



Learn, Aspire, Achieve

Staff Handbook 2022/23

Welcome to Woods Loke Primary School. This handbook will give you essential information regarding working at Woods Loke. If you have any other questions, please ask your line manager or colleagues who will be happy to help.

Our Vision

Our vision is for a school where everyone aspires to be the best they can be...

A school where children can grow into happy, safe, confident individuals, inspired by a dynamic and innovative curriculum which celebrates diversity, creativity and curiosity...

A school with dedicated and committed staff who work together to inspire, encourage and support all who learn here...

A school where we work in partnership with our families, our Governors and our community to promote a life-long love of learning...

Woods Loke Staff

Headteacher: Joel Crawley

Deputy Headteacher: Oz Sparks

Early Years

EYFS Phase Leader: Catherine Taylor

Nursery Class Teachers: Liane Porter and Annabelle Drake

Reception: RRT - Kathryn Robinson/Catherine Taylor

REA - Ellissa Anderson

KS1 - Years 1 & 2

KS1 Phase Leader: Jane Stone

Year 1: 1MW – Michelle Welton

1JS – Jane Stone

Year 2: 2LH – Lisa Howard

2SB - Sarah Barratt

KS2 (L) - Years 3 & 4

Lower KS2 Phase Leader: Ross Javes

Year 3: 3AE – Beth Aldous/Jodie Edwards

3CP – Catherine Parnell

Year 4: 4RJ - Ross Javes

4NN – Natasha Nielsen

KS2(U) - Years 5 & 6

Upper KS2 Phase Leader: Anna Taylor

Year 5: 5PJ - Phil Jones

5JW – Juliette Walpole

Year 6: 6SG – Simone Goddard

6AT - Anna Taylor

Support Staff

Carla Giddins
Jackie Bessey
Nicola Coston
Harley Morgan
Amanda Colman
Ebony Theaker
Emily Haylock
Laura Revell
Megan Homes
Claire West
Jamie Colman
Sophie Deare

Caroline Houghton
Leeann Brunton
Jane Emmerson
Wendy Machin
Harry Franklin
Sonia Wright
Theresa Powell
Amy Waters
Liz Waller
Melanie Thomas
John Aldridge

Office Staff

Bursar: Sarah Adams
Office Manager: Alison Barnard
Admin officer: Tracey Swatman
Office Assistant: Emily Bloomfield

SEND Team

SENCO: Alison Norman

SEND Support: Liane Reid, Faye Ellis, Stacy Goddard

Pastoral Support: Janice Paisley and Charlotte Adams

Other Staff

Site Manager: Nigel Horne
Librarian: Amanda Cooke
Sports Leader: Ryan Hunt
IT Technician: Luke Baker
Senior Midday Supervisor: Julie Crumly

Governors

Philip Humphrey (Chair of Governors)

Sarah Agger
Alison Norman (Staff Governor)
Jo Woolnough
Nicola Rowland
Steven Wood
Julian Batisto
Lara McNeely

General Information

The School Day

Children can enter school between 8.45 and 8.55am, staff should ensure that the doors are open at these times. Registration is taken at 8.55am and the school day begins. Children arriving after this time must report to the school office to be signed in.

- Doors Open: 8:45
- School Day Begins: 8:55
- Morning Break: 10:30-10:45
- Lunch: 12:00-1:00
- School Ends: 3:15

At the end of the school day, staff must ensure all children leave with an adult who has permission to collect that child. Written permission should be given by a parent if they wish for their child to leave with anyone different from those on their contacts form. In year 5 and 6, pupils may leave alone if written permission has been given by the parent.

Registration

It is vital that registers are completed accurately as when a pupil is marked absent, the parent will be contacted by the school office to ask why the pupil is not in school. Registers are legal documents.

Registers are completed electronically using the Arbor Management System on the interactive whiteboards.

If staff would like to order a school meal, please place your order at the school office, with payment by 10.30am

Staff ID Badges

All staff are issued with a photo ID badge. This badge is part of our electronic swipe system to show who is on the premises, forming part of our fire procedures. Your ID badge must be swiped at the main office when arriving at work and again upon leaving. This badge must be worn at all times during working hours. If you forget your badge, please sign out and wear a visitor badge for this day.

There is a small cost to replace badges should they be lost. Please report lost badges to the school office as soon as possible so they can be deactivated and prevent unauthorised persons from entering the building.

Playtime Procedures

There is a staff duty roster displayed in each key stage, staff are expected to ensure they are on duty at the appropriate times. No children should be let out onto a playground until a member of staff is on duty. When teachers and other members of staff are on duty together, the teacher will be deemed to be the senior.

When on duty it is the teacher's decision whether there will be an outdoor or indoor playtime. If in doubt, please consult a member of the senior management team. The staff on duty should ensure that the playground and/or field are fit for use. The children's safety should be the first concern. During indoor playtimes the senior member of staff should ensure that all areas of the school used by children are covered.

Communication

All staff will be issued with a school email address through our Google account. This email account should be used for all work related communication and personal email addresses should not be used. This will also be used to email meeting minutes, copies of our weekly newsletter and any other communication.

Timetables

Some areas of the school are used on a timetable basis to ensure all classes get to use the facilities. These areas are the Sports Hall, Dining Hall, Library, DT Room, Food Technology Room, and Computer Room. If you wish to use these areas other than at your allotted time, please liaise with whoever's time slot it is to ensure it is convenient.

Resources

Each Key Stage, has its own resource cupboard and materials. If you need any resources, please speak to your phase leader. Each Key Stage Manager has a budget from which to order materials needed. If you are asked to place an order on their behalf, please complete an official order form and have it signed by your manager, the company you are ordering from must be VAT registered.

Items purchased by individuals can only be reimbursed if authorised by your Key Stage Manager. If submitting a claim, please take VAT receipt to the school office and complete a claim form (which your manager will need to sign). Payments under £25 can be claimed through petty cash, if over £25, payment will be made by cheque.

ICT Equipment

Please ensure pupils are taught and encouraged to look after all ICT equipment. Laptops/IPads should be returned to their trolleys after use and charged ready for the next user.

Each department has its own printer/scanner/photocopier

Uniform

Woods Loke pupils are expected to wear full uniform at all times. The uniform is:

- Navy Sweatshirts/Cardigans
- Pale Blue Polo Shirts
- Navy trousers/Skirts
- Navy socks
- Black/Navy School Shoes

- Navy checked summer dresses may be worn during the Summer term.

PE Uniform:

- Navy T-Shirt
- Navy Shorts/Jogging trousers
- Trainers

If pupils are not wearing correct uniform, please speak to the parent in the first instance.

Lost Property

Each Key Stage holds their own lost property and parents should be encouraged to check here for any missing items.

Health and Safety Information

First Aid

Any First Aid incidents need to be dealt with by a qualified first aider and logged in the first aid book. If a child bangs their head, children are given a yellow wristband informing them of the incident. If a serious accident, a phone call home should be made, to inform the parent of the injury.

Accident Book

Any serious incident, involving anyone on school premises, should be logged in the Accident book, this is located outside the staff room door. The completed form should be given to the school bursar.

If you have an accident, please insure you inform someone and the accident book is completed.

Sick Procedures

- Clear all the children from the area where the child has been sick and give the child a sick bag.
- Call for the Site Manager or designated person (via the office) so that the incident can be dealt with promptly.
- Wait a few minutes for the mist/vapour to settle in the area.
- Using the correct PPE Gloves, Facemask and Apron, from the emergency spill kit.
- Take powder from the kit and put on the vomit.
- Allow powder to settle for 5 minutes.
- Using yellow waste bags, clear up vomit with the supplied scoop clear away any other contaminated materials.
- Spray the area with antibacterial spray and continue with the surrounding area, making sure that you clean tables and chairs in the room as well.
- Clear away the yellow bag
- For carpeted areas use the carpet cleaner to remove the vomit and powder and clean as per section 8.

Staff Absence

The School expects a high level of attendance from its employees and volunteers; however, it acknowledges that there are times when employees are genuinely unfit to attend work.

If you are unable to attend work, you must follow the procedure set out below, as failure to follow the correct procedure may affect your entitlement to sick pay and in some cases may result in action under the Disciplinary Procedure:

- Telephone your manager or nominated contact point – no later than one and a half hour before your normal start time. (Let your manager know if possible what the cause of your absence is and how long you are likely to be off for. Inform your manager 24 hours before your return.)
- Telephone the school office from 8.30am on 01502 561234, to inform schools HR of your absence
- Following your absence report to your head of department on your first day back at work to complete an absence form and complete a return to work interview with your department leader
- If you are absent for 6 calendar days or more you must obtain a medical certificate from your doctor and forward this to your manager without delay. Any further medical certificates must also be forwarded
- Your manager will keep in touch with you whilst you are off – it is important you provide them with updates on your absence as part of this

If you become ill whilst at work and your manager sends you home, it is important this is recorded.

Staff who wish to request a leave of absence for any reason other than illness should complete and hand in a leave of absence request form which is available from the school office. This should be submitted at least one week before the proposed absence dates and signed by the Key Stage manager. The decision whether or not to grant the leave of absence is at the discretion of the Headteacher.

Fire Procedures

- On hearing the fire alarm bell or klaxon continuously sounding. Stop what you are doing, leave everything where it is.
- Take your class immediately, via the nearest door to the nearest assembly point.
- Fire Assembly point is on the bottom field or the pond near the car park.
- Count children to ensure they are all with you and check any classroom helpers are also present, report anyone missing to the Headteacher.

Office staff will bring registers to the field and signing in/out cards to check for any anomalies.

Appointed fire marshals will check toilets and activity areas before leaving the building. Do not re-enter the building until instructed to by the Headteacher.

Medication

Qualified First Aiders may administer prescribed medications to pupils when needed. This can only be done if the parent/carer has completed a permission form. Forms and medication are kept in the First Aid room which is locked at all times. When administering medication, a witness should be present and both adults should sign the form detailing the medication given.

Severe Weather

If the school is closed due to severe weather, you will be informed by your line manager. This decision is made by the Headteacher; the information will then be cascaded down to all staff. Please do not accept this information from any other sources.

ICT Agreement Form

At induction, all staff must sign an ICT Acceptable Use agreement form which remains in force throughout their time at Woods Loke.

GDPR

Woods Loke has a privacy notice showing how personal data is stored, what data is stored and why. This is available to read on the school website or a copy can be obtained from the school office.

All personal data must be kept secure at all times, ensure no information regarding pupils is left unattended or in an unlocked room. Once information is finished with, it must be disposed of securely. Woods Loke has two confidential waste cabinets in the reprographics room where such information should be disposed of.

Pupils personal data should not be taken off site unless on a secure, encrypted device.

Safeguarding Information

All staff will have annual Safeguarding training at Woods Loke and are asked to ensure they have read the Safeguarding policy. Alison Norman is the Designated Safeguarding Lead. Alternate designated persons are Janice Paisley and Charlotte Adams.

Educational Visits

When organising an off-site visit or trip, permission must be sought from the Headteacher (and Chair of Governors if a residential trip). Details of the proposed trip must be sent to them via the EVOLVE system, along with any risk assessments and plans. Once you have approval, the trip can then be arranged. The office will arrange transport for you and help with costings for the trip. A letter must be sent to parents with details of the trip and the cost involved. Only voluntary contributions can be asked for and the trip will have to be cancelled if sufficient funds are not received. Parents must complete written permission forms before a child can be taken off-site

Assemblies

Our weekly assembly rota is as follows:

| Day: | Assembly: | Location: | Led by: |
|-------------------|---|----------------------------|----------------------|
| Monday: | Whole school assembly (in order to save time, these assemblies will sometimes be delivered virtually) | Sports Hall (or virtually) | Mr Crawley |
| Tuesday: | EYFS/KS1 Singing assembly | Sports hall | Mr Sparks |
| | KS2 Class PSHE assembly | Classroom | Class teacher |
| Wednesday: | Class Learning Behaviour assembly | Classroom | Class teacher |
| Thursday: | KS2 Singing assembly | Sports hall | Mr Sparks |
| | EYFS/KS1 Class PSHE assembly | Classroom | Class teacher |
| Friday: | EYFS/KS1 Learning Celebration assembly | Sports hall | Mr Crawley/Mr Sparks |
| | KS2 Learning Celebration assembly | Sports hall | Mr Crawley/Mr Sparks |

All assemblies start at 2:50pm, except for the KS1 Learning Celebration assembly on Friday which begins at 1:15pm. Children are permitted to miss assemblies for intervention work, *but must not enter or leave once an assembly has started.*

Woods Loke Policies

The following is a list of policies and documents held by Woods Loke, please take the time to read these policies, which can be found on the school website or copies can be obtained from the school office.

- Admissions Policy
- Attendance Policy
- Bad Debt and Redundant Equipment Policy
- Behaviour, Discipline and Exclusion policy
- Charging and Remissions Policy
- Complaints Policy
- Data Protection Policy
- EYFS Policy
- Finance Policy
- Freedom of Information Policy
- Health and Safety Policy
- Lettings Policy
- Marking Policy
- Safeguarding Policy
- SEN Policy
- Sex and Relationships Policy
- Single Equality Policy
- Staff Absence Policy
- Staff Discipline, Conduct and Grievance Policy
- Supporting Pupils with Medical Conditions
- Home/school Agreement
- Procedure for dealing with abuse against staff

Subject Leaders and Areas of Responsibility

| | |
|---------------------------------------|--|
| Safeguarding | Alison Norman, Janice Paisley, Charlotte Adams |
| Teaching and Learning | Joel Crawley, Oz Sparks |
| Curriculum | Oz Sparks |
| Assessment | Joel Crawley |
| Professional Development | Oz Sparks |
| SEND | Alison Norman |
| Behaviour Lead | Janice Paisley |
| Pastoral Support | Janice Paisley |
| Coaching and Mentoring | Oz Sparks |
| Apprentices | Oz Sparks |
| School Council | Sarah Barratt |
| Eco Council | Kathryn Robinson |
| Digital Leaders | Harley Morgan |
| Library | Amanda Cooke |
| Site Management | Nigel Horne |
| IT Technician | Luke Baker |
| Sports Leader | Ryan Hunt |
| Computing Lead/STEM Technician | Harley Morgan |
| Forest School Lead | Jamie Colman |
| Specialist DT Teacher | Natalie Chong |
| Specialist Art Teacher | Naomi Gamble |
| Specialist Dance Teacher | Esther Halse |
| Specialist Music Teacher | Viktoria Juganzon |

| Curriculum Subject: | Leader: | |
|------------------------------|--------------------------------|----------------------------------|
| Communication | Music | Caroline Calver |
| | Drama | Simone Goddard and Beth Aldous |
| | Reading | Simone Goddard and Beth Aldous |
| | Phonics | Lisa Howard |
| | Writing and Handwriting | Jodie Edwards and Sophie Carroll |
| | Art | Sarah Merrill |
| Health and Well Being | PE and Sports | Phil Jones and Ryan Hunt |
| | PSHE and Well Being | Juliette Walpole |
| | Forest School | Jamie Colman |
| Global Understanding | Geography | Kathryn Robinson |
| | History | Catherine Parnell |
| | RE and British Values | Sarah Barratt |
| | Languages | Catherine Taylor |
| S.T.E.M. | Maths | Anna Taylor and Michelle Welton |
| | Computing | Ross Javes and Harley Morgan |
| | Science | Jane Stone |
| | Design Technology | Ross Javes |

Staff Meetings

- A staff briefing takes place every Friday morning at 8:25am. This is an opportunity to go through the school diary for the forthcoming week and for staff information and notices
- Whole staff meetings, or 'Learning Showcases' take place every two weeks on a Wednesday from 3:30pm-5:00pm. Each year group takes a turn to host the staff meeting which involves a celebration of their class books as well as a whole school pedagogy focus
- Phase meetings take place every two weeks on a Wednesday from 3:30pm-5:00pm, alternating with staff meetings. These meetings are held in each phase and are focussed on book monitoring, moderation of work, and learning environments

Teachers are required to attend all of these meetings. However, **all** staff are welcome to attend any of these meetings if they wish. All meetings are timetabled on the staff yearly planner.

Professional Development

Woods Loke Primary School is committed to supporting all staff to develop their practice through professional development and self-reflection. In order to facilitate this, staff are asked to complete a self-evaluation form (SEF) highlighting their strengths and areas for development. This form then becomes the basis for monitoring and training and is reviewed every term.

All UPS teachers and Senior Leaders are also required to work in groups to run a series of training sessions as part of our internal professional development programme. These sessions are focussed on a key element of good teaching and take place every term. Staff are encouraged to attend the sessions most relevant to their needs, but **all** staff are welcome to attend **any** of these sessions.

PPA Time

All teachers receive their PPA entitlement of 10% of their teaching time. This provides an opportunity for teachers to plan, prepare and assess and is timetabled by phase leaders. PPA time may be taken off site if teachers prefer. However, this option is only available if there are no other meetings taking place that teachers are required to attend.

Part Time Staff

Teachers who work part time will receive proportional PPA time eg teachers who work 3 days a week will receive PPA time 3 out of every 5 weeks.

Part time staff are expected to attend a number of PD days equivalent to the number of days they work in a week, no matter which day of the week they fall on eg staff who work 3 days a week are expected to attend 3 PD days throughout the year.

Part time staff are expected to participate fully in whatever is happening on the days that they work eg part time teachers who work on a Wednesday are expected to attend every staff meeting.

If part time staff work extra hours, these can be 'banked' for time off in lieu, with the agreement of their Phase Leader. However, any 'banked' hours must be used by the end of the academic year and cannot be carried over.

Working Hours

- Teachers have no set daily hours
- Teaching Assistants are paid from 8:45am – 3:15pm
- Higher Level Teaching Assistants are paid from 8:45am – 4:15pm

Lunchtime Duty

All staff have a lunchtime duty as detailed on the school timetable. If, for any reason, a staff member is unable to carry out their duty, they must arrange cover either personally or via their phase leader.

Learning Behaviours

The whole school, from Nursery to Year 6, follows a set of learning behaviours called ‘Woods Loke Learners’. These are divided into four key areas:

- Ready to Learn
- Work in Different Ways
- Never Give Up
- Reflect on Their Learning

These four areas are further broken down into smaller statements and these provide a set of standards that all of our children should aspire to achieve. The progression of each behaviour has been mapped and tailored to each specific year group. Teachers are encouraged to make these learning behaviours an explicit part of their teaching and to ensure that children are not only familiar with them, but also what they look like in practice and how they can develop them.

Each week, the whole school focuses on one particular behaviour – the schedule for this is displayed on the year planner. Each class chooses a ‘learner of the week’ who has demonstrated that behaviour particularly well, and this child is awarded a certificate in Friday’s assembly. Each class also holds a weekly learning behaviour assembly which provides an opportunity to teach, discuss, develop and celebrate children’s understanding of these behaviours.

Conduct Behaviour

Conduct behaviour is closely linked with learning behaviours (see above) and staff are encouraged to remind children of the key rules of following instructions and showing respect. However, there is a clear policy for dealing with behaviour and staff are required to familiarise themselves with our current behaviour policy.

Learning Environments

Our children spend a great deal of time in their classrooms and shared areas, so it is important that these areas are vibrant, stimulating and well cared for. All classes are required to have a ‘Woods Loke Learners’ display in their classrooms together with working walls that aid and develop children’s learning. Any visitor to a classroom should be able to look at the working walls and recognise and understand what the children are currently learning. Generic, laminated resources should only be used if they genuinely aid children’s learning and are used regularly.

Displays in shared areas are equally important and should be used to celebrate children's best work. Staff are also asked to be mindful that visitors often walk through shared areas and that it is important that they are clean and tidy and create a favourable impression.

Staff 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, eg 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.

All staff are reminded that it is not acceptable to have a mobile phone switched on during lessons. Neither is it acceptable for staff to talk on phones walking around the school building during the normal school day. The exception to this rule is the Premises Manager who has the use of a school phone in order to communicate with contractors and other visitors.

All staff are required to sign and adhere to the school's code of conduct throughout their employment

Dress Code

Staff are asked to be mindful of the environment in which they work when considering appropriate dress.

All staff should endeavour to be smartly dressed, presenting a positive and professional image. Staff will be expected to dress modestly and appropriately.

Staff must not wear: low cut tops and tops that reveal midriff and/or have slogans on them, blue denim jeans and/or fashion tracksuits, scruffy/high fashion trainers or shoes with excessively high heels, clothes should not be distressed or ripped.

Staff are required to wear sports clothing when teaching PE.

Google Drive

All school documents are stored online on Google Drive. Every member of staff has their own drive which contains their Self Evaluation Form, Book Monitoring Record, and class Data Summary. Feedback from monitoring is entered directly on to these documents and staff are encouraged to respond in the same way.

All staff also have their own gmail account which is used for all communication. Please note that this is the **only** email account that should be used for any school related communication.

Class Handbooks

Every teacher is given a Class Handbook which contains all the information relevant to their particular year group, including relevant policies such as Behaviour, Marking and Assessment, and Home Learning. It also contains curriculum information, assessment information, and exemplification materials. Staff are asked to read this document carefully and familiarize themselves with its contents.