



Holmer Green Junior School

We inspire, we enable, we achieve. Together.

STAFF HANDBOOK

Introduction

A very warm welcome to **Holmer Green Junior School** which is a two form entry school with capacity for 256 pupils, aged 7 – 11 (Years 3, 4, 5 and 6). We hope that your time here will be happy and rewarding and that you will add to the development of our school.

This handbook has been compiled to provide you with necessary information about school procedures. It is available to all staff and should be read in conjunction with other school policies which are published on the school's shared drive

If any of this information is unclear or if we have missed out anything that you feel you need to know, please do not hesitate to ask a member of the Senior Leadership Team or current member of staff. We are all here to help each other. Please do not feel any question is too trivial. What you tell or ask us will enable us to improve this staff handbook for future colleagues. Your perspective as a new member of staff is vital to this process.

Robin Cusdin
Headteacher

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Staff Responsibilities

<u>Role</u>	<u>Name</u>	<u>Responsibilities</u>
<u>Senior Leadership Team</u>		
Headteacher	Robin Cusdin	Designated safeguarding lead Health and Safety CPD - Behaviour Team Line manager for teachers and LSA
Assistant Headteacher	Emily Harrington	Curriculum Lead Assessment Lead Humanities Lead English Lead RWI Lead
Assistant Headteacher	Assistant Headteacher	Deputy Designated Safeguarding Lead (DDSL) Inclusion Lead Inclusion Team lead Deputy Designated Safeguarding Lead (DDSL)

Staffing by Year Group

Year 3

Teacher – Oak Class	Helen Weber	PSHCE Lead
Teacher – Elm Class	Charlotte Matthams	History and Geography Lead
LSA – Elm Class	Amanda Lambourne	School medical officer
	Abbie Nash	
LSA – Oak Class	James Franklin	
RWI Support	Jess Fox	

Year 4

Teacher – Lime Class	Ashley Reid	DT Lead Library Lead Sustainability
Teacher – Pine Class	Aylish Showan	RE Lead Creative team Lead Behaviour Team PE Lead
	Rebecca Duggan	
RWI Support	Lola Hawkins	

Year 5

Teacher – Larch Class	Taylor Lacey	Art Lead
Teacher – Beech Class	Regan Graham	ECT Mentor
	Abbie Thelwell SKITT	Music Lead Maths Lead Behaviour Team lead STEM Team lead
LSA – Larch Class	Amanda Keating	
	Jacob Swaffer	
LSA – Beech Class	Kate McInnes	
RWI Support	Lola Hawkins	

Year 6

Teacher – Cherry Class	Emily Harrington (M, Tu am, Th am, F)	Curriculum Lead Assessment Lead Humanities Lead English Lead RWI Lead Deputy Designated Safeguarding Lead (DDSL)
Teacher – Willow Class	Matthew Walters	MFL Lead Computing Lead Values Curriculum

LSA – Cherry Class	Lisa Harrison
LSA – Willow Class	Jacob Swaffer Amanda Keating

<u>Pre-key stage groups</u>	Ginny Newman Kelly McMillan	Senco HLTA
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Other Teaching Staff

Teaching cover	Dave Reeves	Year 3 Oak Class (Friday)
HLTA	Jacob Chitsa Kelly McMillan Lucy Boardman	PPA cover, ELSA support, Maths and English groups Y6 Cover, Pupil Premium support PPA cover, ELSA support, RWI Y5

Additional Learning Support Assistants

Sarah Bicknell	SEND administrator Pastoral Support Deputy Designated Safeguarding Lead (DDSL)
Claire Royston-Hayes	RWI Lead

Office Staff

School Business Manager	Nikki Mitchell	Office Line Manager Human Resources Health and Safety Lead
Bursar Secretary	Ashika Singh Claire Royston-Hayes	

Midday Supervisors

MDS Leader	Lisa Harrison
MDS	Joanne Lynskey
MDS	Jenny Sorenson
MDS	Dean Butler
MDS	Kirsty Shrimpton

Premises Staff

Caretaker	Simon Osborne-Williams
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TERM DATES
SEPTEMBER 2026 – JULY 2027

Autumn Term 2026

Tuesday 01 September 2026 INSET DAY
Wednesday 02 September INSET DAY
Thursday 03 September Start of Autumn term
Friday 23 October Break for half term
Monday 02 November Start of second half of Autumn term
Friday 18 December End of term break

Spring Term 2027

Monday 04 January 2027 INSET DAY
Tuesday 05 January Start of Spring term
Friday 12 February Break for half term
Monday 22 February Start of second half of Spring term
Thursday 25 March End of term break

Summer Term 2027

Monday 12 April 2027 INSET DAY
Tuesday 13 April Start of Summer term
Friday 28 May Break for half term
Monday 07 June INSET DAY
Tuesday 08 June Start of second half of summer term
Wednesday 21 July End of term break

Transition dates: TBC

Bank Holidays

Friday 25 December 2026
Friday 28 December 2026
Friday 01 January 2027
Friday 26 March 2027
Monday 29 March 2027
Monday 03 May 2027
Monday 31 May 2027
Monday 30 August 2027

The School Day

08:35	-	Gates open
08:35 – 08:50	-	Pupils arrive on the school playground (staff on duty)
8.45	-	First whistle (half of pupils enter school: fortnightly rota)
08:50	-	Second whistle (other half of pupils enter school)
08:50 – 09:00	-	Registration including quiet reading or early work activity
09:00 – 09:15	-	Spelling/ Handwriting lessons
9:15 – 10:15	-	English
10.15-10.45	-	Guided Reading
10.45 – 11:00	-	Assembly
11:00 – 11:15	-	Break Time
11.15 – 11.30	-	Number Sense
11:30 – 12:30	-	Maths
12:30 – 13:30	-	Lunch
13.25	-	Whistle blows, children line up
13.30	-	Children enter classrooms
13:30	-	Afternoon registration
13:30 – 13:45	-	Story
13.45 – 15:30	-	Science and non-core sessions
15:30	-	End of the school day

Children should wash their hands before their lunch break and after using the toilets.

Exercise Books

The children's books are stored in the class stock cupboard until the end of the year when they are passed on to new class teachers. **Previous year's books are sent home at the end of the first half term.**

The guidelines are as follows: -

English:	A4 Dark Green lined
Maths:	Y3 – A4 Light Green. Y4 – A4 Light blue. Y5/6 - A4 Yellow. (squared)
Science:	A4 red lined
Theme (written work):	A4 light green lined
Theme/ DT (sketchbook):	A4 light green plain
Guided reading:	A4 pink lined
Handwriting:	Y3/4 – A4 red lined. Y5/6 – A4 orange lined
Homework (general):	A4 purple lined
Spelling:	A5 yellow lined
General work book	A5 orange squared
French/ RE:	A5 orange lined

Pupils are also issued with a HGJS planner at the start of each academic year.

Books should have printed labels with the child's name, the name of the subject and the class.

Replacement books should have the version on it. Books should be stored in the colour co-ordinated boxes provided in each classroom. The boxes should also be clearly labelled.

Reading Books / Library

Children should always have a reading book and it should be changed regularly. Each child has a reading journal which should be updated whenever a child has read their book. The journals include information about how parents can help their child with their reading.

There are a range of reading books available in both the library and within classrooms. Reading Ambassadors will be appointed in each class in September, with the role of signing books in and out of the classroom library. Books for all reading levels will be accessible throughout the school.

Meanwhile, in the library, a computerised library system called Librasoft Librarian is used. All children are registered on this system and have a barcode that they need to scan when they are taking out a book. Library books **must** be scanned back onto the system when returned and class librarians can then return these to the shelves. Pupils will have the opportunity to change their library books at least weekly (during Library time). Children who lose their reading books may be charged for its replacement.

Equipment

Children are expected to provide their own equipment:

- 3 sharp pencils
- 1 set of colouring pencils
- 1 x 30cm ruler
- 1 glue stick
- 1 pencil sharpener that holds sharpening
- white board
- white board pen & white board eraser
- Handwriting pen for years 5 & 6.

Pencil cases must be a simple, plain design so as not to cause a distraction. Children must **NOT** bring felt tip pens or highlighters in as part of their stationery. If you need any equipment for your classroom, please speak to the office staff.

If children do not have the correct equipment, a note will go home in their journal to let parents know. Children must have their own equipment wherever possible. Sharing Items of stationery should not be encouraged.

There is a stationery shop that is run at break time by the admin team and the house captains.

Each classroom should also have some emergency stationery supplies (pens, pencils, rulers, etc) which should be clearly labelled with the class name. These items are intended for emergency use only.

School Uniform

Pupils are encouraged to take pride in wearing the school's own distinctive uniform. We try to keep the list of school uniform items as simple and inexpensive as possible.

Dark green sweatshirt with school logo or optional green cardigan	Indoor PE Kit White T-shirt with school logo Dark green shorts
White or dark green polo shirt with optional school logo	
Mid-grey uniform trousers Mid-grey skirt or trousers Grey shorts may be worn as an option	Outdoor PE Kit White T-shirt with school logo Dark green shorts Dark green or black hooded top Dark green or black joggers Black or white trainers
Black, white or grey socks or tights	
Black school shoes	
An optional summer uniform of dark green checked /striped dresses	

Pupils must not wear jewellery apart from a wristwatch and one pair of plain gold or silver stud earrings (no more than one per ear). Earrings must be removed or covered during physical activity. Hair that is longer than shoulder length or that covers the face must be tied up. Any hair accessories should be black or green

and discrete. The school does not permit children to have extreme haircuts or styles that could serve as a distraction to other children.

For students who wish to wear a headscarf as part of religious dress, it should be plain black or dark green. Any headwear must not serve as a distraction to other children.

Staff should support the school's uniform code by being positive when children look smart and reminding them when they are not in the correct uniform or not looking smart.

Staff Dress Code

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

Staff should dress in a business-like manner appropriate for a school environment.

- Professional clothing that does not reflect your own personal interests such as band t-shirts or football t-shirts
- No jeans
- Skirts and dresses should be at least mid-thigh
- Tailored shorts and trousers
- No crop tops
- No low blouses or shirts
- No strappy tops
- No flip flops or shoes that do not have a back
- PE kit on PE days only
- Trainers on PE days only
- Hairstyle that doesn't attract attention & distract from learning
- No facial piercings
- Visible tattoos must be covered if they cause distraction to learning or are not child-appropriate

Morning Arrival - Staff

Staff should arrive in good time to commence work at their contracted start time. Parking is available at the school site. All staff must ensure they park in a clearly labelled parking space. There are more spaces behind the gates. These gates will be open at the start of the day but will be closed whilst pupils are on site. The pedestrian gate can be opened using your staff ID card.

Please access school through the main doors, again using your staff ID. This sign in system is directly linked to our fire alarm system and it is vital that you scan in and out of school using the Inventory screen when entering and leaving the building. Please ensure that you always have your staff identity card available – lanyards are available from the school Business Manager if required. If you should lose your staff card, please tell the School Business Manager immediately so that a replacement can be provided. Staff will be charged £8.00 for each replacement card.

Morning Arrival - Pupils

Pupils start to arrive from 8.35 am. Two responsible adults will be on duty in the playground between 8:35 – 8:50 am. One member of SLT will be positioned at the gate to greet pupils on arrival. Pupils will be encouraged to behave in a calm manner. A first whistle will go at 8.45am and half of the pupils will come into the building on a fortnightly rota. The classes will be split in half by surname. A second whistle will then go at 8.50am so that the rest of the pupils can come into school. Pupils should place their coats and belongings in their lockers and then go straight to the classroom for morning registration by 9:00 am.

Adults should supervise the locker area as well as the classroom.

If it is raining or snowing heavily, pupils will come into the school through the front door and take their belongings to their lockers. Where coats are particularly wet, pupils will be allowed to place their coats on the back of their chairs for the first session. Pupils will be supervised in the Hall until 8.50am when they should move calmly to their classrooms.

We are now a smartphone-free school. Children should put their mobile phones in a box provided which will be collected by the admin team in the morning and kept in the office.

Registration (see attendance policy for further information)

Registers are legal documents and must be completed using Arbor at the beginning of each session (am and pm). Morning registration takes place at 09:00 and afternoon registration is at 13:30. The register must be completed accurately to enable the office staff to insert any missing data. If you experience any issues when logging in, please call the School Business Manager for assistance. For supply staff, or if there are any technical difficulties, paper versions of registers can be collected and then returned to the school office.

Persistent lateness/absenteeism will be brought to the attention of the Headteacher.

Collection of Money

Any money brought into school by pupils should be passed to the school office in the morning. This should be limited.

Assemblies

Assemblies take place at 10:45am until 11am.

Monday	Values assembly taken by Matt Walters
Tuesday	PSHCE-Life learning assemblies (rota)
Wednesday	Singing assembly
Thursday	Class assemblies
Friday	Whole School Achievement Assemblies (all staff in)

Break Times

Learning Support Assistants have their own break time during assembly time. Pupils' break time is from 11am until 11:15am.

A rota for lunchtimes can be found in the timetable folder on SharePoint and pinned in the staffroom. Members of staff undertake at least one duty. The rota indicates which year groups you should supervise if it is a wet break time as well as the area of the playground you are responsible for.

It is important that staff are spread around the playground and not congregating together.

There are two members of staff on duty for each of the two play times, and they should supervise the whole playground space. The headteacher will supervise the trim trail and each year group will have a designated day to use it. The rota shows where each member of staff will supervise. Other members of staff will be supervising individual children, depending upon pupils' needs.

Y3 and Y4 will play on the upper school playground with the trim trail and Y5 and Y6 on the lower larger school playground.

When the grass is dry, children are allowed to play on the field. The staff on duty should make the decision as to when this is the case. **Children must change out of school shoes and into trainers before accessing the school field.**

Running is not permitted on the terrace area or in the quiet area and children should not play on or with the handrails.

Lunch Times

The children generally bring packed lunches to school. However, the school also run regular hot food days when children can enjoy a hot lunch for a small charge. Parents opt their children into the hot meal schemes termly and pay the school directly. Obviously, some children do not take up the hot food option so will still bring a packed lunch. Those having hot food will also bring in supplemental food items such as yoghurt, biscuit, drink, etc. Hot food is provided on the following days:

Mondays – Jacket Potato

Wednesdays – Hotdogs

Friday - Pasta

All hot food options are also available to staff.

We are an allergy aware school so pupils and staff must not bring any food that contains nuts.

Children generally eat in the hall and sometimes outside, subject to good weather. Hot food is always eaten in the hall. Lunch time runs from 12:30 – 1:30 pm. Years 3 and 6 eat their lunch from 12:30 – 1:00 and Years 4 and 5 from 1:00 – 1:30. Children must stay in the hall until they are dismissed by staff. When they go out to play, they must return their lunchboxes to the appropriate trolley or to their lockers on route. Children must take the things they need with them as they should not be in their classroom areas unsupervised. Whilst year groups are eating their lunch, the other two year groups play outside. There are two playgrounds and a field. When the field is dry, children have access to the lower playground and the field. However, when the field is wet, the upper school playground is for Years 3 and 4 and the lower school playground is for Years 5 and 6.

All children must sign the lunchtime promise.

We have a team of Midday Supervisors who share lunchtime responsibilities. A rota for lunchtimes can be found in the timetable folder on SharePoint.

Should children need to come back into school from the playground (perhaps to use the toilet), the MDS team will issue them with a blue coloured band which gives children authority to be in school. Any children in school without a coloured band should be sent back outside. Green bands are for the library and red is for 1st aid.

At 1:25 pm teachers should be on the playground to collect the children and return to class.

Home Times

The school day ends at 3:30 pm. Children should be ready to be dismissed at this time. Y3 and Y4 parents will wait on the Y3 & 4 playground. Y5 and Y6 parents will wait at the flagpole unless they have given permission to allow their child to leave the premises without an adult.

Exit procedures:

Y3 - children will exit the building via the Y3 external classroom doors

Y4 - children will exit the building via the rear external door next to Oak Class

Y5 - children will exit via the external doors next to Cherry class.

Y6 – children will exit the building via the Y6 external classroom doors

All pupils who are not home alone (see below) must only be collected by their known adult. A list will be delivered from the office if a child will be going home with somebody different.

Parents may choose to sign an electronic form to state that their Y5 or Y6 child (not Y3 or Y4) can go home alone without an adult. **Pupils should not be allowed to leave on their own without this permission.** A class list will be provided to show which children should be collected and which children may go home alone. This should be clearly accessible at all times on a class noticeboard.

Any children who have not been collected by 3:35 pm should be taken to the main office so that their adult can be contacted.

Children who are due to attend an after club should be directed to the school hall where they will be collected by the member of staff running the club.

Unless they are running a club, teachers are expected to be present on the playground at home time in order to give adults the opportunity to speak to them should they need to.

If parents wish to make a longer appointment to speak to staff, they must contact the school office to arrange to speak to staff. When meeting with parents in person, please ensure another member of staff is aware of your meeting and plan to be supported if necessary. A record of the meeting should then be logged on CPOMS.

End of the day procedure - Classrooms

In order to ensure that your class is able to be taught effectively if you are absent, please check that the following is completed/ visible **before you leave each day**: -

- 1) An up to date weekly timetable
- 2) The date and a schedule of lessons for the next day on the whiteboard
- 3) An early work activity for pupils to complete as they arrive
- 4) Plans for the day

In order to make this process work for more than one day of absence, please familiarise your year group partner and any other adults working in your classroom with your system of organisation.

When absence does extend beyond one day, year group partners will complete the end of day procedures for their absent colleague.

In addition, please ensure that classroom surfaces (including your desk) and floors are clear and tidy so that cleaning can be carried out efficiently. Please organise pupils to stack chairs to support the cleaning team.

Homework (see homework policy for more information)

It is crucial that as professionals that we set our expectations for our pupils in respect of homework. Please see appendix 1 attached.

Values

Our school promotes a range of values that support our ethos 'We Inspire, we enable we achieve. - Together' as well as shared British values. There is a new value each month and this must be displayed in the classroom. The Monday assembly links to the value as does the Star of the Week that is identified for the achievement assembly each week.

This year's values are:

Month	Value	What the value means	Values Role Model
September	Empathy	The ability to understand the feelings of others	Marcus Rashford
October	Dedication	Being dedicated or committed to a task or purpose	Sir David Attenborough
November	Bravery	Showing bravery towards a challenging situation	Malala Yousafzai
December	Kindness	Being kind to others	Mother Teresa
January	Inquisitive	Showing the interest of learning new things	Charles Darwin
February	Acceptance	Willingness to tolerate o difficult set of circumstances	Tanni Gray-Thompson
March	Equality	To know how groups should be treated fairly	Rosa Parks

April	Quality	The characteristic of recognising the best of something	Steve Jobs
May	Resilience	The ability to recover from setbacks	Ellie Simmonds
June	Appreciation	To recognise the qualities of something or someone	Chris Packham
July	Thoughtfulness	Thinking carefully about something and considering the needs of others before your own.	Dalai Lama

Behaviour and our Golden Rules

School rules are kept to a minimum and centre on safety and consideration for others. Our golden rules encourage everyone to be responsible, respectful and safe.

We are gentle

We are kind and helpful

We listen

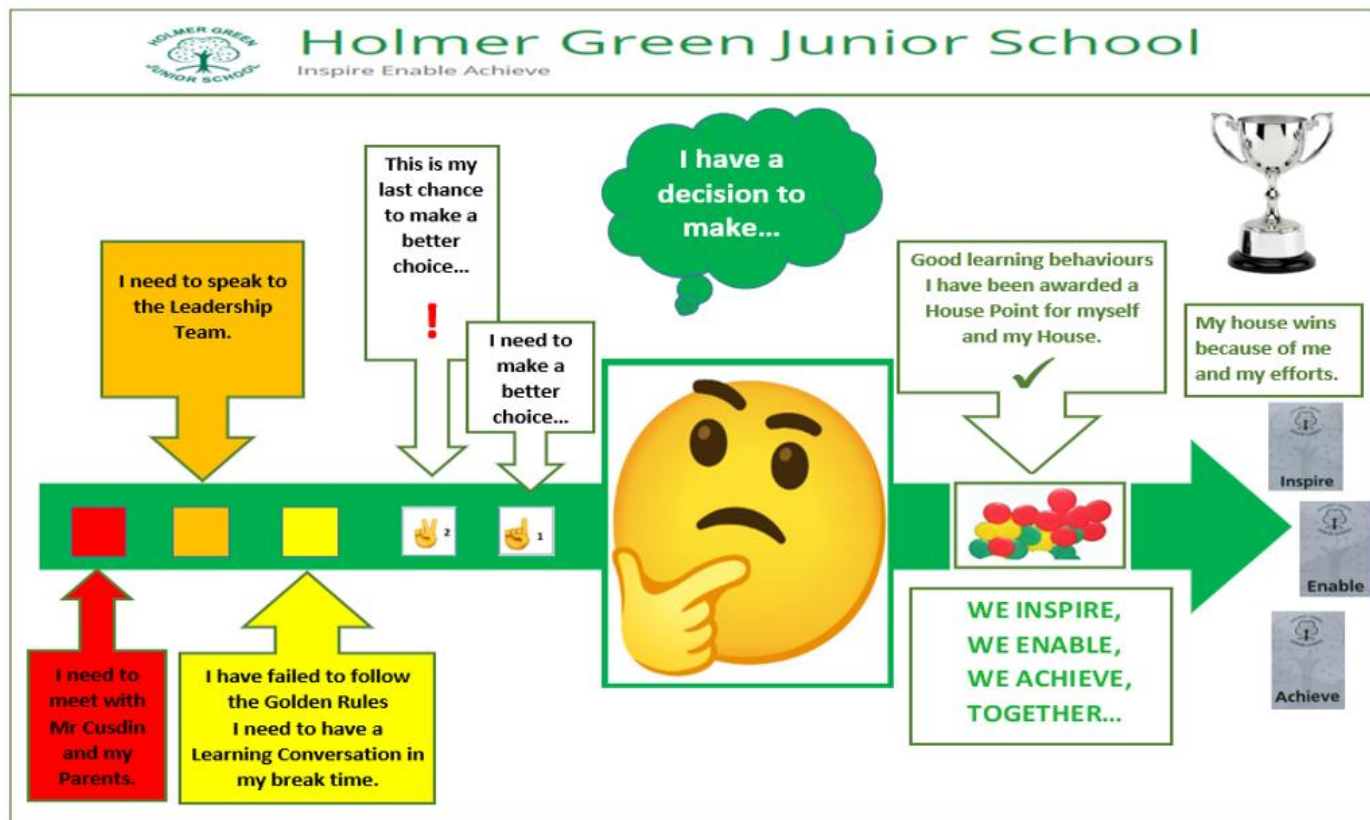
We are honest

We work hard

We look after property

Our behaviour system is based on positive reinforcement and recognises that most children choose the behaviour expected of them most of the time.

Behaviour policy (see behaviour policy for more information)



The chart above is on display in every classroom and should be followed by all staff members. Children always start every day afresh and will, through their daily choices, either be rewarded using the stages set out to the right of the large smiley face or sanctioned/warned using the stages to the left of the smiley face.

If a child makes a poor behaviour choice, they will be warned by their teacher and reminded to think about making a better choice. If they continue to be disruptive, they can be warned for a second time, or moved to the yellow card stage, which may result in a conversation with their teacher in their break time. Praise in public – reprimand in private. For more concerning choices, teachers may not need to give a second warning and may go straight to a yellow card or something more advanced. Yellow cards will result in a period of the child's break time being taken away.

If an amber card is required (see behaviour policy for more detailed list of what constitutes each card), then the child should be referred to the listed behaviour team member detailed above in the staff list. This will result in a lengthier sanction (break and/or lunch time) and a conversation with the parents/guardians of the child in question.

If a red card is required, then the child should be sent to the headteacher. If the headteacher cannot be contacted, the behaviour team will issue a red card. All cards should be reported on the class behaviour spreadsheet on Sharepoint.

For positive choices, children may receive house points, but these should only be given out when a child goes beyond the call of duty or for showing consistent effort over a period of time. A list of the tasks that could earn house points is available. If a house point is given, the teacher should give the child a token in the correct house colour, which the child should put in the correct class collection pot. These pots are emptied into the central collection tubes every Friday during Achievement assembly. No more than 1 or 2 house point should be given out at a time to a child. If a child does something exceptional, they may be sent to the headteacher, who may award a gold star. The child should take the gold star to the teacher, who will give them 3 house points, and these house points and the golden star should be placed in the correct class collection pot.

Anti-bullying (see anti-bullying policy for further information)

We are a school that values honesty and takes all incidents of bullying seriously. Any incidents should be dealt with immediately and logged using CPOMS. These must be kept to enable us to monitor patterns of behaviour. The incident logs will include all details of information from concerns, reports of friendship issues in the classroom or on the playground, changes in patterns of behaviour noted by adults in school or discussion with parents where there are pastoral concerns about the child (this list is not exhaustive).

Information and Communication (see communication policy for further information)

The school calendar is displayed electronically in the staff room. This must be checked by all staff on arrival. It shows what's happening that day and notes any staff absence.

All communications from school staff, outside agencies or parents must be responded to within two working days. Where a meeting is requested, this should be held within one week.

There's a weekly staff meeting every Wednesday at 3.40 – 4:00 for all staff and until 5.00 for teachers.

Staff should arrive promptly and ready to start at 3.40pm. There is a rota of training meetings which reflect the cycle of curriculum development along with the needs identified in the School Development Plan. This is displayed in the staff room. If you wish to have a particular training need addressed, you need to see the Headteacher.

If you wish to discuss anything during an organisational meeting, you need to have discussed this with the headteacher prior to the meeting. **Items must not be added to the agenda during the meeting.**

At the weekly meeting, a summary of key dates is provided. This should give everyone information about anything that is happening in school. It is taken from the school diary that is on SharePoint. If you arrange anything, you must ensure that the information goes into the SharePoint diary as soon as possible, as well as informing any staff that it may impact. Minutes of Wednesday staff meetings are kept on SharePoint and a copy will be placed on display in the staffroom.

Support staff meet with the inclusion lead or Senco on Wednesdays from 08:15 to 08:30

Caretaking Issues

If there are any health and safety concerns around school, these must be reported either via an online form by following this link <https://forms.office.com/e/FRL97YqKYP> or by writing this in Simons book in the office. If there is a concern of an urgent nature, staff must speak with either Simon Osborne-Williams or Nikki Mitchell in the first instance before completing the online form or book.

Continuing Professional Development

At HGJS we are committed to continuing professional development. In addition to our weekly staff meetings, staff members are able to request opportunities to develop by, for example, attending courses which will be relevant to their training needs, observing colleagues or undertaking additional study. CPD is prioritised depending on the School Improvement Plan and staff's performance management meetings.

Moving around school

Children should always be sent around school with a buddy to ensure that they are safe. Children should always walk on the left in a quiet manner. Children should never run in school. Particular care should be taken on the stairs.

Clubs

We have a strong tradition for providing a wide variety of extra-curricular activities, both during and after school. Staff members are not required to run a club; however, many choose to do so, recognising the benefits such ventures have for both staff and pupils. The office staff hold registers for each club, and club leaders must ensure that registers are taken at the beginning of each session **by 3:40 at the latest** and absentees highlighted to the school office accordingly (they will check child's whereabouts). Club registers are stored in the filing cabinet outside of the school office.

Staffroom

The staffroom is there for you to relax in. Many staff welcome the opportunity to talk with colleagues at break and lunchtimes. Tea and coffee making facilities are available (not currently charged for) as well as drinking water. Staff are expected to clear away their own cups / plates etc.

Further documentation such as Health and Safety notices, timetables, first aid information, CPD information and safeguarding forms can also be found in the staffroom.

PPA room

We have a designated PPA room for you to use during any release time. The room provides a quiet place for you to work in. Staff should not use their classrooms to do their PPA in.

Display

The school recognises the importance of display in celebrating children's work as well as creating a stimulating environment in which to work. Classroom displays are working walls that should be changed to reflect the current learning and to support retrieval practice. Displays at the back of the classroom are separated by term and are used to celebrate the work created by pupils. The below items must be displayed at the front of the room:

- Times Table Fluency grids
- Complex sound charts
- A whiteboard to model current English learning
- A whiteboard to model current Maths learning
- A main whiteboard for modelling all other current learning
- Behaviour and consequences diagram

A learning pit should be displayed within every year group which should be created with your class. A noticeboard must also be displayed in each classroom.

The communal displays focus on our school values as well as celebrating children's work. These must be updated termly.

Displays should be put up on boards provided using staples. Drawing pins should not be used. Please don't staple into plastered walls or wooden doors and do not use Sellotape/ masking tape and glue on surfaces that may be damaged as a result. Blotak should not be used on walls. If you wish for anything to be attached to the wall, please ask the office for Command Strips.

Governors

The Governing Body of the school meets each term and there are opportunities for the staff to meet governors socially and in joint training sessions. Elections for the position of Staff Governor are held every four years – the current representative is Helen Weber. Aylish Showan is a co-opted governor who is also a member of staff. Governors visit the school to support many events and they each take responsibility for curriculum areas, **arranging termly meetings with strand leads**, observing lessons and reporting back to the Governing Body regularly.

Parents Evenings

Two sets of formal parents' evenings take place during the year (in the Autumn and Spring terms) to discuss targets and review progress of each child with their parent(s). Parent information documentation should be completed before these meetings which identify targets and pupils' attitude to learning.

Appointments are timetabled to last no longer than ten minutes. Parents are also welcome to arrange further meetings with class teachers by making an appointment and teachers may request to see parents if a child's behaviour or progress is causing concern.

A written school report will be sent home during the Summer Term to which the parents have the opportunity to reply and make an appointment to discuss if required. Additionally, parents of pupils on the SEN register will also have a meeting in the Summer term with the current and new teachers to meet the requirements of the Code of Practice.

A record of any interviews with parents should be kept (on CPOMS) and copied to the Head. Notes should be made on CPOMS of any discussions to enable follow up action to be taken when necessary.

Email Account

A hgjs.co.uk email account will be set up for you, giving you a log in and password. We ask all staff to access their emails daily. A list of staff email addresses is available from the school office but the standard format is forenameinitialsurname@hgjs.co.uk e.g. Ann Teacher would be ateacher@hgjs.co.uk

Resourcing

You will be provided with a photocopying code. This will be the day of your birthday and the last two digits of the year of your birthday. For example, if you were born on **18 May 1976**, then your code would be 1876. If your birthday is a single digit eg 8 May 1976, then there will be a 9 in front to make the four digits: 9876.

School Policies

There are lots of school policies that you need to be aware of and they are all available on the school SharePoint in the policy folder. Of particular importance are: the Code of Conduct, Whistleblowing, Safeguarding and Health and Safety Policies. Staff are asked to sign to confirm adherence thereto at the beginning of each year.

Letters

Any letters that are written to go out to parents must be approved by the headteacher. The majority of parents receive letters via our Arbor electronic facility which is operated by the office staff. Please ensure these are completed in a timely manner.

Staff Absence

In the event of unexpected absence, staff should ring Robin Cusdin on 07506240588 or Nikki Mitchell (SBM) 07867426736 between 07:00 and 07:30am. It is your responsibility to ensure that you speak to

Robin or Nikki to make the school aware of your absence. **Please do not send a text or presume that an answer machine message will be picked up in time.** Please contact the school on a daily basis by 3.30 pm to inform us of your wellbeing and whether you will be off or returning to school.

On return to school, staff will need to have a return to work discussion to ensure that the school effectively supports you. You will be asked to complete a self-certification form, and a manager will check your fitness for work. Where there are concerns about a staff member's attendance level, the procedures within the health and attendance policy will be followed.

Staff code of conduct/ Safer working practice (see Code of Conduct and Child Protection policy for further information)

All staff in school are in a position of trust as they work with young people. Staff should always act, and be seen to act, in each child's best interest. Every member of staff must be fully aware of and have signed the school's staff code of conduct.

Everyone working with children and young people should be familiar with local procedures and protocols for safeguarding the welfare of children and young people. Adults have a duty to report any child protection or welfare concerns to a designated member of staff in their organisation and/or report any concerns to the local social care office. Anyone who has concerns or is in doubt should refer to the child protection policy or discuss their concerns with a member of the safeguarding team.

All staff undertake regular child protection training. All staff have log in details for CPOMS and any concerns you may have about a child must be logged on this system. The completed log should be electronically copied to the DSL and Deputy DSLs.

Health and Safety (see health and safety policy for further information)

All staff should be aware of the School's Health and Safety Policy which is available on the school's SharePoint and also in paper copy in the staffroom. Every member of staff has responsibility for their own wellbeing and that of others within the school community.

Accidents (see first aid policy for further information)

All staff receive regular first aid training. If a child is injured at school he/she should initially be assessed by a member of staff who has undertaken the 'First Aid for Schools' course and any routine first aid applied. All injuries and treatments that occur on school premises (or whilst on a school trip) must be recorded electronically on Medical Tracker. It is the responsibility of each staff member to keep their login details up to date. This applies to both pupil and staff injuries. Details of serious incidents must also be referred via the SBM to the LA and RIDDOR in accordance with County procedures. If you are unsure as to how serious the injury is, then a second opinion should be sought.

Please see Amanda Lambourne, School Medical Officer for clarification about whether an injury is classified as serious if necessary.

Head Injuries

Parents MUST be made aware of a head injury. A letter must be generated and sent from Medical Tracker. In severe cases, the parent must be informed immediately by telephone and given the option to collect their child.

Pupil Illness

Children who feel unwell should have their temperature taken. Amanda Lambourne to be contacted if a child is displaying more severe symptoms of illness. If a child has vomited or has diarrhoea, they must go home and not return to school for 48 hours.

Security

All staff must scan their staff identity card on the Inventory system at the front door on entering and exiting the building. This also applies should you need to leave the school during the day, e.g. for lunch, as well as at the beginning and end of your working day. Please make sure that you are aware of the need for security in the school building and on the school site. All external doors should be kept closed at all times, laptops removed from view where possible and bags containing personal possessions kept in lockers in the staff room. All visitors must sign in and out on the Inventory system in reception and will be issued with visitor's badges. Please do not let people into school if you don't know who they are. Please do not allow people to 'piggy back' entry when you scan your identity card on entering the building. If you let someone into school, you must take personal responsibility to ensure they are dealt with appropriately.

School Safety Rules

- Pupils must always walk in school and keep to the left – special care should be taken on stairs.
- Pupils and staff must never climb on furniture to reach items, open windows, etc.
- Two step stools are available to staff when mounting displays.
- Safety inspections will be carried out every term by the headteacher with the Health and Safety Governor.
- Staff must report any potential hazard immediately so that it can be dealt with promptly.
- All serious accidents or near misses must be reported to the SBM for online reporting.
- PE equipment must be visually inspected before use.
- All electrical equipment in school must be PAT tested and visually inspected before use.

FIRE

Fire drills are carried out each term and a simple fire notice is displayed in every classroom.

Most fires can be prevented. Common causes of fire include the following: -

- Overloaded electrical supply
- Smoking/careless disposal of smoking materials (we have adopted a no smoking policy)
- Accumulation of rubbish
- Careless use of portable heaters
- Excess or careless storage of flammable substances
- Obstructing the ventilation of heaters, machinery, electrical appliances
- Poorly maintained equipment
- Cooking and other activities involving heat sources
- Faulty electrical wiring, damaged plugs and sockets, faulty electrical equipment

What to do if you discover a fire

Locate the nearest call point and raise the alarm. Only tackle the fire if it is safe to do so and you have been appropriately trained. Only use a fire extinguisher if you have been trained. Ensure you use the correct extinguisher. The kitchen has fire blankets which may be used. **IF IN DOUBT LEAVE IT AND GET OUT!**

Please now refer to the more detailed fire alarm procedure (on next page)

Roll call procedures

Upon arrival at the fire assembly point, teachers will be passed their class registers. Quickly check that everyone is out of the building. Staff will be accounted for by using the Inventory app from the entry system. Visitors and absentees will be accounted for in the same way.

FIRE ALARM PROCEDURE

All staff and visiting educationalists should familiarise themselves and the children in their care with the procedure outlined below.

In the event of a fire, classes are taken as quickly and quietly as possible to the Fire Assembly Point on the lower playground. Each class lines up in their usual line, facing the games sheds.

When the fire alarm sounds

1. All pupils sit silently and act upon the class teacher's instructions only.
2. Pupils line up silently in single file and are led to the Fire Assembly Point by the class teacher. An adult checks the cloakroom area and toilets whilst pupils line up, then checks that the classroom door is closed once all pupils have left.
3. Pupils walk in single file to the Fire Assembly Point where they line up in a and b lines without talking. The administrative staff will ensure all class registers are taken out to the Fire Assembly Point and distributed to class teachers. The administrative team will also take outside the Visitors' Book, signing out book, computerised staff report and parent contact list.
4. The class teacher calls the register and pupils respond with their names to check that every pupil is present and immediately informs the Headteacher if any pupil is missing. The administrative staff check that all visitors are accounted for and informs the Headteacher if anyone is missing.

Classes at PE, Games, or working in areas other than their classrooms go directly, **without dressing or collecting anything**, to the Fire Assembly Point. Normal routes for fire exits are as follows – if these routes are blocked, follow the signs to the next fire exit.

Classrooms:	Via external fire exits where possible. Via classroom door fire exit where no external
Library:	Via exit door at rear of school
ICT room:	Via exit door to back drive
Hall:	Via exit doors to playground
Green room:	Via fire exit to back courtyard
Blue room:	Via gallery to nearest exit door
Other:	Via main stairs and nearest exit door
DT area/Kitchen/Music room:	Via nearest exit door

Pupils must know that if they are working individually away from their classrooms when the fire alarm sounds they walk at once and in silence to the Fire Assembly Point.

On no account may children fetch possessions or put things away.

In the event of the school grounds having to be evacuated, all classes will assemble on the village common opposite the main school gates. Holmer Green Baptist Church has agreed to be a place of refuge in the event of a long evacuation.

LOCK DOWN PROCEDURE

In the event of an emergency arising where it is felt necessary to ensure pupils are secured within their classrooms (e.g. an intruder on the premises) an alarm will sound. This alarm is of different pitch from the fire alarm and is repetitive. On hearing this, teachers should ensure all pupils are in the classroom, all windows shut, blinds drawn (if feasible to do so) and doors locked. Children and staff will shelter under tables. Please note the following points apply if the lock down alarm sounds: -

- If pupils are in the toilet, they should come out and go into the closest classroom (usually their own).
- Children who are unaccompanied in other areas of the school (e.g. on an errand) should go to the closest classroom.
- Pupils and staff working in the hall (e.g. PE lesson) should go to the ICT suite.
- Pupils and staff who are outside (e.g. PE lesson) should shelter in the games shed.
- At break times when children are on the playground or field, Years 5 and 6 should go into the ground floor Upper School classrooms through the external doors and Years 3 and 4 should go into the ground floor Lower School classrooms through the playground doors. These doors therefore need to be unlocked at break and lunchtimes.
- In the event of a lock down, Year 3 and Year 5 teachers will ensure that their classroom fire exit door is locked.
- In the event of a lock down, a member of the Year 6 teaching team will ensure that the external door is locked (outside Cherry class).
- In the event of a lock down, a member of the Year 3 teaching team will ensure that the external door is locked (outside Oak class).

When the emergency is over, the administrative staff will communicate the all clear by use of the school telephone system.