



Wayland Junior Academy Watton

Staff Handbook

September 2017

Staff list for September 2017

| Senior Leadership Team | | |
|---|---|---------------------|
| Academy Principal and ADSL | Nicola Kaye | |
| Deputy Principal | Harriet Beckett | |
| Assistant Principal and Year 5 teacher | Fiona Macpherson | |
| Maths Leader and Year 6 teacher | Louise Waring | |
| Pastoral Leader and DSL (Associate SLT) | Tanya Romani | |
| SENDco (Associate SLT) and Year 4 teacher | Chloe Savage | |
| | | |
| Teaching Staff | | |
| Year 3 teachers | Sophie Holland | |
| | Hannah Houchin (maternity leave from September) | |
| | Leonie Pagett | |
| | Melanie Watson (maternity cover) | |
| | | |
| Year 4 teachers | Katja Galea | |
| | Averil Felton | |
| | Kathryn Todd | |
| | | |
| Year 5 teachers | Clare Bakashaba (maternity leave from June) | |
| | Jo Lal (maternity cover) | |
| | Alison Maguire | |
| | | |
| Year 6 teachers | Claire Bambridge | |
| | Vicki Spencer | |
| | | |
| Support Staff | | |
| Inclusion Manager and Alternative DSL | Sonja Warnes | |
| NES Team Leader | Helen Watkins | |
| Site Manager | Kevin Wilson | |
| PA to Principal | Kim Walker | |
| Receptionist and Librarian | Nicola Featherstone | |
| Cover Supervisor | Sam Chapman | |
| Teaching Assistants | Tracy Culver | Laura Evans |
| | Jenny Levin | Sarah Middleton |
| | Ellise Owen (HLTA) | Suzanne Reeve |
| | Kim Stratton | Karen Warnes (HLTA) |
| | Val Winter | Gavin Tampin |
| Midday Supervisors | Carol Brock | Jo Head |
| | Joanne Ingram | Anne Kerrison |
| | Angelina Owen | Suzanne Reeve |
| | Teresa Rodrigues | |
| Breakfast Club | Suzanne Reeve and Kim Walker | |

We value and respect all individuals within our academy environment. We are a **no smoking site.**

Daily Routine

The registers are kept in the office. Check the staffroom whiteboard/briefing notes for daily information and updates.

| | |
|----------|---|
| 7:30 am | Academy opened (by caretaker) |
| 8:40 am | Staff briefing in Staff room followed by duty on the playground |
| 8:48 am | Bell rings, children line up in their classes to be taken in by their class teacher |
| 8.50 am | Second bell rings: children should be inside the building. |
| 9:00 am | Register closes, learning starts. |
| 10:30 am | Morning Break |
| 10:45 am | Children line up on playground to be taken into class by their teacher and learning starts. |
| 11:45 am | Guided Literacy time |
| 12:15am | Lunch |
| 1:15 pm | Children line up on playground to be taken into class by their teacher and learning starts. |
| 3:15 pm | End of the academy day |

Safeguarding and Whistle Blowing

All staff have a statutory duty of care to safeguard and promote the welfare of children. ALL members of staff must read and adhere to the academy's Safeguarding Policy, which includes The Whistle-blowing Policy.

If you suspect that a child has any child protection issues please **inform the Designated Safeguarding Lead (Mrs T Romani, Mrs N Kaye, Mrs S Warnes) immediately**. Use the concern form located in the staffroom and first aid room. Any marks on a child, which cause concern, should be recorded as accurately as possible on a body diagram. This should be read, signed and dated and handed to the Designated Safeguarding Lead or Alternate Lead(s) as per the Safeguarding Policy.

Whistleblowing

If you have any concerns you must report them to the Principal or Chair of Governors as per the academy's Safeguarding Policy

Absences

Staff Absence

If you are unable to attend school for any reason please ring or text **Harriet Beckett** the evening before or between 7.00am and 7.45am. You must also call First Care as in appendix 2.

Please let the office know by 2pm on the same day whether or not you intend to return to work the next day so supply can be booked.

On return to work you are required to attend a Return to Work Interview with a member of SLT. **Please ensure you see your line manager at the end of your first day back following your absence.** If you are absent for more than 5 working days you must obtain a fit note from your doctor and arrange for it to be sent into the academy.

Cover work should be emailed into the academy unless you are too ill to do so. If this is the case, your partner teacher will plan work for the Cover Teacher/ Supply.

Planned Absences

If your absence is planned, eg you are on a course, you **must** leave planning for the day on or near your desk for the supply teacher, including any relevant materials. It is individual staff's responsibility to arrange cover for any additional duties i.e. assembly or playground duties.

Accidents and Illness

Staff

Accidents and near misses **must** be reported to the Principal's PA/ Principal or most senior person on site. An accident form will be completed electronically by the injured party and Principal's PA, then signed off by the Principal.

Staff Behaviour

Staff must adhere to the academy's Code of Conduct, Social Media Policy and IT Acceptable Usage Policy.

We are committed to providing a caring, friendly, safe environment for all our staff and pupils. Bullying of any kind is unacceptable. **Staff should adopt high standards of personal conduct at all times.**

Communication

The best way to ensure everyone gets the same information is to use the academy's email system. Staff all have access to the WJAW Staff group through Office 365 where general messages and information are communicated. Every morning there is a briefing from 8.40am which all teaching staff **must attend** but other staff are welcome. On a Thursday there is a longer briefing from 8.30am. Following both briefings all teaching staff are required to be on the playground until the bell goes.

Staff playtime duty rotas, timetables for the hall, library, Digital Den and PE can be found in the staff room.

Confidentiality

Please ensure confidentiality is respected at all times. All staff must follow the Data Protection Policy.

If you have a concern about anything in the academy, please do not discuss with other colleagues, it is expected that you will bring these to the Principal's attention immediately.

CPD/ Performance Management

The academy is committed to supporting all staff with their continued professional development and individual needs are discussed during appraisal reviews. CPD expenditure is linked to academy improvement needs. Staff will be expected to give feedback on training, either verbally or in writing. INSET (In-Service Training) days are to be attended by ALL STAFF, for their contracted hours for that day. Some INSET days may be disaggregated to form twilights during the school term.

Displays

Each class teacher is responsible for arranging corridor and hall display changes. All displays should be of a high quality and include comments from our children and aim to make the learning environment interesting and child friendly.

Educational Visits

Educational Visits are encouraged. They should support the current learning. Please plan well in advance especially if parents need to stagger payments. All proposals must be put forward to the senior leadership team before approval can be granted via an Visit/Event proposal form. This should be completed fully and given to the Deputy Principal ready for the weekly SLT Operations Meeting in a Tuesday. Trips should be booked a term ahead.

An electronic copy of all paperwork will need to be submitted on EVOLVE. Where possible, the class teacher should visit the intended site if it is a new visit site. If it is not possible to do this after the academy day please see the Principal to discuss using PPA time. A Risk Assessment form must be completed. An itinerary, letters to parents, numbers of pupils (boys and girls), and names of staff/volunteers will be needed for the EVC to complete the necessary planning. Any trip that involves an 'adventurous activity' will need longer to be processed.

Written consent from parents is essential. All signed permission slips must be passed to the office.

Staff and volunteers should have a clear understanding of the purpose of the visit and their responsibilities. A standard reminder letter and the Risk Assessment must be shared and discussed with all helpers prior to the visit.

If buses are used all adults and children must wear seat belts, no child will sit on the front or middle rear seats. All passengers will have their own seat. A separate risk assessment is needed for the transport of children. Staff should ask the Team Leader to obtain quote and book transport.

A basic First Aid Kit, any specific medication and inhalers should be taken on the trip. At least one members of academy staff must attend, one of whom must have an up to date First Aid Certificate. The Academy mobile phone should be taken on the Visit. Number: 07927123965.

Emergency Academy Closure

On rare occasions the academy may have to close, for example due to adverse weather conditions. Please ensure the academy has an up to date contact number, as we will try to call you. Details will be on the academy website and Norfolk Schools' website.

Fire Drill

Fire procedures are displayed in every classroom which includes all necessary information. Alarms are tested weekly by a contractor. Practise drills are implemented at least once a term.

First Aid

Qualified first aiders deal with first aid.

If a child needs first aid during playtime please send them to the office accompanied by another child unless it is unsafe for them to move in which case a first aider should be called to attend the scene. During lunchtime the child must go to an MSA, then they will escort them to First Aid. A copy of the rota for First Aiders is displayed in the staffroom and on the First Aid Room.

First Aiders names are on a list in the First Aid Room.

All accidents/ injuries must be recorded in the file located in the medical room. Children should come back to class with a form detailing their injury, which must go home with them. **ALL** head injuries should be seen by a First Aider. All accidents must be reported to the Principal/ Principal's PA.

If children need to go home for ANY reason parents will be contacted at the discretion of the Principal or the First Aider who attended to the child's needs. Please ensure parents are informed of less serious accidents at the end of the day.

Academy Councillors

A list of governors is kept in the academy office. They take an active part in monitoring and evaluating curriculum areas and action plans, developing and reviewing the Academy Improvement Projects and evaluating results. **The Chair of the Academy Council is Mr Carl Evans.**

Health and Safety

The Site Manager must be informed of anything that might constitute a Health and Safety issue. Concerns should be logged using the reporting system TopDesk and appropriate action will be taken. Regular Health and Safety Audits are carried out termly.

All staff must wear their lanyards at all times. Visitors must have a visitor badge on. All staff should be vigilant and politely challenge unfamiliar adults on the academy premises.

Hot drinks should only be carried around the academy in lidded cups.

Staff must not bring their own electrical items onto site without agreement from the Principal. All electrical items must be tested before use.

Home Academy Liaison

We firmly believe in working in partnership with parents.

- There are termly consultation meetings with parents.
- Pupil Profiles (SEND) are reviewed termly with parents.
- Classes are encouraged to hold class assemblies.
- Always discuss all incidents, injuries or other concerns with a parent to avoid any misunderstandings.
- Newsletters are sent home half termly.
- If a child is absent copies of newsletters etc should be kept, named and given to the child on their return to school.
- In accordance with the DfE requirements the academy has a home school agreement.

Intimate Care and Toileting

Children needing to be changed should be dealt with by a member of staff, having informed another staff member, following the agreed Intimate Care Policy. This should be done in one of the disabled toilet (do not lock the door) and recorded in the intimate care log, situated in the same room. A record must be sent to parents to let them know their child has been changed.

Intake and Transfer Arrangements

Transfer to Year 3

The majority of our new pupils come from Westfield Infant and Nursery. We organise lots of opportunities for the new year three children to visit the academy during the summer term.

Transfer to High School/Academy

All Year 6 children spend at least one day at their new school in the second half of the summer term. Many opportunities are given to them to visit and work at the local academy, which is Wayland Academy Norfolk.

In school year admissions

All new admissions are looked at on individual basis but must go through Norfolk County Council Admissions. The children are placed in the class that best suits the need of the child. The parents/ carer will meet with the SENDco if appropriate.

Lunchtime

Midday Supervisory Assistants arrive on site at 12:00am. A rota can be found in the staffroom. Class teachers must inform Pupil Support about any individual children, change to routines and other relevant areas that may impact on consistency of approach during this long playtime. Pupil Support will inform the MSAs.

MSAs should inform the class teacher or Pupil Support of any significant accidents and injuries relevant at 1:15pm or before if possible.

At 1:15pm teachers will collect their class from the playground promptly for learning to start. Children will enter the blocks before the second bell.

Marking

The academy has a marking and feedback policy, and all staff must adhere to it.

Marvellous ME

This is a communication tool we have with parents who have signed up which allows us to celebrate their child's success. Teachers record pupil's achievements and rewards through the online tool. Each week teachers must also send home an 'activity' about learning that week.

Medical Information

Specific medical facts are recorded on the admissions forms kept in the reception office and this information is recorded in Pupil Asset. Asthmatic children needing inhalers have them stored in their classroom, or the child may keep their own. Children needing regular medical attention should have a completed medical form. Care plans will be displayed in classrooms and staff room. **Staff must make themselves familiar with these.**

Mobile Phones

Staff mobile phones must be switched off or on silent mode while in classrooms unless agreed, in advance, for emergencies with the Principal. Staff must not use their phones to record images of children. Children should not bring in mobile phones to the academy. If they do bring phones they do so at their own risk and **staff must not confiscate** children's mobile phones. The academy does not accept liability of loss or damage to mobile phones, and **will not 'look after' a child's phone.**

The NES Portal

Is an online portal where you can access the following services:

HR: payslips, P60, expenses and mileage claims forms.

PD: appraisal system.

e- learning modules, various up and coming CPD events.

TOP DESK- for reporting any faults such as IT.

All Policies- TEN Group/ Local Academy Policies.

Photocopying

The photocopiers are in each block. Large amounts of photocopying should be done on block 2 and 3 photocopier. Please try to keep the amount of copying to a minimum for financial and educational reasons using double sides whenever possible. Consider whether you really need colour or not before changing the settings

Play Time

Morning playtime is from 10:30 - 10:45 am.

If you are on playground duty you must be on the playground in good time. Please see the rota.

At the end of playtime, the bell will ring once for the children to stand still and line up on the playground. Children will enter the blocks escorted by their teacher before the second bell. No items may be brought from home including toys, pencils and paper for playtime or lunchtime. In very hot weather, children should wear sun hats, apply sun lotion and be encouraged to seek shade.

If the weather is damp children will go outside. Where possible the field will be used for playtime if children have appropriate footwear. A staff member must carry a radio for communication to reception/ Pastoral Team and the Principal (Duty Principal).

If it is a wet playtime all children and staff stay in their classrooms. Wet lunchtime play will be supervised, in class, by the allocated MSA.

Policies

We expect all staff members to adhere to all academy policies to ensure consistency of provision and approach. All policies are reviewed by the Academy Council. TEN group policies are accessible via the NES Portal. Academy specific policy are available via the Academy website or share WJAW Staff OneDrive.

Quality Assurance and Support:

As part of the academy's drive for continuous improvement and ensuring the best educational entitlement and outcomes for the children who attend, the SLT Team have a rigorous quality assurance schedule which is shared with staff. The aim of this process is to celebrate good and outstanding practice and identify areas for development and support. We have an inclusive ethos and uphold fully the Growth Mindset concepts. Staff are encouraged to contribute towards the CPD plan and input ideas/ feedback at staff meetings.

Race Equality

If there are any incidents of a racist nature these must be reported to the Principal verbally together with a written account of the incident. The LA procedures will be followed.

Records

Individual children's files are kept in the academy office. Please file a copy of any significant information including copies of any individual correspondence, complaints or queries. The appropriate academy documentation should be used, dated and the appropriate Phase Leader informed. The SENDco must be informed if the information is about a child with SEND. All safeguarding concerns must follow the procedures as set out in the academy's safeguarding policy.

Resources

Resources for all subjects can be found in the various storage areas around the academy. Please inform the Team Leader if we are running low on any major items. The stock is to be shared between all classes.

Staff Room

The staff room is a calm area where staff can sit, wind down, and take a break. It is expected that staff are professional at all times in their conversation about adults and pupils.

Please make sure you clear up your own mess and help with daily chores, such as filling or emptying the dishwasher and tidying up. If everyone does a bit, and makes an effort to keep it clear and tidy, it will be a nicer environment.

Tea and Coffee

Staff pay towards £10 a term or £20 a year towards the cost of tea, coffee, milk, sugar and biscuits.

Timetables

All timetables are in the staffroom.

Volunteers/ Helpers

We value our home academy partnership and actively encourage parent helpers in the academy. Teachers should make sure volunteers are clear about the activity and the learning intention. All volunteers need to be interviewed by the Principal or Deputy and given safeguarding training before working with children and undergo an enhanced DBS check. Volunteers must adhere to the academy Code of Conduct.

Website:

www.wjaw.org.uk

We strive to keep this up to date and a celebration of what we do at WJAW. Please help us to do this by including updates from your class/ trips and events in the year group blog section.

Children

Assemblies

| | |
|---------------------------|------------------------------|
| Monday 10am – 10.30am | Celebration Assembly |
| Tuesday 9am – 9.20am | Year 5 & 6 Assembly |
| Wednesday 9am – 9.30am | Singing Assembly |
| Thursday 9am – 9.20am | Year 3 & 4 Assembly |
| Friday 10am – 10.30am | Whole-school Values Assembly |

All teaching staff are expected to attend unless timetabled differently for intervention. Please ensure that the children are escorted to assembly and enter calmly and quietly. Staff should sit next to their class.

Children's Absences

Registers are a statutory requirement and must be completed at the beginning of the morning and afternoon session online using Pupil Asset. A paper copy will be available if this is not possible. Please record all children present on the register and leave a blank for an absence. If a child is marked absent without reason the office will telephone the parents. Any concern about attendance should initially be brought to the Inclusion Manager's attention. Children are no longer permitted leave during the academic year, and exceptional circumstances will be considered depending on previous attendance rates. Teaching staff will need to provide work for any child who has a fixed period of insolation or exclusion from the class.

Children's Appointments During Academy Hours

Children are not permitted to leave the academy premises without a known adult and prior notice. Parents must report to the office and wait for their child to be collected from the class. If you know a child is to be collected at a certain time, please send the child and their belongings to the office in readiness to be collected.

Dinner

Children's dinner money (currently £2.20) should be kept by the child and dinners paid for by the child at lunchtime or handed in in a named brown envelope which are available in each class.

Dinners should be ordered at the beginning of the day using Pupil Asset. Please use the following codes for that register.

Food and Drink Policy

Please ensure that you are aware of any cultural or religious requirements of any dietary requirements and of any allergies. The office has class lists of allergies known to the academy. If in doubt ask the office.

Children must not bring sweets into the academy. If a child brings in birthday gifts these should be eaten off site (sent home with the child at the end of the day). If there is a birthday or celebratory cake it will be shared within the class or academy.

Children are encouraged to bring water bottles into the academy each day. These should contain WATER ONLY. They have free access to water in the academy.

Jewellery and Uniform

The wearing of jewellery in the academy is discouraged. No jewellery should be worn in PE. Earrings should be taken out by the child or covered with a plaster. Earrings should only be studs. The academy uniform is:

- navy blue sweat shirt with academy logo,
- navy blue cardigan with logo
- light blue polo shirt, blue checked summer dress.
- grey/black trousers, skirt or smart shorts.
- black shoes,
- grey black or white socks.

No jewellery other than a watch and stud earrings. No nail varnish and no dyed hair. Leggings are not permitted. Any concerns with uniform should be referred to SLT.

Lost Property

There is a container in the academy office where lost property should be placed.

PE

The children should change into shorts, t-shirts and trainers.

If a child has no PE kit it is the class teacher's responsibility to find a suitable class for this child to join during the PE lesson. The teacher must contact the child's parent or guardian about the PE kit.

Staff should take a register of children who have no kit.

Staff should make the DSL aware of any child that is regularly without PE kit.

All children must remove any jewellery and watches. Stud/sleeper earrings must be covered if they cannot be removed. Staff should not remove earrings. The PE cupboard is located in the hall. All equipment must be stored safely and left tidily. There is additional large equipment in the outside PE shed.

Appendix 1 First Care absence reporting system

Appendix 2 Line Management Structure

Appendix 3 Quality Assurance Schedule

Appendix 4 The WJAW Way

Signed by the Principal

Signed by Chair of Academy Council:

Date:

Review: September 2017