home.

12. CLASSROOM CODE OF CONDUCT:

- Keep hands, feet and comments to yourself
- Follow instructions given by an adult
- When an adult or pupil speaks, everyone listens
- Enter and leave the classroom quietly and sit in your own place
- Treat others the way you like to be treated – good manners are cool!

13. FOOD AND DRINK IN SCHOOL:

Chewing gum is not allowed in School for pupils or staff
Snacks are eaten in the hall at morning break time. Water bottles are in classrooms which pupils are encouraged to drink throughout the day.

14. ADULTS OTHER THAN TEACHERS - Outside Agencies:

Dietician	Sports Coaches	Teacher of Deaf
Speech Therapy	School Nurse	Occupational Therapist
Educational	Teacher Visually Impaired	Extended Services
Dudley Performing	Connexions	
Counselling		



15. STAFF ABSENCE PROCEDURE:

Unexpected absence:

ALL STAFF MUST inform the main school office by: 8.00am and speak to a member of staff or leave a message on answer machine by calling 01384 818630 - and pressing option 2.

Staff must give the cause of absence, the length if known and expected date of return. It is imperative that staff who have not been able to give a return to work date, phone School by 2:30pm on each subsequent day.

Staff requesting unexpected leave must speak to the Head teacher/SLT personally before 8:30 am and then inform the Admin staff if they do leave.

- No Staff are to leave site until permission is granted and cover arranged
- Cover implications will be addressed by AHT.
- Changes to taxi and playground duties will also be identified by 8.30am
- During the school day in the event of staff needing to leave unexpectedly permission must be sought from SLT who will inform those directly affected and a memo will be sent round to all other staff informing them.

Leave of Absence Procedure:

Form to be completed and handed to J Kulyk for permission. C Riman will enter on diary and give to AHT for cover arrangements.

NOTE: Staff to make arrangements for duties to be covered in the event of Leave of Absence being granted.

Self Certification:

- After six days you will require a doctor's note which should be sent to the Admin staff who input it onto Yourself (HR System)
- Local Government employees days 1 to 6 (Saturday included) – self certify
- Class teachers days 1 to 6 (Saturday not included) – self certify
- Absences will be followed up by a return to Work Interview with the Head Teacher. It is the individual's responsibility to report.

Planned absences:

Staff to complete a Leave of Absence Form available in the Staff Room and submit it to John Kulyk so that cover can be arranged. Work for classes needs to be set by Teachers.

Dependency/Parental Leave:

Following the Special Leave Policy D34 point 6.2, it is stated that dependency leave should be considered for emergency and unforeseen situations. All staff are entitled to 7 days paid leave. After the 7 days have been utilised within a 12 month period, staff are able to have the time off but it will be unpaid dependency leave.

16. MEETINGS

Staff:



Tuesday	Teachers	3:15pm – 4:15pm
Wednesday	All Staff	3:15pm – 4:15pm

Governors:

Termly:

Curriculum and Personnel Committee
Finance and Premises Committee
Full Governors Meeting

Chair of Governor and Head teacher briefings take place regularly.

Parents Meetings:

Autumn Term	Individual Intervention Plans
Spring Term	- Primary Class Teachers
Summer Term	- Year 7 and Year 8 Academic
May	Year 9, 10 and 11 Transition Review
Throughout the Academic Year	- Annual Pupil Progress Report
Parents Evening	- Statement
	EHCP reviews
	Termly

17. VISITS:

Guidance for organisation and relevant forms located on Nas drive- visits
All requests for visits must be referred to SLT with details recorded on the **Initial Visits Requests Forms** (stored in electronic shared area) by the first week of each half term.

An EVOLVE risk assessment must be completed at least 5 days before a visit for Category One and 28 days for Category Two (residential).

NOTE:

If required, packed lunches must be arranged at least **one week in advance** through the School Office.

18. PARENTAL CONTACT:

A teacher may need to contact Parents/Carers. Any relevant information should be recorded in the Early Help Folder.



Letters sent home by Teachers should be seen by SLT before sending out. It is acceptable for staff to arrange appointments to see parents in school after 3:15pm but a member of the SLT must be consulted first and be available for support, if needed.

A record must be kept of communications with parent/carers in the Teacher's School Planner from September 2017

19 .CASE CONFERENCES:

Case conferences are attended by the Safeguarding Lead and information is gathered prior to the meeting from the most relevant person involved with the pupil. Notes from case conferences will be kept in pupil files in the Safeguarding drawer.

20. DATA PROTECTION:

Permission is requested regarding a child appearing on photographs or videos (photography guidelines); showers, swimming lessons and a General Consent Form for visits. These are kept in Admin Office.

Teachers have access to individual pupil records which are kept in the Deputy Head's Office. Staff must record the removal of a file if it is taken to the classroom. Files must be returned at the end of the School Day.

Pupil information is entered onto the computerised tracking system Integris by the Admin Staff.

Staff can only keep pupil data on an encrypted memory stick when working on assessment and or progress reports.

21. FIRE EVACUATION:

The fire alarm is one continuous bell. There are designated Fire Assembly Points at the front of the School and in the senior playground. Each classroom has a copy of the Fire Instructions displayed as to the nearest assembly point. Termly fire drill occurs, recorded and reported to Governing Body.

Copies of GREEPs and PEEPs are displayed on the back of classroom doors.

22. FIRST AID:

There are a number of named first aiders – a list of which is available in the First Aid room. Administration of medication can be done by a staff in accordance with medical direction in line with policy and is recorded in the First Aid Book.



23. ACCIDENTS:

Any pupil accidents should be recorded in the Accident Book which is kept in the first aid room.

A First Aid Letter form/sheet located in the First Aid Room should be filled out and put in

their school bag to inform Parents/Carers to inform them of the pupil's accident and what treatment was used.

Any staff accidents should be recorded on the form in the Staff Accident Folder in Reception and sent to Health and Safety, Dudley.

24. COMPLAINTS PROCEDURE:

Halesbury School is a Foundation School. The Complaints Procedure Policy is available on the web site.

25. RISK ASSESSMENT:

Every member of staff has shared responsibility to assess aspects of risk. Risk Assessment Forms are available completed prior to any visit outside of School. The Dudley Local Authority Health and Safety Policy are available on the web site. Any concerns about environmental risks should be reported to the School Site Manager and the Health and Safety Governor.

26. E-SAFETY:

All staff are required to sign an Annual Acceptable Use of the Internet Policy.

27. SAFER RECRUITMENT:

Halesbury School follows the Local Authority guidelines regarding training and employment to ensure that staff are kept informed on all procedures regarding recruitment and CRB clearance.

28. CHILD PROTECTION:

It is essential that all staff receive regular Safeguarding training and are aware that all Senior leaders are Advanced Level trained. Staff need to ensure they know the names of the designated Safeguarding Leads; Mr Kulyk, Mrs Appleby-Payne and Mrs Doody.

29. TEACHING SUPPORT ASSISTANT RESPONSIBILITIES:

Learning Support Assistant responsibilities are in accordance with the job description and as directed by the Class Teacher.



30 .NON TEACHING STAFF RESPONSIBILITIES:

Non-teaching staff responsibilities are in accordance with individual job descriptions.

31. CONTINUOUS PROFESSIONAL DEVELOPMENT:

Teacher training is linked to Appraisal and Performance Management in specific areas for development.

All staff may apply for Continuous Professional Development and training course request forms are available on the Shared Area on the computer network. These should be completed and forwarded to the SLT for consideration.

32. EMAILS AND CALENDER EVENTS:

The calendar can be updated by any member of staff wishing to book a room/meeting/event but please inform the school office.

NOTE: IT IS THE RESPONSIBILITY OF STAFF TO ENSURE THAT THEY CHECK THEIR E-MAILS FROM 8.30 A.M. EACH DAY FOR COVER ARRANGEMENTS. IT IS THE RESPONSIBILITY OF SLT TO ENSURE ACCURACY OF INFORMATION BY 8.30 A.M.

Pupil timetables and room timetables are available from SLT.

33. APPENDIX

As a member of Halesbury School you **must** read these policies as it is compulsory to do so. These are available in the school office.

- Assessment At Halesbury
- Behaviour Policy
- Collective Worship Policy
- D22a Teacher Capability Policy
- D22c Capability Of Non-Teaching Staff Policy
- D29 Model Managing Sickness Absence Policy
- D34 Teachers Appraisal Policy May 2012
- D44 Teachers Appraisal Policy May 2012
- Halesbury CP Policy (Oct 2014)
- Safer Working Practice For Adults Who Work With Children And Young People
- Sex And Relationships Education Policy
- Standards In Books
- Teacher Responsible Deputy Head Teacher Teaching And Learning Policy
- Marking Policy