
2016-17

STAFF HANDBOOK

This school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.



ROBERT WILKINSON PRIMARY ACADEMY

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Welcome to our School

Dear Colleague,

Welcome to our school. We all hope that this handbook will be of some help to you as you strive to become familiar with the routines of our life here in school. Our aim is to present you with some basic information. It is also our aim that you will be very happy in school. If you want any information, please do ask and we will do all we can to help. We will make every effort to keep you informed about what is happening in school and within the LA.

The Senior Leadership Team

Richard Ludlow
CEO/ Executive
Headteacher
Ebor Academy Trust

Sarah Wright
Principal

Chris Evans
Vice Principal
(Upper School)

Helen Hayes Smith
Vice Principal
(Lower School)

Aims Of Our School

When children leave Robert Wilkinson Primary Academy, we will try our best to ensure that they have developed a range of qualities, attitudes and skills which will prepare them effectively for the future.

Our whole school aims are that every child will:

S & E Succeed and Enjoy

HMB have Healthy Minds and Bodies

CARE Consider and Respect Everyone

What OFSTED said:

The school received an outstanding OFSTED report during November 2008.

“This is an outstanding school that enjoys an excellent reputation locally. ‘Fantastic’, ‘excellent’, ‘outstanding’, are terms used by many parents when they comment on the school. They believe that their children thrive because it provides high quality teaching, excellent care and support and a range of exciting opportunities for learning”

Philip Cole (Lead Inspector)

What will I find in the staff room?

Pigeon Holes

All correspondence for staff is placed in the pigeon holes in the staff room or sent via email. All staff are issued with a Robert Wilkinson email address.

White Board

The whiteboard situated in the staff room is used to communicate important messages.

Weekly Diary

The school diary is online and all staff can have access to it. The entries for the following week will be discussed at Friday morning's briefing at 8.30am

Kitchen Area

Consisting of dishwasher, microwave, fridge and a number of kitchen units. Staff are politely requested to always put their used dishes directly into the dishwasher – there is a rota for dishwasher duty and staff are asked to take a turn.

Notice Boards

Important information regarding ongoing school life will be displayed to communicate important messages

What will I find in the School Office?

The Main Reception Office

- Pupil Information File
- Letters to Parents Files
- Health & Safety File
- Educational Visits File (see teacher's checklist found in Appendix C)
- Accident forms
- Incident Forms
- Supply forms
- Expense Claim Forms

Important Documents

Ebor Academy Trust Policies including the following can be located on the Ebor Academy Trust website under Staff Resources.

- Child Protection Policy
 - Safeguarding Policy
 - General Complaints Policy
 - Whistle Blowing Policy
 - Lone Working Policy
 - Gifts and Hospitality
 - Responsible Use of the Internet
 - Asbestos File
 - Risk Assessments
-

Administrative Issues

Telephones

A number of telephones are located in different areas of the school; an outside line may be obtained by pressing the number "9".

While it is accepted that it will sometimes be necessary for staff to make personal calls, these should be kept as short as possible.

Classroom Stock

Phase teams are responsible for the control of stock and have a budget to enable stock to be purchased. Please see the school office for the ordering procedure.

Photocopying

The photocopier is accessible to all staff; the appropriate code should be used which is available from the school office.

The Copyright Licensing Agreement means that many published materials can now be copied for internal school use but staff should take care not to copy materials outside the scope of the agreement (NB words for songs, music, test papers and periodicals *should not* normally be copied although the school has a separate agreement for allowing copying of many religious songs and hymns).

Security

All visitors to the school are asked to report to the office on arrival, sign in and wear a security pass during their visit and staff should ensure that anyone visiting them does this.

Staff should take steps to ensure the daytime security of the building by ensuring that external doors remain closed and gates remain locked. Staff should wear their ID badge at all times in school. Please note if staff leave the building during the school day they should sign out at reception.

Staff should vacate the building by 6pm each evening to allow the site manager to lock up. If you wish to remain after this time, please ensure the site manager is aware.

Carpark

For security the staff car park is locked at 8.40 am and re-opened at 3.30 pm. Staff needing to leave during the day can request the code from the school office.

Integris

Integris is used to record pupil data such as personal information, and attendance data, all teaching staff receive login details through the school office. These details must remain secure.

Attendance Register

Please use the following codes when completing the Attendance Register:

Code	Description
/ or \	- Pupil is present
L	- Late before registers closed
U	- Late after registers closed

Pupil Attendance Codes (relating to absence)

I	- Authorised absence due to illness (NOT medical or dental etc. appointments) – code used on management information systems is "I".
M	- Authorised absence due to medical/dental appointments – code used on management information systems is "M".
R	- Authorised absence due to religious observance – code used on management information systems is "R".
S	- Authorised absence due to study leave - code used on management information systems is "S".
T	- Authorised absence due to traveller absence - code used on management information systems is "T".
H	- Authorised absence due to agreed family holiday - code used on management information systems is "H".
E	- Authorised absence as pupil is excluded, with no alternative provision made - code used on management information systems is "E".
C	- Authorised absence as pupil is absent due to other authorised circumstances - code used on management information systems is "C".
G	- Unauthorised absence as pupil is on a family holiday, not agreed, or is taking days in excess of an agreed family holiday - code used on management information systems is "G".
O	- Unauthorised absence as pupil missed sessions for an unauthorised absence not covered by any other code/description – code used on management information systems is "O".
N	- Unauthorised absence as pupil missed sessions for a reason that has not yet been provided – code used on management information systems is "N".

Registers must be taken twice each day – on arrival in the morning and at the start of the afternoon session. The attendance register needs to be updated using the online Integris system. Although absences are monitored by the office staff, if you have concerns regarding lateness or absences please alert us.

Dinners – Cashless Catering System

The school operates a cashless dinner system for staff and pupils. Cheques are credited to an account on a weekly basis (for any amount e.g. a week or a term etc). Cheques should be made payable to Robert Wilkinson Primary Academy.

Absence Request Forms

Pupils requiring time off during term time must complete an absence request form available from the office or the school website. This form must be submitted with a letter explaining the 'exceptional circumstances' of the absence request.

Absence Notes

Please complete the register in the approved way and pass the note to the School Office so that the computer log can be updated. Notes will be completed in Integris by the office staff so you are aware of why a child is absent. You may add any relevant information into the notes as well.

Pupils arriving late for school (after 8.55 am)

Start of the school day:

The school day at Robert Wilkinson Primary Academy begins with a morning whistle at 8.50. All children are encouraged to be on time for the whistle as morning work routines begin once the children enter the classroom.

Late arrivals:

Children arriving after 8.55am should report to the main school office and will be recorded as arriving late (L). Arrivals after 9.20 am will be marked as (U) on the register.

Ordering Procedure

Orders for Goods and services

Budget Holders should ensure a purchase order is raised for goods or services through the school administration staff who will raise the order. Orders will be approved by the Headteacher in accordance with the scheme of delegation.

Official orders will be raised through PS Financials and emailed, faxed or posted to the supplier by the school administration staff or member of staff requesting the purchase.

Telephone/direct verbal ordering will be permitted only in situations where raising an official order is not practicable and with prior approval from the individual's line manager. In such cases, a written confirmation order will be raised as soon as possible as above and normally within 24 hours.

Purchase orders are stored electronically in the finance system. Any paper versions retained are to be filed appropriately in the school.

Credit Card Purchases

Authorisation from the Principal should be obtained and then you will need to complete a "Request to Use School Credit Card" form. You will need to take this form to the Office Manager who will complete the credit card transaction for you. If possible invoices should be used instead of the credit card.

Delivery of Goods and Services

On receipt of goods the goods will be checked and the delivery note signed and returned to the finance administrator who will record this on the finance system as a GRN amending any shortfalls. The GRN number will be recorded on the top of the purchase order and signed by the Finance Administrator. The delivery note should be attached to original purchase order.

Safeguarding

If you have any concerns about a child or adult's safety, welfare or general well-being please ensure you speak to a member of our safeguarding team **straight away**.

Safeguarding Committee Robert Wilkinson

Sarah Wright	Principal - Safeguarding Lead Practitioner
Chris Evans	Vice Principal (Upper School)
Helen Hayes-Smith	Vice Principal (Lower School) SEND Lead
David Potter	Safeguarding Director
Ann Acaster	SEND Director
Helen Smith	Office Manager

Ebor

Richard Ludlow	CEO Ebor Academy
James Perry	Finance Director
Cathi Shepherd	Senior Schools Manager
Chris Warnett	Estates and Facilities Manager
Julie Forde	HR Manager

Pastoral Team

Helen Hayes-Smith

Gemma Davis

Pam Smith

Lynda Swan

Traci Leetham – After School Club

Child Protection

All staff must have Child Protection Training.

Training can be via a workshop or online You need to complete the online training the website address is: www.saferchildrenyork.org.uk. You then need to print your certificate as proof of completion and give it to the office manager.

All staff must complete the Prevent Training.
www.course.ncalt.com/channel_general_awareness You then need to print your certificate as proof of completion and give it to the office manager.

If you have any concerns about children's welfare (emotional/physical) please contact a member of the safeguarding team. Mrs Sarah Wright is the designated Child Protection Officer.

First Aid

The school has many qualified first aiders throughout the school. Posters are displayed around school. All the year groups have staff who are qualified first aiders.

The main first aiders in the school are the office team. The first aid room is located in the main reception area.

The Accident Forms (kept in Reception) - all injuries to staff, visitors or pupils must be recorded as soon as possible.

Medication

Parents requesting a member of staff to supervise the taking of medication should be asked to complete the appropriate request form. This should be signed by Principal of School. Only medicines that are prescribed to be taken 4 times daily will be given in school.

Medicines should be handed in and collected to the main school reception by a responsible adult. Inhalers and Epi-Pens will be kept in the medical box in the classroom by the teacher. Copies of children's medical conditions will be also kept in the medical box. You should familiarise yourself with any pupil's conditions in your class asap.

Children can be excused PE/games because of illness or injury – parents should request this personally or in writing.

Health and Safety

Chris Warnett, Estates and Facilities Manager is responsible for Premises and Health & Safety.

The Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 states that employees must:

- take reasonable care of their own and others' health and safety;
- co-operate with their employers;
- carry out activities in accordance with training and instructions; and
- inform the employer of any serious risks.

For more details please consult the school's Health and Safety Policy both of these are available on the Ebor Academy website www.eboracademytrust.co.uk



THIS IS A NO SMOKING SCHOOL

Fire Evacuation Procedures

The alarm system signals an emergency

All Classrooms should display Fire Evacuations Procedures

The alarm system signals an emergency

- Constant ringing of alarm bells requires immediate evacuation. Close all doors behind you!
 - A fire alarm may occur at any time of the day. Ensuring that the teacher returns to their class assembly point will assist in ensuring everybody is present.
 - As a general rule, children who may be separated from their class, for example maths sets or SEN groups should leave the building by nearest exit and then walk outside to their normal class assembly point.
 - Support Staff to assist in guiding children around the outside of the school to their class assembly point.
 - As a general rule visitor should make their way to the assembly point in the front playground
 - In the event of an actual fire it may not be possible to walk around the outside of the building safely and children will be directed by members of the administrative and caretaking staff should this be the case.
 - Evacuations and assessing that all children are present is much quicker and easier if everybody remains calm and quiet.
 - From the sounding of the fire alarm a building should be evacuated within 3 minutes.
 - If it is necessary to evacuate the school site, the SLT will make the decision and staff, visitors and pupils will make their way to St Mary's Church.
-

Identifying Hazards and Reporting Repairs

Please use the Hazards form in the Health and Safety File (Main Office).

Repairs should be reported to the Site Team via the forms held in reception which will be given to the team, in the case of an emergency contact the office who will ring the Site Team immediately. Please note that the Site Team are only on site during the mornings.

Emergency School Closure

Please ensure that the school office always has your most up-to-date contact details, including mobile telephone number so that you can be contacted in the event of an emergency school closure.

Staff Use of the Internet

Staff Procedures and Rules for the Responsible Use of the Internet

(Full Guidance available on school website A copy of the Reasonable use of the Internet Policy is also available from the school office or on the school website

- Written permission from parents must be obtained prior to publishing children's names, photographs or their work.
 - Material will not be downloaded which is likely to be unsuitable for children. This applies to any material of a violent, dangerous or inappropriate sexual content.
 - Staff should ensure that children are aware of the Rules for Responsible Use of the Internet.
 - In the event of unsuitable material appearing on screen, Staff should close the computer down and notify the ICT Subject Leader or a senior member of staff immediately.
 - Staff personal phones especially those with camera and video facilities are not to be used in the presence of children unless it is an emergency.
 - Teaching staff have school email addresses, it is recommended that all staff refrain from giving personal emails to parents.
 - Teaching staff will be provided with an email address for school correspondence.
-

Supervision outside the classroom

Please note it is the responsibility of members of staff to check rotas:

The School Day

Morning Session

8.50 am – 11.45 am (FS2 & KS1)

8.50 am – 12.15 pm (UKS2)

8.50 am – 12.30 pm (LKS2)

Afternoon Session

12.45 pm – 3.00 pm (FS2)

12.45pm – 3.10pm (KS1)

1.15 pm – 3.15 pm (KS2)

Before School

A rota is in place to ensure pupils safety and wellbeing before the whistle at 8.50am. There is to be a member of staff in the playground by 8.45am.

Breaktime

A break time rota is in place for break time duties.

Lunchtime

During lunchtime a team of playworkers and midday supervisors are in place to maintain the smooth operation of the playground and dining hall.

After School

- Key Stage 1 and Early Years pupils are collected by parents and carers from their class teachers.
 - A rota is in place to ensure at least one member of staff patrols the playground to the front entrance to ensure the safe exit of pupils.
-

What about Meetings?

Staff Briefing

Takes place on Friday morning from 8.30am – 8.45am to discuss the week's events.

Curriculum Meetings

Take place on Wednesdays from 3.30pm – 4.30pm. The INSET during these meetings support the aims of the School Improvement Plan.

PPA Meetings

The school encourages team planning. This time is for planning, preparation and assessment.

Parent-Teacher Interviews

Parent Teacher Interviews take place twice per year. These meetings are primarily to discuss current progress, future targets and any pastoral issues. Once you have agreed your appointment dates please pass your list to the office staff and display your times on your classroom door to inform the cleaning team.

Open Afternoons

Open Afternoons (Open Doors) generally occur one afternoon in the week prior to parent evenings. Parents are invited into class to look at their own child's work and discuss it with them. It is very useful to prepare children to allow them to talk confidently about their work.

Governors' Meetings

Directors' meetings take place each half term. The minutes of these meetings are kept in the SLT Hub. A full list of the Ebor Academy Trust Directors and Robert Wilkinson Academy Trust Directors /Members is available from the school office.

Special Needs Meetings

The SENDCO will coordinate these meetings and staff will be informed if they are required to attend. Please be cooperative as the SENDCO may have had to agree the meeting with a number of outside agencies.

I don't want to get it wrong, so...

What should I wear?

Smart, comfortable clothes are fine for most situations. Sports wear should be worn for PE or Games sessions. Please note that the school prefers the wearing of 'jeans' to be reserved for non-uniform days.

Where should I park?

The car park behind the school is for the use of school staff and visitors only. There are no reserved spaces, so you can park wherever there is a space. For security the staff car park is locked at 8.40 am and re-opened at 3.30 pm. Staff needing to leave during the day can request the code from the school office.

The School Day

Morning Session

8.50 am – 11.45 am (FS2 & KS1)
8.50 am – 12.15 pm (UKS2)
8.50 am – 12.30pm (LKS2)

Tea break

KS1 = 10.30
UKS2 = 10.15
LKS2 = 10.45

Afternoon Session

12.45 pm – 3.00 pm (FS2)
12.45pm – 3.10pm (KS1)
1.15 pm – 3.15 pm (KS2)

Directed Time

Staff are requested not to leave the premises before 4 pm. Please inform your line manager if you need to leave before this time.

Training Days

Staff are paid for 38 weeks per annum plus 1 week of training days, therefore if you work 3 days per week you are contracted for 3 training days. If you are asked to work more training days than your contract you will be allowed to claim for the additional time either monetary or in lieu. Staff are required to attend training days at the discretion of the SLT.

When are assemblies?

Assemblies

Regular assemblies are timetabled – see school diary for information

Monday – KS1 Assembly

Tuesday – KS2 Assembly

Friday – Whole School Celebration Assembly – 2.30 pm – White Hall

Singing Assemblies also take place during the week.

Playtime and Lunchtime

Playground Supervision

Teaching staff will be required to supervise playtimes on a rota basis. The duty rota is displayed in the staff room and in classrooms.

Toilets

Children are not normally permitted in the building at break time, except to go to the toilet (with the permission of the teacher on duty).

Wet Playtimes

On these occasions staff in each year area will ensure the supervision of children within the school building. Staff within each team can 'buddy-up' to provide supervision, allowing for adults to use toilet facilities and to make a drink. The Class teacher should ensure the provision of activities for wet playtimes (scrap paper for drawing, games, comics).

Playtime Snacks

Sweets are not allowed in school at playtime. Pupils are encouraged to bring a small healthy snack (preferably fruit) to eat at break time and a water bottle for regular water intake.

Lunchtimes

Midday Supervisory Assistants and Play workers will assume responsibility for the organisation of the lunchtime period and for monitoring behaviour and discipline. In KS1 and LKS2 Midday Supervisory Assistants collect pupils from the classroom.

Clothing

Children should be encouraged to wear school uniform.

Children are not allowed to wear jewellery to school. Only stud earrings are permitted and these must be removed for PE, games, dance and swimming.

PE.

Children must be appropriately equipped for PE. ALL children will need:

- Black shorts
- Plain white t-shirt
- (Black tracksuit bottoms for outside in winter)
- Plimsolls (for inside use)
- Y5 and Y6 children only may have trainers for inside use but these MUST have white soles
- All children may wear trainers outside

SWIMMING

- ALL girls are required to wear a swimming hat, please note that boys with shoulder length hair are also required to wear a hat. Hats can be purchased from the school office.

Staff teaching PE should wear appropriate footwear (plimsolls or trainers).

Lost Property

All lost property should be sent to the school office. Any named lost property will then be sent back to class. The lost property will be emptied periodically and unclaimed property will be “recycled” or disposed of.

Toys and Valuables

Children should be discouraged from bringing anything valuable to school, as it is difficult to ensure its security.

Teaching and Learning

Homework

Each year group promote reading, spelling and an aspect of numeracy for homework but there are variations in each year group.

Please discuss with your team leader or mentor the expectation for each year group.

Supply Cover for INSET activities

Teachers undertaking in-service training activities within school time should ensure the course is written in the supply diary and details given to the office. Supply will be organised by the Admin Team or through the SLT.

Parents and Adult Helpers

All adult helpers should have received Police Clearance and time should be taken to discuss the school's **Guidance for Volunteer Helpers**.

Classroom Organisation

Classrooms and cloakrooms should be kept tidy and pupils should take responsibility for this – a short tidying up period at the end of each session will contribute to this.

Displays

Displays should provide a balance between celebrating pupils work and achievements and being functional to support learning.

Positive Behaviour

*C*onsider *A*nd *R*espect *E*veryone

At Robert Wilkinson Primary Academy, we take a proactive approach to creating learning environments in which pupils learn to choose appropriate, responsible behaviour.

The Main Principles

We are working hard to encourage good behaviour and positive attitudes and have 4 main mechanisms for doing this:

1. **In Class and Peer Celebration**

During lessons pupils may perform, read and share quality work with their peers and teachers. These celebrations may take many different forms e.g. applause, praise, review grids, stickers, class votes, work displayed etc. These foster a self-motivated learning environment.

2. **Team Points**

These provide an immediate recognition for good work and reward for desirable behaviour, such as courtesy, thoughtfulness or helpfulness. Any member of staff can give a team point to a child who does something worthy of recognition and encouragement.

3. **Achievement awards**

These are used to recognise and reward outstanding behaviour or attitudes and can be used as an incentive to help children work towards behavioural targets. They can also be used as recognition of a consistently positive attitude towards work or other children. These are awarded during Friday whole school assembly.

4. **KS1 Best Work Certificates**

All pupils work towards achieving their own best work award.

For further information please access Whole School Documents and 'School Rules' on the teachers desktop.



Our Behaviour



WOW!!

I have made someone in school proud of me.
I am consistently trying my best.
I am consistently being supportive.
I challenge myself.
I am always enthusiastic and positive.
I set a good example to others.
I always make the right choice.



I will be a positive role model.
I will be a trusted member of school.
I will feel really happy at school.
I will earn team points and rewards.

I will make my teachers, family, friends and myself proud!



GOOD

I make the right choices.
I try my best.
I tell the truth.
I am a good learner.
I have good manners.
I am a good friend.
I respect everyone and everything.
I follow instructions the first time.
I listen to others.



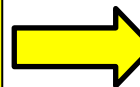
Everybody will see what a good job I am doing.
I will be a successful learner.
I will earn team points and rewards.

I will be happy and enjoy coming to school. My team will be very proud!



WOBBLY BEHAVIOUR

I have disrupted my learning and that of other children in my class.
I am not working as hard as I can.
I am not thinking about other people's feelings.
I am not showing respect.



I will be asked to stop.
I will be given a reminder.
I will lose some play time or have time out.
I will have thinking time to improve my behaviour and get back to GOOD.
I will need to talk to an adult about how I feel.

I will feel disappointed with myself.



UNACCEPTABLE

My behaviour is persistently disrupting my learning and that of others.
I am making the wrong choices, even when I have had the chance to make the right choices.
I am using violence of any kind; eg kicking, hitting, hurting others, OR threats to do so.
I am encouraging others to make the wrong choices.
I am using bad language.
I am not telling the truth.



I will have time out to think about my actions and how I can get back to GOOD.
I will have to accept the consequences of my actions
I may miss out on things my class are enjoying.
My parents will be informed.
If my behaviour does not improve I will be sent to a senior member of staff.
In serious cases I may be excluded from my class.

My behaviour will be explained to my parents and I will feel very disappointed.

After School Activities

The school is pleased to offer a number of after school activities. Please ensure the Office are aware of any after school clubs that you are running.

Planning Procedures

Planning and Assessment File

A planning and assessment file is required to be kept by all staff. It should contain the following clearly marked contents:

- Long term plan
- Medium term plan
- Short term/weekly plans
- Current week's plans
- Action Groups for writing / maths / reading
- Pupil tracking sheets

Communication with Parents

In order to maintain shared understanding and to give parents a real stake in their children's education, we must maintain effective communication about:

- the content of the curriculum
- the particular work that each child will be doing
- each child's achievements and needs
- school activities and achievements

This is done through:

- formal and informal consultation with parents
 - pupil reports
 - School Profile Report
 - team newsletters
 - school website
 - letters about specific topics, activities, etc
 - ParentPay
 - Social Media
-

Team Newsletters & Homework

These will be sent to parents regularly by each teaching team. They will give parents information about class activities for that period, including areas of focus in English and Maths work, topics, trips and ways in which parents can support their child's work.

School Newsletters

This will include school activities, class or team achievements, news, requests for help etc. This is sent electronically to parents via our ParentPay system.

Other letters

These should always be checked by a member of the SLT before they are sent to parents. All letters must be sent out via the school office

What should I do if...

I am unwell?

Please phone the Vice Principal of KS2 or Vice Principal of KS1 between 7.00 am and 7.30 am. It is often useful to let your team leader know too. Please ring the school office by 2.30pm to notify them of the likelihood of your return the following day.

I want to go on a course?

Please pass the details of the course to the CPD co-ordinator. Course attendance depends on two main variables – does it support the key objectives the school has identified – can the school afford to send you (not just the course cost but also the cost of covering your absence). All course attendance must be authorised by a member of the SLT.

I want to arrange an education visit for my class?

Please pass the details to the EVC and to the office staff at least 2/3 weeks prior to your proposed visit. If the EVC & Principal approves the visit the office staff will book the coach and entry tickets if required. The trip leader is responsible for completing the Risk Assessment for the visit. Please see Educational Trips Co-ordinator – school office.

Please inform the catering team if pupils are going to be out for lunch as early as possible.

A child is injured or becomes ill?

Please try to deal with the child in the classroom. First aid kits are available to treat minor cuts and scrapes. There are many trained first aiders in all areas of school. Please send the injured/ill child (with a buddy) to the School Office if you are unable to deal with the child in the classroom. If the child is too ill to move – or you are concerned that an injury may be serious please send for help from the school office.

Guidance on Staff Absence

Reporting Absence

- On the first day the employee is absent through sickness the school should be informed as soon as possible
- The employee should state the reason for the absence, the possible date of return and any information about any aspects of their work which would need covering during the absence.
- If the absence extends beyond the possible return date the employee should notify the school and give a revised date.
- As soon as the employee knows the exact date of return the school should be informed.

Return to Work

- On returning to work the employee will meet with their Line Manager and undertake a return to work interview. This will be in the majority of cases a short discussion to enable the Line Manager to complete Parts 2 and 3 of the Self Certification Form (Return to Work Interview).
- In circumstances where there are concerns over an employee's absence the discussion will be more in depth and review their attendance at work. The following trigger points would be used to review attendance:
 - Three periods of absence in a three-month period
 - Four or more periods of absence in a six-month period
 - 10 or more working days in a 12-month period
 - A trend or an unacceptable pattern of absence e.g regular Mondays/ Fridays
 - The review could lead to the implementation of the Short Term Sickness Absence Procedure

Documentation

- On receipt of notification an employee is off sick the school will complete Part 1 of the Self Certification Form in preparation for the employee's return.
 - The school will also complete the LA sickness monitoring form.
 - For any absence of seven days or less the employee must complete a self certification form on their return.
 - For any absence in excess of seven days the employee must provide a doctor's certificate for the entire period of absence.
 - Following the return to work of an employee the Line Manager must complete the Self Certification Form Parts 2 and 3 (Return to Work Interview).
 - Application for leave should be processed through the School Governing Body. Requests should be made in writing to the Headteacher.
 - For further advice and support please contact the HR Officer
-

Leave of Absence

A Leave of Absence may be requested for the following reasons:

<p><i>Compassionate Leave:</i> Bereavement or serious illness of: Husband/wife/partner/father/mother/son/daughter/brother/sister and the same in respect of in-laws</p>	With pay
<p><i>Attendance at the wedding</i> of a child, father, mother, brother, sister or a person normally resident with the applicant.</p>	With pay
<p><i>Holiday</i> with husband or wife (exceptionally at the discretion of the Headteacher/Board of Directors)</p>	Without pay in respect of teaching staff
<p><i>Unavoidable personal business.</i> Up to one working day. May be extended at the discretion of the Headteacher/Board of Directors.</p>	With or without pay at the discretion of the Headteacher
<p><i>Attendance at interviews</i></p>	With pay
<p><i>Service in the Territorial Army.</i> As necessary up to 10 working days with salary for five days, thereafter without salary.</p>	With pay
<p><i>Public Duties:</i></p> <ul style="list-style-type: none"> • A Justice of the Peace • A member of a local authority (including Parish Councils) • A member of any statutory tribunal • A member of District Health Authority • A member of National Health Service Trust • A member of a Family Health Service Authority • A member of a grant maintained school, higher or further education corporation or educational establishment maintained by local education authority • A member of a board of prison visitors • A member of a police authority. 	With pay (up to 208 hours)
<p><i>Duties as an added member of City of York Education Committee (as necessary)</i></p>	Paid
<p><i>Election Duties:</i></p> <ul style="list-style-type: none"> • From first day on which nomination papers may be delivered to second day after election inclusive. • The day of the Count • Day of polling only. 	Without pay
<p><i>Decorations and Honours:</i></p> <ul style="list-style-type: none"> • Attendance at a degree ceremony of a close relative (see compassionate leave above) • Representing the county or country in sporting events and taking party by invitation in amateur international trials 	With pay

<p><i>Television and Sound broadcast:</i></p> <ul style="list-style-type: none"> • <i>With direct educational bearing</i> • <i>Without a direct educational bearing</i> 	<p>With Pay Without pay</p>
<p><i>Witness in court, jury service, inquests</i></p>	<p>Salary will be reduced up to a maximum of any allowances which may be claimed</p>
<p><i>Staff prevented from reaching work due to inclement weather or other extenuating circumstances</i></p>	<p>With or without pay at the Head of Schools discretion</p>
<p><i>Leave for UNISON sports competitions:</i> organised between local branch and other branches within the Yorkshire and Humberside District.</p>	<p>Without pay</p>

Dependent Care Leave

All employees are entitled to take a reasonable amount of time off work to deal with family emergencies or unexpected problems in relation to dependants.

The statutory right is to time off without pay, however, in line with the City of York Council, the Directors will pay up to 5 days Dependant Care Leave in a year provided you demonstrate that you meet the requirements set out below.

- Your absence was due to a family emergency.
- You have not previously been paid for 5 days Dependant Care Leave in the past year.
- You demonstrate that you tried to minimise your time absent from work.

Domestic Incidents

There is no right to time off to deal with domestic incident such as a flooded washing machine, storm damage to the house or taking a pet to the vet etc. Although it is recognised that employees may occasionally need time off for these reasons, such time off is at the discretion of the executive Headteacher/Head of School.

Maternity/Parental Leave

For advice and support please contact Julie Forde (HR Officer).

Keeping in Touch Days

Staff returning from maternity leave are entitled to 2 keeping in touch days to visit school prior to their return, at least 50% of the time should be spent with their team doing PPA. This time can be claimed as additional hours on their return to work.

All forms relating to leave, as described above, are available from the school office.

What is kept in my Professional File?

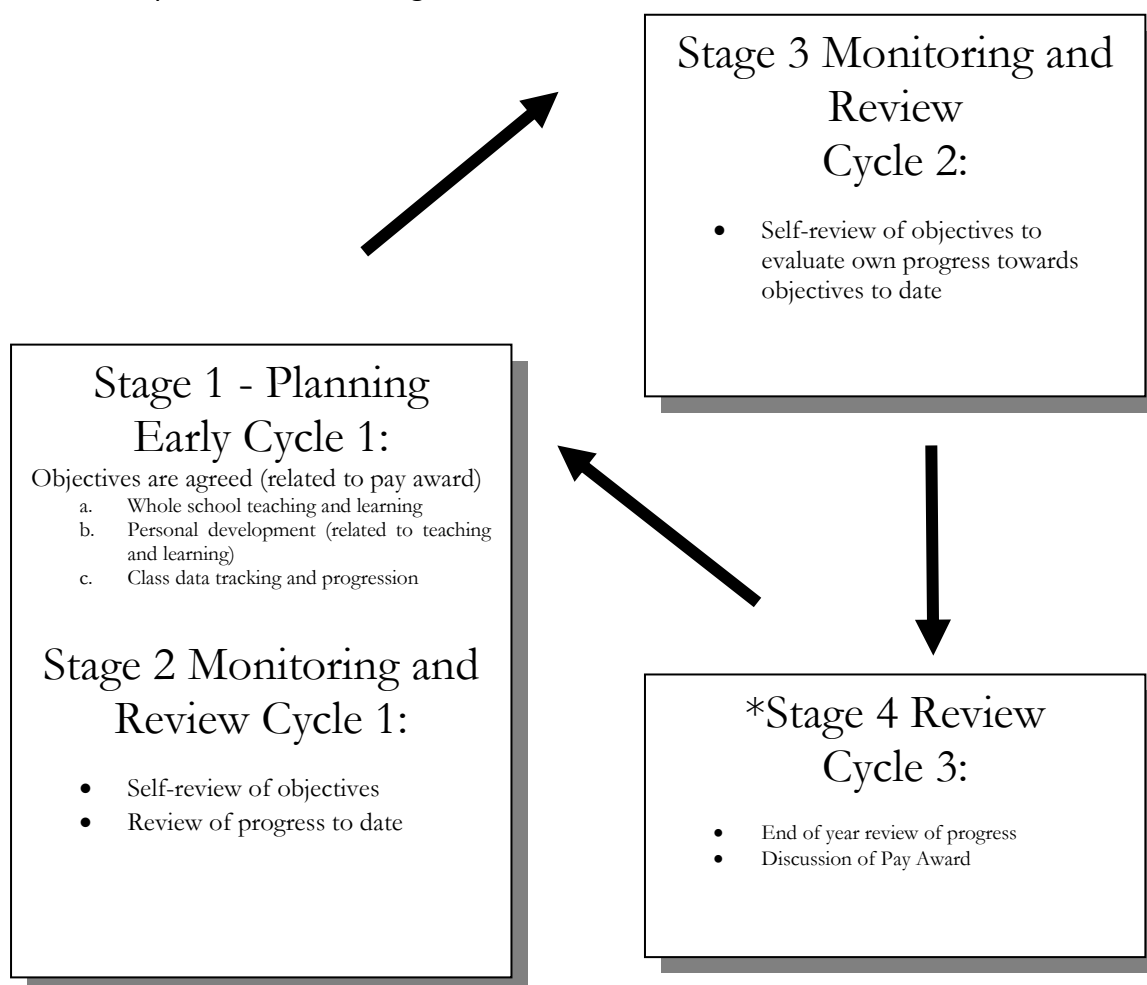
Staff are encouraged to keep a Professional File which may contain the following:

- Staff Induction Checklist
 - Job Description
 - Performance Management (Targets & Reviews)
 - CPD Log
 - Curriculum Coordinators Log
 - Current School Improvement Plan (Key Objectives)
 - Staff Handbook
-

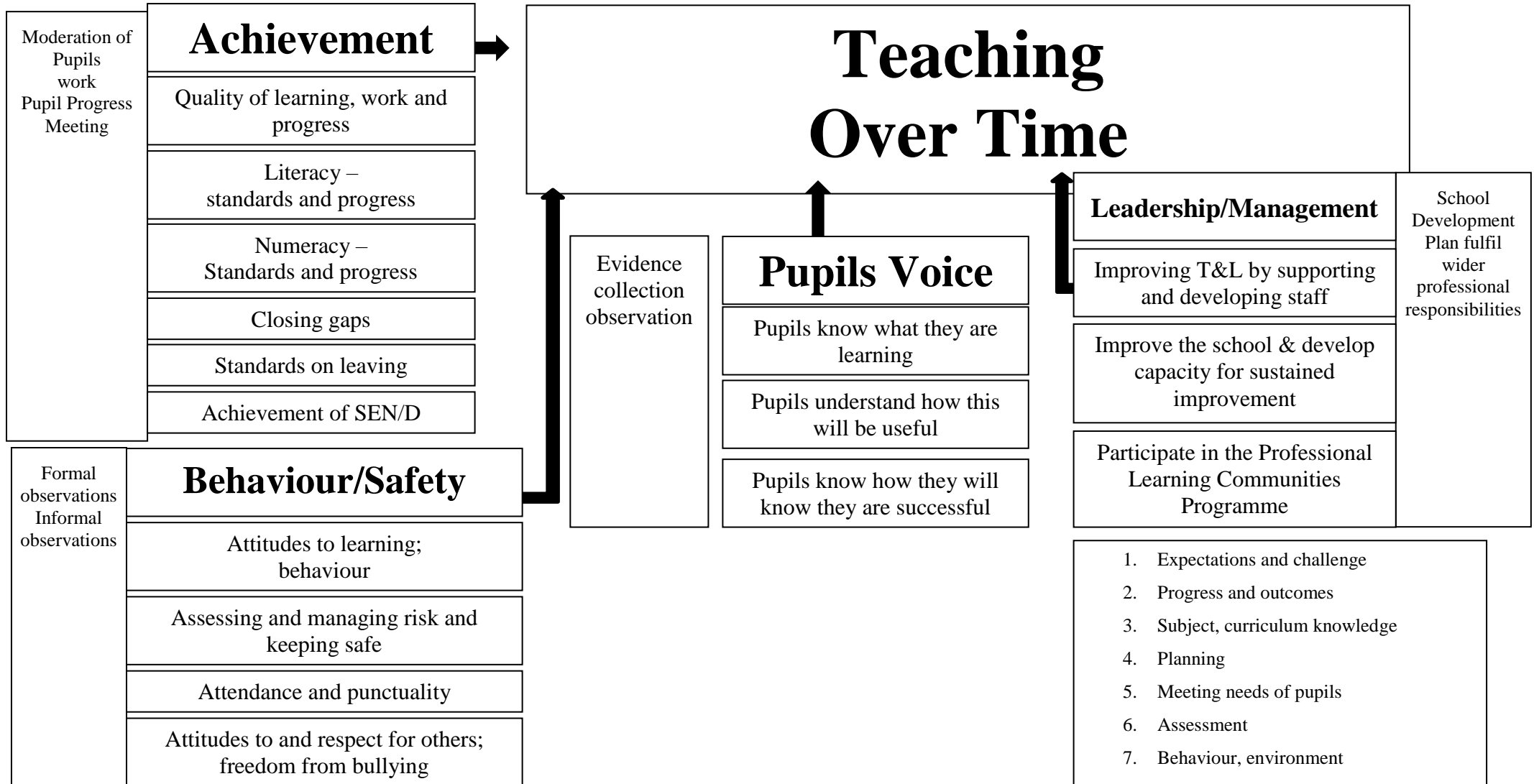
All staff will take part in an annual performance management and appraisal cycle. As well as identifying support and development it is an opportunity to celebrate the contribution made by members of staff.

Performance Management/ Appraisal

The process follows 4 stages:



Appraisal Tool – Teaching Over Time



Who do I see if I have a problem or a question?

Line Management Structure

Team Leader

Each year group has a team leader; they attend a half termly briefing and are the first person to contact if the issue is year group related.

Key Stage Team Leader

The key stage team leader is the Vice Principal for KS1 or KS2. This is the person to contact if the issue is related to a key stage, timetables or absence or a more serious matter that the team leader feels should be met at an SLT level.

Subject Team Leader

Each subject team has a key person responsible for an overview of the school developments in that area. This is the person to contact if the issue is subject related.

Office Manager

For any admin issues / attendance / fire / school trips / building issues

Principal

This person is for personal professional issues or more serious matters that the Vice Principal feels should be met at the highest level.

Leadership Structure

Robert Wilkinson Primary Academy Curriculum Teams: 2016/17

The Role of this Handbook and your Comments

This handbook has been written to help new members of staff at Robert Wilkinson Primary Academy integrate quickly into the school team. We hope that you have found it useful and informative.

LIST OF APPENDICES

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Educational Visit: Teacher Checklist

To be completed in advance of visit:

Destination:	Date of Visit:
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Tick when Completed

1.	Has there been a pre-visit made by staff/trip leader?	
2.	Have all the teachers taking part in the trip been briefed by the trip leader?	
3.	Do all staff/parent helpers understand their role and the course of events?	
4.	Are the Kitchen Staff aware of the trip in advance?	
5.	Are travel arrangements/timings clear to all, especially when using public transport?	
6.	Are teachers aware of any medical needs in the class?	
7.	Do the children know why they are going on the trip and what they should learn?	
8.	Have the children been made aware of the behaviour expectations during the trip (i.e. walking, crossing roads, respect others)?	
9.	Do the children know the ' Get together signal ' and its purpose i.e.: whistle/group counts etc?	
10.	Do the children know what to do if something goes wrong, i.e.: get separated?	
11.	Have the First Aid Kit, Sick Bowl, Plastic Bags been collected?	
12.	Do all members of staff have the school phone number and each other's phone numbers?	
13.	Has an initial trip letter and at least 1 reminder been sent out to parents to inform them of what their child needs?	



New Employee Declaration

As a new member of staff with the Ebor Academy Alliance you may come across confidential information regarding pupils or staff at the school. You have a duty of care to ensure that confidentiality is maintained.

In circumstances where it is appropriate to share safeguarding information or information which could impact on the functionality of the academy please do so with a member of the Senior Leadership Team. In the event the information is regarding a member of the Senior Leadership Team then the Chief Executive should be contacted.

You should receive a copy of the Staff Handbook and be familiar with the functions of the academy, if you have any questions please ask your line manager. As an academy we believe it is important that all staff are aware of Child Protection protocol and as such as you complete the online Basic Child Protection course (link available on page 10 of the Staff Handbook).

Please sign the declaration below once you are happy with your responsibilities.

I am aware of the above and will complete the Basic Child Protection course.

Signature: -----