

St Columba's Catholic Primary School

Hillside Road, Huyton, Knowsley, L36 8BL

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LA/DfES Number: 340/3357

Headteacher: Miss M Evans

Deputy Headteacher Mrs V Oprey

STAFF HANDBOOK – CODE OF CONDUCT

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1. School Details

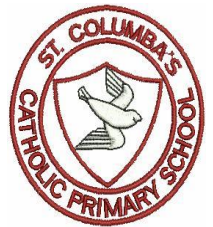
Address; St Columba's Catholic Primary School
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LEA No/DfES 340 3357



2. Introduction

Welcome to our school. The purpose of our staff handbook is to support the smooth running of the school.

It is important that all staff read the handbook and makes sure that they understand all the procedures and are able to follow the guidance. The staff handbook is not just for new members of staff, it is equally important for all staff as some policies and procedures may change from year to year.

All policies are available on the school website; the handbook specifically references, The Whistle Blowing Policy, The Allegations Management Policy, The Staff Absence Policy and Time of for Dependents Policy.

If you have any questions please speak with your line manager for clarification.

3. Visitor Policy

- All visitors must report to the Administration Office.
- Visitors must sign in and out of the school and must wear the appropriate visitor's badge while on site.
- Visitors must be asked to produce their DBS information and any relevant identification.
- If no DBS is available visitors must be asked to read and sign the school visitor policy safeguarding screening document and must not be left unsupervised with children. A Red Visitor lanyard must be worn to enable staff to clearly identify visitors without DBS.

Visitors are informed of school safe guarding procedures, all housekeeping procedures including site health & safety, fire evacuation and school mobile phone policy and procedure.

4. Staff Responsibilities 2016.2017

Headteacher/Child Protection Lead **Miss M Evans**

Deputy Headteacher **Mrs V Oprey**

School Business Manager **Mrs Deborah Askew**
School Learning Mentor **Mr Richard Murphy**
Parent Mentor **Ms Lorraine Evans**

KS1 Teaching Staff

Nursery: Mrs V Oprey

Reception : Miss A Howell

Y1 - Mrs C Jones

Y2 - Mrs C. Lewis

KS2 Teaching Staff

Y3 - Mrs Ventre and Mrs Heaton

Y4 - Mrs J. Dunne

Y5 - Miss Morgan

Y6 - Miss R. Hitchen

Learning Support Assistants

NURSERY - Mrs P. Clegg

RECEPTION - Mrs D. Cameron

YEAR 1 - Mrs S Warburton

YEAR 2 - Mrs C Usher

YEAR 3 - Mrs C O'Donohue

YEAR 4 - Mrs B Malone

YEAR 5 - Ms E Connell

YEAR 6 - Ms P Bolland

ONE TO ONE in Yr 1: Miss P Rogerson

Intervention TA : Mrs F O'Brien and Mrs P Clegg (pm)

Administration Officer Miss M Rainford

Cleaning Staff Knowsley Premises Staff

Breakfast Club Workers Mr R Murphy, Miss L Evans, Mrs Warburton, Mrs C Usher

School Catering Team Knowsley Catering Staff & Chef Lorraine Graham

Lunchtime Assistants

L Madine, M Smith, J Wilson, S Burgess, C O'Donohue, E Connell

Governors

Mr M Fleming (Chair), Mr V Churchill, Mrs P Clegg, Mr M D'Arcy, Miss M.Evans,

Mrs C Gustafson, Fr. C McCoy, Mrs C. Lewis, Mr P Murphy,

Mrs M Russell, Ms J Sampson

Clerk to Governors Mrs D Askew

5. School Procedures

REGISTRATION

Attendance and Dinner Registers are delivered to all classes before 9.00 am. The class and dinner registers must be completed at the start of the morning and afternoon sessions and returned to the administration offices, in the morning by 9.20am and afternoon by 1.10pm.

Children who arrive after morning registration are marked absent and at the afternoon registration marked present for morning and afternoon. In this way the Head teacher can track punctuality and inform parents over school's concerns. **(Appendix 1)**

The dinner register is to be completed by the class teacher when completing the class register. The dinner register uses the following code: / = School Meal, P = Packed Lunch, 0 = Absent **(Appendix 2)**

Some parents inform the Administration Office of reasons for absence and others, including the class teacher. Any absences reported to the Administration Office are written in the absence book kept in the office, so staff can check. Any absences reported by parents to the class teacher should be notified to the Administration Office so the book can be updated. The school operates a "First Day Response Absence" system.

MONEY – all money is to be sent to the Office in an envelope clearly marked with relevant details.

Dinner money - Children must bring money in on the first day of the school week, in an envelope, with the child's name, and details clearly written. Loose money must not be collected or taken to the administration department. All money must be clearly identified and marked in an enclosed envelope

UNIFORM

Children are encouraged to wear the following:

BOYS – long/short grey trousers and school burgundy jumper, blue shirt, tie and black shoes. (Sports shoes or shoes with designer motifs are not permitted).

GIRLS – Grey skirt/pinafore, blue blouse, school burgundy jumper/cardigan, school tie, white and black shoes. (Sports shoes or shoes with designer motifs are not permitted) .
Summer – blue gingham dresses. Black footwear no trainers.

P.E. – School PE Kit is Burgundy emblazoned with the school badge and available to order from Lisa's School wear. Trainers/black pumps for outdoor and indoor games lessons black pumps for dance and gymnastic lessons. Swimming – all pupils who go swimming are to provide their own costume, cap and towel.

TIMETABLES

A general timetable is located in the staffroom and. Class teachers set their own timetable around these keeping in mind the National Curriculum time allocations of 60% to core subjects and the Catholic Schools' requirement of 10% to R. E. Plus the times of Collective Worship. All timetables must be given to the Head teacher at the beginning of each term.

BEHAVIOUR – see policy

We have a School Policy generated by our Mission Statement and Code of Conduct, both of which are displayed in each classroom. Some children have Individual Behaviour Plans written by the SENCO and class teacher and reviewed by them with appropriate staff, parents and pupils. See SEN policy.

NB Children must not be sent out of class and left unsupervised.

Rewards – the school has a Dojo Reward System; the child with the most points in each class is given a prize. The Dojo system also provides access to parents. A separate system of merits for hard work is also in Pace. Children are all allocated a team; the winning team receives a trophy each week and also moves forward on the reward track.

Also at the Friday Celebration Assembly, all teachers award: Star Pupil Certificate, Mathemagician Certificate and Prayer Award.

Teachers may give additional rewards in class at their discretion but as a Healthy School sweets and chocolate are not given on a regular basis.

Any class that have achieved 96%+ attendance are rewarded with extra Pay. There are also end of term attendance rewards.

SCHOOL WEBSITE and BLOGGING

Class teachers are expected to support the headteacher in the maintenance and updating of the school website. The designated class page should be current, termly plans should be reviewed and blogging should be done at least weekly.

Safeguarding of our children is priority, therefore no child should be able to be easily identified. First names should only be used, in the case of certificates the name should be blurred out or covered up.

ACCIDENTS

All accidents are recorded by the member of staff witnessing the incident and reported to parents by the child's class teacher. Injuries are dealt with by the First Aider and they, with the Headteacher, make the decision to send for a parent/carer. At lunchtimes, other staff may have to deal with injuries and all staff must wear disposable gloves when dealing with a bleeding wound. Serious injuries must be dealt with by a trained First Aider and referred to the Headteacher or person in charge.

ILLNESS

If a child is ill in class, the teacher should ask the LSA or another pupil to take them to a First Aider who will, with the Headteacher, make the decision to inform the parent/carer. Any vomit etc., should be covered and cleaned at the first opportunity by available staff wearing disposable gloves.

MEDICATION

This can only be given by the approval from the Headteacher and the school have received a completed medicine form from the parent / carer. All medicines are kept securely in the Staff room (see policy), guidelines and procedures re resuscitation, asthma etc., are given to all staff.

HEALTH & SAFETY

All staff are responsible for Health & Safety in the school and must familiarise themselves with the school's Health & Safety policy, copies kept in the Staff Room and Admin Office. Any problems or concerns must be reported to the administration

department and Headteacher. All staff must be aware of the Fire Procedure and exit routes which are displayed in classrooms and in corridors. Fire drills are held regularly.

SUPPLY STAFF

To ensure continuity, each member of staff leaves a copy of the Procedures available in class.

ABSENCE- SEE Staff Absence Policy, Time off for Independents Policy

All Staff must contact the school directly by 8.00am on the first day of absence and inform the school by 3.00 p.m. on this day if they are fit for work the following day. If the length of absence is not known, then the member of staff must inform school of his/her intentions daily, by 3pm in case cover is needed to be arranged. All certificates and sickness forms must be sent to the School Business Manager in time to facilitate office procedures.

If staff require additional time off for medical appointments etc they must ask the SBM for a request form. They must await the decision of the Headteacher.

STAFF MEETINGS/CAREER PROFESSIONAL DEVELOPMENT MEETINGS.

A staff briefing will be held every Monday for Teaching Staff and School Business Manager in the staff room at 3.30. All teaching staff must attend these meetings as they are part of directed time. The meetings are planned to support the School Improvement Plan and half-termly dates are given to staff. If staff want to bring other items to the meetings then they should inform the Headteacher in advance.

There are also half termly support staff meetings.

PERFORMANCE MANAGEMENT

An annual timetable is given to teaching staff. The Leadership Team identify the school and pupil progress targets to support the School Improvement Plan and allocate staff members to performance managers. See Performance Management policy.

STAFF DRESS CODE

This policy provides

- Guidance to new colleagues
- A benchmark against which the standards of all can be measured
- A framework to inform decisions on standards taken by individual(s)

Rationale

- All staff must dress in a manner that reflects professional.
- All staff are models for learners in the school, therefore they have a responsibility to model appropriate dress and appearance
- The image that we project as professionals is associated with how we present ourselves; the image of the school in the community is related to how all adults in the school dress. It is therefore important to dress and groom appropriately when acting in a professional capacity and with due regard from any conclusions parents/visitors may draw from your appearance.

General Presentation and Appearance

Staff should look clean, tidy and well groomed and should have a good standard of personal hygiene. Clothes should be in a good state of repair and free from obvious dirt and stains. Clothes should be appropriate to the role you are employed to do in school.

Jewellery

Jewellery should be conservative. There should be no visible body piercing and studs other than pierced ears. Jewellery should not present a risk to the wearer e.g. strong chains or drop earrings that can be grabbed and pulled by children. Sharp items such as rings and brooches should be avoided as they may present a risk to children.

Clothing and Footwear

Clothing should not restrict movement nor should it prevent a task from being undertaken with dignity.

Whilst it is not possible to list every possible clothing option here, it is hoped that staff will support the safer code of professional conduct and will dress in a way that reflects the high esteem we are held by children and their families.

- Staff should wear PE clothes and trainers when teaching PE and Games lessons.
- Teaching assistants attending to support the learning of pupils in a PE or Games lesson should at a minimum have a change of appropriate shoes.
- Whenever in school e.g. undertaking PPA or subject leadership responsibilities staff should maintain a high standard of professional dress.
- Shoes should be of sufficient strength and stability to enable the wearer to carry out tasks safely. Leisure shoes such as flip flops are considered to be inappropriate due to health and safety reasons. UGG style boots are not appropriate day wear unless extreme weather conditions exist then a change of footwear would be more practical to change into from severe outdoor weather conditions.

The following may be helpful in clarifying what is and is not appropriate:-

- No denim
- No excessively revealing clothes
- No extreme hairstyles or colours
- Any tattoos must be covered at all times
- No revealing mini-skirts

Staff should wear clothing appropriate to their work area. If you are supplied with a uniform or overalls for your role within the school then you must wear these whilst carrying out your duties

There are times when the dress code may be relaxed for specific school based events or educational visits and staff will be notified accordingly.

We appreciate that the dress code might not suit all tastes but feel that

our school environment and the safety of our staff make having one a necessity.

PHOTOCOPYING / PRINTING

There are two photocopiers available for staff and whilst the use of these is not restricted, staff are asked to be mindful of cost and the number of work sheets given to pupils.

Printing Costs – Black and White 0.45p Colour 4.30p

Where possible Please use the photocopier rather than the printers to keep the costs down.

SCHOOL TRIPS/VISITS

These are Panned for as part of the curriculum topics and class teachers must get permission from the Headteacher before booking them. A pre site visit must be undertaken prior to the trip. A risk assessment form for travelling and for during the visit must be completed by the trip group leader. Many educational establishments provide their own completed forms and these must accompany our own risk assessment during the visit. A first aid box must be taken on any trip and a mobile phone. The lead member of staff sends a letter to parents/carers in plenty of time to collect money for the cost of the trip and the attached permission slips. The Headteacher may direct the School Business Manager to subsidise the cost for some pupils from school fund. The ratio of pupils to adults is from government guidelines. See School Visits policy. Prior to all trips, Health & Safety rules are made clear to all pupils and staff. The kitchen must be given 2 weeks' notice to prepare packed lunches and must also be informed if classes are out of school for the day and do not require lunches. In the event of a farm visit to or from the school the documentation must be completed at least 28 days prior to the event and a copy sent directly to the Local Authority.

RESIDENTIAL TRIPS.

We encourage Year 6 pupils to attend the residential trip as it is so valuable to the children's academic, social and personal development. The Headteacher and Governors must give permission for any Panned trips before pupils or parents/carers are informed. The lead member of staff is responsible for Panning, booking and costing a residential trip and for informing parents/carers of the cost well in advance to enable payment by instalments. No child can be refused permission to take part due to non-payment. See charging and Remissions policy. A parents' meeting is held the week before the trip to reassure and complete the required personal requirements/medical information forms. The L.A must be informed and its Educational Visits policy followed.

COMMUNITY LINKS

We have many links with the community who enhance our children's learning in a variety of ways: granting funding, visits, the provision of resources, exploring the work-Pace and taking responsibility.

Knowsley Metropolitan Council

P: Staff Staff Handbook 2017

Knowsley Community Officers

OUTSIDE AGENCIES

School Nurse, Dental Health team, Education Attendance Service,
Education Psychologist, CAMHS, Community Police,
Local Fire Brigade, EMTAS, Local Secondary Schools who take our children

SENIS

THE GOVERNING BODY

The Governors are the employers and as such are responsible for setting the budget and monitoring spending. They also set levels of pay using the Pay Policy. They follow national policies in order to carry out their statutory duties and Archdiocesan guidance to fulfil their role as governors of a Catholic school. All Grievances are referred to the governors following the procedure set out in the Grievance Policy.

PARENTS/CARERS

Parents/carers are regarded as the children's first educators and are made very welcome in school. They are encouraged to help in school and a DBS check is funded by school so they can work in class. Invitations are sent out for class masses/assemblies, concerts and Pays. There are two open evenings annually and termly reviews of Individual Education Plans for parents but they are welcome to discuss their child's progress or problems with class teachers by a pre-arranged appointment at any time outside of lesson time. The Headteacher is also available to talk with parents by appointment.

NB class teachers, Headteacher and Deputy Head are usually available at the end of each day for a quick word.

Any parent who has a serious complaint to make should report their concerns to the Headteacher before taking them to the Governing Body.

STUDENTS

We accept students for all year groups and each class teacher (not N.Q.Ts) may be asked to supervise a student at any time but both student and teacher will be supported by a member of the SLT, who will also liaise with the student's mentor.

NEWLY QUALIFIED TEACHERS.

These teachers are supervised by the Headteacher who ensures all statutory requirements are met by following the N.Q.T guidelines.

CURRICULUM AND SCHOOL POLICIES

The curriculum policy is the responsibility of the Headteacher. It ensures a broad and balanced curriculum and contains the School Aims, the Mission Statement and Panning requirements.

All subject co-ordinators are responsible for writing a policy following the school guidelines and for sharing this with staff and other interested parties.

The Literacy and Numeracy co-ordinators are also responsible for collecting weekly Panning sheets while termly topic Panning sheet is given to the Headteacher and is Paced on the school website.

CHILD PROTECTION

The Child Protection Coordinator is Miss M Evans and is responsible for all referrals. MRs V Oprey/Mr R Murphy attend case conferences and review meetings and give appropriate information to staff on a need to know basis. See Child Protection policy. In the absence of the Head teacher Pease see the Deputy Head teacher and then a member of the Senior Management Team.

ANTI RACISM OR HOMOPHOBIC INCIDENTS

Racist or homophobic comments are taken very seriously and are logged by the Headteacher. Parents/carers are asked by the Headteacher to come and discuss any incident where their child has been involved in the use of racist language or attitudes.

SPECIAL EDUCATION NEEDS

We have a strong commitment to Inclusion and equality Each class teacher is responsible for Panning and delivering a carefully differentiated curriculum. Children who have particular needs are identified by class teachers and the SENCO who then write Individual Education Plans and Individual Behaviour Plans. These are reviewed termly with parents and, where appropriate, with the pupils concerned. See SEN and Inclusion policies.

EQUAL OPPORTUNITIES

It is a commitment to all children and staff that equality of opportunity is given a high priority. See policy.

ASSESSMENT

The school fulfils all statutory requirements for all pupils in Foundation Stage, Phonics Screening Check, KS1 and KS2. These include F.S profiles, end of KS1 Teacher Assessment and S.A.Ts and end of KS2 S.A.Ts. We use formative assessments across the year and A.P.P. From these results, individual targets are set for the following year and progress is carefully monitored by the school's tracking system.

Assessment for Learning Strategies are used daily across the curriculum for teacher, peer and self-assessments. Subject co-ordinators monitor progress by using Panning, and tracking children's work and lesson observations.

RECORDS

The Headteacher is responsible for our Pupil Tracking System. The Deputy is responsible for individual SEN records. Each child has an individual "folder" with end of year asses/ends and written reports

Class teachers also pass on a class EAL and mobility record, including intervention records.

REPORTING TO PARENTS

There are two open evenings per year and the parents receive an annual written report in July. This includes progress in all subjects, attitudes/behaviour, attendance and punctuality.

ACCEPTABLE USER POLICY AND SOCIAL NETWORKING SITES:

Staff are asked to familiarise themselves with the Acceptable user Policy.

For your own professionalism and safeguarding you are advised not to have contact with Parents and Pupils, whilst you may discuss your feelings about your day at work with close friends a social networking site is not the place to do this.

INDUCTION PROCEDURES

Inductions for new members of staff or work / student Placements should be carried out by the following staff members. An induction form should be completed by the inductor and passed to the Administration Office to be filed in personnel.

Teachers – Head teacher or Deputy Head teacher

Support Staff – Deputy Head teacher

Administration Staff – School Business Manager

Facilities Staff/ Lunchtime Supervisory Assistants – School Business Manager

6. Finance

Budget holders will be provided with their allocation after the budget is set in April.

There are 3 ways budget holders can make purchases for the school;

1. Pacing a purchase order – Complete all sections of the purchase order form (**Appendix 3**), ensuring the correct level of authorisation is completed and then pass to the Admin Office for processing. (Appendix 4).
2. Petty Cash purchases – Budget holders will only be reimbursed by the Admin Officer against properly authorised petty cash vouchers (**Appendix 5**) attached with a receipt. The person receiving reimbursement should sign for the amount received. Each payment must not exceed the current limit of £50 per transaction.
3. Charge Card purchases – Budget holders may use the School Charge Card to make purchases via the internet, telephone and at point of sale. You must complete a Charge Card slip (**Appendix 7**). The School Business Manager has the School Charge Card; once your purchase is complete you must return the card and the receipt to the office.

No personal purchases are to be made on the card and the card must not be used to withdraw cash.

PURCHASE ORDER SYSTEM IN ACCORDANCE WITH KNOWSLEY L.A. AUDIT

THIS PROCESS APPIES TO STATIONERY/EDUCATIONAL EQUIPMENT/ICT SOFTWARE/HARDWARE/EDUCATIONAL VISITS/COACH HIRE & IKEA & ARGOS CARD PURCHASES/SUPPY TEACHER BOOKINGS..... IN FACT EVERYTHING!

THIS PROCESS MUST ALSO BE FOLLOWED IN ADVANCE OF ANY AUTHORISED TELEPHONE ORDERS/REP ORDERS ETC

1. Staff to write out order and take a copy, which is to be retained by staff member.



2. Original copy passed to Debbie



3. Debbie checks cost centre balance and order form is checked



4. If ordering details incomplete, then the order sent back to staff member



5. Completed order to ME/VO for authorisation and returned to Debbie



6. On receipt of authorised order DA Paces electronic order to supplier



7. If an order has not arrived in a reasonable time, staff member to inform DA.



8. Delivery arrives

All deliveries will be checked on receipt, against the copy order and delivery note for quality and quantity. The delivery/dispatch note must then be signed and dated **by the person who requested the order or an appointed colleague**. This person does not have to be an authorised signatory. This ensures segregation of duties. The delivery/dispatch note must be given to Debbie/Paula/Lorraine and will be filed with any relevant quotations, the copy order and copy of subsequent invoice



9. Debbie to be informed of delivery and any missing products.



IN ACCORDANCE WITH FINANCE POLICY & PROCEDURE PLEASE NOTE THE FOLLOWING GUIDANCE BEFORE PACING AN ORDER. **THANK YOU**

- A PURCHASE ORDER FORM MUST ALWAYS BE COMPLETED IN THE FIRST INSTANCE BEFORE ANY ORDER IS PACED.
- THIS INCLUDES ONLINE ORDERS /TELEPHONE ORDERS AND REP ORDERS.
- THE ORDER FORM MUST BE AUTHORISED BY M EVANS OR AN APPROVED SIGNATORY AT ALL TIMES.
- ONCE AUTHORISED THE ORDER MUST BE ENTERED INTO THE FMS SYSTEM.
- PLEASE RETAIN A PHOTOCOPY OF YOUR ORDER

NAME	CURRICULUM AREA	COST CENTRE BALANCE	DATE

COMPANY	PAGE No.	ITEM REF	DESCRIPTION	COLOUR	QTY	UNIT PRICE	TOTAL PRICE

AUTHORISED BY _____ **DATE** _____

TOTAL COST OF ORDER = £

COST CENTRE BALANCE =

OFFICE USE: DATE ORDER RECEIVED

DATE PACED

OFFICIAL PURCHASE ORDER No.

PLEASE REMEMBER TO TAKE A COPY OF YOUR PURCHASE ORDER TO RETAIN THANK YOU