

# Oakridge Community Primary School



Staff Handbook

2021 - 2022

## **DAILY SCHOOL ROUTINE**

### **The School Day**

**Morning session**      9.00 am - 12 noon

**Morning break**      10.30 - 10.45 am

**Lunch**      12.00 – 1.00pm

### **Afternoon session**

KS1 and KS2      1.00 – 3.15 pm

**Afternoon break**      2.00 – 2.15 pm (Nursery and KS1 only)

Nursery 15 hours are in the morning with the afternoon being available for the 30 hours or to pay for

Children in the Reception-KS1 class have an afternoon break; in KS2 a short break is taken at the discretion of the teachers.

### **Start of the day**

We like the children to be in the school by 8.55am, giving plenty of time for children to be ready for the morning session. Please do not send your child to school before 8.50a.m. without prior notice. Children are to come straight to their classroom when they arrive at school.

*If your child is late please try to accompany him/her into school or send a note of explanation. Children who arrive after the register has closed, at 9.05 a.m, will be given a late mark.*

### **Morning/Afternoon Supervision**

A playground duty rota is displayed in the classrooms and staffroom.

Supply teachers need to check the rota to see if they are on duty  
The midday staff are responsible for the supervision of children over the dinner break.

### **Assemblies**

These are held in the hall on Monday and Thursday's at 2.50pm. Friday is the celebration assembly at 3pm.

### **Fire Drill**

One practice a term will be held. The signal is the ringing of the fire bell. Staff are asked to ensure that pupils leave the building in a quiet and orderly fashion and assemble in the playground. A register should be called and any missing pupils reported immediately.

### **Wet Breaks**

In bad weather the children remain in the hall under supervision of the class teacher or Teaching Assistant where they have a quiet break. At lunch times they go into Dolphin class and the MSA staff will be on duty with them.

### **Directed Time**

Staff are expected to be in the school by 8.40am and not to leave until 3.40pm except in exceptional circumstances or when attending a course etc. Other than that, directed time will be at the discretion of the headteacher.

### **PPA Time**

Staff can leave the premises for their PPA if they are not Teacher in Charge but should let the Head teacher know.

### **Dress Code**

Staff are expected to wear smart clothes for work – Staff are asked not to wear jeans, even on school trips

### **Staff Meetings**

These will be held each Monday at 3.20pm, unless notified otherwise by the headteacher.

### **Open Evenings**

Parents are invited to three consultation evenings during the year, one of which is optional to discuss the report. Written reports to parents are sent home in the<sub>3</sub> final term. Access to staff by

parents for discussion about a child's progress or a specific problem is available at all sensible times.

### **Absences**

Parents are asked to contact the school by phone if the child is going to be absent. If no contact is made by 9.30 a.m. Mrs Husbands will phone home to find the reason for the absence. A record of phone calls or notes should be kept with the register.

Anyone requesting leave for their child in term time must complete a absence request form, giving dates of the proposed absence. Persistent absence should be reported to the headteacher.

If staff are to be absent please try to let the headteacher know the night before or as early as possible in the morning so that supply cover can be arranged – all staff should have the Headteacher's home number and mobile number. Also, where possible, please swop playground duty or other responsibilities with staff.

### **Supply Teachers**

Wherever possible the supply teacher's programme will have been discussed beforehand.

For longer periods of cover the headteacher or designated member of staff will also discuss daily plans and forecasts, and long and medium term planning arrangements.

The supply teacher must be made aware of the teacher's programme, children with special needs including medical requirements, location of resources and details of duties they will need to cover.

Copies of this document and the school brochure should be provided with the location of the school's policy documents.

### **Policies**

All staff should be familiar with the school's statement of intent and its policies, and are expected to carry out the aims and objectives included therein. Some policies are in the process of being revised, but they can be found in the office in a file, labelled 'Policies' or in the staff shared<sub>4</sub>area.

### **Child Protection**

Should any member of staff suspect that a child is being abused please inform the headteacher immediately. If a child makes a disclosure to you in confidence you should inform the headteacher discreetly. Procedures are laid down to safeguard our professional stance and these must be consulted should a case arise. All details are on file in the office.

### **Pastoral Care**

Please inform the headteacher of any medical facts given to you that could affect the education of a pupil. Matters of a confidential nature that may affect a child should be handled discreetly on a 'need to know' basis with ancillary staff where necessary.

Where there is a divorce or a separation affecting a pupil, let the headteacher know if there are any problems which may affect the child. Access to educational records is available to both parents, whatever the circumstances.

### **Behaviour**

Good behaviour in both classes and around the school is predominant for most of the time, but if you see incidences of inappropriate behaviour, please deal with it whenever it occurs, following the behaviour policy. If you have any problems regarding a child's behaviour, please consult the headteacher in the first instance. Parents will be notified at an early stage if we feel this to be necessary. The emphasis in school is a positive approach to children in all aspects of their work and behaviour. Teachers are encouraged to make positive comments about children's work and behaviour, both orally and in writing. Please make sure you are familiar with the school behaviour policy. All staff need to treat each other with respect at all times at work.

### **Letters Home**

Prior to any letter going home to parents it must first be shown to the Head teacher or in their absence the teacher in charge.

### **Health and Safety**

Members of staff are asked to be familiar with the regulations

regarding to the school as set down in the Health and Safety Policy Document.

### **Accidents and First Aid**

First Aid boxes are kept in the staff room, by the playground door and EYFS and in the kitchen.

A First Aid box, together with contact forms, should be taken on all outings and visits.

All children suffering a head injury, no matter how minor, must take home a head injury form, these are kept in the office.

Parents must be notified of any accident involving their child.

### **Sickness/Emergency**

All address and telephone numbers are on the contact forms in the office. Pupils must NEVER be sent home alone under any circumstances.

### **Medicines**

There are some children who regularly need medication e.g. asthma inhalers. Please ensure that these are marked with the child's name and that you know when the child has to take the medication.

All medicines should be kept in the First Aid cupboard in the staff room.

Members of staff are not required to administer medicines to the children. Children on medication, apart from self-administered or emergency inhalers, should be administered at home or at the discretion of the headteacher in school.

### **P.E.**

All children change for P.E. Children need to have a note or message from parents if they do not wish to do P.E. for any reason. Repeated failure to have their kit should be followed up by contacting the parents. Jewellery must be removed. Children whose ears have recently been pierced must cover their ears with a plaster for PE lessons.

### **Equipment**

Please ensure that P.E. and all other equipment is returned to the correct place after use. Try to keep everything tidy

### **School Visits**

These must be notified in good time for ease of planning. The Headteacher as Educational Visits Co-ordinator must sign any trip proposal and risk assessment before a trip can go ahead. The kitchen staff must be informed. Regulations regarding visits procedures are in the office.

### **Cleaning equipment**

All dangerous substances MUST be stored in the caretaker's room and the room kept locked at all times.

### **Lost Property**

Children should be discouraged from leaving money or valuables in coat pockets in the cloakroom area. If money is brought into school it should be given to a member of staff to look after. A lost property box is located by the playground door.

### **Care of Classrooms**

If you are on supply, please ensure that at the end of the day the classroom is tidy. The caretaker would be grateful if you could make sure the chairs are safely put up on tables and computers are switched off before you leave.

### **Finance**

The school manages its own budget. This has far reaching implications for the future. Please employ good housekeeping for all resources including energy - turn down or off if not needed.

Photocopying is expensive - please do not make more copies than you need. Please use black and white as much as possible.

### **Staff List – 2021- 2022**

Hilary Thompson	Headteacher
Naomi Bannister	Seahorses Class teacher
Laura Little	Dolphin Class teacher
Keelie Cordwell	ATA
Janice Husbands	School secretary
MSA	Vacant
Liz Harrison	Caretaker
Sue Bell	Cook