

EBOR ACADEMY ALLIANCE

Haxby Road Primary Academy

---

2017-18

# 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.

HAXBY ROAD PRIMARY ACADEMY

*Working in partnership with*

EBOR ACADEMY ALLIANCE



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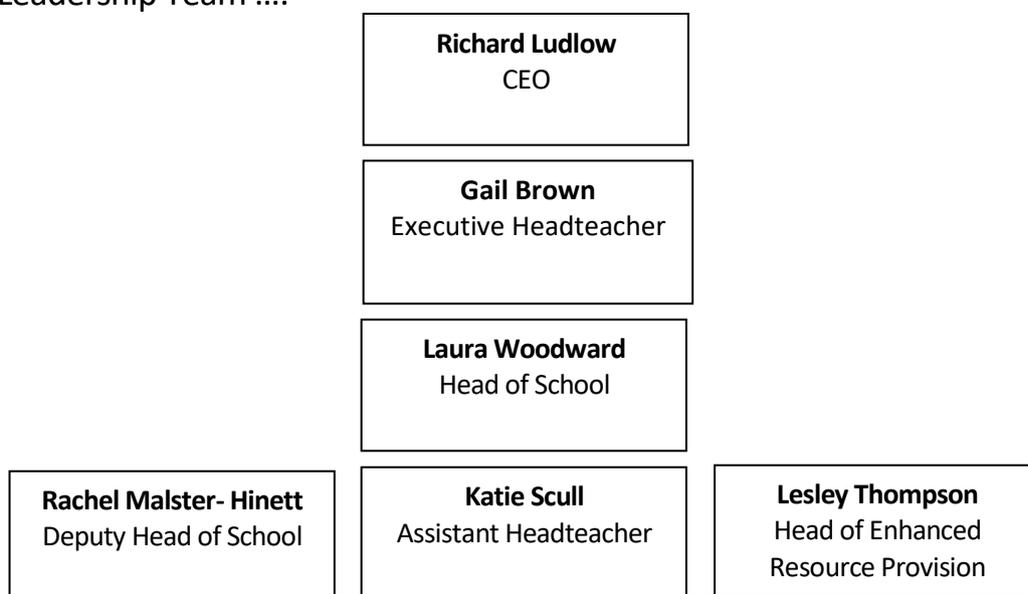
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## Welcome To our School

*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 ....



## Enhanced Learning Provision

We are a Speech and Language Enhanced Resource Provision (ERP) based within Haxby Road Primary Academy in York. As an academy, our belief is that all children should be given the opportunity to achieve their best within a safe and caring school community. When children leave us, we ensure that they have developed a range of qualities, attitudes and skills that will prepare them effectively for the future. At the ERP, we focus on developing and encouraging children's independence, personal organisation and self-esteem.

Haxby Road ERP is a 26 place specialist provision for children with specific difficulties with their speech, language and communication. The provision comprises of specialist teaching within Haxby Road Primary Academy and outreach support to the child's local home school from specialist teachers and teaching assistants. The provision comprises of 2 classrooms placed within a mainstream school. Children attend the ERP every morning and transfer to their Home School at 11:45am, ready for lunch and afternoon lessons with their peers at their Home School. All children are on roll at their Home School.

## Aims Of Our School

When children leave Haxby Road 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.

We believe that *every* child deserves the best teaching and learning opportunities *every* day. Here at Haxby Road, we are committed to making sure that lessons are deeply rooted in both Excellence and Enjoyment, with children being encouraged to do the best they can and come away from lessons feeling enthusiastic and excited about the things that they have learned. Our curriculum offers children the opportunity to develop their skills, knowledge and understanding in a full range of subject areas and is designed to nurture a real love for learning. We are also committed to encouraging each pupils' individual strengths and talents, be it in mathematics, football or drama & performance.

## Core Values – Trust, Kindness and Self-Belief

We believe in building relationships built on trust and kindness. Our supportive pastoral system helps pupils to achieve beyond their expectations and develop a strong sense of responsibility for themselves and belonging to their peers and the wider world.

Promoting self-belief is at the heart of our philosophy. We support this through nurturing pupils creativity, encouraging independent thinking and learning, and showing that mistakes can be a learning opportunity.

## What OFSTED said:

*“Leaders are relentless in their drive to improve outcomes for pupils. They have successfully improved the quality of teaching since the academy opened and, as a result, pupils achieve well.”*

*“Behaviour is good. Leaders have improved behaviour by raising expectations and implementations strategies to support pupils in solving problems so they can manage their own behaviour.”*

*“Partnerships with parents are strong and have a positive impact on pupils’ learning and welfare.”*

*“The early years settings provide a safe and welcoming start to school life. The well-planned provision and focus on well-being support children in making strong progress from their starting points.”*

*“A wealth of new strategies to improve reading and to foster a love of books have already had a positive impact on pupils’ progress. Staff surround pupils with a vocabulary-rich environment.”*

*“Children enter the early years with skills well below those typical for their age. The carefully planned work in ‘Tiny Steps’ - the new provision for two-year-olds, and Nursery, means that the starting points for children entering Reception are now much stronger”.*

*“The early years provide a wealth of opportunities for children to explore, engage in and enjoy. Areas of learning, indoors and outdoors, are well organised and inviting. They give opportunities for children to lead their own investigations through practical, first-hand experiences.”*

## What will I find in the staff room?

### *Staff Briefing*

Staff Briefing Monday 8.20-8.30am in the staff room where the school diary is distributed and briefed.

### *School Diary*

All meetings, events and important dates *must* be recorded onto the school's Google calendar. This can be accessed and edited from any Internet-connected computer. Log onto Google calendar using the following details:

USERNAME: **haxbyroadprimary**

PASSWORD: **yo318jnh**

### *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 and take pride in the staffroom's environment. Staff are requested to not leave personal resources in the staffroom as this makes the place cluttered.

### *Book Sales*

Visiting book companies often leave book sales on display in the staffroom for staff to purchase items from. You are requested to ensure that monies for these items are paid by the deadline to the office team.

### *Pupil Fruit and Milk*

Milk and fruit/snack items are left in the Early Years for EYFS and KS1 pupils. Staff are kindly asked to ensure that they do not consume these items themselves. Please ensure the fruit is put in the basket.

## What will I find in the School Office?

### *The Main Reception Office*

- Pupil Information File
- Letters to Parents Files
- 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
- Supply forms

### *Important Documents – Where are they?*

- School Policies including the following which all staff should be aware of can be located in the Teacher 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 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. Under no circumstances should staff ring premium rate numbers.

A school mobile telephone is available for emergency use. Staff on educational visits etc. should use this if required.

### *Stock*

Phase teams are responsible for the control of stock and have a budget to enable stock to be purchased. There is a list of people responsible for key areas. Please see the school office for the ordering procedure or your phase leader.

### *Photocopying*

The photocopier 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 remain locked.

Please note if staff leave the building during the school day they should sign out and back in via the book held in reception.

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

## *Car Park*

Please ensure that you leave your car registration details at the office, in case of emergency access in the car park being required. Please can all staff display their permits. It is important for the admin and site team to be able to name each car that is using the car park. Please do not use the disabled car park at the front of the school building (located directly on Haxby Road behind the music/cookery block). This is used for disabled pupil drop offs and pick ups.

## Integris

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

### *Attendance Register*

*(a copy of the information below is printed at the front of each register)*

Please use the following codes when completing the Attendance Register:

<b>Code</b>	<b>Description</b>
/ 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 (before 9.00am) and at the start of the afternoon session (before 1.30pm). 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. Please ensure that all sessions are marked, **including on a Friday afternoon.**

### *Dinners*

All staff can order a hot dinner from the choices available. Pupils pay for lunches using the online ParentPay system. £2.64 is the charge for staff meals and this should be paid for at the school office.

### *Holiday Forms*

Pupils requiring time off during term time must complete a holiday form available from the office or the school website. This form must be submitted with a letter explaining the 'exceptional circumstances' of the holiday request. Please advise any parents to discuss these instances with the school's Head of School.

### *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.

### *Pupils arriving late for school (after 9.00 am)*

Start of the school day:

The school day at Haxby Road Primary Academy begins with a morning whistle from 8.40. All children are encouraged to be in class by 8.50a.m. Children should complete morning activities as soon as they arrive.

Late arrivals:

Children arriving after 9am 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 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.

### *Debit Card Purchases*

Purchase orders should be raised whenever card purchases are made over the internet or telephone and a debit form should be completed and authorised prior to ordering and attached to the purchase order for input into the system.

### *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 office staff. The delivery note should be attached to original purchase order.

### *Claim Forms*

Staff members should not purchase goods for school using personal money unless absolutely necessary and after having sought authorization from the budget holder. Claim forms can be found on the Ebor Academy website.

## Safeguarding Team

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

Safeguarding Team posters are located all around school, and the team is as follows:

Karen Doyle and Sam Martin – concerns about children's welfare and 'looked after' children

Rachel Malster-Hinett- concerns about children's welfare

Laura Woodward – concerns about children's welfare and concerns about adult's and leadership

Steve Symonds (School Governor) – concerns about adult's and leadership

Chris Warnett – concerns about health, safety and premises

## 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](http://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 **immediately**. Mrs Karen Doyle (Inclusion Manager) is the designated Child Protection Officer.

## First Aid

*The school's qualified First Aiders are displayed on posters around the school.*

The Accident Book (kept in Reception) - all injuries to staff, visitors or pupils must be recorded in this book 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. Only **prescribed** medication can be administered by school staff.

Medicines should normally be kept either by staff in the fridge in the staffroom, in school reception area or by the teacher in a safe place.

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 and 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 in the Main School Office.



THIS IS A NO SMOKING SCHOOL

## Fire Evacuation Procedure

1. If you discover a fire, raise the alarm at the nearest alarm point (usually a break glass call point).
2. Fire extinguishers are positioned around the school. If you are able to, without putting yourself in danger, use the correct fire extinguisher to exterminate the fire. Fire wardens are on site and training is given to notify staff of fire extinguisher locations and their uses.
3. If you are unable to put out the fire you should raise the alarm, exit the school and call the emergency services on 999. Notify the Head of School and the site manager.
4. You should exit the school by the nearest exit (this may not necessarily be the nearest to your assembly point) and go to your allocated assembly point. Please see the exit sheet for the room you are in.
5. Fire Wardens, Teachers and TA's should be on duty to ensure that pupils and staff leave by the correct exit. They should then do a sweep of their area and leave the building at the nearest exit and go to their assembly point.
6. Teachers (or the person covering for a teacher) should escort their children outside to line up at their allocated assembly point in silence. They should take their Medical and Fire Box (which includes class register) out with them and do a headcount and register check to ensure all children are out. If everyone is accounted for they should raise their green card so the KS Lead on that area knows all is well.
7. Any pupils out of normal lessons in enrichment etc should join their normal class assembly point.
8. If any child or adult is missing, teachers should raise the red card to alert the KS lead in their area who will check with the office team if they have signed out of school.
9. A member of the office staff (Receptionist) should collect the visitor signing in book and the staff signing in sheet and take to the field. Visitors should be checked off the list at their assembly point. When all accounted for a green card should be raised.
10. A member of the office staff (Office Manager) should take the pupil evacuation register and the pupil signing in/out sheet from the office and stay with the Chief Communicator to check if someone is not accounted for.
11. All visitors and staff not allocated to a class should assemble at the visitor assembly point to be checked by a member of the office staff (Receptionist). Please ensure they do not go to your class assembly point.
12. Canteen/Cleaners should exit the building at the nearest exit and assemble on the rear playground. One member from each team should inform the Chief Communicator that all are present by either raising a green card or going to the Chief Communicator.
13. The Chief Communicator will be notified by the KS Lead on each area when all pupils, staff and visitors are accounted for and the caretaker will inform her/him when the school is safe to re-enter. No one should re-enter the buildings until they are informed it is safe to do so.
14. 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 Park Grove Primary School.
15. Fire Wardens: Laura Woodward, Terry Luke, Tracey Long, Samantha Martin, Tom Robinson, Emma Legge, Christina Rose, Tracey Cooper and Brian Rose.

## Identifying Hazards and Reporting Repairs

Repairs and hazards should be reported to the Site Team via the caretaker diary held in reception. Please note the caretaker is on site between 7am and 3pm.

## 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.
- 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 for playtime duty. Please ensure that staff disperse around the playground to ensure suitable supervision in all areas of the playground.

## The School Day

### *Morning Session*

8.30 am – 11.30am Tiny Steps/ Nursery  
8.45 am – 11.45 am KS1/ Reception class  
8.45 am – 12.30 pm KS2

### *Afternoon Session*

12.30pm – 3.00pm Tiny Steps/ Nursery  
12.30 pm – 3.00 pm KS1 /Reception class  
1.15 pm – 3.00 pm (Year 3 and 4 pupils)  
1.15p.m. – 4.15 pm (Year 5 and 6 pupils)

**ALL PUPILS FINISH SCHOOL AT 2pm ON A FRIDAY**  
**STAFF HAVE CPD/TRAINING EACH FRIDAY AFTERNOON at 2.15pm**

## Before School

School doors are to be opened promptly at 8.40am each morning.

## Breaktime

A break time rota is in place for break time duties. Phases have different playtimes. Please ask phase leaders.

## 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.
- Pupils from Year 5 upwards are allowed to leave school by themselves. Written permission must however be given into the school office for them to do this.
- Any pupils who are not collected when all the class has been released will be taken to the Community Café and wait with a staff member. If pupils are not collected on time they are placed into the After-School club and parents/carers will be charged £10. If this happens on several occasions, a meeting will be called between school and parents/carers to discuss the family's needs.

## What about Meetings?

### *Staff Briefing*

Takes place on Monday morning from 8.20am – 8.30am to discuss the week's events.

### *Curriculum Meetings*

Take place on Friday afternoons 2.15-3.15pm. The INSET during these meetings support the aims of the School Development Plan. SLT meetings are held on Wednesdays 3.30-4.30pm.

### *PPA Meetings*

The school encourages phase team planning. This time is for planning and assessment and staff must plan as a team within school.

### *Parent-Teacher Interviews*

Parent Teacher Interviews take place three times per year in week 11 of each cycle. The first one takes place in the autumn term and is a presentation about the year ahead and structures/routines for your specific class/phase. The second one is in the spring term and is about current progress, future targets and any pastoral issues. The third is at the end of cycle 3 and parents collect their child's annual report at this meeting. Parents of children attending PEP/EHCP/MSP meetings are not required to attend a further consultation meeting in cycle 1 and cycle 2.

### *Inspire Sessions*

Inspire Mornings/Afternoons are opportunities for parents and carers to come into class to take part in a group workshop/fun activity (possibly linked to the curriculum). During their visit, parents/carers can also look at their child's work and discuss them with the staff. Each phase needs to plan one inspire session once a cycle linked to school priorities. Please make sure you add sessions onto the school calendar and inform the office.

### *Directors' Meetings*

Directors' meetings take place each half term. The minutes of these meetings are kept in the school office. A full list of the Ebor Academy Trust Directors and Haxby Road Academy 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. The SENDCO will also inform staff about target setting and review processes at certain times of the year.

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

### *What should I wear?*

We recognise that staff come from a wide range of ages and backgrounds and have varying tastes. We would expect staff to wear clothing which:

- Promotes a positive and professional image
- Is appropriate to their role
- Is not likely to be viewed as offensive, revealing, or sexually provocative
- Does not distract, cause embarrassment or give rise to misunderstanding
- Is absent of any political or otherwise contentious slogans
- Is not considered to be discriminatory

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. Please ensure you leave registration details at the school office if you use our car park. The gates are closed at 8.30am and re-open after 9am. They are closed again at 2.40pm and open at 3pm.

### *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.**

All teaching staff are expected to complete an enrichment club once a week until 4.15pm.

Year 5 & 6 teach until 3.15pm so therefore complete 1 hour of enrichment per week.

## *Training Days*

All 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.

## When are assemblies?

### *Assemblies*

KS2 Phase Assembly – Each Tuesday 9.00-9.15am

Whole-School Parent Celebration Assembly – Each Friday 1.30-2.00pm

### *Star of the Week*

Each week, staff in each class must nominate a 'Star of the Week'. This must be given to the school office by Thursday lunchtime at the latest. Please can staff keep a record of children chosen so that each child gets at least one award during the academic year.

## Playtime and Lunchtime

### *Playground Supervision*

Teaching staff will be required to supervise playtimes on a rota basis. This is organised on a phase basis.

### *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). Pupils may be given 'Computer Passes' to use the computers at playtime, dependent on good behaviour.

### *Wet Playtimes*

On these occasions staff in each year 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).

## *Lunchtimes*

Midday Supervisory Assistants and Play workers will assume responsibility for the organisation of the lunchtime period and for monitoring behaviour and discipline. Staff should escort classes to the canteen/playground at the start of lunch, especially at the start of the year to embed expectations. At the end of lunch, staff must arrive promptly on the playground to collect their classes.

## 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:

- Shorts
- Plain white t-shirt
- (Black tracksuit bottoms for outside in winter)
- Plimsolls (for inside use)
- Children may have trainers for inside use but these MUST have white soles
- All children may wear trainers outside

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

### *Lost Property*

Our school lost property box is located in the disabled toilets near the school office. Any un-named lost property should be placed here. 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 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 logged onto our Google calendar and details given to the office. Supply will be organised through your phase leader and all INSET must be approved by them.

### *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/Safeguarding First Principles**. Miss Woodward (Assistant Head teacher) is responsible for organising volunteers within school.

### *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.

## Positive Behaviour

At Haxby Road Academy, we have high expectations in terms of our behaviours and attitudes towards others, ourselves and our learning. We expect all pupils and adults to follow our school rules so that we are all ready to learn, enjoy school and feel safe.

Our academy has strong expertise in nurturing pupils' emotional and social well-being and we are strongly committed to ensuring that we not only educate each child's mind but also their ability to make friends, care for others and respect each other's individuality.

We follow the Haxby Road Behaviour Chart

Everyday behaviour

- I always follow the class rules
- I always produce work that I am proud of
- I am always a polite and positive member of the school
- I will make the children and adults in school happy
- I will be happy and enjoy coming to school

# Haxby Road Behaviour Chart



**WOW!!**  
I have made an adult in school proud of me for doing something extra special.  
I have represented the school in a positive way.



I will get a certificate, postcard or sticker.  
*I will make my family, friends and myself proud.*



**Everyday behaviour**  
I always follow the class rules.  
I always produce work that I am proud of.  
I am always a polite and positive member of the school.



I will make the children and adults in school happy.  
*I will be happy and enjoy coming to school.*



**Wobbly behaviour**  
I have stopped other children in my area from learning.  
I am not working as hard as my teacher expects.  
I am not thinking about how my actions are affecting people's feelings.



My name will be placed onto the yellow card and I will think about how to improve my behaviour to get back onto green.  
*I will feel disappointed with myself.*



**UNACCEPTABLE**  
Kicking, hitting or spitting at anybody in school.  
Swearing in anger at anybody in school.  
Using racist language.  
Refusing to take part in a lesson.  
Throwing things in anger that could harm or frighten people in school.



I will be taken to a place away from other children.  
My behaviour will be explained to my parents/guardians and recorded on Integris.  
*I will have to face the consequence of my 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 different forms eg applause, praise, review grids, stickers, class votes, work displayed etc. These foster a self-motivated learning environment. We also can send 'Well done' postcards and certificates home in the post. Please pass these onto the school office.

2. **Class Dojos**

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 Dojo to a child who does something worthy of recognition and encouragement. We have a link to the Dojo software on the school desktop. Not all classes use this method, with some phases adopting a 'Team point' approach. Again, these are all class and phase specific.

3. **Star of the Week Certificates**

One nomination from each class can be made by teachers/support staff for a 'star' pupil from each class. These nominations need to be passed onto the office staff by Thursday lunchtime so that their parents can be invited to our celebration assembly on a Friday afternoon.

**All staff can be inventive in their approach to awards and praise. All we ask is that staff focus on the positives within school – instead of focussing on what children do badly.**

## Dealing with Unacceptable Behaviour

Unacceptable behaviour is dealt with through a series of stages designed to encourage the pupil to take responsibility for their actions, understand why and improve them if needed. Within class, we adopt a traffic light system of green (doing the right thing), amber (need to think about our behaviour), red (unacceptable behaviour). **Staff should work hard to ensure that children never reach the red, by moving children to and from the amber whenever you catch them making the right choices.**

- **Stage 1 A verbal warning is given by a member of staff.**
- **Stage 2 A child is moved onto the amber – staff make great effort to ‘catch them’ doing well to move them back to green.**
- **Stage 3 A child is moved to red.**
  - The behaviour is recorded in a class behaviour book/CPOMS.
  - There is a class consequence given e.g. a detention/miss playtime/contact with parents

**ALL CHILDREN MOVE BACK TO GREEN AT THE START OF A NEW SESSION.**

- **Stage 4 – If behaviour has not improved / is extreme**
  - Class teacher will contact parent to explain that pupil behaviour is causing concern and begin to work together to help the pupil improve.
  - If the pupil does not respond to this stage a senior member of staff will be involved to discuss with the child his/ her behaviour and give appropriate sanctions and a final warning before Stage 5.
  - Support can be reached through the phase leader. The child may need to spend some time ‘cooling off’ outside the classroom/in another classroom with phase leader.
- **Stage 5**
  - A member of the Family and Pupil Support Team may need to be involved (where possible) to provide some temporary provision for the child for the rest of the day OR to support the child back in the classroom using more tailored intervention/support.
- **Stage 6: Head of School Involvement**
  - Child is taken to Head of School / Deputy Headteacher
  - Fixed term exclusion may be used as a ***last resort***.

**Note**

**There may be occasions where a child's behaviour is deemed to be violent, racist, overly aggressive etc.**

**These incidents are recorded and parents are involved as soon as possible. At what stage or what the consequences are for the pupil concerned is at the Head of School or Senior Leaders discretion based on their knowledge of each individual child and their current circumstances/reasons for the poor behaviour.**

## 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. Most phases offer a homework provision/club once a week. Years 5 and 6 have compulsory after school activities Monday to Thursday. Mr Robinson in Year 6 is in charge of organising this.

## Teaching and Learning Procedures

All staff must follow the agreed 'non-negotiables' in teaching and learning, and the power of three.

## 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
- ParentMail

## *Curriculum Newsletters*

These will be sent to parents termly by each teaching team. They 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. Please do these in collaboration with your phase leaders. They need to be sent out within two weeks of the start of each term and a copy given to the school office by electronic form (email it to [haxbyroadacademy@hr.ebor.academy](mailto:haxbyroadacademy@hr.ebor.academy))

## *School Newsletters*

The Head of School will produce a weekly newsletter. This will include school activities, class or team achievements, news, requests for help etc.

## *Other letters*

These should always be checked by a member of the SLT or admin team before they are sent to parents. A copy **must** be given to the school office.

## What should I do if...

### *I am unwell?*

Please phone your phase leader between 7.00 am and 7.30 am. If you cannot get through to them, or you urgently need to discuss a sensitive situation, please contact the Head of School on 07866913951. Please ring the **school office** by 2.30pm to notify them of the likelihood of your return the following day. This must be done daily until a doctors note/indication of return is discussed with Head of School. Phase leaders must inform the school office of any absent members of staff in their team daily.

### *I want to go on a course?*

Please pass the details on to your phase leader for consideration. Course attendance depends on three 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)? Does the school have the capacity to cover your absence? All course attendance must be authorised by a member of the SLT and recorded on the google calendar.

### *I want to arrange an education visit for my class?*

Please pass the details to the Head of School and to the office staff. If the Head of School approves the visit the office staff will book the coach and entry tickets if required. The office staff will also prepare a letter to the 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.

Please see Educational Visits Co-ordinator – Mrs Malster-Hinett or Laura Woodward.

Please inform the catering team if pupils are going to be out for lunch as early as possible so that pack-ups can be made for pupils in receipt of free school meals.

### *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 so a First Aider can be sought. When dealing with First Aid, please use the First Aid room in the 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. This is usually by contacting your phase leader. ***You are responsible for getting contact information off your phase leader when you start your post.***
- 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.
- Planning should already have been saved on the 'Whole School Documents' folder or within your own folder on the server. If this is not the case, then you will need to urgently send lesson information/plans via email to [haxbyroad.primary@york.gov.uk](mailto:haxbyroad.primary@york.gov.uk) before **8.15am** at the latest. Please inform your line manager if your absence is continuing by 2.30pm.
- 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.
- Admin staff will record absences on whiteboard in school office.

### *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 Headteacher – a form must be completed – please ask at school office.
- For further advice and support please contact the HR Officer

## Leave of Absence

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

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

<p><i>Television and Sound broadcast:</i></p> <ul style="list-style-type: none"> <li>• <i>With direct educational bearing</i></li> <li>• <i>Without a direct educational bearing</i></li> </ul>	<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:*

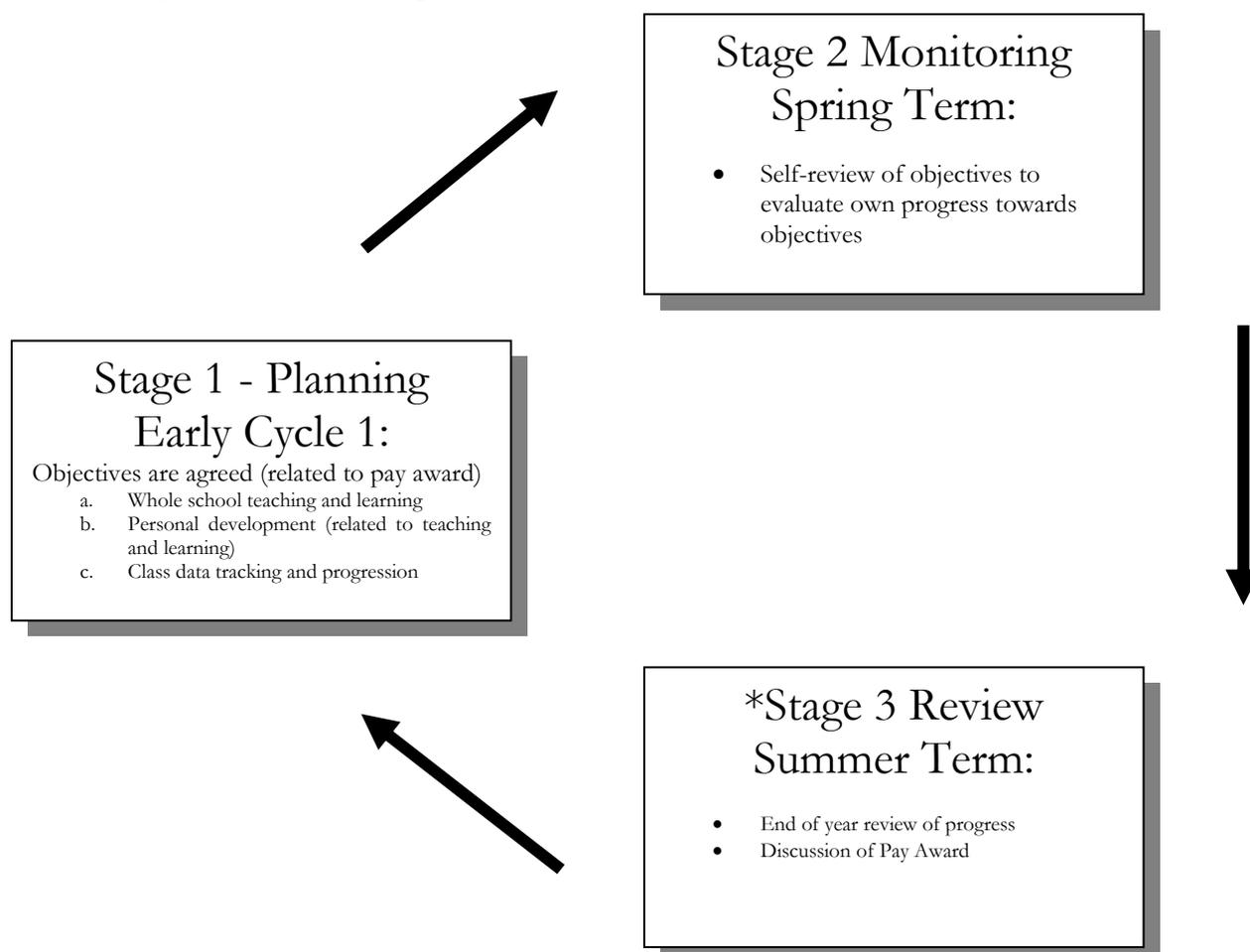
- Staff Induction Checklist
- Job Description
- Performance Management (Targets & Reviews)
- CPD Log
- Curriculum Coordinators Log
- Current School Improvement Plan (Key Objectives)
- Staff Handbook

You may be requested by the SLT or OFSTED to allow access to this file at any given time.

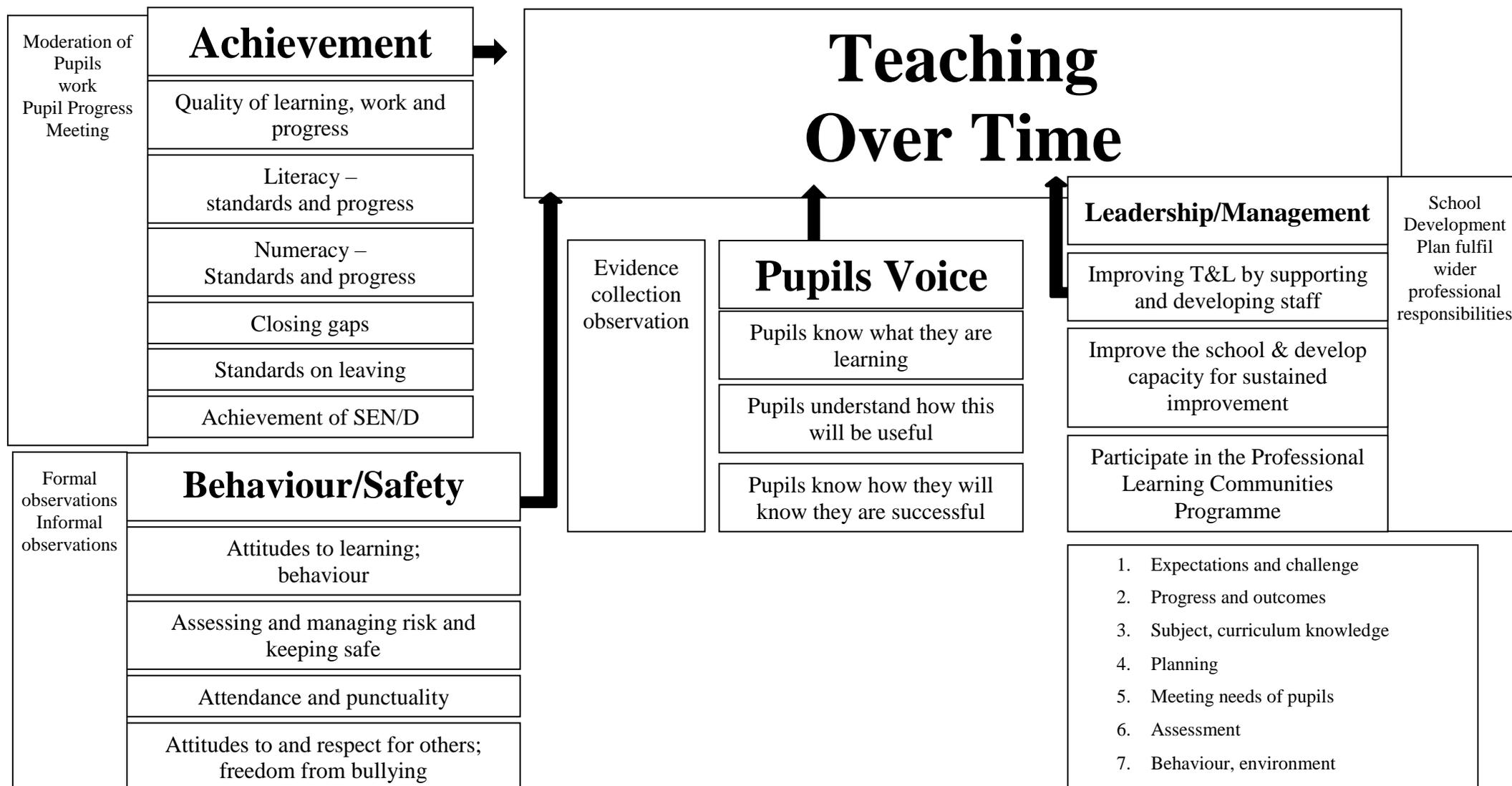
## Performance Management/ Appraisal

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.

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 (see attached pages 32)

### *Team/Phase 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.

Early Years: Mrs Helen Hayes Smith/Miss Caroline Wilkinson

Key Stage 1: Miss Katie Scull

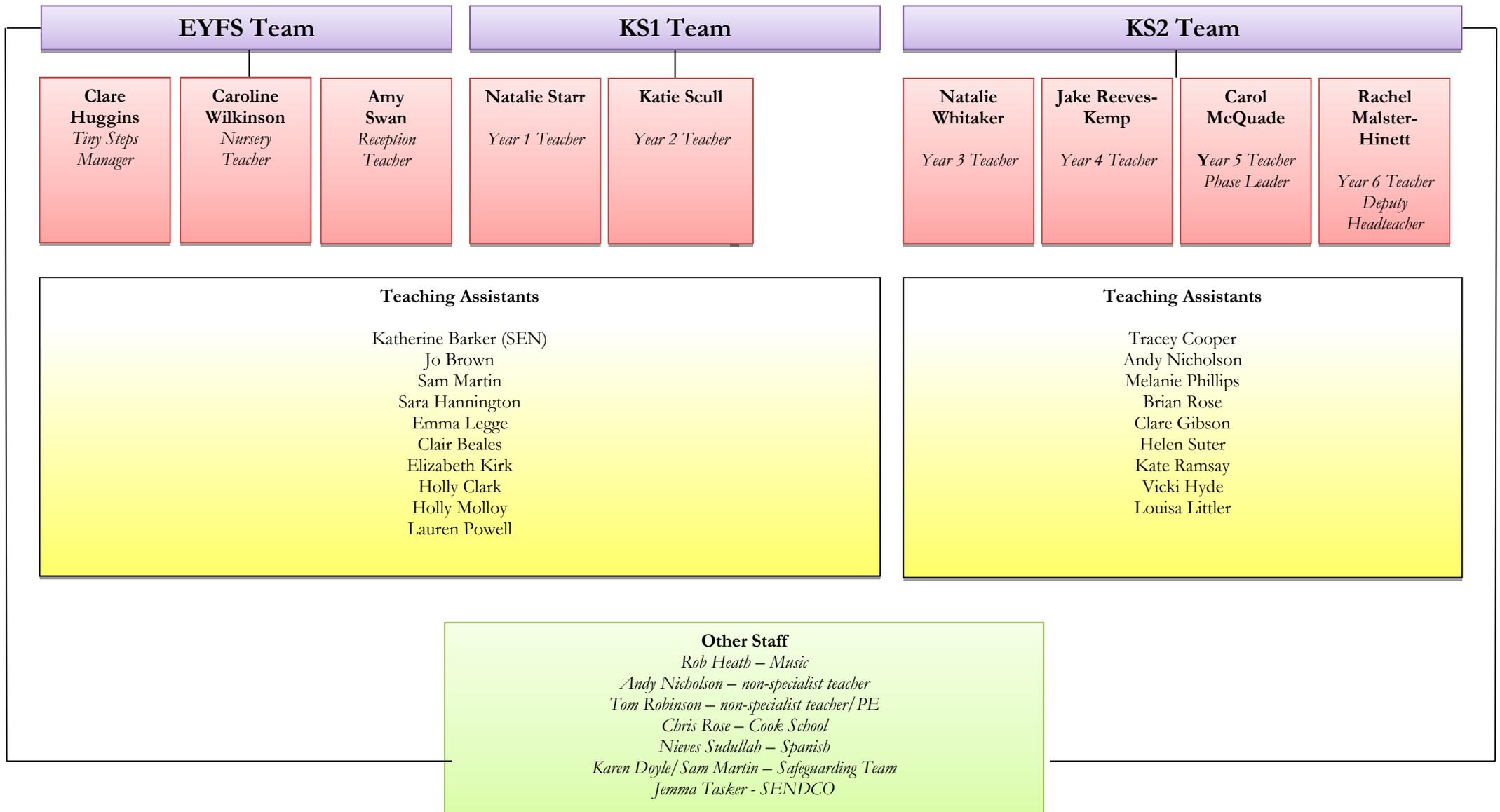
Key Stage 2: Mrs Carol McQuade

Overall KS2: Mr Rachel Malster-Hinett

### *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.

## Teaching Teams – Haxby Road Primary Academy 2017-18



## The Role of this Handbook and your Comments

*This handbook has been written to help new members of staff at Haxby Road Primary Academy integrate quickly into the school team. We hope that you have found it useful and informative. Please let us know (Head of School/Admin team) if we have missed something important out of it*

*We hope you enjoy your time with us.*

*Welcome to the team!*

## LIST OF APPENDICES

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Educational Visit: Teacher Checklist

*To be completed in advance of visit:*

<b>Destination:</b>	<b>Date of Visit:</b>
---------------------	-----------------------

**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 ' <b>Get together signal</b> ' 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.

Name: .....

Signature: ..... Date: .....