



Cowbit St Mary's (Endowed) Church of England School

Staff Handbook

2021 - 2022

We are a small, inclusive Church of England Primary School that welcomes everyone and encourages all voices to be heard. Through challenge and support, we strive towards each person becoming the best person God intended them to be, happily flourishing as human beings. We empower our whole school community to be hopeful about the future and to be drivers of positive change.

The purpose of this Staff Handbook is to give clear guidance to staff as to our expectations for staff behaviour and professionalism at work. It is intended that staff use it in conjunction with other key documents and policies including your contract of employment.

The staff handbook will be updated yearly to ensure that the information is current.

School Vision

We are a small, inclusive Church of England Primary School that welcomes everyone and encourages all voices to be heard. Through challenge and support, we strive towards each person becoming the best person God intended them to be, happily flourishing as human beings. We empower our whole school community to be hopeful about the future and to be drivers of positive change.

INTENT STATEMENT

for the Curriculum at Cowbit St Mary's Church of England Primary School

What we want our curriculum to achieve and why

Our intent and ambition for our curriculum is that it is designed to meet, at a minimum, the requirements of the National Curriculum. It will enable learners to progress well in all year groups and attain at least age related expectations (A.R.E.) by the end of KS2 in all subjects.

We recognise the importance of tailoring our curriculum to the needs of our learners and families in our school community:

- Vocabulary broadening and enrichment
- A wide range of experiences, including intentionally planned opportunities to learn actively inside and outside
- To reflect upon their progress and have ownership of their learning
- Greater involvement from their parent/carers.

We aim to offer our children a broad and balanced curriculum which ignites curiosity, creativity and a love of learning to last a lifetime. Through our core Christian values, we aim to develop independent learners who can persevere when faced with challenge. Working towards developing a holistic curriculum with personal and social development at its heart where children's voices are paramount. This progressively builds and deepens knowledge, understanding and skills across the curriculum in which reading, writing and mathematics is embedded.

Children are given opportunities to learn collaboratively with their peers during conceptual learning, whereas foundational skills are often taught and embedded through regular, independent practice. Whilst some subjects are taught thematically, encouraging learners to make connections across subjects, some areas of study are more appropriately taught discretely.

Our Christian ethos, planning, organisation of curriculum content, collaboration, distribution of subject leadership enables us to address the unique challenges we as a small school encounter.

Classrooms will be vibrant, supportive and welcoming. They will be full of children motivated by positive, well-paced and purposeful lessons. These lessons will be delivered by staff that are passionate about the children's success. Every parent/carer will be able to feel proud of their child's/children's achievements - and will know exactly what these are. Clear guidance will be given about the best ways to support children with learning out of school. All of this will be done because the children and their education will matter more than anything else. Every child will have the best possible start.

STAFF STRUCTURE

Headteacher & Designated Safeguarding Lead

Bruce Johnson

School Business Manager, Deputy Designated Safeguarding Lead & Clerk to Governors

Jo Drew

Midday Supervisory Assistant & Cleaner

Katies Wignall

Teaching Assistants

Joanne Braccialle

Lara Elwes

Emily Hale

Debbie Ham

Donaldson Class – Reception & Y1
Teacher- Lorraine Relton (SENDCO)

Dahl Class – Y2 & Y3
Teacher- Alex Harding

Morpurgo Class – Y4, Y5 & Y6
Teacher- Hayley Links / Bruce Johnson

Relief Teacher
Julie Hall

GOVERNORS

Mrs Pauline Start – Chair and Foundation

Mr Stuart Kilby – Vice Chair and Local Authority

Mr Charles Brown – Foundation (Vicar)

Mrs Samantha Cornwell – Parent

Mrs Katie Brown – Parent

Mr Chris Elliott – Foundation

Mrs Carol Clark – Foundation

Miss Alex Harding - Staff

SCHOOL POLICIES

You need to be familiar with school policies. These are on the school website. You will be asked to confirm that you have read and understand relevant policies once they have been approved by the governing body.

We recommend you prioritise reading the policies as follows, seeking clarification if you are unclear from the relevant member of staff:

Key Policies

Child Protection & Safeguarding

Keep Children Safe in Education

Confidentiality

Health and Safety

Attendance

Complaints

Behaviour

Request for Leave

Sickness Absence

THE SCHOOL DAY

The gates open at 8.40am. Mr Johnson / Mrs Drew greet parents/carers and pupils and take important information. Reception and Y1 pupils enter the school through the Donaldson door. Y2 & Y3 enter the school through the side door (Dahl cloakroom). Y4, Y5 & Y6 enter the school through the playground side door.

Teachers and/or support staff are timetabled for playground duty. It is essential that staff are not late for duty and do not leave their allocated role during a duty. If for some reason you cannot do a duty (e.g. course, educational visit) it is your responsibility to organise a substitute. If you are absent on the day of a duty please inform us when you telephone.

BREAKTIME SNACKS/DRINKS

As we are promoting a healthy lifestyle, children are offered fresh fruit in Reception, Year 1 and Year 2. Parents of children under 5 years old can sign their children up to receive free milk. Milk can be purchased by parents for over 5 year olds. Children are allowed to bring their own healthy snacks into school. Children are not allowed to have energy drinks or fizzy drinks.

Water

All children can bring a plastic bottle(s) of water, with their name clearly on it, to drink in the classroom. Please note that only water can be drunk in the classrooms as fruit juices can be very sticky if spilt.

TIMETABLE MAY BE SUBJECT TO CHANGE

GENERAL TIMETABLE

(EACH CLASS HAS A DETAILED TIMETABLE THAT MAY SLIGHTLY VARY FROM THIS to include Spelling, Fast Maths, Handwriting and SPAG.)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8.45-9.00	Registration and Morning Work	Registration and Morning Work	Registration and Morning Work	Registration and Morning Work	Registration and Morning Work
9-9.30	PHONICS Read Write Inc GUIDED READING	PHONICS Read Write Inc GUIDED READING	PHONICS Read Write Inc GUIDED READING	PHONICS Read Write Inc GUIDED READING	PHONICS Read Write Inc GUIDED READING 9.00-10.00 PE MORPURGO
9.30-10.30	ENGLISH	ENGLISH	ENGLISH	ENGLISH	ENGLISH
10.30-11.00	Circle Time KS1 Break KS1	Circle Time KS1 Break KS1	Circle Time KS1 Break KS1	Circle Time KS1 Break KS1	10.00-10.45 PE DONALDSON Break KS1
10.30-10.45	Break KS2	Break KS2	Break KS2	Break KS2	Break KS2
10.45-11.45	MATHS	MATHS	MATHS	MATHS	PE DAHL MATHS
12-1	LUNCH Separate schedule for Mid-day staff	LUNCH Separate schedule for Mid-day staff	LUNCH Separate schedule for Mid-day staff	LUNCH Separate schedule for Mid-day staff	LUNCH Separate schedule for Mid-day staff
	Y2-Y6 Daily Walk approx. 1mile				
1-2.40	TOPIC	TOPIC	TOPIC	TOPIC	TOPIC PE MORPURGO
2.45-3.00	Collective Worship	Collective Worship	Collective Worship	Collective Worship	Collective Worship
3.00-3.10	Ready for dismissal—Class Reading—Novel, Bible story, Fairy-tales etc.	Ready for dismissal—Class Reading—Novel, Bible story, Fairy-tales etc.	Ready for dismissal—Class Reading—Novel, Bible story, Fairy-tales etc.	Ready for dismissal—Class Reading—Novel, Bible story, Fairy-tales etc.	Ready for dismissal—Class Reading—Novel, Bible story, Fairy-tales etc.

UNIFORM AND JEWELLERY

Children should wear the school uniform. Staff should encourage this and speak to parents/carers of children who persistently do not wear the appropriate uniform – particularly in the Foundation Stage so that good habits can be established. If a pupil persistently needs reminding, he or she should be referred to the Headteacher.

Children should not wear jewellery in school except for stud earrings, which should be small, these should be removed during PE. It is recommended that pupils leave earrings at home on Fridays. If pupils do wear earrings, then it is at parent's own risk and the school will not take responsibility for the loss.

CLUBS

In order to provide for a wider range of learning experiences outside the curriculum and school day, staff volunteer their time to provide such opportunities. Past and current clubs have included: Walking, Boxercise, Football, Netball, Cooking/Baking, Gardening, Art, Board Games, 11Plus Practice, Basketball, Rounders and French.

STAFF ABSENCE

Absence through ill health.

Should ill health prevent attendance at school then the following procedure must be followed.

Phone the Headteacher / School Business Manager by 7.15am to advise that you are unwell. Staff should phone in person unless you have been hospitalised or there is an emergency. Please make sure you have the correct numbers. Due to the Headteacher and School Business Manager travelling in, if you do not get a response, ensure you send a text to say you will be absent and the reason why.

You must phone the school by 3.30pm on the day you have been away to let us know whether you will be returning to work or not the following day and if not, why not.

You should keep the school informed daily if you continue to be absent unless you have been signed off by your doctor. Once absence extends past seven working days a Fitness for Work note from your GP is required before you can return.

On return to school all staff must complete a Self-Certification Form and a return to work interview will be held. Trigger points are for managing short term absence.

Trigger points are considered as:

- 4 or more episodes of sickness absence in a rolling 12 month period and/or
- 9 working days of sickness absence in a rolling 12 month period and/or
- Where the number of absences in a short period warrants immediate action, e.g. 3 episodes or 9 days in 6 months
- A pattern of absence which is causing concern, for example regular Friday or Monday absences or absences regularly occurring on a particular day/week, pre or post annual leave, school holidays, public holidays, pay day.

This is standard absence management practice.

Appointments

Routine doctors and dentist appointments should not normally be made during school hours unless there is an emergency. For appointments such as hospital appointments staff should show the appointment card to the School Business Manager.

(In addition, be familiar with the Sickness Absence Policy)

Absence for other reasons

See Leave of Absence Policy for details.

The school is required to record and monitor all staff absence. Absence is recorded electronically and all such information is confidential. Each request will be dealt with on an individual basis.

Severe weather

If we ever experience severe weather overnight, staff are expected to do their utmost to get into school, so there is little likelihood of a school closure due to severe weather. This includes making alternative travel arrangements if necessary. Staff will be contacted by email or text if the school is to close through severe weather or unusual circumstances.

Class Registers

Teachers should complete class registers at the beginning of the morning and afternoon. In the morning the register closes at 9a.m. and all absences emailed to the School Business Manager by 9.05am.

Teachers covering a class must ensure that the register is completed.

If children arrive late the teachers should ensure that the School Business Manager is notified so that attendance data is amended.

Registers for smaller group trips should also be recorded; if leaving the premises for activities, such as swimming, a register must be available to the School Business Manager for safeguarding and monitoring purposes.

Children with appointments

Please ensure that all parents who inform the class teacher of their child's appointments are referred to the School Business Manager.

Monies

Teachers are not required to collect money from pupils for trips, fundraising, uniform orders etc. However, we ask that money be put in envelopes with the child's name so money will not get lost.

Safeguarding

As a caring organisation with direct responsibility for children, our first concern must be for the children's welfare in all its aspects and therefore there may be occasions when we have to consult other agencies, particularly in relation to Child Protection/Abuse concerns. The procedures we have to follow (are statutory and) have been laid down by Lincolnshire

County Safeguarding Board. The school's safeguarding policy should be read and all staff should familiarise themselves with the procedures if a child discloses information to you that you need to pass on. The Headteacher: Bruce Johnson is the Designated Officer for child protection and the School Business Manager: Jo Drew is the Deputy Designated Officer. The Chair of Governors: Pauline Start is the Designated Officer for child protection on the Governing body.

Should one of the three DSO's not be available please contact Alison Buddle the Headteacher from Gedney Hill CofE and Shepeaustow Primary School or her Deputy Jane Barmby. ~

Recording of Incidents or Returns

Blank Notices of Concern forms are found on the Gdrive:Staff Only: Safeguarding.

Complete the form with as much detail as necessary. This will be explained during induction. It is good practice to record meetings or conversations with parents which you deem as important. Use your professional judgement or ask the Headteacher/School Business Manager for advice if in doubt.

DBS Checks-

All checks and forms will have been completed prior to employment, including Disqualification by Association which will be updated yearly.

ASSEMBLIES/COLLECTIVE WORSHIP-

See timetable. Assemblies/Collective Worship are held daily in the Church. Due to recent Social Distancing measures, Collective Worship is held daily via Microsoft Teams.

MEETINGS FOR STAFF- Thursday from 3.15-4.00 for teachers, TA's are invited. Due to the recent Social Distancing measures, staff meetings are held via Microsoft Teams or in a well-ventilated area for a short amount of time. Staff meetings are scheduled as needed in order to reduce contact time.

COMMUNICATION

The school diary

The diary is key to school organisation. All staff must check the diary every day before they start work and during the working day as it is updated frequently. All staff are expected to know what is happening in school every day and to appreciate the implications of the various events, appointments etc. You can view the diary through Outlook.

Email

All staff have an @cowbit.lincs.sch.uk email. Please check your work email several times a day to ensure you do not miss any cover/daily arrangements etc.

Operational Overview

This is a termly overview closely linked to the SDP. All staff need to ensure they are aware of monitoring and evaluating aspects.

Mobile phones

Mobile phones play an important part in the world in which we live. However, they should not be used or on display in the classroom as it may distract from pupils' learning. Mobile phones may be used in staff only areas or when pupils are not present. Should you be expecting an important call or should there be an emergency, feel free to give the school's telephone as a contact. A message will be passed on to you and if need be, arrangements will be quickly made for you to take or make a call.

Learning Conferences

A ten-minute individual meeting during which parents/carers, pupil and teacher discuss how well the child has settled in the class and comments on the child's work in key areas. Individual pupil targets are reviewed and new targets agreed. The progress report is signed by teacher, pupil and parent.

Due to Social Distancing Measures these meetings may take place via Microsoft Teams or Zoom.

Contacting Parents

If parents would like to see teachers in addition to the above they should ask for an appointment. Other information can be communicated by letter, email and Class Dojo.

It is not good practice to give your personal mobile number to parents/carers and for your own safety we state that you do not do so. We also state that you do not befriend any parents/family members on social media and that you use the appropriate privacy settings for your own protection.

If staff are unsure and require further assistance, they are urged to seek guidance from the Headteacher/School Business Manager. From time to time, parents are unsure and unhappy about action taken by the school, staff are advised to seek the support when dealing with these issues.

SEN- See SEND offer for more details.

GUIDANCE FOR HELPERS IN SCHOOL

We welcome a variety of adults into school as helpers. These may be parents, grandparents and other relatives of children in school, family friends, members of the local community and people who have a particular talent, expertise or interest which is linked to a class or school-based topic.

Safeguarding

All helpers who have regular contact with children will be required to have an enhanced DBS. Please see Jo Drew, School Business Manager, to find out what paperwork is needed to obtain one.

Staff should also ensure that volunteers wear a visitor's badge at all times

STAFF DRESS AND CONDUCT

Professional conduct

All staff have a duty to be professional at work and to ensure that they always demonstrate a high degree of respect for the all members of the school community. Staff should be mindful of the language they use when talking to and about the children and families we work with. This applies to all public spaces, e.g. the staff room or in public places, as there may well be relatives or family friends present who could be offended by flippant or inconsiderate remarks.

Staff dress

The dress code is to help you manage the impression you give to parents/carers, children and the public when you meet them on the school site.

All employees are to be smartly dressed, presenting a positive and professional image of Cowbit St Mary's CofE School at all times. It is important to wear the appropriate shoes for the day's activities (trainers for PE, flat heeled shoes for playground duty and walking at lunchtime etc.)

Employees must not wear –

- **Low cut tops, vest tops and/or tops that reveal midriff**
- **Denim jeans and/or fashion tracksuits or shorts (unless P.E. lesson)**
- **Scruffy/high fashion trainers**
- **Clothes that are distressed or ripped**
- **Flip flop sandals (Sandals may be worn if strapped around the heel and foot for Health and Safety reasons.)**

Chewing gum

Children are not allowed sweets in school and staff are not allowed to consume chewing gum whilst working with children.

Food and drink in lesson time

Staff are not allowed to have food and drink in the classroom during lesson time (apart from water) and should not walk round the school with hot drinks for health and safety reasons.

Due to Social Distancing Guidelines the main staff room is unavailable. Teachers have kettles in their classrooms (kept out of pupils' reach.) Teachers and staff may use safety containers for hot drinks but keep them out of pupils' reach as well.

Directed time

The policy on directed time aims to exemplify how teachers should balance the 1265 hours of 'directed time' they are contracted to work.

The chart below exemplifies the school's expectations for a Key Stage 2 teacher. Teachers in the Foundation Stage and Key Stage 1 are required to follow the spirit of this exemplification.

Directed Time Chart to be re-calculated following new Guidelines.

EMOTIONAL HEALTH AND WELL-BEING

In addition to resources emailed or passed on to staff, the school offers the opportunity for further support from a Specialist Teacher and Pastoral Consultant. Sessions can be booked for staff, pupils and parents/carers. Please inform the school and we will happily book a session. Feedback from such sessions have been very positive and effective.

HEALTH AND SAFETY

Health and Safety is the responsibility of everyone in the school. All perceived hazards should be reported immediately to the Headteacher/School Business Manager. Health and Safety concerns should be reported verbally and then emailed to the School Business Manager as confirmation.

joanne.drew@cowbit.linc.sch.uk .

GUIDANCE ON THE FIRE DRILL

Fire drills will happen once every half term. Please ensure you and your class are familiar with the fire procedures for all the rooms which you work in. Upon hearing the alarm, all pupils and staff should leave the building immediately via the nearest fire exit and make their way to the Church. Inside the Church, pupils are to sit in their register classes in order for the register to be taken quickly. Jo Drew, as designated Fire Marshall, will confirm the office area is clear and proceed to the Church with the registers. Once the teacher or staff member in charge has accounted for each pupil he or she is to raise the register in order to be acknowledged as completed. Bruce Johnson, as designated Fire Marshall, will be the last member out.

Due to Social Distancing Guidelines, we are not to meet in the Church as a whole school. The meeting point will be in the Village Hall car park in separate rows. If the weather conditions are severe, we will congregate in the Village Hall with as much social distancing as possible.

FIRST AID

All staff receive general first aid training. Staff in early years also receive paediatric first aid training.

Serious illnesses or accidents

If it is serious, send for the Headteacher/School Business Manager immediately. All head bumps are to be recorded.

Less serious illnesses or accidents

If the accident is less serious ask another member of staff for an opinion. Keep the child in class and monitor the situation carefully. Should anything change, please speak to the Headteacher/School Business Manager.

All classes should have a First Aid kit. Please notify the office if there are any items missing.

Accidents should be dealt with in the following manner:

Child reports accident/illness to member of staff. Member of staff comforts the child and monitors the situation carefully. Staff member evaluates and proceeds with necessary treatment and care. Ensure the accident is logged by the adult directly dealing with the incident. Should you send a child to another member of staff for treatment it is your responsibility to follow up on the accident.

All incidents that are reported to a member of staff must be recorded in the Accident File. This File is kept in the school office. During the current situation details can be emailed to the School Business Manager. Parents/carers should be informed of injuries which are a concern. It is the responsibility of the first aider dealing with the incident that the person handing over the child has a clear understanding of the incident.

Head injuries

Any child who has bumped or cut their head must be monitored after they have been treated. If the injury is deemed an immediate concern, parents must be phoned as soon as is possible and asked if they would like to take their child home. Children who are seen by staff because of a head injury must take a note home that evening, explaining to parents/carers what has happened and how it has been dealt with.

Guidance on infection control

Refer to the website below for the current guidance on infection control in schools. A copy of this guidance is displayed in the office.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/522337/Guidance_on_infection_control_in_schools.pdf

Hands-washing and good hygiene procedures

Encourage children to:

Always wash hands after using the toilet and before eating or handling food using warm, running water and soap. Effective hand-washing is an important method of controlling the spread of infections, especially those that cause Covid-19 and diarrhoea and vomiting. Rub hands together vigorously until a soapy lather appears and continue for at least 20 seconds ensuring all surfaces of the hands are covered. Rinse hands under warm running water and dry hands with a paper towels. Discard disposable towels in a bin. Encourage use of facial tissues when coughing and sneezing. All used facial tissues must be put in the yellow bins. If anyone develops Covid-19 symptoms government guidance will be followed. If the school has a positive Covid-19 result it will contact Public Health and follow the guidance issued.

See Covid-19 risk Assessment.

On arrival at school and regularly during the day children and staff should wash their hands / use hand sanitiser.

SCHOOL TRIPS

We actively encourage teachers to organise trips for their classes. Firstly, focus on our local area or region. If you are planning to travel further away, the admin staff can obtain quotes for coaches for your trip on your request.

Use the 24 Hour Museum (www.24hourmuseum.org.uk) for a comprehensive directory of UK museums, galleries and heritage sites. The site incorporates a museum finder search facility and keeps its visitors up to date with the latest news and developments from museums across the country. There's also a kids' zone at the 24 Hour Museum. may find it useful to consult Gallery Finder (www.engage.org), the online directory of education opportunities in galleries, art museums and arts centres.

There are no school trips planned at the current moment due to Social Distancing. However, we will look to book in the near future.

Risk assessments must be completed at least two weeks before the trip. The Headteacher/School Business Manager complete risk assessments online through Plumsun.

Adult/pupil ratios

It is useful to remember that in a care setting a ratio of 1:8 is laid down for under 8s. In most local authorities, a recommendation of 1:10 is made for older children.

Our guidance is:

KS2 - 1:15 (1:10 if public transport is involved)

KS1 - 1:8 (1:6 if public transport is involved)

Foundation Stage – 1:4

Covid-19 (Coronavirus)

Staff must stay in their own areas 'bubbles' and not go into any other 'bubbles'. This includes before and after school.

Staff are required to wear a face covering/visor when moving around the school.

Staff are not to congregate/socialise in general areas/corridors.

Staff can socialise with each other outside the school only and at a 2 metre distance.

Staff will endeavour to keep a 2 metre distance from other staff at all times.

Staff are to try and keep a 2 metre distance from children in class.

Staff are encouraged to wear a visor/face covering when working in close contact with children.

Staff have access to a designated area for breaks and designated toilets.

Staff are responsible for wiping down the areas they use.

Staff must wipe down any equipment i.e. photocopier after use.

All staff have a responsibility to wipe down all high contact touch points in classrooms and toilets throughout the day. Masks, gloves and aprons should be worn.

**This handbook is an overview of our expectations and procedures.
Please discuss any questions or concerns with the
Headteacher/School Business Manager.**

Cowbit St Mary's Church of England School

Staff Handbook

2021 – 2022

Name

Position

I can confirm that I have read, understand and agree to follow the Staff Handbook

Signed

Date ___/___/___

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