

Chandos Primary School

Staff Handbook

2019-2020

The Staff Handbook provides an overview of procedures and expectations for all staff at Chandos Primary School.

This document should be read in full. It is the understanding that all staff will follow these guidelines in full.

It is all staff's responsibility to be familiar with school policies. Key policies are available on the school website. They are also saved on google drive in Staff/Policies

Key policies that should be considered in line with this handbook are:

- Safeguarding
- Prevent Policy and Guidelines
- Keeping Children Safe In Education 2019
- Behaviour and Care & Control
- Staff Code of Conduct
- Management of Attendance (Staff)
- Fire Evacuation
- Health and Safety
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Chandos Mission Statement and Values

We are a welcoming, happy, safe school community representing many cultures and faiths from across the globe.

Our core purpose is to enable children to reach their full potential and have the necessary skills to live harmoniously as constructive global citizens.

We do this by:

- Developing a love of learning; providing a high-quality, broad relevant curriculum where every child can successfully achieve their very best
- Celebrating and respecting the individuality and strengths of each and every child
- Working in strong partnership with families and the wider community
- Ensuring our school is a safe, secure place where caring and tolerant relationships are at the heart of what we do

At Chandos we are:

Compassionate, Honest, Aspirational, Nurturing, Determined, Optimistic and Self-aware

These values form the backbone for all that we do and how we work with and support one another as children, adults and families.

Working Together at Chandos Primary

Our school motto, developed by the children of Chandos, epitomises the strength of teamwork and working together. This applies to both children and staff at our school.

“Growing, Learning, Achieving Together”

Each class teacher is responsible for planning and delivering work at an appropriate level for every child in their class. Children may at times work with other teachers or support assistants, either as individuals, in groups or as a class, in other parts of the building.

Support staff will be deployed by the Inclusion Lead/SENCo and Phase Leads according to children’s needs as identified from pupil progress meetings.

Communication, professionalism and respect between all staff is imperative as we are role models to the children in our school.

STAFF LIST

James Allan	Head Teacher
Deana Connolly	Assistant Headteacher, Inclusion
Rebecca Lewis	Assistant Headteacher, Phase 3/English
Pelego Powell	Assistant Headteacher, Phase 2/English
Gillian Devlin	Assistant Headteacher, Phase 1
Christine Cushing	Chair of Governors

PHASE 1

G.Devlin	Teacher	Nursery Phase 1 Lead
K.Hall	Teacher	Nursery
S. Garwood	Teaching Assistant	Nursery
T. Newman	Teaching Assistant P/T	Nursery
L.Miah	Teaching Assistant	Nursery
V. Lewis	Teacher, RQT	Reception
M. Alonge	Teacher	Reception
L. Wilkes	Higher Level Teaching Assistant	Reception
L. Tudge	Teaching Assistant	Reception
A. Sargeant	Teaching Assistant	Reception/Year 1
R. Barber	Teacher P/T	Maternity from Nov 2019 Science Lead

PHASE 2

L.Hogg	Teacher, RQT	Year 1
G.Hetherington	Teacher	Year 1
B.Cartwright	Teaching Assistant	Year 1
W. O'Neill	Teaching Assistant P/T	Year 1
P. Powell	Teacher	Year 2/3 Phase 2 & English Lead
A. Connolly	Teacher	Year 2
Y.Karim	Teacher	Year 2
G. Smith	Teaching Assistant	Year 2
S. Holmes	Teaching Assistant	Year 2
A.Smith	Teacher	Year 3
L.Howarth	Teacher	Year 3 Curriculum Lead
H. Dehal	Teaching Assistant	Year 3
J. Coley	Higher Level Teaching Assistant P/T	Year 2

PHASE 3

S. Akram	Teacher	Year 4
L.Givans	Teacher, NQT	Year 4
M. James	Higher level Teaching Assistant	Year 4
S. Cooke	Teacher RQT	Year 5
M. Gibson	Teacher	Year 5
C. Jarrett	Teaching Assistant	Year 5
B.Lewis	Teacher P/T	Year 6 Phase 3 & English Lead
C Pietrzak	Teacher	Year 6 Computing/PE/Sports Lead
A Cockell	Teacher	Year 6 Maths lead
M.Samuels	Teaching Assistant P/T	year 6
B. Omar	Teaching Assistant P/T	Year 6
F. Bibi	Teaching Assistant	Year 6

INCLUSION / PASTORAL

D.Connolly	SENCo/Inclusion Lead
F. Samuels	Learning Mentor/Attendance
H. Kaur	Parent/Pupil Link Worker
Z. Begum	EAL support/Interpreter P/T

Admin Department

F. Smith	School Business Manager
C. Blagg	School Secretary
S. Hassan	Finance Officer P/T
C. Parry	Administrator
S.Moles	IT Operations Manager P/T

Cooks

Julie North	Head Cook
Matt Lightfoot	Deputy Cook
Tracy Thomas	General Assistant
Cheryl Keasey	General Assistant
Reginald Bennett	General Assistant

Dinner Supervisors

Claudette Balfour	Lubna Miah	Rowshan Begum	Sana Usman
Emma Gardener	Tazeem Khan	Jenny Osborne	
Sarah Peters	Tina Revill	Keisha Robinson	Faduma Ali
Shumaila Khan	Yasmin Kadir	Sabira Bhalloo	
Alimun Nessa	Anne Parsons	Koodiza Khan	Sadna Kaur

Site Manager

Sean Rochford

House keepers

Avis Audain	Pat Carrington	Fay Bennett
Karen Boyle	Hadjira Mussa	Ann Parsons
Jenny Osborne		

The Governing Body

We have a supportive Governing Body made up of parents, teachers and representatives from the community.

Name	Committee	Role	Status	Term of office end date
Mrs Christine Cushing	S&I	Chair LGB Safeguarding	Foundation	31/1/21
Mr Sajid Mohammed	F&R	Vice Chair LGB Chair F&R Maths link	Foundation	31/1/21
Mr Ian Foden	F&R	Health and Safety	Foundation	8/2/21
Mr Jon Sleigh	S&I	Curriculum Link	Foundation	21/3/22
Miss Camille Gill	S&I	English Link	Foundation	16/12/21
Mr Mohammed Ali	S&I	SEND link	Parent	8/2/21
Mr Chet Patel	F&R	English Link	Parent	8/2/21
James Allan	Head Teacher		Ex-officio	
Mrs Claire Jarrett			Staff	24/3/20
Fiona Smith in advisory capacity	F&R School Business Manager			
Mike Box	Clerk			

Key:

LGB: Local Governing Body

F&R: Finance and Resources Committee

S&I: Standards and Improvement Committee

Term Dates for 2019-20

Autumn Term 2019

Term starts	Monday 2 September
Break up	Friday 25 October
Half term	Monday 28 October – Friday 1 November
End of term	Friday 20 December
Teacher Training Days	Monday 2 & Tuesday 3 September Monday 4 November

Spring Term 2020

Term starts	Monday 6 January
Break up	Friday 14 February
Half term	Monday 17 February – Friday 21 February
End of term	Friday 3 April
Teacher Training Day	Monday 6 January

Summer Term 2020

Term starts	Monday 20 April
Local Elections	Thursday 7 May – school closed to pupils (to be confirmed)
Bank Holiday	Friday 8 May
Break up	Friday 22 May
Half term	Monday 25 May – Friday 29 May
End of term	Friday 17 July
Teacher Training Day	Monday 1 June

There will be occasional days during the year when the school is closed to children. We will confirm these at least a term prior to closures.

Daily Times

2a. Core Day

- Core day 8.30-3.30, all staff must be present for the full core day, unless contract specifically indicates otherwise.
- All teaching staff are expected to attend staff training/meetings on Wednesdays 3.30-4.30, unless contract indicates otherwise.
- School starts at 9.00 a.m. and ends at 3.00 pm for Reception and KS1 and 3.10 pm for KS2. Pupils are welcome to come into the class from when doors are open at 8.45a.m.
- Nursery opens at 8.40am, learning starts at 8.45 and ends at 3.00pm on Mon, Tues, Thur and Friday, and 11.45 on Wednesday.

2b. Arrival/Departure - staff

All staff should arrive and leave by the main entrance or entrance to rear car park. In the interests of fire safety, all staff must **ALWAYS** sign in/out electronically whenever entering or leaving the school site, however brief your trip from school is. You can sign in and out electronically by swiping your fob at the front entrance or rear carpark entrance only.

Daily Time Table

Phase 3 Years 4-6	
8.30-8.45	Staff briefing (Fri)
8.45-9.00	Doors open/registration

9.00	All in class – learning starts
10.40	Phase 3 - Assembly
11.00-11.15	Y4/5/6 playtime
12.25-1.10	Y4 lunch and play
12.45-1.30	Y5 lunch and play
12.55-1.40	Y6 lunch and play
3.10	End of school day

Phase 2 Years 1-3	
8.30-8.45	Staff briefing (Fri)
8.45-9.00	Doors open/registration
9.00	All in class – learning starts
10.30–10.45	Y1/2/3 playtime
11.45-12.30	Y1 lunch and play
12.00-12.45	Y2 lunch and play
12.15-1.00	Y3 lunch and play
2.40-2.55	Phase 2 - Assembly
3.00	End of school day

Phase 1 - Reception	
8.30-8.45	Staff briefing (Fri)
8.45-9.00	Doors open/registration
9.00	All in class – learning starts
12.00-1.00	Lunch and play
3.00	End of school day

Phase 1 - Nursery	
8.30-8.40	Staff briefing (Fri)
8.40	Doors open/registration
8.45	All in class – learning starts
12.00-1.00	Lunch and play (Mon/Tue/Thu/Fri)
11.45	End of school day (Wed only)
3.00	End of school day (Mon/Tue/Thu/Fri)

Absence and Attendance - Staff

All employees are entitled to expect fair and reasonable treatment, including taking account of equal opportunity considerations. All employees should be aware of and adhere to the procedures relating to sickness absence.

Absence 1 – 7 days:

- On the day of absence, it is your responsibility to notify the school or the appropriate person with a **PHONE CALL, NOT A TEXT MESSAGE** on the first day of absence.
- the employee must telephone the Head Teacher or in the absence of the Head Teacher it should be reported to an Assistant Head Teacher before **7:00am**, clearly stating the nature and probable duration of the illness.
- It is your responsibility to contact the school again, by **2.30 pm** on the first day of this absence to notify of your return or continued absence.

- You should keep school informed daily if you continue to be absent unless you have been signed off by your doctor.
- The first day on returning to work, a return to work interview must take place between the head teacher and member of staff **BEFORE** you return to your duties. **It is the member of staff's responsibility** to arrange the interview with the head teacher. A return to work form must also be completed and signed by head teacher and staff member.
- **Should you not complete the form, you may not be paid for the duration of your absence.**

Absence 8 days or more:

- If an employee is absent for more than 7 days they will require a medical certificate from their GP or hospital.
- On return they must present a return to work notice from their GP
- If you produce a certificate from your doctor for a period longer than two weeks, or produce more than one certificate consecutively, you must obtain a final certificate indicating that you are fit to resume your duties, before you return to work.
- **Certification of sickness is important. Failure to comply with these rules on certification could result in you losing your entitlement to sick pay and/or disciplinary action being taken against you.**
- Staff should read the staff absence policy available on the school's google drive under staff/policies.

Medical Appointments - staff

- All medical appointments should, if possible, be arranged during your own time. Any medical appointment must be authorised by the head teacher.
- It is your responsibility to photocopy your medical appointment card or letter and attach it to the completed Leave Request form, available from the head teacher's PA's office. Absences will not be sanctioned without this. The completed form should be discussed with the head teacher, or in his absence, an assistant head. It is the staff member's responsibility to ensure this brief discussion takes place.
- **Sick Dependents** – Time off is at the head teacher's discretion and will be unpaid unless specifically agreed by the head teacher.
- **Domestic Issues** – Time off is generally unpaid and at the head teacher's discretion.

Pregnancy/Maternity

If you are pregnant, it is essential that you inform the head teacher. A risk assessment of your role in school will then be conducted with the school business manager. Any adjustments to your role can then be considered.

Travelling to courses etc on working days

It is a requirement that employees who use their car for purposes other than travel to their place of work (i.e. a course/meeting) have completed the necessary paperwork and supply a copy of their insurance and vehicle details to be held by the school. Mileage claims cannot be processed without this information.

Religious Observance and Fasting - Staff

Staff wishing to seek a day's Religious Observance should complete a leave request form and discuss with the head teacher prior to their planned absence. Information regarding the agreed days for recognised faiths within the local authority can be requested from the School Business manager.

Request for staff leave in term time

- Request for leave of absence must be made as far in advance as possible, ideally at least two weeks, by completing the request form outside HT office and giving full details of the reason for the request. When the form has been completed it should be passed to your Head Teacher for consideration. Please read the policy notes on the back of the request form carefully.
- All requests for leave of absence will be considered by the headteacher. It should be noted, however, that leave may not be paid or may be denied. The decision rests with the head teacher who will take advice as required in certain circumstances.
- The taking of unauthorised leave of absence will result in the school's Disciplinary Procedure being invoked, which may result in disciplinary action being taken, following investigation, which could result in the termination of employment.

Breakfast Club

Breakfast Club is for children and open between 7.45am and 8.45am, children are provided with a healthy breakfast. Currently this is sponsored by Greggs and requires no charge to children and families. Priority is given to families whose parent/carers are at work, studying or receiving family support. Children will enter the school from the main entrance only.

Registration

- All children should be in class by 9.00.
- The register will be taken using the school portal login. At the *beginning of the morning and immediately after lunch break*.
- The register must be completed by 9.10 prompt.
- Gaps should not be left on the register for any reason. If unsure, please contact the front office.

Absence and Attendance – Children

Late children – arrival at start of day

- The playground gates and doors are closed promptly at 9.00.
- Any child arriving late after 9.00 must enter the school by the front reception.
- On arrival they will give their name to the attendance officer/receptionist and be given a **GREEN** card which they take to their class to indicate they have been logged on the register. This will be collected by the class staff.
- If a child arrives in class after the register has been completed and without a **GREEN** card this indicates that they have not been registered at the front office. The class staff will give the child a **YELLOW** card. The child must return to the office with the card to ensure their register is updated by admin staff at the office.

The **YELLOW/GREEN** cards will be collected and redistributed by admin staff to class/office on a regular basis.

Late children – collection at end of day

Any child not collected promptly from the playground should be brought to the front office where they will be recorded and supervised by support staff until 3.30pm. Parents/carers will be contacted with a letter and pupil name logged by school. Parents of persistently late collected children will be informed in writing.

Early Children (unaccompanied, before 8.45 am)

Please contact the school office to notify them if you see a child arrive early, unaccompanied by an adult and does not have a place within breakfast club. Head teacher/assistant head teacher will be informed and parents will be contacted to clarify procedures at start of day

Children with appointments

Please ensure that all parents who inform the class teacher of their child's appointments are referred to the school's main office.

Break times

Break time arrangements

All classes have a morning break of 15 minutes. The lunch break is staggered according to year group, all year groups have 45 minutes.

All teachers and support staff will be scheduled for a playground duty. In addition, members of the senior leadership and pastoral team will always be on duty from 8.45-9.00 on the playground. If for some reason you cannot do a duty (e.g. course, educational visit) **it is your responsibility** to organise a substitute. If you are absent on the day of a duty please inform us when you telephone your absence in.

Please see attached timetables for times and duty rotas. Please note:

- Children should be taken to and collected from the playground by **ALL class staff – teachers and assistants**.
- No children should be released on to the playground for morning play until duty staff are present. Class teachers should remain with their class until duty staff are on the playground.
- All staff should be present on the playground at the end of break/lunchtimes to ensure the children are lined up quickly and safely, a head count is taken and all children are escorted to class.

Playtime Snacks/Drinks

Children who want a snack to eat at playtime can bring fresh fruit or vegetables or cheese, crisps are not allowed at playtime but can be brought in for packed lunch. Alternatively a healthy snack canteen is run by Year 6 children at morning play, where fruit toast and healthy snacks can be bought by children in KS2.

Fresh fruit is now offered free to Foundation Stage and Years 1-3 children. Milk is also provided through a government scheme for children up to their 5th birthday.

Toast is provided in the morning to reception and nursery classes.

Chocolate and sweets are not allowed. If appearing regularly, please have a word with parents at the end of the day.

Water

All children can bring a plastic bottle of water, with their name clearly on it, to drink in the classroom. Please note that only water can be drunk in the classrooms. Water bottles should not be taken onto the playground. In very hot weather a drink station will be set up on the playground supervised by lunchtime staff.

Fizzy/energy/high sugar drinks are not allowed. If appearing regularly please inform parents at the end of the day.

Lunch times

- Lunchtime supervisors will arrive at Early Years, Year 1 and 2 classes 5 mins before the start of the lunchtime to help with washing hands, toilets and lining up.
- Teaching and support staff are responsible for supervising hand washing and walking to the dining hall for Years 3-6.
- All classes must be fully briefed on, and expected to follow, expectations for movement around school and leaving the classroom. Staff are responsible for ensuring all children are ready to leave the class in a calm and well behaved manner.
- The class should not be taken to the hall until all children are finished in the toilets.
- **NO CHILDREN SHOULD BE LEFT UNATTENDED IN TOILETS OR CLASSROOMS AT ANY TIME.**
- Ensure children have all their belongings and lunch boxes before leaving the class. They will not be allowed back to class until the end of lunch break.
- Classes must be supervised by class teachers/support staff when walking to the lunch hall.
- All class staff, teachers and teaching assistants, should be on the playground to collect their class **promptly** at the end of lunch time.

Movement around corridors and stairwells

Our school is a difficult space for large groups of children to move around. A number of points should be followed when supervising groups and classes of children:

- **All staff** are responsible for ensuring a calm and orderly expectation for movement round the school is maintained. Do not walk past children that you feel are not following expectations in full without calmly and positively addressing the issue.
- All class based staff, teachers and assistants, should assist with supervision of children along corridors, down stairs and into the hall.
- Children and classes are expected to walk on the left hand side in corridors and stairwells.
- Care should be taken to position adult staff at appropriate points and blind spots to ensure children move along corridors and stairwells in a calm and orderly manner (eg: stairwell landings, blind corners, doorways)
- Ensure all children are advised and expected to hold the door open when appropriate for those behind, and to give priority to adults or visitors coming through doorways. Each class should appoint a weekly team of door monitors – rotated regularly.
- Continual encouragement and praise must be given to children and classes who are following our expectations.

Behaviour of the children, Pastoral Care and Discipline

At Chandos we have a clear behaviour policy. It is available on the school website and in **Chandos/Staff/Policies** and should be read in full.

School rules should be displayed clearly in class (using standard school format) and at key vantage points around the school site. They should be referred to regularly throughout the day.

The emphasis for behaviour management is one of calm and positive engagement with children and adults. Any pupil choice or disagreement should be managed as positively as possible, avoiding raised voices. **No member of staff should shout or raise voices at any time.** To ask for quiet and attention in your class follow school practice by raising your hand and waiting for quiet. Children need to be reminded regularly of your expectations for their swift response to this signal.

Chandos is a community in which behaviour is based on praise, mutual respect, care and consideration for others. The class teacher and learning support assistant who know each child well are responsible for setting the appropriate expectations and providing the care of the children in their class. Particular problems are referred to the phase leaders or senior leaders, in consultation with the class teacher.

The core values, standards and attitudes of the school community are made clear to the children by frequent example and regular discussion. Responsibilities governing behaviour within the class, the playground and in shared/public areas of the school are all based on care and consideration for people and their property; this is the responsibility of all members of staff.

In the rare case that a child displays persistent anti-social behaviour, consultation is arranged between the teacher, their phase leader and parents so that an attempt can be made to correct the matter swiftly. Consultations may also be arranged between the parents, Phase Leads, the Pastoral Team or Head Teacher in order to find solutions to problems.

Fixed term exclusion may be imposed in rare cases of persistent and serious indiscipline

Curriculum

Chandos aims to provide a broad and balanced curriculum incorporating the requirements of the National Curriculum, which develops the work of individual children according to their age and ability.

Personalisation

At Chandos we believe that the starting point of good education for *all* pupils is a well-differentiated curriculum plan implemented by class teachers in the normal classroom setting. This plan will meet the needs of the majority of pupils through high quality teaching, with no additional support needed and will contain the following 3 principles:-

- Setting suitable learning challenges
- Responding swiftly to pupils' diverse learning needs
- Overcoming potential barriers to learning and assessment for individuals and groups of pupils.

To support the differentiated curriculum and meet personalised needs of children there is a half termly pupil progress meeting. The class teacher and the leadership team will meet to review latest assessment data and pupil progress. These meetings will identify potential barriers to learning for particular pupils and strategies for overcoming these barriers. From this a plan will form the support that will be most appropriate to enable children in each class to access the curriculum and make progress.

Children with Special Educational Needs

At Chandos Primary we aim to identify children with physical, learning, emotional or behavioural difficulties. If a member of staff has concerns regarding a pupil who is not making the progress expected, in the first instance should seek advice from Inclusion Lead on adaptations and interventions they can make to their teaching and differentiation. If progress is still not evident an SEN referral should be completed and given to the school's Inclusion Lead or Phase leads.

Likewise if concerns regarding a child's emotional or mental health needs (causes for poor behaviour/attitudes/relationships) a Pastoral referral should be completed and passed to the Pastoral Team.

Children with special educational needs have their needs assessed and are then given an appropriate Individual Teaching Plan (ITP). This will be taught by the class teacher and/or a member of the support team who work with individual children or small groups. The class teacher, SENCo, SLT and the governors monitor provision. It is the class teacher's responsibility to work in partnership with the Inclusion Lead to ensure the appropriate provision takes place and has the desired impact.

Staff aims are to work closely with parents, and where appropriate, with outside agencies, to assist the children's progress and achieve success

Religious Education and Collective Worship

Chandos follows the agreed syllabus for Birmingham schools on which the school's practice is based. Assemblies are led by the head teacher and many other members of staff and often involve the active participation of the children. We aim to develop sensitivity and openness towards religious ideas, beliefs and ways of life.

Parents who wish their children to be withdrawn from R.E. and assembly should be asked to speak with the head teacher.

Religious Observance and Fasting

Pupils

Only for pupils in Year 6 are parents allowed to request permission for their children to fast during Ramadan. They should be asked to complete a Fasting Request form prior to the start of the month of Ramadan.

Pupils will be supervised in a quiet place for a period of reflection while their peers eat their lunch. Please refer to the school Fasting Policy for further details.

Relationships Education

At Foundation Stage, at Key Stage 1 and in lower Key Stage 2, relationships education is taught through children's questions as and when they occur. Most of the work stems from children's observations of their families, pets and nature.

In Year 5 children are taught about puberty and in Year 6 children are taught about relationships within the context of stable and loving family relationships. The school nurse works closely with teachers and parents on these programmes of study. Year 6 are offered the "Love Rocks" programme, delivered by the Pastoral team with teachers supporting.

Parents who wish their children to be withdrawn from Sex Education (Y5/6 puberty) should be asked to speak with the head teacher.

Homework

Children are set homework and we expect it to be completed. The homework policy is available on the school's website. Teachers should be clear about what and when homework is set each week, communicate this clearly to parents.

We expect that all parents will help their children's progress by reading regularly at home with them and by encouraging them to complete their homework regularly. Teachers MUST ensure that reading books are changed at least weekly. This should be clearly communicated to parents.

Sports and PE

PE is an important part of the curriculum and all children take part in activities, team games and sports which increase their individual skill and agility level and teach them to play competitively but cooperatively.

A partnership with external agency provides a qualified sports coach to provide one PE lesson per class per week from Year 1 to 6 as part of PPA cover. A second lesson should be delivered by the class teacher.

Year 3 go swimming every Wednesday afternoon. Once class for half the year, before switching with the second class following the Spring half term break.

A Sports Day is held at the school each year for each Phase to which parents are invited.

We also participate in local primary sporting events throughout the year such as Athletics, Cricket, Hockey, Football, and Netball competitions.

Extended School Activities

We have various clubs that are held regularly after school. Parents should collect their child from after school activities at 4.10 p.m. The nature of the clubs varies through the year, updates are communicated by letter, newsletter and on the school website.

Breakfast Club begins at 7.45am and children are provided with a healthy breakfast for no additional charge (sponsored by Greggs).

Parents' Consultation Evenings

Parents meet with their child's class teacher once a term. This is an opportunity to discuss progress and attainment. The teacher can advise on how parents and carers can best support their child at home.

Autumn Term	Thursday 10th October 1.30-6.00pm
Spring Term	Wednesday 12 February 1.30 – 6.00pm
Summer Term	Wednesday 8 July 1.30 – 6.00pm

A letter will be sent out two weeks prior to the parents' evening to identify which block in the evening parents wish to attend. A second letter is sent out a week prior to the evening providing the family with a specific appointment.

On Parents' Evenings children have an early lunch and are collected at 1.00 pm.

Examples of pupils' learning should be available in class for parents/carers to see. This should include the pupils' English and Maths books.

Full school report is prepared prior to the summer parents' evening. This will include details of attendance and achievement through the year, as well as results from statutory assessments at end of Early Years, Year 1, Year 2 and Year 6. Reports are shared with parents during the summer parents' evening.

School Uniform

Uniform expectations

All children are expected to wear school uniform from reception to Year 6. This includes:

- White polo top
- Black or grey trousers/skirt
- Red Sweat shirt or cardigan (school logo optional)
- Black school shoes
- Head scarves, if worn, should be either black, red or white. No pins should be used to hold them in place.
- PE kit includes white or red T shirt, black shorts or leggings, black pumps.

All uniform is available from the school office.

If school uniform is not being worn, please, in the first instance, have a brief word with parents at the end of the day. If it is a persistent issue, please refer to your Phase Lead and the parents will be contacted in writing.

Haircuts/styles should be sensible and appropriate for school. Razor/tramlines are not acceptable. Neither are long haired/bead extensions.

Nursery are encouraged to wear uniform, mainly for ease of clothes changes in case of accidents etc, but it is not mandatory.

Jewellery

Children should not wear jewellery in school except for earrings for 6 weeks following newly pierced ears, these should have tape on them during P.E. and only small studs will be allowed. If they do then it is at parent's own risk and the school will not take responsibility for injury or loss.

Necklaces, bracelets and chains should be removed from a child and returned to parents/carers at the end of the day.

CODE OF CONDUCT FOR STAFF

Dress

The dress code is to help you manage the impression you give to parents/carers, children and the public when you meet them on the school site.

All employees are to be smartly dressed, presenting a positive and professional image of Chandos School at all times. Staff will be expected to dress modestly and appropriately.

Employees should avoid wearing –

- Low cut tops and tops that reveal midriff/tattoos or have slogans on them
- Blue denim jeans or fashion tracksuits or shorts (unless P.E. lesson)
- Stilettos and scruffy trainers
- Clothes should not be distressed or ripped.
- Tattoos should be covered

GOSSIP? JUST DON'T!

It is essential that every member of staff feels safe and respected while at their place of work. No concerns regarding another member of the school staff should be discussed in open or shared on any form of social media. If you have any concerns please raise them directly with the head teacher, in the first instance or, in his absence, an assistant head.

Social Media

Please ensure you are fully aware of the school's Social Media Policy – available on the school website and on Chandos/Staff/Policies.

The school recognises that many employees make use of social media in a personal capacity. While they are not acting on behalf of the organisation, employees must be aware that if associated with Chandos Primary School their activities may affect the perception that people have of the school and potentially damage the reputation of the organisation if they are recognised as being an employee.

Employees should be mindful that when using social media applications, even in private spaces, they do not use or participate in any activities that would question their suitability to work with children or bring the school into disrepute.

All members of the School Leadership Team have a specific responsibility for operating within the boundaries of this policy, and ensuring that all staff understand the standards of behaviour expected of them and taking action when behaviour falls below its requirements.

The school cannot prevent staff from referring to where they work, but staff should use caution if this information is disclosed as it may bring the school into disrepute. However, the employee's online profile (for example, the name of a blog or a Twitter name or your Facebook place of work) must not contain the school or academy name.

Staff should ensure that they do not engage in activities using social media that may bring the school into disrepute including using:

- Inappropriate language and/or posting derogatory or offensive comments
- Contravening the safeguarding and protection of pupils and students
- Harassment, defamation or making derogatory comments about colleagues, pupils or the school
- Bring into question an employee's suitability to work within an education setting
- Bringing the name of the school into disrepute

Any inappropriate postings will be asked to be removed immediately and could result in disciplinary action being taken up to and including dismissal.

Social Networking Access to Social Networking Sites

The school cannot stop individuals from using social networking sites at home in their own personal time, therefore all employees need to understand the implications of inappropriate and improper use of these sites at home. This may still result in disciplinary action being taken.

Posting inappropriate comments

It is unacceptable for any employee to discuss pupils, parents, work colleagues or any other member of the school community on any type of social networking site. Reports about oneself may also impact on the employment relationship, for example if an employee is off sick but makes comments on a site to the contrary.

Social interaction with pupils (past and present)

Employees should not engage in conversation with pupils on any personal social networking sites and should be circumspect in personal network contact with former pupils, particularly those under the age of 18 years. This would also apply to individuals who are known to be vulnerable adults. Individuals working in the school should ensure that personal social networking settings are set to private.

Cyber bullying

The school will not tolerate any form of cyber bullying by employees. Any such behaviour will result in disciplinary action, up to and including dismissal. Cyber bullying may include but is not limited to:

- Offensive emails including joke emails which may offend other employees
- Email threats
- Leaving offensive or inappropriate comments on blogs or networking sites
- Offensive comments sent by text, email or posted on social networking sites

- Sharing another person's details/personal information online without appropriate consent
- Employees who feel they are the subject of cyber bullying must notify their line manager at the earliest opportunity.

Email Good Practice Guide

- **Evidential record** - Never forget that electronic conversations can produce an evidential record which is absent in a telephone conversation. Comments made by an employee during the course of an exchange of e-mails could be used in support, or in defence, of the school's legal position in the event of a dispute.
- **Legal records** - Computer generated information can now be used in evidence in courts. Conversations conducted over e-mail can result in legally binding contracts being put into place.
- **Context** - E-mail in the right context. Care should be taken to use e-mail only where appropriate. There may be occasions when a telephone call or a face-to-face meeting would be more appropriate.
- **Forwarding e-mails** - Consideration should be given when forwarding certain e-mails, particularly long email threads. They may contain information that should not be passed to someone else

Staff Personal Mobile Phones

It is recognised that the majority of staff carry mobile phones with them while at work. However it is essential that all staff understand that the use of phones during teaching hours and in sight or the presence of children is strictly prohibited. All staff must be familiar with the school's Mobile Phone Use Policy. Key messages are:

- Staff will not carry personal mobile phones while working. Phones must be safely stored out of sight of children and should be on silent so that they cannot be heard by children.
- If staff have a break time during their working hours, they may use their mobile phones during these times, but this must not be in an area where children are present.
- In an emergency, staff needing to make a personal call during a lesson or whilst on duty should first obtain agreement from their line manager, ensure that adequate cover has been put in place and make the call in an area not used by children.
- Staff must give the **school telephone** number (0121 464 3881) to their next of kin in case it is necessary for the staff member to be contacted, in an emergency, during school working hours.
- A personal mobile phone may be taken on school journey outings in accordance with guidance – see 'The Use of Mobile Phones on School Trips' section in the full policy on the website.
- Camera or video functions on personal mobile phones must not be used in the school by staff to take images of children under any circumstances.
- Failure by staff to comply with the mobile phone policy guidelines could result in disciplinary action.

Smoke Free Site

The entire school site is a smoke free area. It is our duty to present ourselves as role models to children and families as to how to conduct a healthy lifestyle. As such smoking will NOT be permitted in any part of the schools premises, including kitchens. Smoking will not permitted on land adjacent to the school building (car park, garden areas, walkway etc) where this forms part of the school premises.

Employees should avoid being seen smoking in public in sight of pupils, parents and visitors in order to reinforce a comprehensive approach.

The enforcement of this total smoking ban will be the responsibility of all designated responsible persons within the school. The school's disciplinary procedure will apply for dealing with employees who breach the smoking ban at work.

Staff should refer to the school's Smoke Free Policy.

Grievances and Complaints/Whistle Blowing

There is a procedure to follow if you have a grievance or complaint. Before embarking on this it is your responsibility to try to resolve the situation in the first instance. Please discuss any worries you may have with head teacher in confidence.

The school follows the Elliot Foundation's Whistle Blowing Policy. This is displayed on the school website and it is the responsibility of **ALL** staff to be familiar with the document.

Safety

Trips Risk Assessments

- Please ensure you are familiar with the guidelines for planning and preparing for a trip from school or a visit to school by a special guest.
- Risk assessments should be completed for ALL trips out of school and checked by Trip Coordinator (Mrs Howarth) and Phase Leads.
- The completed risk assessment, held by the class teacher in charge, should be signed by all staff attending the trip to acknowledge they have been fully briefed on arrangements
- The relevant documents to be completed are stored under notice board outside HT office. They are also stored in **Chandos/Staff/Policies/TRIPS and RISK ASSESSMENT**.
- Please ensure that at least two weeks' notice is given to Mrs Parry regarding transport arrangements and the booking of coaches.

Activities Risk Assessments

- Consideration should be given to conducting a risk assessment for some activities within school (e.g.: cooking food, handling/viewing animals)
- The same documentation should be completed as for a trip
- If unsure please seek advice from head teacher or phase lead.

Health and Safety

It is essential that you are familiar with the school's Health and Safety Policy. You are required to read it and you have a responsibility to implement it. If you have any health and safety concerns raise them with the School Business Manager – Fiona Smith or the head teacher.

Collecting Money

As far as possible any money brought into school to pay for trips, lunches or other school events should be brought to the front office and managed by the admin team. If money is brought into school by children it should be collected and sent immediately to the office with an explanation. No money should be kept in class during the school day.

Climbing Frames and structures

All children should have the opportunity to play on challenging equipment and frames. However, staff **MUST** remind children about safe play on the wooden climbing structures throughout the year. Climbing frames and equipment should be supervised at lunch times and playtimes.

Emergency Closure

In the very unlikely event that the school needs to be closed due to extreme weather, staff and children will contact by text. It is essential that school has up to date contact details for all staff. It is your responsibility to ensure that the office has your correct details on the system.

Information of school closures will be posted on the school website. Alerts will be posted on local radio services.

Cleaning and Caretaking

We have team of cleaners who start work soon after the end of the school day. Please ensure that your classroom is left in a tidy state to ensure that they can complete their duties effectively. If you have any concerns, please inform Mr Rochford, site manager, or the School Business Manager, Fiona Smith.

Accidents/minor bumps/injury

- Children should be ESCORTED by an adult to the first aid room and a registered first aider informed. Listed first aiders are posted in the staff room and Medical Room. At no time should children be left unsupervised in the Medical Room.
- Any injury should be recorded on a First Aid Form in the Medical Room. The form should be filed in the First Aid Folder and a copy sent home with the child.
- The class teacher, if this has occurred at lunch/break time, must be informed.
- Gloves need to be used when dealing with bodily fluids.
- Accident report forms should be completed for serious injuries and assaults (these can be located at the office), head teacher should also be informed. Head injuries including bumps should be notified to a member of SLT and a telephone call home to parents should be made along with the required explanatory note.
- If a decision is to be taken whether a child is to be sent home the head teacher must be informed.

Medicines

In cases of short term illnesses, where a child is well enough to be in school, parents must fill in a medical consent form with written instructions for the medicine to be administered in the presence of a member of staff. Medicines are to be kept in the Mrs Blagg's office. All medicines should be clearly labelled with the child's name, and be brought to school in recognised medical/pharmaceutical packaging, appropriately labelled with advice/quantities to administer.

Allergies and Care Plans

Please be aware of procedures for children with allergies and follow their care plan closely. All children with allergies or medical conditions are displayed by photo in classes, staffroom and kitchen. Inhalers need to be taken on trips.

Head lice

If you become aware of a case of head lice in your class then inform the administrative staff in the school office. They will provide you with a standard letter for all children in that class to check their children's hair. The letters must be sent home that day. If further concerns arise please inform the SMT who will then arrange to see the parent.

Staff Incident/Accident/Near Misses

These should be reported using an accident form as soon as the issue has arisen. Major and minor injuries should be reported as follows:-

- A major injury includes fractures, dislocations, loss of sight (temp & perm) chemical burns, electric shocks, hypothermia, admission to hospital for 24hrs+, loss of consciousness, acute illness requiring medical treatment, death
- Minor injuries include deep/heavy cuts and head bumps, bites

Completed forms should be passed immediately to the Head Teacher who will forward to the School Business Manager to be recorded on our school information system and Elliot.

Reporting Assaults.

If, in the unlikely event, you are assaulted you must report this immediately to the head teacher. A report form may need to be completed and passed on to the head teacher immediately. Potential incidents are defined as:

- Physical contact,
- Serious persistent threats or verbal abuse
- Racial or sexual harassment
- Theft of personal or council property

Remember that incidents involving acts of violence may well need to be reported to the police! It is important that any report is completed objectively and accurately.

Fire Drills and Emergency Evacuations

Fire drills are held approximately once every half-term. You will be notified of the first one in the autumn term so that children can be reminded about what to do and not to do! Consult the Fire Policy for full details of procedures and the guidance on the wall in each room.

Lockdown Procedure

Please ensure you are familiar with the Lockdown Procedure. This will be actioned in case of a local or on site event that has been identified as a risk to staff or children eg: dangerous animal on playground, local industrial fire/gas release, unidentified intruder on site.

A lock down practice will be held once a year, generally in the first half of the autumn term. Please be familiar with the school lock down policy, available on Chandos/Staff/Policies.

Security

Site

The school is surrounded by a large fence. School gates are opened at approx. 8.30am. They will be closed promptly at 9.00am. There is a secure entry system at reception. All visitors to the school including parents must report to reception where visitors' badges are issued. No visitor should be allowed to enter the school from the rear car park. Staff may enter from the rear car park, but must sign in/out electronically whenever they arrive/leave the building.

If any member of staff is aware of a visitor in the school who has not been issued with a visitor's id badge, please show them to the front office where signing in can be completed.

Personal property

While we seek to ensure the securest working environment, all staff are responsible for ensuring security of any personal belongings. If valuables are brought into school by staff, they do so at their own risk. Teachers are advised to carry any valuables with them at all times unless left in a lockable cupboard, especially mobile phones/purses/wallets.

School equipment such as digital cameras, ipads, laptops etc should be returned and locked up after use. All school laptops/ipads to be returned to the appropriate trolley.

Car Parking

While we make every effort to ensure security is maintained on the school car parks, cars are parked at the owner's risk.

Every effort should be made to ensure you park in a safe and appropriate manner, trying to maximise space for colleagues and visitors. Avoid, if possible, double parking. If you are unavoidably double parked or blocking another car, please inform the front office so, if required, you can be asked to move. Leave a note in the window identifying the owner of the car. Likewise, if you do need to leave and you are blocked in, inform the front office so car owner can be contacted.

The main car park leads directly to the main entrance of the school. Please be extra cautious when entering or leaving the automated gates as children and families may, on occasions, be using the gates.

Refreshments/Lunches - staff

Refreshments are not provided by the school. Staff are welcome to bring in their own tea/coffee/milk and store in staff room/fridge. Please play your part in loading and unloading the dishwasher and keeping the staff room tidy.

Hot drinks and glasses must not be carried around the school or taken into the classroom for reasons of health and safety.

Free meals are not provided to staff. Staff may **pre-order** a meal from the kitchen by completing the form in the School Office with Mrs Parry. Please note that if you are not on this list the kitchen will not serve you until you return to the hatch with a slip completed by the office. **All meals must be paid for in advance.**

Should staff wish to bring their own food, it is vital to remember that we are a Nut Free school.

The costs of lunches will be displayed in the school office.

Data Protection Act - General Data Protection Regulations GDPR

Information on pupils, parents and guardians is stored on a computer system and may be used for teaching, registration, assessment and other administrative duties. The information is protected by the General Data Protection Regulation and may only be disclosed in accordance with the school's Codes of Practice. For further information, please contact the head teacher of school business manager.

The **GDPR** is a piece of legislation that will set the rules on:

1. How organisations, including schools, process people's personal data and keep it safe
2. The legal rights people have over their own data Any changes are intended to protect sensitive or confidential information about people, including school staff members and the pupils in their care.

Privacy

- The school respects users' privacy. Email content will not be routinely inspected or monitored, nor content disclosed without the originator's consent. However, under the following circumstances such action may be required:
- When required by law
- If there is a substantiated reason to believe that a breach of the law or school's policy has taken place When there are emergency or compelling circumstances.

Employees have a responsibility to make sure sensitive information is used and stored securely. They should:

- Make sure filing cabinets are kept locked when unattended
- Make sure sensitive information is not left on desks or the photocopier/fax/printer
- Make sure papers are not left lying around at home.
- If confidential materials or paperwork are taken away from the school, precautions must be taken to ensure they are not accessible to third parties
- Make sure confidential paperwork is disposed of correctly

Employees have a responsibility to make sure computer data is used and stored securely. They should:

- Make sure computer data is not left exposed to others' view when unattended, or when using computers for sensitive data where other employees may have sight of such data – screen savers should be used where appropriate
- Make sure machines are switched off when leaving the room
- Not disclose passwords to colleagues
- Make sure sensitive data is not stored on public folders
- Be familiar with the security of email/internet systems

Storing and Using Images of Children

It is important for school employees to understand how to safely make and share photographs of children showing awareness of child protection and safeguarding issues:

- Do not use children's names in photograph captions. If a child is named, avoid using the photograph.
- Check parental permission form to see if consent has been obtained for a child to be photographed or filmed before photographing or filming the child
- Only use images of children in suitable clothing to reduce the risk of inappropriate use. Some activities, for example swimming and drama, present a much greater risk of potential misuse.
- Address how images of children on the school website or school social media can be misused. Images accompanied by personal information, such as the name of a child or their hobby, could be used to learn more about a child prior to grooming them for abuse.
- Images or video recordings of children must be kept securely. Hard copies of images should be kept in a locked drawer and electronic images should be in a protected folder with restricted access.
- Images should not be stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones.
- Avoid using any personal equipment to take photos and recordings of children and use only cameras or devices belonging to the school or organisation.

Safeguarding

All staff should

- be familiar with the School's most up to date Safeguarding Policy, as well as being aware of the guidance issued by Birmingham Safeguarding Children Board in [Right Help Right Time](#) and [Keeping Children Safe in Education](#) (September 2019). ALL staff, including governors must read and have a clear understanding of Part 1 and Annex 1 of this document.
- Be alert to signs and indicators of possible abuse
- Record concerns on a **Pink Form** and give the record to one of the Designated Safeguarding Lead (James Allan/HT, Gill Devlin Phase 1 Lead, Harjit Kaur/Parent Link or Fay Samuels/Learning Mentor)

- Deal with a disclosure of abuse from a child in line with the guidance in the Safeguarding Policy (see excerpt below) - you must inform the Designated Safeguarding Lead immediately, and provide a written account as soon as possible.

Dealing with a disclosure of potential or actual abuse

When a child tells me about abuse s/he has suffered, what must I remember?

- Stay calm.
- Do not communicate shock, anger or embarrassment.
- Reassure the child. Tell her/him you are pleased that s/he is speaking to you.
- Never enter into a pact of secrecy with the child. Assure her/him that you will try to help but let the child know that you will have to tell other people in order to do this. State who this will be and why.
- Tell her/him that you believe them. Children very rarely lie about abuse; but s/he may have tried to tell others and not been heard or believed.
- Tell the child that it is not her/his fault.
- Encourage the child to talk but do not ask "leading questions" or press for information.
- Listen and remember.
- Check that you have understood correctly what the child is trying to tell you.
- Praise the child for telling you. Communicate that s/he has a right to be safe and protected.
- Do not tell the child that what s/he experienced is dirty, naughty or bad.
- It is inappropriate to make any comments about the alleged offender.
- Be aware that the child may retract what s/he has told you. It is essential to record all you have heard.
- At the end of the conversation, tell the child again who you are going to tell and why that person or those people need to know.
- As soon as you can afterwards, make a detailed record of the conversation using the child's own language. Include any questions you may have asked. Do not add any opinions or interpretations.

NB It is not education staff's role to seek disclosures. Their role is to observe that something may be wrong, ask about it, listen, be available and try to make time to talk.

Immediately afterwards

You must not deal with this yourself. Clear indications or disclosure of abuse must be reported to the Designated Safeguarding Lead without delay.

Children making a disclosure may do so with difficulty, having chosen carefully to whom they will speak. Listening to and supporting a child/young person who has been abused can be traumatic for the adults involved. Support for you will be available from your Designated Safeguarding Lead or Head Teacher.