

2019-20

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.

Brotherton & Byram Community Primary Academy

Working in partnership with



EBOR ACADEMY TRUST

Low Street, Brotherton, Knottingley, West Yorkshire WF11 9HQ
Tel: 01977 672676
e-mail: admin.bbs@ebor.academy
website: <https://brothertonandbyram.ebor.academy>

Table of Contents

Welcome to our Academy	1
Aims of our School	2
What OFSTED said	2
What will I find in the Staff Room?	3
What will I find in the School Office?	4
Administrative Issues	5-7
Ordering Procedure	8
Safeguarding Team	9
Child Protection	10
Health and Safety	11
Fire Evacuation Procedures	12
Identifying Hazards and Reporting Repairs	13
Emergency School Closure	13
Staff Use of the Internet	13
GDPR	14
Supervision outside the classroom	14-5
The School Day	15
What about Meetings?	16
I don't want to get it wrong, so...	17
The School Day for staff	17
When are assemblies?	18
Playtime and Lunchtime	18
Clothing	19
Teaching and Learning	20
Positive Behaviour	21
Our Behaviour Expectations	22
After School Activities	23
Planning Procedures	23
Communication with Parents	23
What should I do if...?	24
Guidance on Staff Absence	25-26
What is kept in my Professional File?	27
Performance Management/Appraisal	28-29
Staffing Structure	30

Welcome to our Academy

Dear Colleague,

Welcome to our school. We 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 the academy. The following pages contain some basic information but if there is anything further you'd like to know, 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 academy trust and it is our aim that you will be very happy in your role.

The Senior Leadership Team

Richard Ludlow
CEO
Ebor Academy Trust

Gail Brown
Executive Headteacher

Bev Fletcher
Headteacher

Ben Greene
Assistant Head of
School

Aims of our School

When children leave an academy within the Ebor Academy Trust, we do 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 experience:

- E - Excellence
- B - Belonging
- O - Opportunities
- R - Respect

What OFSTED said:

We are delighted to announce that following our inspection in April 2018, we were judged by Ofsted to be a GOOD school.

In our school, we passionately believe all children have the entitlement to an education that is of high quality and offers them the best opportunities both during their time here and in the future.

Our school is a place where the whole school community pulls together, where teaching is good, where children are happy to come to school and find lessons exciting, where attendance and behaviour have vastly improved and where families are proud to send their sons and daughters.

What will I find in the staff room?

Pigeon Holes

All correspondence for members of the teaching staff is placed in the pigeon holes in the staff room. Pigeon holes are organised by class name.

White Board

The whiteboard situated in the staff room is used to communicate important messages so please make sure that you check this on a regular basis.

Weekly Diary

A weekly diary with school activities, training and special events is prepared each week for the following week. This is communicated during a weekly briefing which is usually held on a Wednesday morning at 8.20am.

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 and not be reliant on others to tidy away their dirty plates.

Refreshment facilities

Tea, coffee, milk, sugar and biscuits are provided in the staff room, for which a contribution of £5 per half term is requested. There is also a water cooler.

What will I find in the School Office?

The Main Reception Office

- Pupil Information files
- First Aid cabinet and pupil medication
- Health & Safety file (to log hazards you have identified – forms for photocopying can be found in the appendices section)
- Educational Visits file (see teachers checklist found in Appendix C)
- Accident book

Important Documents – Where are they?

- School Policies, including the following which all staff should be aware of, can be located in the Policies area of the network in the policies folder.
 - Child Protection Policy
 - Safeguarding Policy
 - General Complaints Policy
 - Whistle Blowing Policy
 - Lone Working Policy
 - Gifts and Hospitality
 - Responsible Use of the Internet

Administrative Issues

Telephones

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

Stock

Stock takes are undertaken every half term. Please see the school office for the ordering procedure.

Photocopying

The photocopier is located in the PPA room and is accessible to all staff.

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 and gates remain locked.

Please note if staff leave the building during the school day they should log out on the InVentry system in the front lobby.

Staff should vacate the building by 6pm each evening to allow the site manager to lock up.

Car Park

For security the staff car park is locked at 9.15am and re-opened at 3pm. Staff may access the gate, however the gate must always be closed and padlocked behind you.

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 (i.e. before 9.30am)
U	- Late after registers closed (i.e. after 9.30am)

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. Although absences are monitored by the office staff, if you have concerns regarding lateness or absences please alert us.

Dinners

If you wish to have a school dinner, please ensure that you request this by 9.15am via the google doc which is shared on a weekly basis. Staff meals are currently priced at £3.20 and are payable via Parentpay. Login details for Parentpay can be obtained from the school office.

Holiday Forms

Pupils requiring time off during term time must complete an Application for Leave of Absence form available from the office or the school website. This form must be submitted with an explanation of the 'exceptional circumstances' for the request.

Pupils arriving late for school (after 9.00 am)

Start of the school day:

The school day at the Academy begins at 8.50am. It is essential that all children are on time as morning work routines begin as soon as the children enter the classroom.

Late arrivals:

Children arriving after 9am should report to the main school office and will be recorded as arriving late (L). Arrivals after 9.30 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 individuals 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

A credit card purchase request form must be completed and authorised prior to requesting that the administration team place an order using the school 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 school 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 the delivery note should be attached to original purchase order.

Safeguarding Team

These are the key members of staff and governors to speak to about safeguarding issues. Please ensure all issues are recorded confidentially using CPOMS.

**Bev
Fletcher**
Headteacher

**Steven
Metcalf**
*Family Support
Worker*

**Maureen
Benson**
*Safeguarding
Governor*

**Esther
Storton**
*School Business
Partner*

**Sherril
Archer**
*Receptionist
Administrator*

**Karen
Finch**
*Receptionist
Administrator*

**Michelle
Sewell**
*HR Manager,
Ebor Academy
Trust*

SAFE CHILDREN
Concerns about children's welfare

SAFE ENVIRONMENT
Concerns about health, safety & premises

LOOKED AFTER CHILDREN
Concerns about 'looked after'
children

ADULTS
Concerns about
adults &
leadership

ADULTS
Concerns about
adults &
leadership

ADULTS
Concerns about
adults &
leadership

Child Protection

All staff must have Child Protection Training.

Training can be via a workshop or online. If you would like to complete the online training the website address is: www.saferchildrenyork.org.uk

The certificate must be printed as proof of completion.

If you have any concerns about children's welfare (emotional/physical) please contact a member of the safeguarding team. Bev Fletcher, Headteacher, is the Designated Safeguarding Lead in our school.

First Aid

The school's qualified First Aiders are:

Joan Blower	Cheryl Caffrey	Kirsty Dickinson	Yvonne Hand	Sinead Haselden
Bethany Knight	Sherril Archer	Sandra Pfluger	Ben Greene	Esther Storton

The Accident Book is kept in Reception. All injuries to staff, visitors or pupils must be recorded in this book as soon as possible and the duplicate copy of the accident slip sent home with the injured person.

The School's policy for any bump to the head/head injury is that parents are contacted immediately to make them aware of the incident. The incident must also be recorded on CPOMS. The pupil is able to remain in school if appropriate but must be closely monitored.

Medication

Parents requesting a member of staff to administer the taking of medication should be asked to complete the appropriate request form. School staff are only authorised to administer medication prescribed by a Doctor, bearing the child's name and dosage.

All medicines must be locked away in the school office.

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

Health and Safety

Esther Storton, School Business Partner, Liam Burke, National Domestic Manager for GFM Ltd and Andy Roberts, Ebor Academy Trust Health and Safety Manager are 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, which is available in the School Office.



THIS IS A NO SMOKING SCHOOL

Fire Evacuation Procedures

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.
- 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 the designated class points on the playground.

Identifying Hazards and Reporting Repairs

Please report any hazards to the Headteacher and/or the School Office. Repairs should be reported to the Site Team. In the case of an emergency contact the office who will ring GFM Ltd, who maintain the premises.

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 Staff Network). 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 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.**
- All staff have school email addresses. However it is recommended that staff refrain from giving personal emails to parents.
- All staff will be provided with an email address for school correspondence.

GDPR

Social Networking

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

Posting inappropriate comments

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

Social interaction with pupils (past and present)

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

Information keeping

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

- Make sure filing cabinets are kept locked when unattended
- Make sure sensitive information is not left on desks, the photocopier or the printer and make sure that papers are not left lying around at home
- If confidential materials or paperwork are taken away from the school, precautions must be taken to ensure they are not accessible to third parties
- Make sure confidential paperwork is disposed of correctly (A GDPR compliant shredder can be found in the office)

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

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

Supervision outside the classroom

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

The School Day

Morning Session

8.45 am – 11.45 am (Early Years) / 8.50 am – 12.00 pm (KS1 & KS2)

Afternoon Session

12.45 pm – 3.15 pm (Early Years) / 1.00 pm – 3.15 pm (KS1 & KS2)

Before School

Teachers and, wherever possible, a member of the Senior Leadership Team will be out on the playground from 8.40 to ensure pupils safety and wellbeing before the doors open at 8.50am.

Break time

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

Lunchtime

During lunchtime a team of staff members and a midday supervisor is in place to maintain the smooth operation of the playground and dining hall.

After School

- Early Years, Key Stage 1 and Year 3 & 4 pupils are collected by parents and carers from their class teachers.
- Year 5 & 6 children may walk home by themselves following written permission from their parent / carer.

Breakfast Club

The school operates a Breakfast Club from 8.00am. Ideally this should be pre-booked and parents must sign their child in when they drop them off. The cost of this is currently £2.50 per day and must be paid via Parentpay.

What about Meetings?

Staff Check-in

Takes place on Friday mornings from 8.15am – 8.45am in the Hub.

Curriculum Meetings

Take place on Tuesdays from 3.30pm – 5pm. The INSET during these meetings supports the aims of the School Improvement Plan.

PPA Meetings

The school encourages team planning. This time is for planning and assessment. On occasions you may be expected to attend meetings within this time. PPA should take place on the school site unless previously agreed.

Parent-Teacher Consultations

Parent Teacher Consultations take place twice per year. These meetings are primarily to discuss current progress, future targets and any pastoral issues.

Open Afternoons

Open Afternoons generally occur one afternoon a term. 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

Governors' meetings take place each half term. The minutes of these meetings are kept on the Google Drive. A full list of the Ebor Academy Trust Directors and School Governors 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. Flip flops are not permitted for health and safety reasons. Please note that the school asks that the wearing of 'jeans' is reserved for non-uniform days.

Where should I park?

The car park in front of 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 9.15 am and re-opened at 3.00pm. Staff needing to leave during the day can open the gates but are requested to please close and lock them at all times.

Users of the school car park do so at their own risk. The Trustees of Ebor Academy Trust will not accept responsibility for any damage, accident or loss.

The School Day for staff

Morning Session

8.45 am – 11.45 am (Nursery)

8.50 am – 12.00 pm (Reception, KS1 & KS2)

Morning break

10.45 am – 11.00 am

Afternoon Session

12.15 pm – 3.15 pm (Nursery)

1.00 pm – 3.15 pm (Reception, KS1 & KS2)

Training Days

Support 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:

Monday – Ebor Values

Wednesday - Singing

Friday – Celebration and review of 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

Staff and a Midday Supervisory Assistant will assume responsibility for the organisation of the lunchtime period and for monitoring behaviour and discipline.

Clothing

Children should be encouraged to wear school uniform, which comprises of charcoal grey trousers/skirts, white/pale blue polo shirt and a navy cardigan/jumper (no hoods allowed).

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 / dark blue tracksuit bottoms for outside in winter
- Plimsolls for inside use
- All children may wear trainers outside

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

Lost Property

There are lost property boxes in each cloakroom area. Any un-named lost property should be placed in these. These boxes 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

Please see on the school website under policies 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 input onto the Google calendar with plenty of notice and details of who is covering their class and should be discussed at our weekly briefings. Agency supply staff, if deemed necessary, must be organised by a member of the SLT.

Parents and Adult Helpers

All adult helpers should have received DBS Clearance, completed all the relevant documentation and mandatory training 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. Floors and tables are to be left clear at the end of the day.

Shared Areas

All shared and communal areas are to be checked daily to ensure they are kept uncluttered and tidy. This is the responsibility of everyone in school. Classroom resources should not be left in these areas.

Positive Behaviour

The Ebor Academy Alliance prides itself on taking 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. Teachers will keep a log of children achieving 'Wow'.

2. Gems

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. Pupil of the Week awards

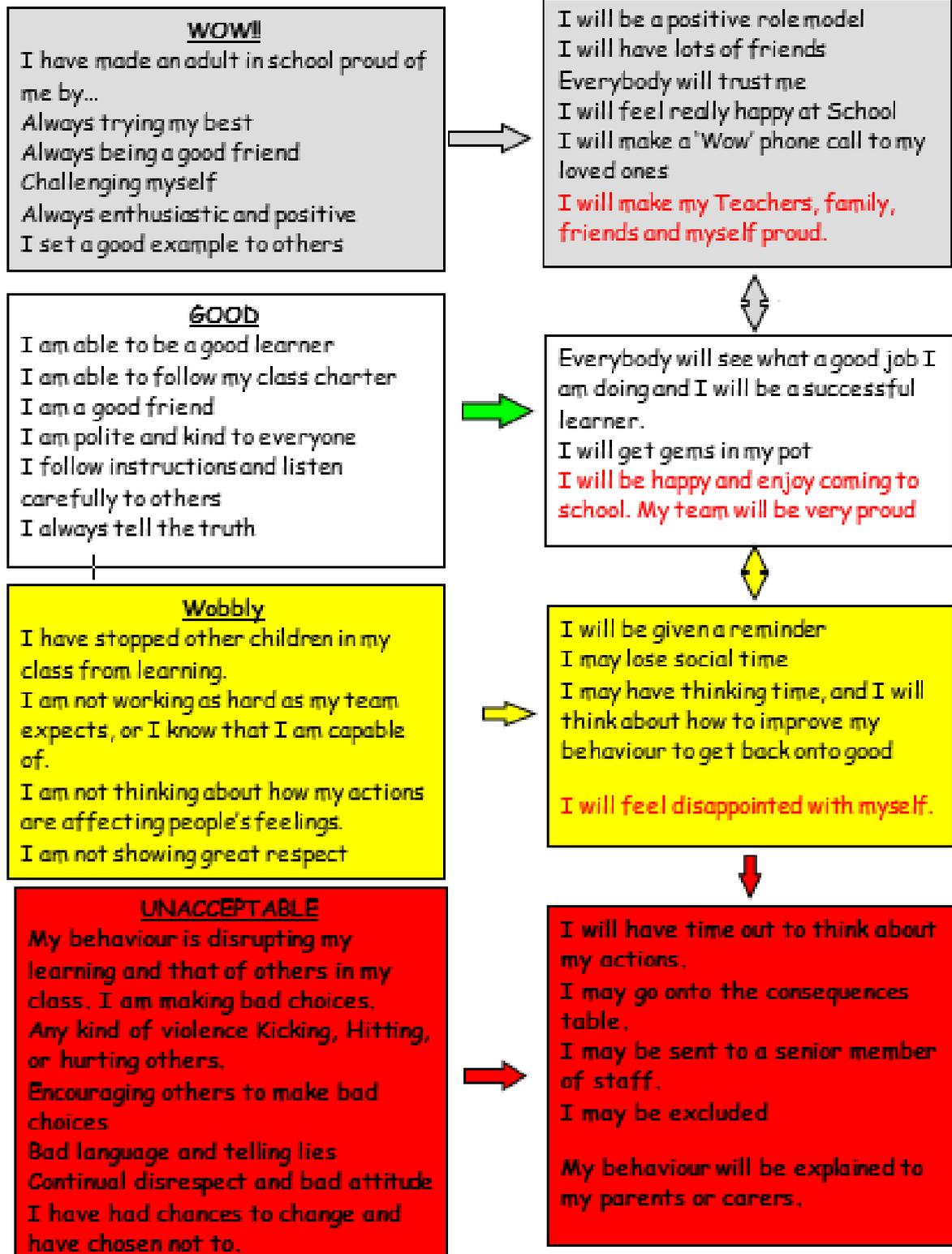
These are used to recognise and reward outstanding behaviour or attitudes and can be used as an incentive to help children work towards behavioural targets. They can also be used as recognition of a consistently positive attitude towards work or other children. These are awarded during Friday whole school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

4. Class rewards

All classes have immediate rewards systems dependent on age and stage.

For further information please speak to the Headteacher or class teacher.

Our Behaviour Expectations



After School Activities

The school is pleased to offer a number of after school activities; they vary from term to term so there is a timetable of the available activities on the Google drive.

Planning Procedures

Planning and Assessment File

A planning and assessment file is required to be kept by all staff electronically in the staff file. 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 within pupil progress review meetings
- Pupil data 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
- school website
- letters about specific topics, activities, etc. which are sent electronically
- Parent Hub app

Class News and information

This will all be located on the class and curriculum pages of the website. This will give parents information about class activities for that term period, including areas of focus in English and Maths work, topics, trips and ways in which parents can support their child's work.

Other communications

These should always be checked by a member of the SLT before they are sent to parents.

What should I do if...

I am unwell?

Please phone the Head between 7.00 am and 7.30 am. 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 Headteacher. Course attendance depends on two main variables: 1) does it support the key objectives the school has identified and 2) 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 the Headteacher.

I want to arrange an educational visit for my class?

Please pass the details to the Headteacher and if they approve the visit, the office staff will book the coach and entry tickets if required. The office staff/class teacher will also prepare a communication to parents and work out the cost of any voluntary contributions which the school may ask for. The trip leader is responsible for completing the Risk Assessment for the visit. All educational visits must be recorded on Evolve.

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

A child is injured or becomes ill?

Please send the injured/ill child (with a buddy) to the School Office. 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

- All absences should be reported through a phone call with the Headteacher no later than 7.30am
- 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, in the majority of cases, be a short discussion to enable the Line Manager to complete a Self-Certification Form and 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:
 - 1) Three periods of absence in a rolling six month period
 - 2) Five or more periods of absence in a rolling twelve month period
 - 3) A cumulative total of 15 working days absence in two or more periods in a rolling calendar year
 - 4) A trend or an unacceptable pattern of absence e.g. regular Mondays/ Fridays

Documentation

- On receipt of notification an employee is off sick the school will prepare a Self-Certification Form in preparation for the employee's return
- The school will also record the sickness on Selima
- 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 and 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 speak to the HR Manager

Leave of Absence

Please see the Ebor Academy Leave Policy for more details:

<http://www.eboracademytrust.co.uk/wp-content/uploads/2018/09/Ebor-Academy-Trust-Leave-Policy-Sept-2018-1.pdf>

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 the Headteacher may 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/Headteacher.

Maternity/Parental Leave

For further advice and support please contact Michelle Sewell (HR Manager).

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?

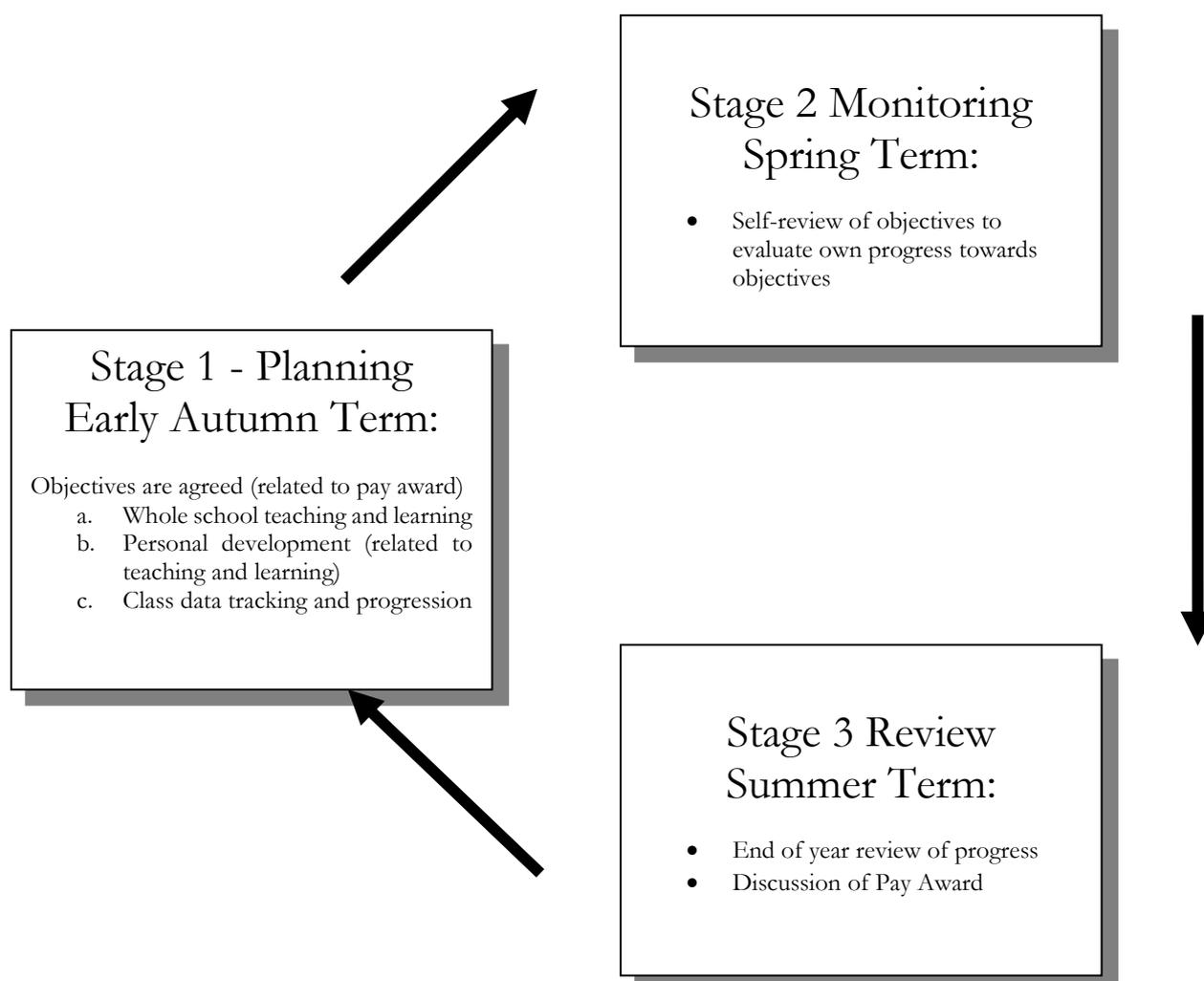
Staff are encouraged to keep a Professional File which may contain the following:

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

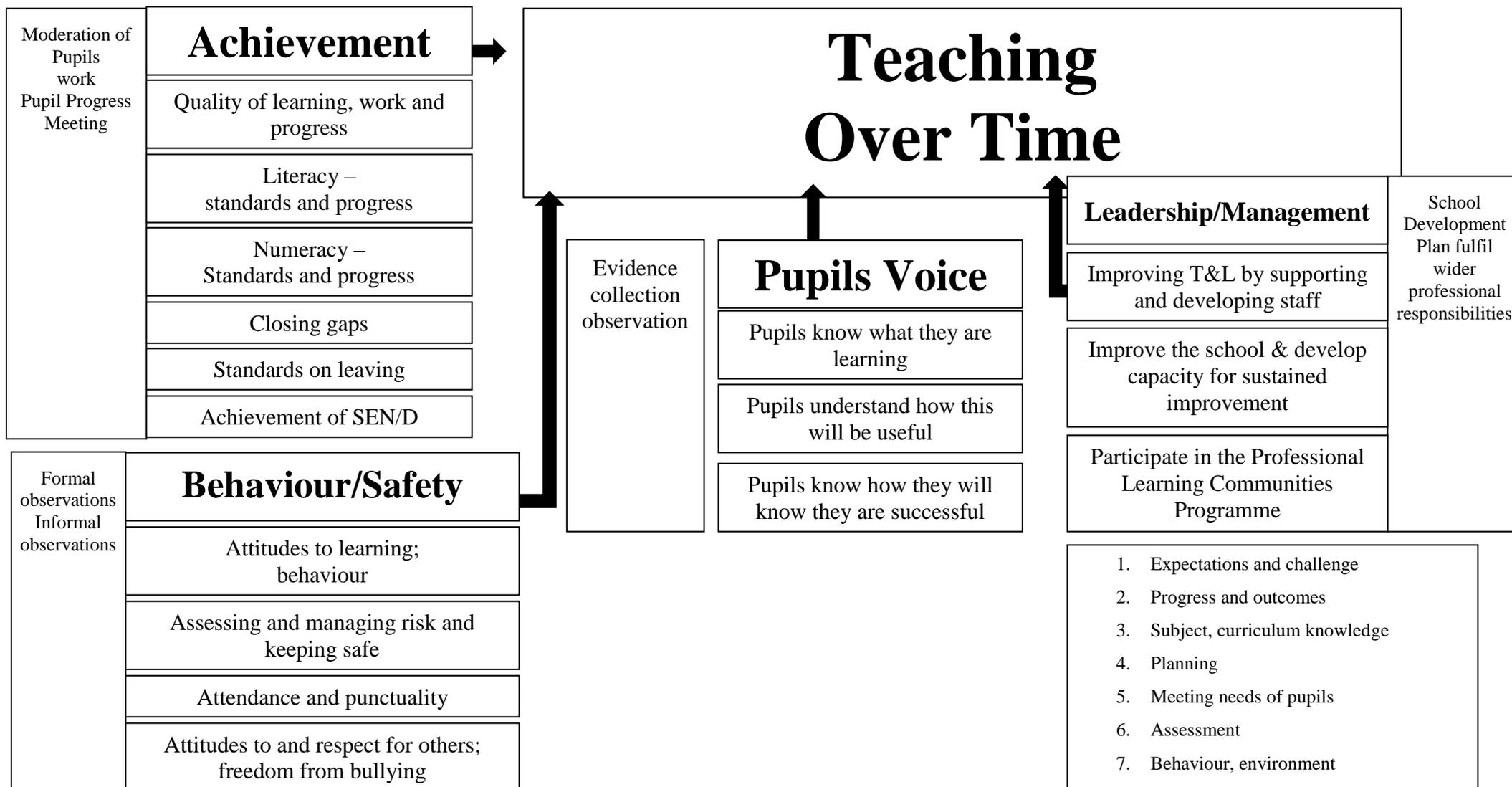
Performance Management/ Appraisal

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. Teacher tracker and Assistant Teacher tracker will happen on a regular basis and it is expected that staff participate in the professional discussion.

The process follows 3 stages:

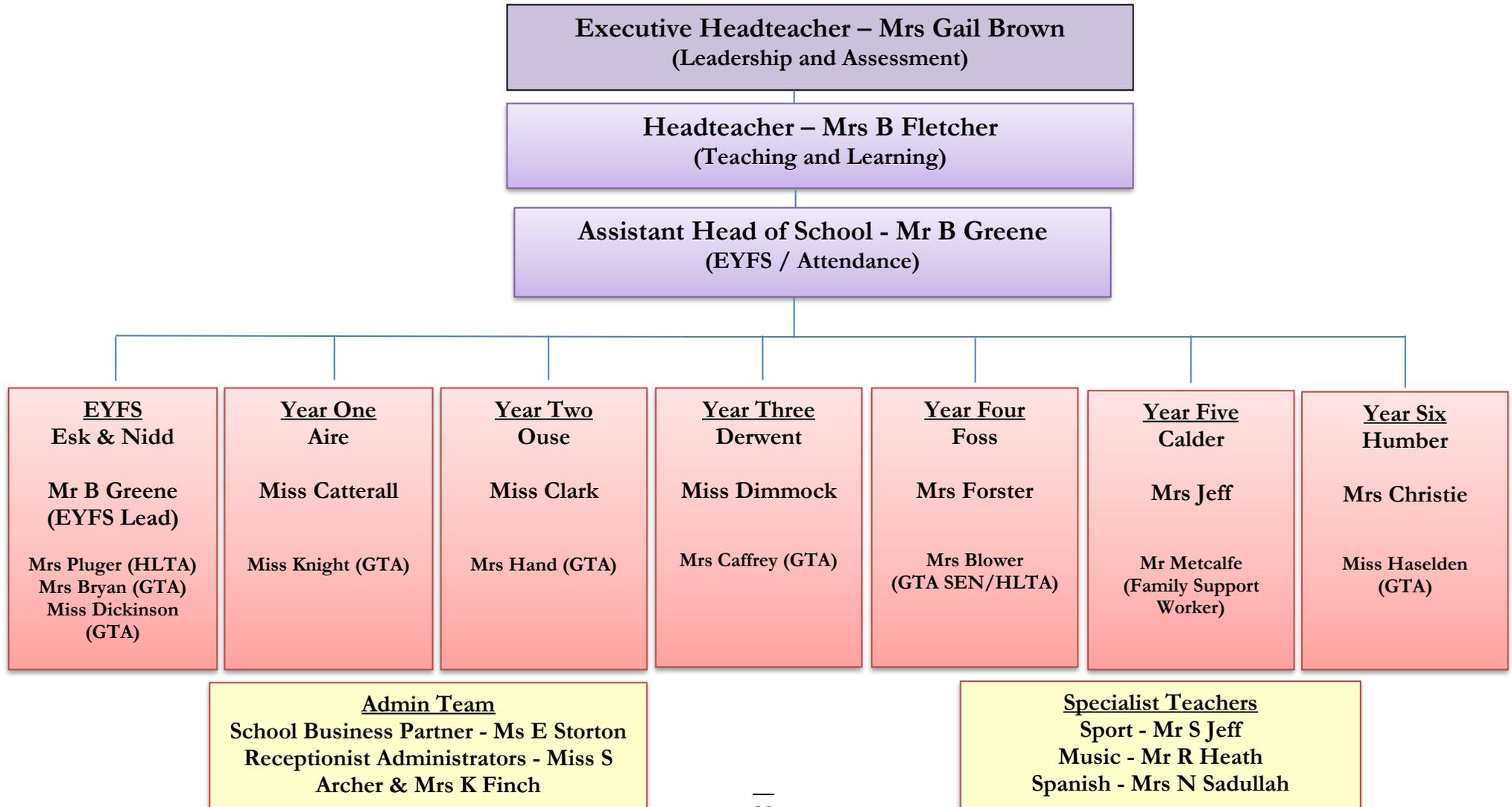


Appraisal Tool – Teaching Over Time



Staffing Structure

Brotherton and Byram Community Primary Academy 2019 - 20



The Role of this Handbook

This handbook has been written to help new members of staff integrate quickly into the Ebor Academy Trust. We hope that you have found it useful and informative.

We look forward to you joining the team.

*Richard Ludlow
Chief Executive Officer
Ebor Academy Trust*