



ST THOMAS A BECKET RC PRIMARY SCHOOL

Staff Handbook

Academic Year
2019-2020

The purpose of this Staff Handbook is to give clear guidance to staff as to the expectations for procedures and professionalism at work. It is intended that staff use it in conjunction with other key documents and policies, including your contract of employment.

The staff handbook will be updated termly to ensure that the information is current.

ETHOS & VISION

Our vision is to create a school where every child achieves through a clear focus on high quality teaching and learning, care and commitment to each child's needs and giving each child a sense of joy to their everyday spiritual life at St Thomas a Becket.

Ensuring all children make good or better progress in Reading, Writing and Maths will be one of our core purposes. All staff will consistently and energetically use the most effective methods for teaching these basic skills. Continuous professional development and high quality training, internally and externally, will equip them to do so.

Underpinning this will be:

- Outstanding day-to-day assessment and marking of children's work
- Effective tracking, identifying and celebrating children's progress
- An exciting, relevant and inspiring curriculum
- Excellent support for the needs of each child

Classrooms will be vibrant, supportive and welcoming. They will be full of children motivated by positive, well-paced and purposeful lessons. These lessons will be delivered by staff that are passionate about the children's success in their own right and the joy this brings to them.

Every parent or carer will be able to feel proud of their child's achievements and will know exactly what these are. Clear guidance will be given about the best ways to support children with learning out of school.

All of this will be done because the children and their learning will matter more than anything else. Through the daily caring ethos brought by the Gospel

teachings and reflection, the children will be inspired to learn and become kind, respectful and caring individuals.

We can and we do make a difference to the children.

ENTERING THE SCHOOL SITES

Photographic ID pass and Access Control Cards

All staff are issued with an access photographic ID pass. *Please make sure you sign in and out each day.* If you are moving from site to site during the day, please make sure you sign in and out in each building. If you lose your card, please let the Ms Murphy or Mrs Nisbet know immediately so it can be cancelled and a replacement card issued.

For safeguarding reasons, your photo ID card must be visible on you at all times during the day, using either a lanyard or a clip.

All teaching staff are issued with an access control/entry card which needs to be brought to school each day to allow you to access the school site and sign in. If you don't have your ID card for any reason, it is possible to sign in as a member of staff manually. If you need assistance, please ask the in the office.

If you lose your pass or card, please let Ms Murphy or Mrs Nisbet know immediately so it can be cancelled and a replacement can be issued.

All replacements come with a cost, so please look after your cards and passes. Please ensure that all gates and controlled doors are closed behind you to keep our pupils and staff safe.

Car Park/Parking

When parking, consider whether you need to leave early so you can go without having to ask someone to move their car. Alternatively, please park on the road. When parking on the KS2 site, please refrain from parking in front of the driveways on Mottisfont Road or in either of the cul-de-sac bordering the school.

School Opening Times

The school is open at **7am** each morning for each site. The school closes at **5.45pm and 6pm** on alternate weeks for each site. The building will always be open until these times even if there are very few people or, in fact a sole person working to this time.

On occasions when you may feel you would like to stay later, please make a request with the Headteacher or in her absence, the Deputy Head at least a day in advance, if possible.

STAFF WELLBEING AND SAFETY

Dress Code

Staff should dress appropriately for the activities of the day bearing in mind that we are setting an example for the children, that we are role models in the teaching profession and for our parents, also.

Trainers must always be worn when taking PE lessons

Whilst out on a school trip, if the pupils have been requested to wear school uniform, then please accompany them smartly dressed. This also applies to attending courses as you are representing St Thomas a Becket RC Primary School.

For teaching staff, denim, in any colour and sport leggings are not suitable attire for school. Low tops are also not appropriate. Please avoid extremes, for example, clothing bearing slogans and very short skirts or dresses.

For your own health and safety, please ensure that footwear is comfortable and is suitable, in cases of emergencies.

Employee Assistance - Work Place Options

As a school, we are an incredibly supportive staff. This is reflective of who we are and the ethos of our school. However, at times, professional support may be the best option for you. [*The Royal Borough of Greenwich Employee Assistance Programme*](#) is provided by Workplace Options. This programme offers an information and counselling service. Information can be provided over the phone, by email, or by post. Counselling is offered over the telephone or in a face-to face setting, close to your work or home.

The key benefits of the employee assistance programme include:

- no cost to the employee
- available 24 hours a day, seven days a week, 365 days a year. At any time of the day or night, weekends, and over bank holidays, you will be able to speak with one of the employee assistance programme professionals
- unlimited support - you can use the service as often as you need to.
- Confidential - no one at the Royal Borough will know that you have called, unless you choose to disclose this.
- independent, impartial source of support - the Employee Assistance Programme is completely independent and does not represent any organisation, including the Royal Borough.

Benefits of the Employee Assistance Programme

The employee assistance programme can provide support on a wide range of work and personal issues. Although there is no exhaustive list, some examples include:

- relationship problems - personal and at work
- financial and debt issues
- legal matters
- consumer issues
- pressure and stress
- anxiety and depression
- work overload
- bullying
- bereavement
- child care
- elder and disability care

How to use the service

As well as contacting the employee assistance programme by telephone, you can also access information and support online.

Logging in:

Visit <http://www.healthassuredeap.com> and use the following login details:

- Username - royal
- Password - Greenwich

Contact details:

- Telephone: 0800 030 5182 (freephone)
- Download the Health e-Hub on Google Play or Apple App Store

Hot food/drinks

Hot or cold drinks (except water) should not be drunk during lesson times except if you have returned to your classroom straight from playground duty.

Hot drinks in insulated cups or flasks should only be used. If drinks are taken to a room in mugs, before or after school, please return them to the staffroom. Please help the cleaners by not leaving mugs in the classroom sinks and on teacher's desks.

Please do not have any canned drinks on teacher's desk during lesson times. Please take extreme care when walking through the schools halls or playgrounds, carrying an insulated cup, if a lesson is taking pace.

Personal Belongings

Please ensure that personal belongings such as handbags and mobile phones are put away during working hours.

Mobile phones should not be on your person during lesson times. This is a safeguarding point.

If you needed to be contacted for a particular reason e.g.: sickness of child, please make sure you have given the school number to the relevant parties. This will ensure you will receive a message immediately via Sarah or Finola. **Please refrain from using your mobile phone walking around the school during break or lunch times.**

Professional conduct

It is important to remain professional at all times, even under stressful circumstances. It is not acceptable at any point to speak unprofessionally about another member staff or publicly challenge a colleague in an aggressive manner. If you have been put in an unfortunate position of either hearing or being the recipient of the above, please inform an appropriate member of the senior Leadership Team who will always inform the Headteacher. If you deem the incident serious enough, please inform the Headteacher straight away. Any unprofessional conduct will be challenged and, more importantly, attempts will be made to resolve the situation for all parties involved. Incidents may need to be logged.

Please refrain from chewing gum during the school day as it does not support a professional image.

School Holidays

During the school holidays members of staff are allowed on site if:

- The Headteacher has authorised you to enter the school grounds for a given reason.
- The school is open during the contracted working hours of the Premises Manager.
- *** Please notify The Premises manger if you wish to go into school during half term, Christmas and Easter holidays.
- The school has been declared open for access.
- Staff will be informed, in advance, if the school is not open during the holidays. This is for your safety as works are often underway in the holidays.

SCHOOL MEALS

If you would like a school meal then please order with the Sarah or Finola before 10.30am and please provide payment of £2.30. The school has a no debt policy for school meals which extends to staff. Copies of the menu are available outside of the servery areas in the two halls. Please return your plate/bowl to the kitchen after you have eaten your meal.

THE STAFF ROOMS

The staff room is provided as an area to rest, switch off and meet with other staff. If at all possible, no work should be completed in this room. It is important to keep this room tidy i.e. washing up crockery/cutlery you have used or placing them in the dishwasher and tidying up after yourself to ensure that this remains a pleasant area for everyone to use.

From time to time we all feel like having a moan but the staff room is not the place to do it. Please remember that professional conversations regarding children's needs and behaviour should not take place in the staff room setting.

Please ensure that any recyclable waste (glass, plastic or paper) is placed in the recycling bin and food waste is deposited in the food waste bins. Also, please ensure that you throw away any out of date food you have in the fridge rather than leave it there.

Please check the board in the staff room daily as it will have information on it regarding what is going on in the school or requests from other members of staff.

Important information on a variety of topics may be available on these notice boards.

For teaching staff; please check register boxes regularly as this is where paper based communication will be based to make its way to you.

STAFF WEEKLY PLAN

Weekly plans are compiled each week by the Headteacher and will be sent to all teaching staff on their work emails before Monday. If you would like to add anything to the memo please write down what you would like to add and leave it with the Head teacher by Thursday lunchtime. Please, title your note **STAFF MEMO**.

Paper copies are printed and put in register boxes as well as placed on staffroom notice boards. Weekly Plans include information about what is happening in the following week as well as notices and important information. Please ensure that you read these as these replace the need to hold a weekly briefing.

Support/Advice

If at any time, you need support or advice, please always seek it. There will always be an appropriate member of staff who will be able to help you. Please do not let things fester. This is particularly important regarding workload if you find you are behind with something. Members of the senior leadership teams, as mentors, will be able to offer advice, strategies and help with prioritising. It may be useful to pop this in an email following the discussion. Whatever is decided in a meeting as a collective group, that is what we all do, the time to discuss concerns and ask questions is at this time.

Remember that members of the SLT are human too. There may be a time when we occasionally forget something. As a fellow professional go and see us and ask. We might need a prompt, please do not assume we don't care or it's not important to us.

The Head teacher's door is always open - although the Head teacher does not need be your first point of contact. If you need a senior leader at a meeting or to 'hover' in the background please say. Also, if you want advice about how to approach a parent or a situation again ask, so the SLT can support you.

STAFF BREAKS

Please make sure that, as staff, we all return from breaks on time.

Please be ready to leave the staffroom as soon as the pips go on KS2

On the F/KS1 site, please be ready to leave the staffroom at the end of the scheduled break times. For all teaching staff, arriving on time onto the playground after all breaks allows a smooth transition for the children into their classrooms.

PLAYTIMES/LUNCHTIMES

For teaching staff, if you are on duty, please make sure you are on the playground before the children come out. For all support members of staff, who are on playground duty on a particular day, please make sure you are outside ready to supervise before the main body of the children come out to play.

Please make sure that you are moving around your designated playground or an area of the playground to prevent and foresee any problems occurring as well as supporting the children in their play.

In KS2, before you bring a child in for first aid, please inform the teacher at break times and the Senior Dinner Supervisors at lunchtimes that you are leaving the playground. If there is a behaviour incident and a child needs restraining, it is imperative that a member of the senior leadership team is called and become aware of it as soon as possible. Please refrain from a group of staff gathering around attempting to help and to restrain the child. Your intentions will be respected but the safety and safeguarding of the other children on the playground are crucial at this time.

Please give out as many positive reward stickers and positive verbal comments as you wish. This creates a happy and safe playground for all children and staff to be in.

TEA CLUB

If you would like to have tea and coffee during break times, please make sure you leave your money in the school offices. Both Lauren (KS2) and Finola (F/KS1) have kindly offered to continue to purchase items for this.

If you do not wish to use this facility, please provide your own refreshments.

ABSENCE

Sickness Absence

Teaching Staff

If you are going to be absent due to sickness you need to phone the Head teacher in your absence (not text) before 7am on your first day of absence. You then need to contact the office daily before 2.30pm to confirm whether or not you will be returning to work the following day. This needs to be done daily until your return unless you have a doctor's certificate.

Support Staff

If you are going to be absent due to sickness, you need to phone the school office and ask to speak to the Headteacher or in her absence, the Deputy Head teacher before 8am on your first day of absence. You then need to contact the office daily before 2.30pm to confirm whether or not you will be returning to work the following day. This needs to be done daily until your return unless you have a doctor's certificate.

For all staff, when you phone you will be asked to explain the reason for your absence as the absence is logged directly into I-Trent

Text messages or getting someone else to ring in to report your absence is not appropriate.

Sickness absence exceeding three calendar days

(Excluding Sundays unless contracted to work Sundays)

Where your sickness absence exceeds 3 days you must obtain a "Self-Certification" form from the school office and complete this in respect of any

sickness absence from the 1st to the 7th calendar day of sickness (including Sunday). For example, if you are absent from Monday of one week and return to work the following Monday, you should include Sunday as the 7th day. This form should be sent, duly completed, to School Business Manager as soon as possible.

Sickness absence exceeding seven calendar days

Sickness absence exceeding seven calendar days requires a doctor's certificate. These can be posted for the attention of the school Senior Admin Officers.

Returning to work

On your return it is your responsibility to complete a return to work form with your line manager on the day of your return. These are available from the staffroom. Failure to complete this procedure could result in the absence being unpaid as your absence will remain open on I-Trent. When completing the return to work form line managers will need to select one of the following options and elaborate in the notes section where necessary as staff absence is entered into iTrent.

- Back/Neck Problems
- Chest/Respiratory (including Asthma, Bronchitis and Hay Fever)
- Doctor/Dental/Hospital Appointment
- Eye/Ear/Nose/Mouth/Dental (incl. Sore Throat, Sinusitis and Tonsillitis)
- Genitourinary (incl. Gynaecological and Menstrual Problems)
- Heart/Blood Pressure/Circulation
- Infections (incl. Colds, Coughs and Flu)
- Neurological (incl. Headaches and Migraines)
- Other
- Other Musculoskeletal Problems (incl. Breaks, Sprains and Arthritis)
- Pregnancy Related
- Stomach/Liver/Kidney/Digestion (incl. Diarrhoea and Gastroenteritis)

● Stress/Depression/Anxiety/Neurasthenia/Mental Health and Fatigue

If you go home sick during the day this will still be recorded as an absence.

If you are feeling unwell please consider your health and well-being. It is often better to rest and get well and be ready to return the next day rather than prolong your illness.

Attendance Management Procedure

We run the Royal Borough of Greenwich Attendance Management Procedure. A copy of this policy is available in the staff room.

A return to work form must be done with your line manager on the first day of your return to work.

The Formal Sickness Absence procedure is triggered when:

- (a) the employee's pattern of sickness absence reaches 9 working days sickness absence (continuous or cumulative), or 3 periods of absence totalling 5 working days or more in a 12 month period.

OR

- (b) an employee's pattern of sickness absence gives rise to managerial concern (e.g. causing on-going service delivery issues). Alternatively, where there are trends of absences occurring (e.g. particular days of the week or linked to certain tasks/weather conditions)

Part-time employees

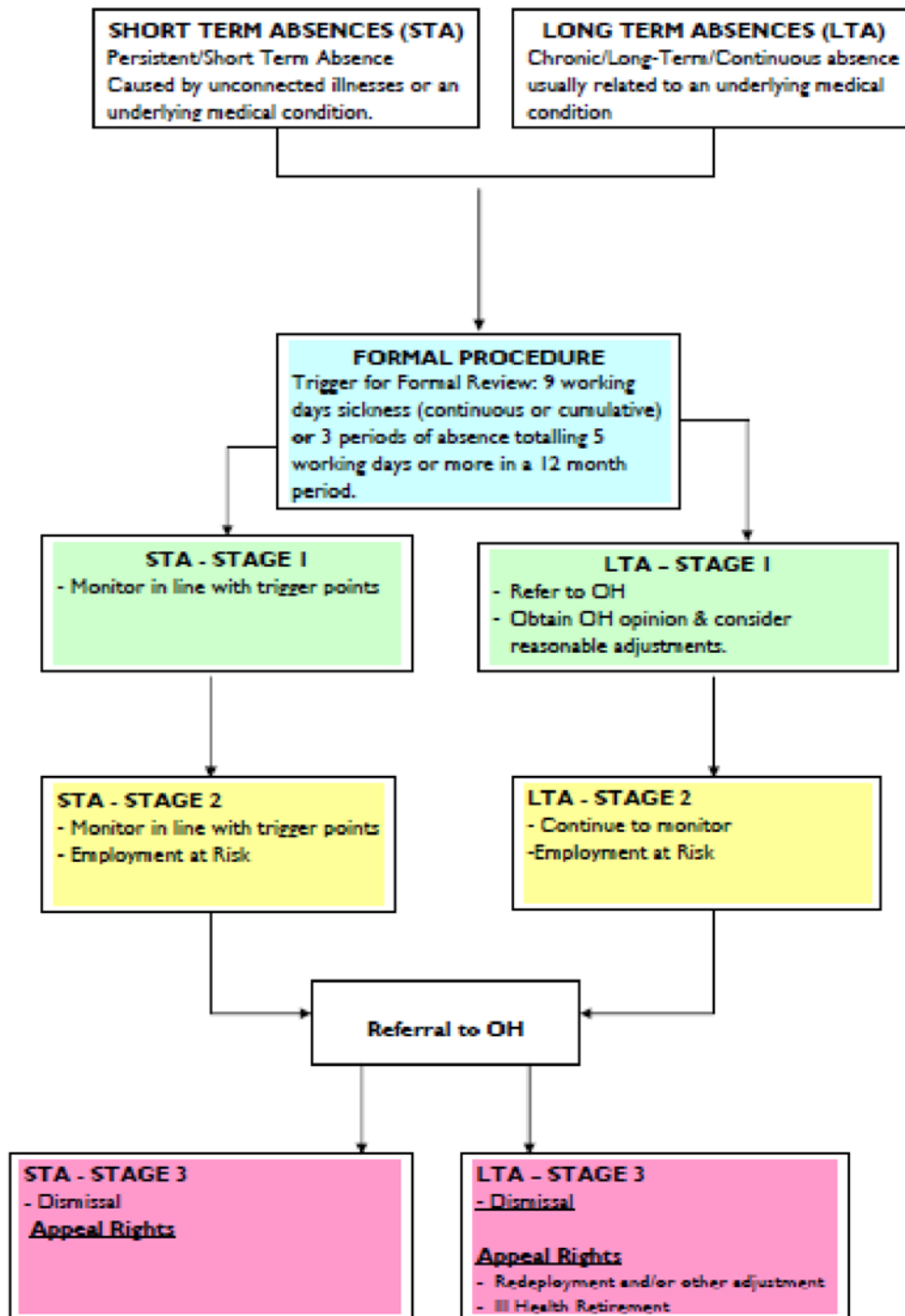
Any trigger points or targets set for improvement in accordance with this procedure shall apply equally to part-time employees as outlined below.

Therefore an employee who works 4 days PW (0.8) would have a trigger of 7 days.
The trigger of 3 periods over 5 working days would also apply to part-timers.

FTE Trigger

1	9 days
0.8	7 days
0.6	5 days
0.4	3.5 days
0.2	1.5 days

Attendance Management Procedure Flow Chart



Role of Occupational Health

Employees can be referred to Occupational Health at any time, if it is believed to be in the best interest of the member of staff.

Early referrals would be particularly beneficial in the following situations:

- (a) short term absence cases relating to stress and musculoskeletal causes
- (b) absences where a range of different causes have been reported
- (c) long term absences to identify underlying medical conditions where there is no immediate return to work envisaged
- (d) regular reviews for long term absence to check progress
- (e) where you require a report regarding whether an employee can attend a formal absence meeting

A 'duty of care' referral may be made to Occupational Health where levels of sickness absence have not triggered informal/formal action but where advice is required to offer support and minimise potential future absence.

LEAVE

Dependant/compassionate leave

Paid leave may be granted for unexpected or sudden emergencies in relation to staff's dependants. Employees are not entitled as of right to any paid dependants/compassionate leave.

An employee's dependant is a husband, wife, civil partner or someone living in the employee's household as a member of their family. It also applies to any person who reasonably relies on the employee for assistance as their primary carer if he/she fell ill or was injured or assaulted or who would rely on the employee to make arrangements for the provision of care in the event of illness or injury.

The purpose of the time off is to enable the employee:

- To provide assistance when a dependant becomes ill or is injured or is assaulted

- To make arrangements for the provision of care for a dependant who is ill or injured, or where there is unexpected disruption or termination of arrangements for the care of a dependant
- To deal with an incident involving the employee's child and which occurs unexpectedly during school/college time
- To make funeral arrangements and /or attend the funeral when a dependant dies

It is not the purpose of this Scheme to allow the employee time off to deal with any emergency regardless of its nature. Therefore, the employee will have no right to time off to deal with, for example, a burst boiler.

Emergency requests need to be phoned (not texted) through to Headteacher at 7am for teaching staff and to Finola Murphy or Sarah Nisbet for all support staff. The application form for dependants/compassionate leave will need to be completed on your return to work. Forms are available from the school office. You will also be asked to write to the Chair of Governors to request compassionate leave.

Holidays

All holidays must be taken within the set school holidays. Term dates are from the school office and are on our website. Please note we are following the same dates as St Paul's Academy which vary at Christmas time from the RGB holidays.

Special Leave

Special leave may be granted in the event that staff request additional time off work which is not due to sickness or dependants/compassionate leave.

Examples for such leave are:

- Court Attendance (other than jury service)

- Jury service
- Medical & Dental appointments (which are recorded under sickness absence)
- Religious Holidays
- Non-emergency dependant events (such as sport days and medical appointments)

In some circumstances leave is paid such as jury service (providing appropriate court paperwork is completed). An example of special leave which would be unpaid is leave for non-emergency dependant event.

All applications should be requested two weeks in advance (where possible) by completing an application for special leave form, available from the school office. If you receive a jury summons, please present this to the Head teacher as soon as possible. You will receive a copy of your application to inform you of the outcome of your request.

SAFEGUARDING

Child protection

Please ensure that you have read the Child Protection/Safeguarding policy and at least seen and understood chapter 1 of the full updated version of the Keeping Children Safe in Education (2016).

Posters are around the school naming designated safeguarding persons; these are also listed in the policy.

If any member of staff or of the school community has any concerns about a child they must report them immediately to the Head teacher or any other designated person who will report it to the Headteacher. Concerns should be written on a special blue Concerns Sheet and again handed to the Headteacher or left. If it is

just before the end of the day please report your concern ASAP as it may mean that a child should not return to the family home that evening if their safety is at risk.

Children entering the building

At lunchtime and break times, children should not be entering the building unaccompanied to return to classes. If, for any reason, a child needs to go to class, they should be escorted or if it has been arranged in advance by the class teacher, then the teacher must collect them from the playground.

In Key stage 2 a child or children can return to class straight from the school dinner hall but please make sure you inform Teresa Smith, the Senior Dinner Supervisor.

END OF THE DAY

Pupils are to be collected unless a 'Walk home alone' permission form has been completed by Year 6 pupils only.

Mrs Nisbet or Ms Murphy will update class teachers via the register with any changes which come in before lunch and at 2.45pm (F/KS1) 3pm (KS2) for later changes.

Pupils should only be dismissed to adults listed on the child's alternate Contact sheets unless a message has come to the classroom from the office stating an alternative arrangement for the day. If an adult comes to collect a child who is not listed, explain that you are not permitted to release the child to them as the parent hasn't informed us or they are not on the contact list. Ask the adult to walk round to the school office.

Please escort a child who has not been collected on time to the school offices by 3.15pm on F/KS1 and 3.30pm on KS2. Please assist the SAOs with your child to settle them, while waiting for their parents to arrive.

FIRST AID

There are allocated first aiders in school. There are posters around the school identifying who the qualified first aiders are.

Please remain at the First Aid station at all times if you are on duty.

If, in an emergency, you need to move away from station, please inform the teacher on playground duty or the senior Dinner supervisor or the Senior Admin Officers (also first Aiders)

Please do not administer first aid if you are not qualified.

MEDICAL ALERT HANDBOOK

Medical Alert Handbooks provide information on children who have medical conditions and also provides flow charts of signs/symptoms of conditions. These booklets are updated by the Finola Murphy (SAO) with school nurse. Confidential information may be placed in these so please display them in appropriate places in classrooms. Please ensure that you are aware of any children who you work with who have medical conditions.

MEDICINES

Children should not have medicines on their person. If it comes to your attention that a pupil has medicine in school, please remove this from their possession and inform the SA Officers immediately so that the parents can be contacted.

SCHOOL CAMERAS

Each class will be issued with a camera at the beginning of the year. Personal cameras including mobile phones or tablets must not be used to photograph children. Please ensure that cameras are kept in a safe place at the end of each day.

PHOTOCOPYING AND PRINTING

Staff are free to use the photocopier and use their printers for all teaching and learning purpose.

Please be respectful and mindful of your use and the amount of paper and ink you are using. We do not want to cap the amount being used due to budgetary constraints.

SOCIAL MEDIA

Social media websites such as Facebook are not to be accessed on school computers. The filter system should block these sites. Please be mindful of what you post on social media sites as there is an implied term of mutual trust and confidence between employer and employee in all employment contracts. A very negative and damaging posting or communication about the school may entitle the employer to state that this term has been broken and warrant the employee's dismissal after appropriate investigation and action in accordance with the disciplinary procedure.

For example:

- employees breaching the school's confidentiality
- damaging the school's reputation by making defamatory statements about the employer, fellow employees or clients

- employees making known to the other millions of users what working for the school is like in their opinion.

BIRTHDAY CAKES/SWEETS/PARTY BAGS/GIFTS

As a 'healthy school' we will no longer distribute birthday cake/sweets/party bags etc. for parents. If parents ask you to do this, please inform them that it is against school policy.

Parents will be informed at the beginning of this academic year that they can bring in fruit (not strawberries) for their children's birthday or a class story book which will be brought up with them to the next class.

Please refrain from giving out too many sweets for prizes as this counteracts the policy for healthy eating to the parents.

CONTINUED PROFESSIONAL DEVELOPMENT

Staff training opportunities will be distributed by a range of methods, including email, notices in the staff room, and leaflets in register boxes, via meetings or performance management reviews.

For all teaching staff, if you wish to attend any training courses, please come to speak to the Headteacher for SEN courses, please speak to Jo Cooper (SENCo) and Lee Pearson for all other support staff courses. The training should be relevant to your role and school improvement priorities.

Link to direct services <http://servicestoschools.royalgreenwich.gov.uk/>

Please remind the Head teacher, Finola or Sarah that you will be going on your course the Friday before the week you are going.

Please complete an evaluation of your course on your return and hand it to the Senior Leader who placed you on the course. Thank you.

If there is any other relevant information you feel could be added to this Staff Handbook, please write it down and come to see the Headteacher to discuss this. Thank you.