



Exhall Junior School Staff Handbook

2022 -2023

EXHALL JUNIOR SCHOOL
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1. INTRODUCTION & SCHOOL ETHOS

Introduction

A very warm welcome to Exhall Junior School.

We hope your time at Exhall will be a happy, rewarding time of learning for both you and for your students.

This Handbook has been compiled to provide you with the necessary information about our school procedures. The School Handbook is issued to staff annually and we ask all staff to read and then sign the back page to confirm understanding.

If any of this information is unclear, or if we have missed out anything that you feel you need to know, please do not hesitate to ask any Senior Leader or Colleague; we are all here to help each other.

In addition to our Handbook, all new staff will receive Health and Safety Induction Training following the guidance from Warwickshire County Council. A copy of the Health and Safety Induction Checklist can be downloaded [here](#).

School Ethos

Together Everyone Achieves More

Ours is a very friendly, welcoming and caring school. We believe that people achieve more when they feel happy, secure and valued.

Our philosophy is to educate the whole person; we want the students to enjoy their learning and we have high expectations for their academic, creative and social progress. Team spirit is very much part of the ethos here and there is high expectations of all staff, students and parents to work cooperatively, to make a positive contribution to the life of the school and to give their best.

We aim to be a partnership of students, parents and staff in which each child is enabled to develop individually in a safe environment that encourages personal responsibility both in school and in the wider community.

2. PRINCIPLES OF PROFESSIONAL PRACTICE

At Exhall we follow the “National Teacher Standards in the Classroom” (2012) by Roy Blatchford *and* the Burgundy Book. All staff, governors and volunteers as appropriate to the role and / or job description of the individual, must:

- place the well-being and learning of students at the centre of their professional practice.
- have high expectations for all students, be committed to addressing underachievement, and work to help students progress regardless of their background and personal circumstances.
- treat students fairly and with respect, take their knowledge, views, opinions and feelings seriously, and value diversity and individuality.
- model the characteristics they are trying to inspire in students, including enthusiasm for learning, a spirit of enquiry, honesty, tolerance, social responsibility, patience, and a genuine concern for other people.
- seek to work in partnership with parents and carers, respecting their views and promoting understanding and co-operation to support the young person’s learning and well-being in and out of school.
- reflect on their own practice, develop their skills, knowledge and expertise, and adapt appropriately to learn with and from colleagues.

School Address	Exhall Junior School Hayes Lane Exhall Coventry CV7 9NS
Telephone	024 76 313375
E Mail	admin2571@welearn365.com
Web Site	www.exhalljunior.org.com
Head Teacher	Robert Mann
Co-Chair of Governors	Amanda Gardiner

3. SCHOOL ORGANISATION STRUCTURE

Headteacher	Robert Mann
Assistant Headteacher	Alexandra Nethercot

SENCo & Class Teacher	Bethan Davies
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TEACHING STAFF		
Name	Year Group	Additional Responsibilities
Alexandra Nethercot	Year 3 & 4	DT & Art
Hannah Southam	Year 3 & 4	Science & Spanish
Freya Bath	Year 3 & 4	RE & Music
Coral Spencer	Year 5 & 6	Maths & IT
James Burch	Year 5 & 6	PE & Humanities
Natalie So	Year 5 & 6	English
Bethan Davies	1 x day Year 5 & 6 + Yr 5 Maths / Science	SENDCo / Year 3 Support Children in Care / EALCo / EVC / PSHE

TEACHING ASSISTANTS	
Ann Crilly	1:1 / Interventions
Mandy Grantham	1:1
Pam Hough	Pastoral Support / Learning Mentor
Colette Inman	Pastoral Support / Learning Mentor
Sharon Randle	1:1 / Nurture / LEGO therapy
Hannah Robinson	1:1
Sophie Robinson	1:1
Sarah Smith	1:1 / Nurture / Forest School
Sarah Whitwood	Interventions
Anna Phillips	Nurture

OFFICE STAFF	
Sharon Palmer	Business Manager (Job Share)
Johanna Beck	Business Manager (Job Share)
India Gallagher	Office Manager
Kam Bhooh	Administration Assistant

CARETAKER & CLEANERS	
Neil Dryburgh	Caretaker
Beryl Bradford	Cleaner
Ambi Viridi	Cleaner
Mauritia Fall	Cleaner
Sarah Smith / Marzena Moryto / Anna Phillips	Relief Cleaner

MIDDAY SUPERVISORS	
Christine Loonam	MDS
Karen Bradford-Oakley	MDS
Mauritia Fall	MDS

Muktaben Maru	MDS
Marzena Moryto	MDS
Anna Phillips	MDS
Ambi Viridi	MDS
Beryl Bradford	Relief MDS

Staff Governor

A member of staff is elected to represent their colleagues on the Governing Board. This post is currently vacant. They will be able to inform staff of decisions and plans made at meetings of the Governing Board. These Governors are also available to listen to staff and pass on any suggestions or concerns expressed by individuals to the Head and other Governors. If you have further concerns then you can contact WCC directly.

4. STAFF BEHAVIOUR & EXPECTATIONS

Confidentiality, Integrity and Security

We expect staff to have an awareness and high regard for the confidential, sensitive and important nature of their role and to be mindful of this at all times including during formal and informal discussions with parents, other members of staff, students and the wider school community.

Particular attention should be paid in public areas of the school such as corridors, the playground and the staff room. A “need to know” approach should be adopted to safeguard this principle and to ensure no child or group of students is unfairly stereotyped or unnecessarily spotlighted.

Where possible no names should be explicitly mentioned whether for positive, negative or information purposes in public areas, unless it is on a needs to know basis for all present to hear.

Staff should avoid being ‘drawn’ into discussions which relate to school matters or matters regarding an individual child, group of students or their families. If there are any concerns in this matter please refer them to the Head teacher or Chair of Governors. Details relating to students are confidential and should only be shared with staff, as part of their professional role or with the parents / guardians of the child in question.

Confidential records including those in hard copy or electronically on a laptop/desktop should be kept in a safe place at all times and should not be left in open places in school at home or left in cars, they should also be compliant with the GDPR guidance (See the school office if you are unsure if you are compliant).

Personal Safety

The definition of Personal Safety as defined in research completed by The Suzy Lamplugh Trust states:

'An individual's ability to go about their everyday life free from the threat or fear of psychological, emotional or physical harm from others'.

At Exhall we have processes and procedures in place to ensure everyone is safe whilst on the school premises. However, occasionally we all need reminding about our own personal safety.

Warwickshire County Council have published a number of useful guides as a reminder to staff [Lone Working](#), [Managing Violence and Aggression](#), [Working in Homes](#) and [Reception and Interview Rooms Guide](#).

If any member of staff has a concern regarding their own personal safety they should speak to a member of the SLT or SBM immediately.

Dress Code

A person's dress and appearance are matters of personal choice and self-expression. However staff and volunteers should recognise that they are role models to the students and their choice of dress should uphold the school's expectations for the students.

Staff and volunteers must ensure they are smartly dressed, presenting a positive and professional image of Exhall Junior at all times. Those who dress or appear in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct.

We ask all staff to consider their dress and consider whether it is appropriate for school. No jeans, beach flip-flops (health and safety requirement) or sports clothes when not teaching sports etc.

Social Media Sites

Social media sites and blogging are extremely popular however, staff must not post material which damages the reputation of the school or which causes concern about their suitability to work with students and young people.

Those who post material which could be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct.

Staff Children On Site

We understand that there might be occasions when your own children might need to be on the school site, i.e. swapping over childcare, student work experience; however, we would encourage you to keep those instances to a minimum, and not as a planned regular occurrence that will impact on your role in school. Please consult with a member of SMT if you would like to discuss childcare arrangements that might impact on your role.

Staff Mobile Phones

Use of staff mobile phones is restricted to non-teaching times of the day and out of sight of pupils.

Staff are politely requested not to have mobile phones on during assembly or lesson times and to use discretion in front of the students.

It is not acceptable for staff to talk, message or use phones for research/making notes when walking around the school building during the normal school day.

Staff mobiles should never be used to take photographs, videos or record students. (Camera's/Kindles/IPads are available to enable photographs to be taken).

Telephones are located in the School Office, Head Teacher's Office, Office Managers room Rainbow Room and the Business Managers' Office.

5. STAFF POLICIES

To ensure the school runs smoothly and all staff, students and visitors are safe while on the school site there are a number of policies and procedures in place that all staff need to be aware of. Copies of the policies can be located on the school website as well as being available from the School Office.

We recommend you prioritise reading the policies as follows, seeking clarification if you are unclear from the relevant member of staff:

- Child Protection and Safeguarding Policies
- Confidentiality Policy
- Health and Safety Policy
- Whistle Blowing Policy
- Staff Code of Conduct

You will be asked to confirm that you have read these policies at your Appraisal review each year.

Warwickshire County Council has produced a number of policies and guidance documents relating to Health and Safety and these can be found at www.warwickshire.gov.uk/schoolsdocs (these documents and others mentioned throughout this handbook are password protected but you will be given the password during your induction. (Please remember to check that you are reading the latest version of the document).

6. STAFF ABSENCE

Should ill health prevent attendance at school, then the following procedure must be followed.

Teachers: Telephone (not text)

Robert Mann – Headteacher, mob: 07539 21491 or 02476 395514

Alexandra Nethercot – Assistant Head mob: 07969 009 438

as soon as possible, ideally before 7.00 am to advise that they are unwell. Staff should telephone in person unless they have been hospitalised or there is an emergency.

TAs: Telephone (not text)

Bethan Davies – SENCo & Class Teacher, mob: 07449 990011

Other staff, please telephone your supervisor.

In order for supply cover to be arranged. It is your responsibility to notify the office by **2:30 pm** to inform us whether or not you will be fit for work the following day. This will allow us to make cover arrangements. Staff should keep the school informed daily if they are to continue to be absent unless they have been signed off by a Doctor.

Staff absence that is less than 7 calendar days in total requires a self-certification certificate. If the absence is 7 calendar days or more, a sick note from the doctor's surgery, an occupational therapist, pharmacist or physio therapist will be required.

On their return to work, all staff will be required to complete a Return to Work form and longer absences may require a face-to-face interview with a member of the SLT.

As part of our commitment to staff welfare we occasionally make home visits to staff who are absent from work. Staff are welcome to request visits if they need assistance.

Absence for Other Reasons

Special Events: The Head Teacher can authorise absences as paid or unpaid depending on the type of absence. Forms are available from the school office. This authorisation is likely to be unpaid, is carefully monitored over the year and is managed in line with WCC guidelines. Such cases might include:

- Attending a wedding of a member of immediate family
- Attendance at a religious ceremony
- Graduation

Forms are available in the school office. These need to be completed fully including if cover is required and given to the Office Manager. Forms will be returned f2f where possible by the SBM and if you require further discussions then please ask the SBM or Headteacher.

Leave will not be granted for holidays during term-time. Staff are strongly advised to carefully check school term dates before booking holidays/flights etc.

It is essential that staff give as much notice as possible and try to avoid absence wherever it is not a danger to health.

Staff are advised that absence is monitored as part of the School's Management Framework and you may be asked to discuss absences with the SLT.

Compassionate Leave:

Compassionate or special leave may be granted to allow employees to assist them in dealing with crises or difficulties in their personal lives. Compassionate leave is managed in line with WCC guidelines.

Caring for a Dependant:

The purpose of the time-off provision is to deal with the immediate crisis. For example, if a child falls ill then time-off may be taken to deal with the immediate care of the child, visit a doctor if necessary and to make longer-term arrangements. The employee is not entitled to take leave for the next two weeks, for example, because the child cannot attend school or nursery. The circumstances where the time-off provision applies includes:

- where a dependant dies, falls ill, is injured or assaulted or gives birth
- where the care arrangements for a dependant are unexpectedly disrupted or terminated
- where a dependant child is involved in an incident at school, for example their exclusion from school

Further information can be found at: <https://www.warwickshire.gov.uk/familyleave>

Severe Weather Conditions/Unplanned Closures

If we experience severe weather overnight, staff are expected to do their utmost to get into school, so there is little likelihood of a school closure due to severe weather. This includes making alternative travel arrangements if necessary.

Staff will be contacted by telephone / text / e-mail / school app if the school is to close through severe weather or unusual circumstances.

7. STAFF WELLBEING

Warwickshire County Council has arrangements in place to prevent / reduce the incidence and impact of work-related stress and to promote the importance of health and wellbeing.

At Exhall we make every effort to support our colleagues and everyone has the opportunity to discuss their health and wellbeing with a colleague or a member of the SLT.

All employees are able to access the Employee Wellbeing Support Service which provides a confidential, free of charge helpline – tel: 0800 1116 387.

The Employee Wellbeing Support Service website also provides information, support and guidance around health and wellbeing and can be accessed via: www.my-eap.com. The organisation code is WorkplaceWellness.

Bethan Davies and Pam Hough are both Mental Health First Aiders.

Policies linked to health and wellbeing are listed here:

[Managing Resilience - Stress and Wellbeing Policy](#)

[Resilience Support Leaflet](#)

[Guide for Employees Wellness Action Plan](#)

For the password for the above documents please see the SBM.

8. STAFF TRAINING

Every academic year we aim for all members of staff to undertake Safeguarding and Health and Safety training. Training can take many forms: formal, informal, work shadowing or online. If any other training is identified please discuss this with your supervisor. Please contact the School Office to book training.

9. SCHOOL EQUIPMENT

Classroom Equipment

At the beginning of each academic year all class teachers are expected to complete a [Health and Safety Checklist for Classrooms](#) to ensure that the classroom provides a healthy and safe place for all who use them, including the school workforce, visitors and Students

A copy of the completed document should be given to the SBM for reference.

The class teacher is expected to leave their class in a reasonable condition which does not hinder the cleaning.

All electrical equipment should be turned off and resources returned to the appropriate places. Any laptops or iPad left out will be taken by the school caretaker and locked away until the morning.

Any confidential information should be stored away in appropriate locked cabinets.

Students should be encouraged to clear their desks and stack their chairs.

All windows closed and locked and all blinds pulled down.

Lights must be switched off whenever the classroom is unattended, including any display units, and it is the teachers' and other staff's responsibility to see that this happens.

Use of School Equipment at Home

School equipment may be used at home under the following conditions:

- The Head teacher has given approval and is aware of what is being taken from school.
- No equipment is ever left unattended in a car. Staff will be responsible for the full cost of replacement in these circumstances.
- Staff may, depending on circumstances, have to pay the first part of any claim, depending on the excess currently applicable to the schools insurance.
- The equipment is used solely by the member of staff for the purposes in connection with their job.
- Equipment must not be used in circumstances where it could be damaged.
- IT equipment should be dismantled, transported to and from school with extreme care to avoid damage to cables, connectors and the equipment itself.
- It is compliant with the GDPR regulations - sensitive data or data using pupil names held electronically should be accessed via secure remote access.

Additional Equipment

Small additional items can be bought by staff e.g. ingredients for cooking and costs can be reimbursed once receipts have been handed into the Office Manager with a note explaining the reason for the purchase. You must get approval before a purchase is made to ensure a reimbursement will be made.

For larger items staff are requested to complete a requisition form which should be handed to the School Business Manager for approval by the Head Teacher / Deputy Head Teacher.

10. DISPLAYS

Teachers should give priority to the creation of an informative, stimulating and well-organised environment within the classroom. Classroom environments are very important communicators of school values and expectations, and a high regard should be given by all staff to ensuring that rooms and shared spaces including cloakrooms, staff rooms and corridors are tidy, attractive and clutter free. Please use Calibri font to ensure a standard appearance across school.

The quality of the displays in school form a non-verbal statement about the ethos of the school; the importance it places on a quality learning experience, the curriculum opportunities and the school's improvement priorities.

Displays can inform and stimulate prompt inquiry, celebrate achievement and model high expectation. However they are there to support the student's learning and, whilst reflecting the teachers' own ethos, should be there to be an effective learning tool.

As a general rule – displays inside the classroom are for supporting the current learning process, whilst those outside should show the excellence and achievement of all students.

We ask that at the start of the academic year classrooms display should be constructed with the students, and their purpose explained – classrooms need to be ready for the new academic year, but not fully 'dressed'.

11. COMMUNICATION

We recognise that good communication at all levels is a vital component of effective and efficient schools.

The following systems are used in an endeavour to keep everyone on the staff well informed.

Staff Email & Information Boards

A weekly staff meeting is held with relevant news and information. All permanent and long term agency staff will be given their own e-mail address. Staff are asked to check their e-mail each day to ensure they do not miss any cover / arrangements etc. Staff e-mail addresses should be always used when dealing with school matters.

All staff are encouraged to read the diary on the large white board in the staff room every day to ensure they are aware of the various activities and appointments taking place.

The smaller white board in the staff room is the place to look for important messages / requests / information.

Staffroom Trays

All staff have a tray which can be found in the staff room and they are encouraged to check the tray on a regular basis to ensure it does not get too full. They are not for general storage!!!

School Website

A wealth of information is displayed on our website, including school policies and community news. Our school website is <http://www.exhalljunior.org.uk/> and it is updated regularly.

Teacher Meetings

Teacher Staff Meetings (for all teaching staff) are normally held once a week on a Monday after school from 3:30 pm– 4:45 pm (with a prompt start). All minutes of staff meetings will be emailed out to all staff by the Assistant Headteacher.

12. STAFF FACILITIES

Refreshments

Tea, coffee and water are available in the staff room during breaks and lunchtimes. All staff are invited to join and contribute to a “tea fund” which is collected on a termly basis by the school office.

Staff are reminded not to take their hot drinks outside the staff room, unless in an insulated and sealed cup for Health and Safety reasons.

Hot drinks must not at any time be given to students to carry to staff on duty or into classrooms.

School Meals

Adults who wish to have a school dinner must order their meal via the school office as early in the morning as possible indicating the meal they would like. All dinners must be paid for in the week they have been ordered via pay360.

No Smoking Site

All rooms, including the staffroom, in the school are designated as non-smoking areas without exception.

Warwickshire County Council have a [Smoke Free Workplace Policy](#) in which it provides advice and guidance for colleagues who are considering giving up smoking.

13. PUPIL ARRANGEMENTS

Break time

Two staff will be on duty and the break time duty rota can be found on display in the staff room, please ensure you familiarise yourself with it. Supply staff are asked to fill in for the absent teacher if it is their duty day. High Vis jackets are to be worn by staff when supervising outside.

Staff are reminded not to take their hot drinks outside the staff room, unless in an insulated and sealed cup for Health and Safety reasons.

Teachers must ensure any students allowed in their classroom during break time are supervised.

Wet Play

Please refer to the playground rota which is on display in the staff room.

Ideally all students will spend break time and most of lunchtime outside, but if the weather is bad then students will stay in for “wet play”.

Duty teachers and TA’s will supervise the classrooms and students will be encouraged to sit down and take part in suitable activities.

Pupil Attendance

Class registers should be completed at the beginning of the morning and afternoon. In the morning the register closes at 09:05 am. Each register should be completed on the SIMs system. See India Gallagher for login details.

If a child is absent, Parents or Guardians are expected to contact the school by phone or to explain the reason for any absence.

Parents are encouraged to inform their child’s Class Teacher in writing if their child has an appointment that they need to attend during the school day. Any letters, notes, permission slips from home should be sent to the office.

Authorised Absences - A list of procedures and LA recognised codes for authorising absences is available on SIMs. Authorisation can be given for illness, medical & dental appointments, or special circumstances. Absences are authorised by the school and not the parents.

Unauthorised Absences - This is an absence not covered by a note or telephone call from the parent. In addition if the teacher deems that the reason received for absence is not a valid one it gets recorded as an unauthorised absence despite the existence of an explanatory note.

Authorisation cannot be given for example, taking a child shopping, visiting family & friends, holidays or removing a child from class.

Attendance statistics are gathered and analysed by the HT and Office Manager together with the Warwickshire Attendance Service (WAS) Team.

Communication Between School & Home

A school newsletter is produced and sent home on a monthly basis and letters home to parents / guardians are sent as and when required via the Groupcall email service. Parents are also encouraged to download and use the School App to get regular updates regarding school activities. Information is also available on the school website.

Parent/Carer Meetings

Pupil Progress Meetings - Pupil Progress meetings are held up to three times a year with reports going out at the end of the school year.

The meetings are an opportunity for parents to meet their child's teacher, view their child's work and discuss areas of concern.

Parent Curriculum Meetings - Throughout the school year we hold a range of meetings for parents and guardians about different topics. For example, meetings about SATs, meetings about helping students at home with literacy / numeracy.

Members of staff with curriculum responsibilities will be expected to lead sessions for parents / guardians informing them how we teach that subject at school.

SEN / Behaviour Review Meetings - Meetings are held to discuss any concerns about students with additional learning needs and emotional, social and behavioural difficulties. Students posing a challenge are reviewed and appropriate lines of action or referral are agreed and shared with the staff. Teachers along with the SENCo write provision maps and Additional Need Plans (IEPs), where necessary.

Pupil Dress Code

All students are expected to follow the school's uniform guidance in class and during PE.

In the first instance it is the duty of the class teacher to remind students if they are not wearing appropriate clothing. Students and parents are regularly reminded of the importance of School uniform in newsletters, groupcall, school app and on the school website.

All jewellery worn by students must be removed during PE. (Exceptions may include religious jewellery)

If there are regular issues, the class teacher can discuss the circumstances with a member of the SLT.

Collective Worship

We believe that in our daily collective worship we try to create an occasion, which produces a variety of responses, one of which is worship. Each week, assemblies will be linked to a particular theme, such as cultural, moral, social and spiritual. By providing different levels of interest and involvement, all students will feel included, whatever their beliefs or backgrounds.

The Education Reform Act states that collective worship need no longer be at the start of the school day, and worship may take place in "school groups".

There will be occasions when worship, because of unforeseen circumstances, will take place in individual classrooms and be conducted by class teachers.

Involvement of Others - We actively encourage the involvement of outside speakers such as the local Police, Local reverend (St Giles Church) etc who will be invited to take an active part in our collective worship on a set theme.

Involvement of Parents & Carers - Parents and carers will be invited to attend class assemblies as this is a great opportunity for parents / guardians to share in their child's learning and review their child's learning and books in an informal setting.

Pupil Mobile Phones

Students who have permission from their parents to use their mobiles before and after school hours for transport or safety reasons must leave their mobiles with their class teacher on arrival to be locked away during the day and cannot be collected until the end of the day.

Payments Made To School eg Dinner Money, School Trips

Pupils and staff are encouraged to pay for all activities via Pay360 as we move closer to becoming a cashless school.

Pupil Facilities

Toilets - No child of any age is to be denied access to the toilet at any time, regardless if it is during assembly, lesson time, break-time, lunchtime, PE or whilst in the playground for any other activity.

Staff should encourage students to "go to the toilet" at the appropriate time but students should be made aware that, if they are in need or desperate, they do not have to wait until the end of the activity.

Going to the toilet in groups should be discouraged and monitored.

Access to Water - Students are encouraged to bring water bottles to school on a Monday morning and take them home for cleaning at the end of each day.

14. Pupil Relationship Policy

The school adheres to a relationship rather than a behaviour policy. This is available to all staff which needs to be read and adhered to. Below is a brief guide outlining the procedures to be used.

	STEPS	ACTIONS
1	The look	Staff giving a knowing look to show that a behaviour has been noticed.
2	Verbal reminder	A reminder of the rules, delivered privately wherever possible.

3	Official reminder	A verbal caution delivered privately, if possible, making the student aware of their behaviour and clearly outlining the consequences if they continue. Use the phrase 'think carefully about your next step'. Give the student a final opportunity to engage. Offer a positive choice to do so and refer to previous examples of good behaviour.
4	30 second script	If the student still does not engage use the 30 second script. Attach 'stay behind 2 minutes after class' to this step. This 2 minutes cannot be removed or reduced.
5	Time out	This step is only needed if the student needs to calm down and compose themselves. Time out might be a short time in a quiet area in the classroom.
6	Restorative conversation	This might be a quick chat or a more formal restorative conversation during which the teacher may decide on a logical, appropriate consequence for the students actions. For example if the situation has resulted in significant learning time being lost the teacher may decide work should be taken home to be completed (Pay it Back). This will be logged on CPOMS by the adult.
7	Support step	In more serious circumstances, for example aggressive or threatening behaviour, the support step will be needed. This support may be from SLT or another class teacher. This will be specified on a Personal Support Plan for certain students identified with behaviour as an additional support need.

Support Step

There are times when a student needs some time away from the classroom and will be directed to work in another safe space eg a neighbouring classroom. If this is the case a member of SLT will support this being put in place and that the student is supported back in the class.

Please see the Relationship policy for further details.

15. VOLUNTEERS IN SCHOOL

We welcome a variety of adults into school as volunteer helpers. These may be parents, grandparents and other relatives of students in school who have a particular talent, expertise or interest which is linked to a class or school-based topic.

All helpers who have regular contact with students will be asked to complete an online DBS application direct to the Warwickshire Disclosures and Barring Service and in addition to this references will be obtained. Office staff will ensure that all visitors sign into the visitor's book and are given a badge or lanyard whilst on the school site.

16. HEALTH & SAFETY

Health and Safety is the responsibility of everyone in the school. Please read the Staff Health & Safety Handbook in conjunction with the Staff Handbook.

17. FIRST AID

Administration of First Aid within the school should always be carried out by one of our trained first aiders. A notice of all first aiders on site is posted in the First Aid Room, School Office and Annex.

For more information about First Aid and what to do in the event of illness or injury please refer to the Staff Health & Safety Handbook.

18. TEACHER SPECIFIC INFORMATION

Directed Time

<u>Exhall Junior School</u> <u>Directed Time Calendar 2022/2023</u>		
<u>Notes:</u> <ul style="list-style-type: none">• <i>Figures based on a full-time class teacher role</i>• <i>Total not to exceed 1265hrs per academic year</i>• <i>'Teaching time' is what remains after PPA time</i>• <i>Total teaching days: 190</i>• <i>Total INSET days: 5</i>• <i>Based on 38 weeks</i>		
Use of hours	Hours per week	Total hours per year
Registration	0.17 hour (10 mins) x 190 days	=32.3 hours
Assembly	0.25 hour (15 mins) x 152 days	=38 hours
Morning break	0.25 hour (15 mins) x 190 days	=47.5 hours
Teaching time	(4.83 hours x 190 days) Teaching – (2.5 hours x 38 days) PPA	=822.7 hours
PPA Time	2.5 hours x 38 days	=95 hours
INSET days	5 hours x 5 days	=25 hours
Supervisory duties	0.33 hours (20 mins) x 190 days	=62.7 hours

(Start and end of day: 8:45 - 8:55 and after school 3:15 - 3:25)		
Parents' Meetings	2.5 hours x 4 days	=10 hours
Staff Meetings	1 hour x 38 days	=38 hours
Other teacher duties (e.g. phone calls, informally meeting with parents)	0.42 hours (25 mins) x 190 days	=79.8 hours
		Sub-total: 1251 hours
Contingencies (e.g. Performances, workshops, training, consortium meetings)		=14 hours
		Total: 1265 hours

Class Timetables

Individual class timetables are to be displayed in each classroom. Please adjust if your class has extra of one subject i.e. Year 3 swimming

Staff may make changes to their timetable without consulting SMT, but it is the class teacher's responsibility to ensure students in their class receive a broad and balanced curriculum.

Planning

It is the responsibility of the class teacher to maintain assessment records on each pupil in their class. The school has a systematic planning, recording and assessment schedule that include formative and summative approaches in line with the Teachers Standard. (Day-to-day / periodic / summative).

It is essential that staff keep up to date with this schedule because it is this data that informs the priorities for on-going individual and / or group, it supports report writing and parent meetings and ultimately whole school progress, attainment and improvement.

The Headteacher, Deputy Head, SENDCo and at times subject leaders, will require your planning as part of the monitoring process. Please ensure planning and files are kept up-to-date and posted on the S:Shared Drive at the very latest **Sunday** evening, with current week on display in the classroom.

Subject Leaders can ask to see books with planning to match; these must always be available on request. English and Maths are priority areas and there will be a high emphasis on these subjects.

Other planning expectations

English/Maths:

- You can adapt templates to suit your own style

Planning for these subjects **must** reference:

- LI and Context
- Teacher/Main input, independent/group activities, plenary/mini-plenary/AfL opportunities
- Differentiation (when appropriate)
- Provision for SEN chn if they require different support to access the lesson
- Reference of what is going to go on the working wall (W/W)

You **may** also want to include;

- Resources
- Questions
- Success Criteria
- How the work will be marked

SPaG:

- There needs to be discreet sessions of SPaG per week. 15mins – 30 mins.
- It can be on your English plan (separate box) or on a separate plan.

SPaG planning must have:

- LI and Context
- SPaG sessions to be included in English books

Foundation Subjects/Weekly:

- Medium term plan needed for Science, Topic (History, Geography, Art/DT) RE and PE
- Medium term plan should be used to plan for progression and coverage

They **must** have:

- LI/Context
- NC reference (<http://www.primarycurriculum.me.uk/>)
- An outline of activities to be covered
- They can be detailed (then just cut and pasted on weekly) or notes/ideas (which detail is then added to on the weekly)
- Weekly plans should have details of afternoon lessons with

They **must** have:

- LI/Context
- Differentiation (where appropriate)
- Provision for SEN chn if they require different support to access the lesson

Planning, Preparation & Assessment Time

PPA (Planning, Preparation and Assessment time)

Teachers are entitled to PPA time to assist with the effective delivery of learning for the Students. PPA time should be spent on activities directly linked to improving the learning and

achievement of the Students in your charge or for other professional activities linked to your area of subject responsibility.

PPA time is for you to have some time during the school day to support any preparation, planning and assessment – we appreciate that this time is a token effort to offset the time actually needed.

If the time is required in another way then a request should be made to the Head teacher. For the duration of your PPA time it is expected that you will be onsite and available at the end of the day as normal.

PPA Timetable Arrangement

A PPA timetable has been set, if the time for a particular week is not convenient (courses etc.), **it is up to the class teacher, and not any manager**, to rearrange with other class teachers, and inform their classes.

“Paying back” of PPA time is not allowed as this may mean that PPA time could be missed.

Please ask for support from the phase leaders if there are any issues with swapping.

Assessment, Recording & Reporting Process

Aims

- To diagnose students’ strengths and weaknesses.
- To match the work of the classroom to students’ capabilities.
- To involve students in discussion and self-appraisal.

Strategy

Assessment Leader	<ul style="list-style-type: none"> • The Assessment Leader effectively co-ordinates our assessment policy.
Teachers Planning	<ul style="list-style-type: none"> • All planning gives clear learning objectives and a variety of differentiated assessment tasks. • All planning is checked periodically by the SLT.
Assessment Procedures	<ul style="list-style-type: none"> • A variety of assessments are used throughout the year, including end of year expectations linked to the new curriculum. Under-pinning our assessment policy is the day-to-day assessment for learning and assessment of learning that informs future practice.
Test Results & Targets Setting	<ul style="list-style-type: none"> • All test results and teacher assessments are analysed to inform future development points.
Assessment Records	<ul style="list-style-type: none"> • Detailed assessment records are kept on each pupil, which follow the pupil through the school.

Moderation	<ul style="list-style-type: none"> • Moderation meetings take place in either whole staff, Key Stage meetings or with partnerships schools, where teachers assess students work and allocate levels.
Reporting	<ul style="list-style-type: none"> • Parent-teacher consultations and annual reports keep parents up to date with the progress of their students.
Review	<ul style="list-style-type: none"> • Each year we review and make the necessary amendments to our assessment strategy.

Work Prepared for Cover/Supply Teachers

The class teacher is expected to organise and set work for the cover/supply teacher, unless exceptional circumstances have been agreed with the Head Teacher.

Planning must be readily available and saved on the S:Shared Drive at the latest by Sunday evening in order to pre-empt any absence issues.

Please have a prepared list explaining any issues Students in the class have e.g. medical, behavioural, one should be kept in class, on the prepared sheet.

Remember to make break duties / assemblies / timetable changes clear on your planning and be aware that it is sometimes difficult for cover / supply teachers to manage ICT and therefore an alternative lesson may need to be arranged.



Staff Handbook

2022 - 2023

I confirm that I have been given a copy of the Staff Handbook

I also confirm that:

	v to confirm
I have read and understand the contents of the Staff Handbook	
I have read and understand the policies listed in the Staff handbook	
I know where to find the policies / information listed in the Staff Handbook	
I know who to speak to if I have any concerns or questions regarding my employment or practices in school	

Name:

Job Title:

Signed:

Date: