



Staff Handbook 2017/2018

**A Review of Current Practice for Permanent Staff and a
Guide for Supply Staff/Trainees/Students.**

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Introduction

This handbook for school staff and visiting staff is intended to outline day to day school routines, duties and information necessary to ensure the smooth running of the school. Further information is available in the school prospectus for parents.

Learn, Flourish, Achieve – A Vision for success

Grasmere Academy's success and achievements are built upon the vision of collaboration. Committed staff working as a team, to provide the best and most effective educational learning environment is key to raising standards. Mutual respect towards each other is vital to ensure that we work and learn harmoniously. Productive, respectful and considerate relationships with each other, and with the children, are paramount to achieving our goal of ensuring that Grasmere is a true learning community.

Attendance Registers

Registers are legal documents and care should be taken to ensure that they are completed correctly using the agreed symbols.

Children who are late MUST sign in at the main office giving the reason for their poor punctuality. Class teachers are asked to alert the Headteacher if they have **ANY CONCERNS** about a child's attendance/punctuality or reasons for absence. In line with government policy, school will not authorise holidays during term time, unless there is exceptional circumstances e.g. armed forces families. If parents still book holidays they must apply for permission to take their children out of school during term time by completing the relevant forms. Only the Headteacher can authorise holiday leave.

Main registers are completed at the start of both morning and afternoon sessions.

Lateness - security doors are closed as the classes come into school at 8.55am. Children who are late must report to the office.

First Day Absence Response. In cases where parents/carers have not contacted school on the first day of a child's absence, it is school policy to make telephone contact with the parents/carers before lunchtime in order to ascertain reasons for absence. This first day response is usually the responsibility of the office.

Weekly totals are balanced and a note made of unauthorised absences each week by the school office. Teachers should make reasonable attempts to gain reasons for children's absences. If teachers have problems seeking reasons for absence, the office should be notified and they will follow these absences up by telephone or letter. **All attempts will be made to contact family and friends from children who haven't turned up to school, if no adult can be contacted the office will inform the designated safeguarding lead, to ensure appropriate action is taken.**

All serious concerns/queries must be directed to the Headteacher /Deputy Head Teacher

Registers are balanced by office staff at the end of each term and the end of the academic year.

Please see the school office for information on register completion.

Keep all parental notes for academic year. Insist on note or phone call explaining absence.

Behaviour

Behaviour and Achievement Policy

All staff share in the responsibility for maintaining discipline. Staff should be familiar with the school's behaviour and achievement policy which states that our children are expected to follow the Golden Rules at all times. Most minor discipline matters should be dealt with by the class teacher. **Parents should be contacted where appropriate.** If poor behaviour continues and becomes extreme then the child is referred onto the traffic light system. If a child is placed on red, they will report for Reflection Time, at break times to, Mrs Lilico. Three occurrences in Reflection Time will deem the child to be placed on the step plan. Parents will be contacted and appropriate sanctions administered.

Rationale: Grasmere Academy has a consistently positive approach to classroom management and celebration of achievement as we feel this is the most effective way of approaching any behaviour management system. We firmly believe that the encouragement of high standards of behaviour is crucial in the development of a positive and successful learning environment. We believe that high expectations of good behaviour will ensure the smooth running of the school, and create a safe environment in which to work and learn. **Positive behaviour systems are put in place that enable children to excel – “Going for Gold” and Class Dojo**

Rewards

- Praise and encouragement from the class teacher
- House Points, badges and Achievement Awards
- Sent to other class teachers for praise
- HT/DHT awards/postcards to go home

These awards are recognised in the Celebration assembly and parents invited each half term to witness this. Celebrations will also be posted on the school website address.

Sanctions

- Verbal warning from teacher
- Isolation within classroom
- Loss of playtime – Reflection Time
- Report to DHT/HT if in reflection 3 times – Use of Step Plan
- Isolation from class (internal exclusion for up to 3 days). Parents MUST be informed.
- Fixed-term exclusion. LA and parents must be informed.

Positive Handling/Physical Intervention

Grasmere Academy is committed to ensuring that all staff and adults with responsibility for children's safety and welfare will deal with all incidents involving aggressive behaviour, and only use physical intervention as a last resort in line with DFE and LA advice. If used at all it will be in the context of a respectful, supportive

relationship with the pupil. We will aim to ensure minimal risk of injury to pupils and staff – **please see the schools policy on positive handling for more information.**

Manners and General Behaviour around School

Children are encouraged to hold doors open for adults, to listen when they are being spoken to, and to avoid interrupting conversation and to be generally courteous to all members of the school and outside communities. Use of Standard English is encouraged as are good manners at all times. The relationship between adults in school provides an excellent model for children.

Children are not allowed to run in the corridors.

Supervision

In order to limit the possibility of accidents, children are supervised at all times by staff unless they are undertaking an agreed 'unsupervised' activity e.g. taking messages to the office. The majority of activities are supervised and children rarely left unattended. They are escorted from their classrooms and out into the yard at the start of playtime, and out of their rooms at the end of the school day. In line with our 'open door policy' it is particularly important that staff are visible and accessible to parents at the end of the school day. **Individual members of staff are responsible for the supervision of any child they ask to stay in school either at play/dinner or after school.**

Where children have to stay in school because of minor illness they sit in the entrance foyer under the supervision of HT/office staff.

When children stay at school after 3.20 p.m. for a club parents are always informed in advance and a request for written permission is submitted to them.

Breakfast Club

Children can access the free breakfast club. This provision is co-ordinated by Mrs Harkins and Miss Wymss .

Child Protection

The Children's Act 1989 requires safety and welfare of the child to be of paramount importance, it overrides all other considerations. All schools are legally required to follow the procedures of North Tyneside Council Area Child Protection Committee Procedures.

The authority requires Head Teachers to report any obvious or suspected cases of child abuse which includes non-accidental injury, severe physical neglect, emotional abuse and/or sexual abuse. The procedure is intended to protect children at risk. The Child Protection Policy is available in school for anyone to read. **The Designated Safeguarding Leads are the Headteacher (Kerry Lilico) the Deputy Head Teacher (Lisa Judson) and the EYFS Senior Leader (Hannah Girvan).** Mrs Lilico holds all CP records in a secure filing cabinet and staff have access to relevant documentation on a need to know basis.

Records of incidents/concerns and interventions

The head Teacher keeps records of any serious incidents, concerns about pupils and discussions between staff and parents. A Cause for Concern book for each class is kept in a secure place and regular Pastoral Working Lunches are kept to review these. Staff are asked to record any minor issues, eg unkempt, no breakfast, headlice etc. This is reviewed regularly by the Head Teacher.

The Academy is also part of the Operation Encompass System and works closely alongside other agencies, in order to Safeguard children in school. The Key person for this is the Head Teacher (Kerry Lilico) and Deputy Head Teacher (Lisa Judson)

Child Protection training is updated annual, alongside the DfE guidelines – Keeping Children Safe in Education (2016)

Collective Worship Timetable

Monday	Golden Book Assembly – 10.30am – 10.45am Led by Miss Judson and Miss Girvan
Tuesday	Singing Assembly
Wednesday	Clergy Assembly//Reading Assemblies/Charanga
Thursday	Whole School Assembly – delivered by Teachers on a rota
Friday	Whole School SEAL assembly – 1.130pm – 1.45pm Led by Mrs Lilico

Children are supervised to and from the hall by their class teachers or support staff. Every class will also prepare an annual family worship – where parents and friends will be invited to attend. Other collective worships during the week may be taken by visitors from the community.

Communication

Communication between Staff

The Head Teacher or Deputy Head Teacher will hold a briefing meeting, every Friday morning. This will, as far as possible, inform staff of events occurring in the school during the forthcoming week. Staff will be responsible for updating their own school events on the google calendar as they arrange them. All meetings and briefings are open to all staff. The school internal email system is a very effective way of communications and staffing groups are set up so that mail can target all. **Staff are expected to check their email on a daily basis, preferably prior to 9.00am.**

Communication with Parents and Carers

In our school we aim to have clear and effective communications with parents/carers and the wider community. Effective communications with parents enable us to share our aims and values through keeping parents well informed about school life. This reinforces the importance of the role that parents/carers play in supporting the school in educating their children.

We communicate with parents through a range of different strategies. Some of our communications are the result of a statutory requirement, others reflect what we believe is important in our school.

Good communications between the school and home is essential. Children achieve more when schools and parents work together. Parents can help more if they know what the school is trying to achieve, and how they can help.

School Office Communication

The school office welcomes parents and other stakeholders to the school and always strives to help and sort out any queries or problems in a professional and friendly manner. If the office is unable to help for any reason they will contact the person who is able to as soon as possible.

Parents will be informed of school activities through a variety of ways, such as newsletters, letters sent home via the children, telephone contact and the school website.

Class Teacher Communication

Class teachers should be the first point of contact should parents have any concerns about their child.

At the beginning of each term, teachers send a newsletter home, and hold open afternoons, introducing themselves and including any other information and expectations e.g. homework, trips, uniform and PE kit.

Class teachers are expected to ensure that their page(s) on the website are maintained and updated so that pupils and parents can access this.

There are three parent open afternoon/evenings each academic year which provide parents with the opportunity to meet with class teachers and discuss their child's targets and progress.

Annual reports to parents are sent home in July and parents/children are encouraged to respond to these.

A parents' questionnaire is sent out termly which is based upon the OFSTED questionnaire. These are analysed and results are reported to governors.

School Website

The school website contains a range of specified information that gives parents a full picture of provision at Grasmere Academy. We update this for each school year.

School Calendar

A copy of the community calendar is embedded into our school website and APP. Parents find this a helpful tool in keeping up to date of forthcoming events, school holidays and school outings. When staff add any events onto the school google calendar, which parents need to be aware of a duplicate diary entry to the Community Calendar will keep everyone informed.

Communication with Children and Young People

(including the Use of Technology)

Incorporated in this definition is; Face book; You Tube, use of mobile phones, blue tooth, email etc. The underpinning principles of the Safe Working Practices guidelines is the importance of welfare of children and young people and that employees are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motives and intentions. Therefore in terms of promoting a safer culture in the workplace and looking to safeguard both Staff and pupils, it is recommended that any conduct that would be deemed as inappropriate in the workplace is extended to the use of social networking sites, use of emails and the internet, use of mobile phones and blue tooth.

Communication between children and adults, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones, text messaging, e-mails, digital cameras, videos, web-cams, websites and blogs. Adults should not share any personal information with a child or young person. They should not request, or respond to, any personal information from the child/young person, other than that which might be appropriate as part of their professional role. Adults should ensure that all communications are transparent and open to scrutiny.

Adults should also be circumspect in their communications with children so as to avoid any possible misinterpretation of their motives or any behaviour, which could be construed as grooming. They should not give their personal contact details to children and young people including personal e-mail, home or mobile telephone numbers unless the need to do so is agreed with senior management and parents/carers. E-mail or text communications between an adult and a child young person outside agreed protocols may lead to disciplinary and/or criminal investigations. This also includes communications through Internet based web sites.

Internal e-mail systems should only be used in accordance with the organisations policy.

Adults should:

- Not give their personal contact details to children or young people, including their mobile telephone number or personal email address
- Only use equipment e.g. mobile phones, provided by organisation to communicate with children, making sure that parents have given permission for this form of communication to be used
- Only make contact with children for professional reasons and in accordance with any organisation policy
- Recognise that text messaging is rarely an appropriate response to a child in a crisis situation or at risk of harm. It should only be used as a last resort when other forms of communication are not possible
- Not use Internet or web-based communication channels to send personal messages to a child/young person.

Social Networking Sites

It is advised that all staff uphold the law and maintain a good standard of behaviour both inside and outside of school; both online and offline. The content in cyberspace does not elude the law – a posting in the public domain can still constitute a

defamatory publication. Employers can take disciplinary action if they can prove your conduct has caused detriment.

Staff should also note that they may lose respect in their post and defamation of character by placing things in the public eye that relate to their role or other members of staff.

Staff are advised in all instances to not disclose anything on social networking sites that are related or could be related back to their work.

If it is necessary to disclose information by these means it is advised to do so via private means and not for example, on a face book wall.

Propriety and Behaviour

Placing images and videos of themselves on a public space on the internet such as 'You tube', or 'face book', which could show themselves or other members of staff in a way which could damage the employer's reputation should be avoided and the employer will take seriously any action deemed to show a lacking in standards both online and off line.

Discussing other members of staff or students in a negative fashion in a public space on the Internet goes against the 'Code of Conduct' and does not treat people with respect and courtesy.

All staff have the responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children and young people.

Communication with Children and Young People

Communication between children and adults by whatever method should take place with clear and explicit professional boundaries.

Staff should not share any personal information with any young people or children. They should not respond to requests or request any personal information from the child/young person, other than that which may be appropriate as part of their professional role

Staff should ensure that all communications are transparent and open to scrutiny. Staff should not reveal their own sexual or drug-taking experiences for example in PSHE, always stick to the resources provided.

Staff should not seek to influence children to a particular party political or religious affiliation or view.

Social Contact

Staff should not establish or seek to establish social contact with children or young people for the purpose of securing a friendship or to pursue or strengthen a relationship. Even if a young person seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise his/her professional judgement in making a response and be aware that such social contact could be misconstrued.

Staff should be aware that the social contact, which may occur with pupils, would vary depending upon the age of the pupils. Where this does occur staff are advised to exercise their professional judgement and if appropriate remove them self from the setting.

Staff should not give their personal details such as home/mobile telephone number, home or e-mail address to children or young people unless the need to do so is agreed with senior management.

Internal e-mail systems should only be used in accordance with school policy.

Conclusion

By adhering to these guidelines staff are not only protecting the reputation of the school but also their own reputation. Any behaviour, which the governors believe brings the school into disrepute, can be used as evidence of unprofessional conduct.

If having read this you feel you require support or guidance with regard to any of these matters then please speak to the Headteacher.

Confidentiality

It is very important that any confidential information held about pupils is locked away and stored carefully. Staff should be particularly vigilant about any confidential pupil reports.

A number of parents do work in our school and discussions between staff, or between staff and parents should take place in an area where information about pupils cannot be overheard by other parents/pupils etc.

On rare occasions, parents/carers can become upset about issues relating to their child and class teachers are usually their first point of contact. If any member of staff feels that they could be the subject of aggression or anti-social behaviour by members of the school community, it is important that assistance from a member of the SLT or a colleague is sought immediately. In accordance with the Local Authority Policy on Violence in the Workplace, any form of verbal or physical aggression will not be tolerated in school and police, where appropriate will be informed. For further information refer to the 'Visitors into School Policy', which applies to anyone entering our school premises. All such incidents should be reported immediately to the Headteacher who will take appropriate action.

Curriculum Guidelines and NC Documents

All teaching staff have a copy of the School Curriculum Guidelines. All files should be kept up to date. Staff have access to relevant National Curriculum Materials as well as the schools 'non negotiable curriculum' derived from the National Curriculum. This forms the basis for all planning.

Cyberbullying - Supporting School Staff

This summary guidance has been developed for North Tyneside Schools and is taken directly from the Department for Children, Schools and Families document -

What is cyberbullying?

This is the deliberate use of information and communications technology, particularly mobile phones and the Internet to upset someone else. It may consist of threats, harassment, embarrassment, humiliation, defamation or impersonation.

In some cases incidents may be unintentional. The person responsible may not realise that remarks are publicly accessible or understand the effect that technologies produce. They may not be fully aware of the potential seriousness or impact of their actions. Therefore prevention activities are key to ensuring that whole school community clearly understands the serious consequences of cyberbullying including sanctions.

How can it affect staff in schools?

Staff in schools have been targets of cyberbullying, there have been cases of school employees being cyber bullied by current or ex pupils, by colleagues, parents and other adults.

Like other forms of bullying, cyberbullying can seriously impact on the health, well-being and self-confidence of those targeted. It may have a significant impact not only on the person being bullied but on their home and work life too.

What should schools do?

Dealing with incidents quickly and effectively is key to minimising harm in potentially highly stressful situations.

All forms of bullying, including cyberbullying should be taken seriously bullying is never acceptable and should never be tolerated.

All employers have various statutory and common-law duties to look after the physical and mental health of their employees. Incidents taking place outside of the normal hours or place of work may fall under the responsibility of the employer if they are related to the employment.

Protecting staff from cyberbullying is best done within a prevention framework, with whole schools policies and practices designed to combat cyberbullying.

Having policies in place that include acceptable use of technologies by pupils and staff, be it technologies provided by the school or that owned by staff or pupils but used on school premises within school hours. In addition policy on the acceptable behaviour for learners and employees which includes behaviours outside of school in so far as harming others and bringing school into disrepute are concerned.

Policies should be developed in consultation with staff members and recognised unions and professional association reps. Policies need to be communicated with the whole school community including parents. School already have e-safety, ICT policies and behaviour/conduct policies, which can be developed to include this area. School should ensure that the agreed policies regarding the use of technologies are being adhered to consistently.

What should school employees do?

Educational Visits

Please discuss any planned visits off school premises with the Headteacher. Staff need to complete Educational Visit forms and Risk Assessment form obtained on the school network, from the school office, or Head, at least 2 weeks prior to the visit. If the visit involves pupils being away during the lunch hour (i.e. more than just the morning or afternoon) then parental permission must be sought. The school office or Headteacher must be notified in advance of all visits, and the Cook informed of changes to meals. Pupils and staff may order school packed lunches for visits. These are free for pupils entitled to free school meals. Please avoid **MONDAYS** for whole day visits.

EWS (Education Welfare Services)

If staff have any concerns regarding poor or erratic attendances of pupils in their class, please report concerns to either the Head Teacher or the Office.

Extra Curricular Activities

Parents must be informed if pupils are staying in school after 3.20 pm for extra curricular activities. These are encouraged, and have obvious benefits to pupils and school.

Fire Drill

If the fire siren is activated:

Do not linger or return to collect belongings

Take pupils out by nearest exit and assemble on designated fire point.

Teachers check their class all present

Remain at fire point until school's Fire Warden advises that it is safe to return.

Class Teachers will check their class are all present and accounted for.

Please refer to the Lunch time policy for alternative fire procedures. The children are the responsibility of the lunchtime supervisors until they are handed over to the class teacher.

Friends of Grasmere

The Friends of Grasmere Committee hold social and fund raising events for both pupils and parents/staff. Proceeds raised help to support curricular and extra curricular activities.

Governing Body

September 2015

Mrs Kerry Lilico (HT)

Mrs Lynn Goossens (Chair of Governors)
Mrs Linda Turner (Vice Chair)
Mr David Baldwin
Mr David Hodgson
Mrs Anu pama Sethi
Ms Moira Banks
Mr Richard Stevenson
Mr Anthony Josephs
Mr Michael Grayson
Mr David Richardson

Clerk of Governors

Mrs Jacqui Sugden

Health & Safety

Grasmere Academy recognises and accepts its responsibilities as far as are reasonably practical, a safe and healthy environment for children, staff and other users of the premises. The school will take all reasonable steps to meet this responsibility. We expect appropriate support from children, staff and visitors and we seek to develop safety consciousness as a general objective.

All employees have responsibilities under health and safety legislation. These include:

- Taking reasonable care of their own health and safety and that of others who may be affected by what they do or do not do.
- Not interfering with or misusing anything provided in the interests of health, safety and welfare
- Using all equipment safely
- Reporting situations to the headteacher or caretaker, which may present a serious and imminent danger
- Report shortcomings in H & S arrangements.

Security

Our aim is to provide a safe and secure environment for our pupils, staff and visitors whilst at the same time adopting an 'open door' policy to welcome parents and visitors. Our Security Policy ensures that we have in place effective procedures to enable us to achieve this aim.

Guidelines for school security

The building has been structured around the principles of public, privileged and private spaces, ensuring the pupils are safe in their environments and free from public interruptions through the day. This is achieved through security door access systems throughout the whole building giving access to staff but preventing unauthorised persons from accessing areas of the school.

Security of Pupils, Staff and Visitors

All staff are issued with a photographic ID badge. These ID badges must be worn at all times in school.

All visitors, including parents, must report to the main reception area where they will be issued with a visitors badge by our office staff.

All external doors are locked and inaccessible from the outside and therefore inaccessible to anyone attempting to gain unauthorised entry to school.

Staff

Staff should wear ID badges and staff lanyards at all times.

Staff to contact the School Office or senior staff in an emergency, via classroom telephones;

All staff must challenge visitors who are not wearing a visitors badge;

Internal Building

All external doors to be kept closed.

All rooms containing equipment that may pose a risk to be kept locked .

External Building

School gates leading into the school yards are to be kept locked during school hours.

All staff to challenge visitors on the school grounds during playtimes;

Staff on yard duty are responsible for ensuring that the appropriate doors and gates are locked/shut at the beginning of each break /lunchtime and that pupils do not stray from permitted play areas.

Lunchtime supervisors are responsible for closing doors behind them when the children are brought in from the yard at the end of the lunchtime period.

The exterior premises are monitored by CCTV cameras 24 hours per day.

ICT

All teaching staff have access to laptops and desktop computers which are password protected. Our E-Safety Policy has been agreed by all staff and must be strictly adhered to. Staff are responsible for ensuring that computers are not accessed by unauthorised persons and must not be used for personal use e.g. internet shopping.

Induction

New Staff/Trainees/students and Work Experience Placements:

Mrs Kerry Lilico and Miss Lisa Judson hold responsibility for the induction of new staff and trainee teachers and hold regular meetings with these members of staff to set targets and provide professional support and guidance. Miss Hannah Girvan also undertakes the organisation of students and Work experience placements in school.

Job Descriptions

All staff have job descriptions which are negotiable with the Headteacher.

Lost Property

Lost property bins are located around school.

Lunchtime

There are currently 2 lunchtime supervisors employed by school.

School Meals

Children who pay for school meals do so via a sealed dinner money envelope, preferably handed in at the start of each week. Staff and pupils have a choice of 2 main meals or sandwiches with a choice of 2 fillings. All pupils eat in the dining hall: at staggered sittings, which rotate weekly. Packed lunches are also eaten in the dining hall

Medical

Emergency Contact Information and Medical Information

Emergency contact names, numbers and any relevant medical information for all children can be found in the school office. This information is updated annually and when the school is notified of any changes.

First Aid

All staff share in the corporate responsibility for the care and safety of pupils. Any staff on duty normally administer basic first aid particularly where injuries are deemed to be of a minor nature. There is a medical kit in each area, which is checked and regularly restocked by the school office. Additional supplies can also be made available. Injuries of a more serious nature are dealt with by trained staff and where necessary parents are contacted.

The school is aware of basic hygiene - all staff dealing with blood/body fluids wear rubber gloves and where there are spillages of blood/body fluids a dilute antiseptic solution is used to clear up. There is considerable input on a day-to-day basis teaching the children the rules of basic hygiene. No child is ever allowed to administer first aid.

Staff with First Aid training - All Support Staff and Lunch Time Supervisors.

Parents must be informed if their child has had an accident at school unless the injury is of a minor nature such as a slight cut or bruise. This information can be relayed either by word of mouth, telephone or in writing. Class teachers ensure that this information is relayed to parents by the most expedient method.

Accident forms are completed for any injury of a serious nature. Copies of these together with a specific letter for head injuries are available in the each shared area, as well as the School Office and should be completed by the member of staff on duty or any supervising adult who witnesses the incident and passed onto the Headteacher. The school logs any serious accidents with the LA. **Parents are always informed if there has been a head injury via a 'head letter' which children take home.**

Where a member of staff or visitor has an accident on school site, an accident form must be completed. These are available in the school office. **The Headteacher must be informed in such circumstances.** The procedure for reporting accidents and for medicines in school follows both North Tyneside and DCSF guidelines, copies of which are in the school office.

Unwell children

Children who are sufficiently ill to require attention should be sent to the School Office accompanied by another child. Parents will be contacted if a child is too ill to remain in school.

Mobile Phones & Use of Computers

All **staff mobile phones** should be switched off/on silent during lesson times and in meetings. Personal emergency calls may be taken through the school office. Staff mobile phones should only be used when staff are not in contact with children in their care and must not be used to capture images of any children in their care.

Personal use of the internet in school is not allowed and only school email provided by Google Mail which should be built into platform logins are allowed to be accessed in school.

Money for Visits/donations etc

All money received from pupils is collected by office staff/support staff and placed in the money envelopes provided. **No child should be given responsibility for handling any cash other than their own.**

Open Afternoons and Evenings

The school currently holds open afternoons/ evenings throughout the year to report to parents. Specific Curriculum Workshops are also held to inform parents of the curriculum and discuss school issues.

Written reports are issued to all parents during the Summer Term. Throughout the year there are many opportunities for parents to join their children in class so they can enjoy learning together and showcasing progress.

Parent Volunteers Within School

At Grasmere Academy we are fortunate to have a number of parents who help in school in a variety of ways. If parents have a special talent or skill that could benefit the children and the wider school community we would value the opportunity to make use of this. The school office will assist with any enquiries and necessary paperwork. Parent volunteers are encouraged into school, and their support is welcomed in class. A list of parents who are DBS cleared is held in the Safeguarding File (available from the Office). Any parents accompanying school trips and supporting in the supervision of pupils other than their own children must have DBS clearance.

PDC (Professional Development Cycle)

All teaching and support staff (except NQTs) are involved in Performance Management. Targets are agreed annually and termly meetings are held to discuss progress, in line with professional development action plans.

Staff Development

Individual Staff Development meetings take place annually between the Head Teacher and all staff. These are on an informal basis and used to discuss general school issues and staff well being.

PE

Each class has 2 timetabled PE lessons. P.E equipment is stored in both halls with outdoor equipment being stored in the large hall cupboard. It should be cleared away back into these cupboards by the end of each day. In order to prevent loss/damage and untidiness of storage, children should always be supervised whilst in these areas.

PE Kit

All pupils must change for PE. They must wear sandshoes or trainers for indoor PE. Bare feet are also acceptable. The agreed PE uniform should be worn. Designer shorts/shirts are strongly discouraged, as are football strips.

R – Y2	Sandshoes and black shorts/white T-shirt
Y3- Y6	Sandshoes/trainers, black shorts and white T-shirt

For outdoor games, a tracksuit may be worn (or sweater) in colder weather. Correct footwear is essential, training shoes may be worn for outdoor games, but children must have a change of footwear.

No jewellery may be worn for PE, games or swimming.

Phone Calls

Internal Calls - There are internal phones throughout the school in **all** of the classrooms. A list of the telephone numbers are printed and are located by each telephone.

External Calls – To make an external call the telephones in the office, Miss Ellis' room and Mrs Lilico/Miss Judson's room.

In an emergency please phone the office or Headteacher .

Planning Files

All teaching staff keep files of work to be covered each half term and week. These plans are also kept on the shared drive of the school network in the staff folder.

Staff files include such information as:

Plans of work
Class details & sets/ groupings
Timetables & Duty Rotas

Day to day information
Target Setting
Other useful information

Staff also have assessment files which contain information about SEND and assessment data.

Staff are responsible for retaining copies of CPD records and Performance Management Targets.

PPA (Planning, Preparation and Assessment Time)

All full time teaching staff receive 10% non contact time from class. This does not apply to daily paid supply teachers.

Staff are expected to take their PPA time on school premises unless otherwise agreed by the headteacher.

NQTs receive an additional 10% non contact time for CPD.

Pupil Presentation (Uniform & Hair)

All pupils should wear the school uniform:
Black shorts / trousers / skirt
White Polo shirt
Purple school jumper
or
purple checked summer dress for girls

Jewellery should not be worn except for watches and 2 stud earrings. Children with pierced ears may wear a maximum of two stud type earrings. These should be removed by the children before PE/swimming.

We would also advise that coloured hair dyes (red, green etc) and excessive use of gels/sprays are not permitted except for charity/fun days.

Any form of extreme hairstyle including 'Mohican' type styles, or excessive use of hair accessories and hair colourings are not allowed. The Governors deem these to be unacceptable for school.

School Parliament

The School Parliament is made up of a child from each Year Group. The School Parliament meet at least every month. Prior to each meeting the members take comments from their peers on school issues and following each meeting School Councillors feedback to their class.

School Details & Contact Numbers

Grasmere Academy Grasmere Court Killingworth Newcastle upon Tyne NE12 6TS Tel: (0191) 2008343	Web: www.grasmereacademy.org.uk Email: info@grasmereacademy.org.uk Headteacher email: kerry.lilico@ntlp.org.uk Headteacher mobile: 07852907279 Deputy Head Teacher email: lisa.judson@ntlp.org.uk Assistant Head mobile: 07764483759 Caretaker: 07526005787
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School Staff and their Roles – 2017 - 2018

Name	Role	Year Group	Responsibilities
Kerry Lilico	Acting Executive Head Teacher Teacher SLT		Lead Child Protection DP Assessment/Pupil Tracking/Data Analysis Quality Monitoring reviewer Professional Development Coordinator Performance Management Lead Educational Visits Coordinator Governor
Lisa Judson	Acting Head of School/Deputy Head Teacher SEND Lead SLT	ARP	SEND/Inclusion Lead Pupil Premium/LAC Lead Teaching Assistant Line Manager The Arts Working Group Leader International Links Lead
Hannah Girvan	Teacher SLT	EYFS – Guinea Pigs	EYFS Manager Phonics Lead Literacy Working Group Lead Student Mentor and Work Experience coordinator
Sam Witty	Teacher (NQT)	Year 1	PE Lead
Kayley Waters	Teacher	Yr 2 Badger Class	History/Geography WG Leader
Michelle Witty	Teacher	Yr 3/4 Foxes Class	E Learning Lead Teacher
Helen Winship	Teacher	Yr5/6 – Squirrels Class	Maths and Science Working Group Lead
Claire Rowland	Teacher (NQT)	ARP	Outdoor learning
Pauline	Teaching	Year 2 and	Nurture/ Intervention

Stephenson	Assistant	Intervention	
Cathi Biggin	Teaching Assistant	Year 5/6	Nurture/Intervention/ Success@Arithmetic
Maureen O'Donnell	Teaching Assistant	Year 3/4	Nurture/Intervention
Isobel Okukpolor	Teaching Assistant	Year 1	Intervention
Susie Mclvor	Teaching Assistant	EYFS	Phonics/Intervention
Loraine Curry	Teaching Assistant/HLTA	ARP PPA cover	Nurture/Intervention/Phonics PPA cover across the school PHSE Lead
Laura Ritchie	Teaching Assistant	ARP 1-1 support	
Amy Carmichael	Teaching Assistant	1-1 support	
Sarah Harkins	Lunchtime Supervisor		Breakfast Club
Phil Silitoe	Lunchtime Supervisor		
Office Staff			
Domonique Ellis	Company Secretary		Financial Management School Administration Health and Safety
Charlotte Routledge	Admin Apprentice		
Premises			
Peter Hewitt	Caretaker		Fire Warden Health and Safety Line Manager for cleaning staff
Phil Silitoe	Cleaner		
Beverley Sweeney	Charge Hand		
Sheila Wymess	Cleaner		Breakfast Club

SEND (Special Educational Needs and Disability in School)

Miss Lisa Judson is the Inclusion Manager. She supports pupils and parents. Any concerns over a pupil's progress should be addressed to the class teacher and then further referred on to Miss Judson, if it deems appropriate. Concerns over pupils with a statement should be addressed to Miss Judson in the first instance.

Senior Management Team

Acting Executive Headteacher

Mrs Kerry Lilico

Acting Head of School/Deputy Head Teacher

Miss Lisa Judson

Early Years Manager

Miss Hannah Girvan

Smoking

Grasmere Academy is a **NON SMOKING** school. Smoking is not permitted anywhere on the school premises.

Staff Absences

The school has adopted the North Tyneside Absence policy, a copy of which is available in school.

All staff must notify The Office **by telephone at 8am** if they will be absent that day due to illness.

On the day before your expected return to work you must contact school by 2.45pm.

It is important that you speak to someone in person. A message is not acceptable.

These arrangements are in place to give us time to cover the absence.

Please refer to the school's agreed policy for 'Leave of Absence' for further details.

All staff planning should be available for any staff covering for sickness or supply. It is important that every effort to disseminate planning to school is made should a member of staff be absent at the beginning of the week. This can be done by e-mail. Copies of weekly timetables, literacy and numeracy weekly plans **MUST** be displayed prominently in the classroom and be accessible on the shared network.

Staff Dress Code

The image you present creates the first impression - often the lasting impression - on the people you meet. A person's dress and appearance are matters of personal choice and self-expression. However, staff and people working in school should consider the manner of dress and appearance appropriate to their professional role which may be different to that adopted in their personal life. Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake.

Staffroom

The staffroom is for the use of all school staff. Trainee teachers on teaching practice also have their breaks here. Plans of the current and following years' projects are housed in the staffroom to enable staff to plan topics to cater for progression and prevent duplication of subject matter. Any other school visitors, parents or workers may be taken to either the staff room. All school and LA circulars are posted in the staffroom. Please check notice boards regularly. Staff can make a termly donation for refreshments (tea/coffee) or bring their own provisions there is hot water on tap, a fridge-freezer, toaster and microwave oven available for staff use.

Yard Duties

All support staff do morning yard duties and are on duty at break-times to ensure that any vulnerable children are supported. As a consequence, support staff take their breaks at 15 minutes before break times. All support staff are First Aid Trained.

We welcome suggestions/ideas from visitors and staff which, had they been included in the handbook, would have proved helpful to new and visiting staff.

After reading and agreeing to this handbook please sign and date below and give a copy to Domonique Ellis.

Signed:.....

Date:.....