

St. Matthias C of E Primary School



Staff Handbook

September 2020 -2021



Aspire, Believe, Achieve

Dear Colleague,

We hope you all had a good break and are ready for the exciting year ahead!

This handbook has been written particularly with new staff in mind. Please read it carefully as it contains important information that you will need to refer to during the school year. If you are unsure of anything - please don't hesitate to ask.

We are looking forward to working with all staff, Parents and Governors for the benefit of our children.

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1. Context

St Matthias is a vibrant, friendly and exciting place to learn and work. This handbook is designed as a guide to ensure we all work together as a team and give every child the best possible start to life and opportunity to learn and reach their potential. The school enjoys a respectful, supportive and caring staff team where the children are at the heart of everything we do. Everyone has a duty to be positive about the school and promote the inviting, learning atmosphere we uphold. If you have a question or need help in any way, just ask.

2. School Aims

Mission Statement and Aims

ASPIRE, BELIEVE, ACHIEVE

In the spirit of its Christian foundation, St. Matthias Church of England Primary School aims to provide the optimum environment for the intellectual, emotional, physical, social and spiritual growth of every pupil in its care.

Within this supportive environment we aim to:

- Draw together a community of learners within our school and involving all stakeholders
- Enable our learners to engage in learning and develop a good understanding of their strengths and skills
- Provide opportunities for all learners to enjoy learning and strive for excellence
- Provide meaningful contexts for productive and independent learning within an interesting, relevant curriculum
- Challenge our learners to develop new skills and be able to transfer these to different contexts
- Promote Christian values in a safe, supportive environment where respect, love, giving, trust, forgiveness and honest are highly prized
- Create opportunities for all pupils to be successful and thus develop a sound sense of self belief
- Seek the keys to unlock the potential of all our learners to compete in and appreciate a global world
- Empower all learners to make considered choices for a healthy, balanced lifestyle
- ***Provide opportunities for all our learners to grow together intellectually, emotionally, in understanding, faith, cultural awareness and spiritual understanding.***

As a Church Aided school our Christian beliefs and values underpin everything we do. We strive to create a loving, caring attitude within school where each member of the school community is valued and can realise their full potential in the love of God. We give opportunities for children to learn about God and to worship Him. During their time with us, our children gradually develop familiarity with, and learn to appreciate, the Church, its building and its traditions.

3. Classes

We are a one-form entry primary school with a nursery attached to the school. Our Pre- School and Nursery class attend school every day between the hours of 9am – 3pm. Our class sizes are 30 pupils from Reception to Year 6. Children from Reception to Year 6 attend school from 8.45am- 3.15pm. ***(Due to COVID-19 the start to this year will be different with staggered start and finish times, please see return to school plans for more information)***

As part of our extended services we provide wrap around care ‘Whizz Kids’ which includes:

- 7.45am-8.45am Morning Club – Whizz Kids (there are charges for this service)
- 3.15pm-6pm (Mon-Thursday) After school club – Whizz Kids (There are charges for this service)
- 3.15pm-5.20pm (Friday) After school club – Whizz Kids (There are charges for this service)
- 3.15pm-4.15pm- After school clubs are run by external providers or school staff, children need to sign up for these clubs (There may be a small charge for some clubs)

4. School Timetables

There are a variety of school timetables available. Each class teacher is responsible for ensuring the coverage of each subject. Maths, English writing, English reading must be completed daily. There are sports coaches who visit St Matthias and there are PE timetables with allocated slots for each class over the year. Otherwise PE slots are timetabled around the hall and outside spaces.

5. Discipline/ Behaviour and staff conduct

Whilst the discipline and behaviour of the class is primarily the responsibility of the class teacher, all the staff are collectively responsible for ensuring that all pupils learn to be considerate to others and behave appropriately. Staff should always endeavour to remark on good behaviour and manners, and to commend children for their positive actions. If pupils do have to be reprimanded regarding inappropriate behaviour this should be done in a constructive manner and in line with our **behaviour policy**. Staff should not shout at children, the only exception to this is if the child or another child is in danger. Praise should be used as a reward, in conjunction with the school reward system, see behaviour policy. This can be for good behaviour, extra effort and co-operative behaviour as well as for work of a high standard.

However, some pupils will still need to be disciplined for persistent poor behaviour. Our aim should be to teach them that there are consequences if they deliberately ignore the school rules, which the majority of pupils maintain in school. On occasions staff may need to give a consequence. All staff must read the behaviour policy so actions can be taken in line with this.

Class teachers, Teaching Assistants, Lunchtime Supervisors and any other staff should keep a record of poor behaviour on our 'electronic CPOMS system'. Any incident of rudeness, harm to another person or their property or deliberate defiance should be recorded. The Head teacher or Deputy Head teacher should be informed of major incidents, even if they are resolved, in order that they can keep an overview of the situation. Where appropriate, the parents will be invited to discuss their child's behaviour or a letter will be sent home to inform the parents and therefore it is essential that records are kept carefully.

Positive behaviour can be rewarded using our online system 'ClassDojo'. Awards can also be given in our Friday Praise Assembly.

6. Child Conduct & Behaviour

At St. Matthias CE Primary School, we believe that for all members of the school to be able to follow our school rules, they should be clear, concise and ingrained in the life of the school. We have three simple rules:

1. **Be Ready**
2. **Be Respectful**
3. **Be Safe**

All members of the school community; children, staff, parents and visitors, are expected to observe these rules consistently.

7. Management Structure

- Acting Headteacher – Mrs Ginnie Beale
- Assistant Headteacher (Curriculum & Assessment)- Mr James Thompson
- Assistant Headteacher (Inclusion & Behaviour) & SENDCo- Mrs Emma Lodge

- Early Years Leader – Mr Carl Salmon
- Subject Leaders are across the school

8. The School Day

All staff at St Matthias must sign in and out using our electronic system in the office lobby using their school badges. If anyone has not got their badge in school they can sign in using the touch pad. Teachers and student teachers are expected to be in school at least half an hour before the children arrive at 8.45am and after school at least half hour after the children have left at 3.15pm as a minimum. Staff are expected to be prepared to teach and have the classroom clearly organised for daily lessons in good time for the start of the day. Support staff are expected to be in school from their designated hours. If any staff need to leave during the school day they should do via the school office and sign out using the electronic system, on returning to school they need to sign back into school. The car park gates will be locked between the hours of 8.30am and 3.30pm. Poor timekeeping issues will be addressed by the Headteacher.

9. Timetables/ Rotas

All staff have copies of all timetables. Copies of class timetables and duty timetables should be displayed in the classroom. Timetables are usually updated each term unless adjustments are needed more often than that. The Assistant Headteachers will have copies of the timetables.

10. Staff Dress

At St Matthias there is no uniform for staff but we ask you to follow a few basic professional guidelines and be dressed appropriately for school.

Aspects of appearance that are **unsuitable** for school include:

- Bare midriff
- Skirts should be of a sensible length
- Cleavage showing including when bending forward
- Transparent clothing
- Flip-flops
- Staff work in close proximity of each other and with children. It is therefore most important that a high standard of personal hygiene and grooming is maintained.

Interpretation of the above dress code can be altered at the discretion of the Headteacher.

11. Emergency Procedures

11.1 Fire Procedures

In the case of emergencies the fire alarm bell will sound throughout the school. Instructions on action are displayed in each room and teachers need to know the procedures for each room they work in. Please ensure you familiarise yourself with these procedures.

Nursery/ Reception classes

Adults and children leave as quickly as possible via their fire exits situated in their classrooms. They then lead in a line towards the Nursery gate where their classes line up ready for a register to be taken. The last member of staff leaving will be responsible for closing the doors on leaving the building. The children are to remain silent at all times. The

Classroom teacher will control the situation for their class with the office staff bringing the registers. Once all the children have been counted and accounted for the Class teacher will lift their arm to signal to the Senior Leaders that all children are present and correct.

Years 1 and 2 and KS1 Art Area / The Hub (Outside Yr1) / The DEN (outside Year 1) / Staff Room

Adults and children leave as quickly as possible via their classroom fire exits situated in their classrooms. The staffroom fire exit leads into the Year 1 outdoor area. Then lead in a line onto KS1 playground where the classes line up ready for the register to be taken. The last member of staff leaving will be responsible for closing the doors on leaving the building. The children will remain silent at all times. The classroom teacher will control the situation for their class with the office staff bringing the registers. Once all the children have been counted and accounted for the Class teacher will lift their arm to signal to the Senior Leaders that all children are present and correct.

Years 3 and 4

Adults and children leave as quickly as possible via their classroom fire exits situated in their classrooms. Year 4 lead out of their fire exit and down the ramp onto the KS1 Playground where their classes line up ready for the register to be taken. Year 3 should then lead down their corridor towards the outside door. They then lead in a line into KS1 playground where their classes line up ready for the register to be taken. The last member of staff leaving will be responsible for closing the doors on leaving the building. The children will remain silent at all times. The classroom teacher will control the situation for their class with the office staff bringing the registers. Once all the children have been counted and accounted for the Class teacher will lift their arm to signal to the Senior Leaders that all children are present and correct.

ICT suite / Year 5 and 6

Adults and children leave as quickly as possible via their classroom fire exits situated in their classrooms. They then lead in a line onto KS2 playground where both gates into the KS1 playground will have been opened by one of the office staff. The classes line up ready at the bottom of KS1 playground for the register to be taken. The last member of staff leaving will be responsible for closing the doors on leaving the building. The children will remain silent at all times. The classroom teacher will control the situation for their class with the office staff bringing the registers. Once all the children have been counted and accounted for the Class teacher will lift their arm to signal to the Senior Leaders that all children are present and correct.

The Library Area/ Finance Office Upstairs

Adults and children in the Library area leave as quickly as possible via the fire exit situated in the glass corridor. Adults in the Finance Office leave as quickly as possible down the stairs and leave via the fire exit situated in the glass corridor. Then lead in a line onto KS2 playground where the two gates to the KS1 playground will have been opened by one of the office staff. The classes then line up ready for the register to be taken. The last member of staff leaving will be responsible for closing the doors on leaving the building. The children will remain silent at all times. The classroom teacher will control the situation for their class with the office staff bringing the registers. Once all the children have been counted and accounted for the Class teacher will lift their arm to signal to the Senior Leaders that all children are present and correct.

The Main Office and Headteacher's Office

Adults and any children leave as quickly as possible via the fire exits situated in the rooms. Then through the main front door onto the KS1 playground. Mrs Kazarooni will take the registers with her to KS1 playground and open the KS1 gate. A member of the office staff or KS2 teacher will unlock the KS2 playground gate ready for the children. The

last member of staff leaving will be responsible for closing the doors on leaving the building. Any children will remain silent at all times. The registers will be handed out to members of staff and the children checked and counted.

A head count and the register will be taken immediately and staff are to hold their arm up in the air to indicate that all children are accounted for. If there is obvious danger in the building or bomb alert, then the children will be evacuated from the ground directly with a senior leader taking the appropriate decision. Our nearest place of safety in this situation would be St Matthias Church. A fire drill will take place at least once a term.

11.2 Lock Down Procedure *(See policy for more information)*

A lockdown procedure is implemented when there are serious security risks of the premises or endangerment to pupils, staff or visitors. This may include near-by chemical spillage, proximity of dangerous dogs, serious weather conditions, unknown objects left in the vicinity which may pose a risk or attempted access by unauthorised persons intent in causing harm/damage.

1. The signals of the fire alarm with short pulses will activate a process of children being ushered into the school building if on the playgrounds as quickly as possible and the locking of external doors when everyone is in.
2. At the given signal the children remain in the room they are in and the staff will ensure the windows and doors are closed/ locked and window blinds pulled down where possible and children are positioned away from possible sightlines from external windows/ doors. Children and staff to sit on the floor and to stay as low as possible. Lights, Smart boards and computer monitors to be turned off.
3. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher. For example children using toilets when siren goes or groups doing interventions.
4. If practicable staff should notify the Office staff/ Headteacher/ Assistant Headteachers by phone/ text using their mobile phones that they have entered lockdown and of those children not accounted for and any children that have joined their class who are not normally there.

NO ONE SHOULD MOVE ABOUT THE SCHOOL BUILDING

5. Staff to support children in keeping calm and quiet.
6. Staff to remain in lockdown positions until informed by key staff e.g. Headteacher or Assistant Headteachers or other senior leaders in the school that there is an all clear.
7. As soon as possible after the lockdown, teachers return to their normal classrooms and conduct a roll call and notify the Office staff immediately of any pupils not accounted for.

Security

All Staff employed by St Matthias CE Primary School should wear a 'Staff Badge' with bar code and photograph displayed. All staff should sign in when they enter the school building using the electronic system situated in the reception area in the office. Any Staff leaving the school during school hours or after school should sign out using the electronic system in the school office so in the event of a fire or emergency they can be accounted for.

All visitors and volunteers in the school must report to the school office and sign in using the electronic system on their arrival and sign out on their departure. Visitors should also wear the printed visitor's badge. Should an emergency occur, we will then know who is in school and where they are. Visitors should remove their badge, sign out using the

electronic system when leaving the premises and hand the badge in at the office. If any unknown people are walking around school at any time during the day without a badge staff are expected to politely approach them and ask them if they have reported to the school office.

The school will be opened each morning by our caretaker by 7am and the school will close by 6pm in the evening. During the holiday period the school will remain closed unless a prior arrangement has been made through the Headteacher.

12. Meetings

Leadership Team Meeting	Every Monday 3.30pm-5pm	Headteacher, Assistant Headteachers and EY lead to attend. Other Subject Leads may be invited to these meetings when required.
Staff Meetings	Every Wednesday 3.30pm-5pm	All teaching staff to attend, there will be a termly calendar of topics put on Google Calendar and in the MET schedule. These meetings are usually held in the Year 4 classroom.
Teaching Assistant Meetings	Every Friday 9-9.30am (when necessary, for training purposes these meetings may be extended to 10am)	All Teaching Assistants to attend. These meetings are usually held in the Staffroom. There may be some specific training sessions which TAs and other staff may be invited to on Wednesday's after school. As much notice as possible will be given for these meetings.
Phase meetings	As agreed	
Parent Consultation Evenings	Held in the Autumn and Spring terms over two evenings Additional appointments offered for children on the SEND Register will be arranged outside of these times.	All Teaching staff to attend these evenings. The Parent Consultation Meetings are usually held in the classrooms. <i>(During the Autumn Term 20 due to COVID-19 face to face meetings may not be able to happen and therefore an alternative parents evening will be organised)</i>
School Parliament Meetings	Head/Assistant Headteacher to arrange each half term	The School Parliament representatives from each class from Years 1-6 attend with the Head/ Assistant Headteacher. Venue to be arranged prior to the meeting. <i>(Due to COVID-19 and being unable to mix bubbles alternative arrangements may be made.)</i>
Governor Body and Committee meetings	Agreed dates in the school diary.	

The minutes of meetings are recorded by a designated person as appropriate.

13. Confidentiality / Data Protection

It is very important that staff keep the content of meetings confidential and do not discuss confidential or sensitive issues. This will help to maintain child protection protocol and ensure that St Matthias is seen in the best possible light by the school community and beyond.

Please read the **GDPR (Data Protection) Policy** and **Whistle Blowing Policy** for more information.

14. Courses

If staff would like to attend a course this must be discussed with the Headteacher and Assistant Headteachers (CPD) before booking. All courses need to be linked to the School Improvement Plan or Appraisal targets and fed back to the whole staff where appropriate.

The school holds five INSET days a year. Childcare issues need to be addressed to the Headteacher.

15. Staff Absence

You, or someone acting on your behalf if you are unable to, must notify the Finance Secretary by text (07557479311) and Acting Headteacher by telephone (07545208836/ 07710194351) of your absence from work as soon as possible, the reason for it and the likely duration. If your absence is for more than one day, you should keep in regular contact with academy to advise of your likely return date.

If your absence is for more than one day, it is your responsibility to ring the school before 3pm each day to keep us informed of how you are and when you think you will be back.

If you return to work before the eighth consecutive day of sickness absence, including weekends, you will need to complete a sickness record form (self-certification). If you are absent for eight days or more you must provide a medical certificate from your GP to cover all periods of absence thereafter.

16. Leave of Absence/ Dependency and unpaid leave

It is the expectation that each member of staff will work every day during term time. However, there may be reasons where staff require a leave of absence.

For requests for absence of one day – moving house, child’s graduation, a funeral of a close family member, etc – please speak to the Headteacher to request permission, giving advance notice of the event where possible. For absences of a longer period of time, a letter requesting permission for leave must be submitted by letter. This will be considered by the Governors Resource and Audit Committee. For emergency leave staff must speak to the **Headteacher** to request permission. *A text is not sufficient for this purpose.* It is at the discretion of the Headteacher whether paid or unpaid leave can be taken in these circumstances.

If you are unable to attend work due to the sickness of your child, alternative childcare provision should be pursued before contacting school to ‘request’ dependency leave. It is at the discretion of the Headteacher whether paid or unpaid leave can be taken in these circumstances.

Staff may not take holiday during term-time without prior written permission from the Headteacher or Governing Body.

Staff are requested to make medical and dental appointments outside of school time, where possible.

17. Non-Contact Time

PPA/ NQT release time has been arranged for all teachers. PPA/NQT time should be taken onsite unless the Headteacher has been notified beforehand and agreed to a different venue.

For more information about absence please see the **Working at St. Matthias (including Code of Conduct) Policy**

18. The School Day

For the start of this year due to COVID-19 there is a new back to school plan incorporating a staggered start and finish time for the children. Please see the 'Back to school' plan for more information until further notice

- The school gates in KS1 playground will be open at 8.45am and closed at 9am. The Headteacher and/ or Assistant Headteacher will be available on the door to welcome the children into the school. The parents will not be allowed into the school for KS1 and KS2
- The children for Years 1-6 come in through the corridor by KS1 and walk sensibly to their respective classrooms
- The children for Nursery and Reception classes go through their outside classroom doors and their parents are invited to go in and settle the children in only these classes. Parents must not wander through school.
- In the afternoons the gates will be open at 3.10pm and locked at 3.30pm and this includes the gate into KS2 playground for years 5 and 6.
- At 11.50am the Nursery gate by the footpath will be opened by a designated member of the Early Years staff in order to accommodate the changeover of Nursery children.
- Attendance registers are marked in the morning and afternoon using SIMs and are saved and closed by 9.05am and 1.05pm. (In addition children in the Early Years will self register on arrival) If SIMs is not working then a paper register should be used, provided by the office staff.
- Any child arriving at school later than 9am should via the school office and ensure the child has been registered as a late arrival on the school electronic system, with the Office staff. The **register is a legal document** and needs to be carefully completed by a member of staff not students, visitors or voluntary helpers.

19. Duties and Playtimes

Due to COVID-19, duties and playtimes will be completed within the classroom 'bubbles'. Please see the 'Back to school' plan for further information and specific times.

All teaching staff will need to check duty rotas carefully to ensure they know when they are on duty (These can be found in the staff room and will be handed out in the first staff meeting of the term).

IF STAFF KNOW THEY WILL BE ABSENT FOR A DUTY, IT IS THEIR RESPONSIBILITY TO ARRANGE FOR A SWAP / SUBSTITUTE.

Teachers should escort their class to the appropriate playground and stay with them until a member of staff comes on duty. NO pupil should ever be left unsupervised in a classroom or on a playground AT ANY TIME.

Staff on duty should be constantly moving around the whole playground with a focus on high climbing/play equipment and secluded areas of the site (The sensory garden, theatre areas)

At the end of playtime one of the members of staff will blow a whistle and send the children in a class at a time picking up any toys along the way.

At Lunchtime the staff will give a 5 minute warning where the toys will be collected up and taken back to the sheds.

Nursery children will spend their lunch break in the Nursery playground.

If teachers have asked children to work in the classroom during lunchtime or break times then they need to ensure they are supervised and not left unsupervised.

20. Accidents at Break Time or Lunchtime

- Accidents will be treated by designated first aiders. (Rota of first aiders on the playground duty rota)
- At morning break time any accidents can be sent to a designated first aider situated in the KS1 area by Year 1 and 2 classrooms.
- At lunch time any accidents can be sent to the designated first aider on duty or a designated first aider in the office. If there is a head injury or serious injury then the office first aider and Headteacher must be notified.
- In the event of a more serious injury the first aider will take the appropriate measures and notify the Headteacher or Assistant Headteachers.
- ALL KNOWN BUMPS TO THE HEAD AREA MUST BE SENT TO THE OFFICE.
- Parents should be informed by telephone of all head injuries that cause concern. If in doubt ring the parents.
- Any child who has had first aid should receive an accident slip filled out by the designated first aider who dealt with the injury
- All accident slips MUST go home with the child that day

21. Wet Play

If it is wet play at first break then the Teaching Assistant or Teacher for that class should stay with their class. If it is wet play at lunch break then the allocated lunchtime superintendents will stay with their designated class. The children must **not** use scissors, glue or Ipads during this period. If a class has no Teaching Assistant to cover the Headteacher/ Assistant Headteachers/ other Teaching Assistants must give the class teacher a break and cover the class.

22. Monitors

Year 6 children act as role models and monitors. They are organised by the Year 6 teacher and other key staff to perform a variety of jobs at breaktime and lunchtime, eg Monitor the KS1 and KS2 doors at playtimes and lunchtimes, delivering KS1 fruit, organising the music for Worship etc

23. Lunch Organisation and Packed Lunches

Due to COVID-19, there are no hot dinners available. A lunchtime supervisor will be allocated to a specific classroom, see the 'Back to school' Plan for more information until further notice. Good hygiene routines must be in place for all staff and children during lunchtimes especially.

- Hygiene routines should be promoted by all staff- All children should have washed their hands before having lunch / tables need to be washed down prior to children eating etc
- Children will be supervised by timetabled staff organised by the Finance Secretary, Head and Deputy Headteacher
- Hot dinner and sandwich children in FS and KS1 will have their lunch in the hall
- Nursery Children have their lunch in the Nursery Classroom starting at 11.45am
- Reception Children have their lunch in the school hall starting at 11.50am
- Year 1 and 2 children have their lunch in the school hall starting at 12 o'clock
- Year 3,4,5,6 hot dinner children eat their lunch in the school hall starting at 12.10pm
- Year 3,4,5,6 packed lunch children eat in the Year 4, 5 & 6 classrooms (Year 3 children split into 3 groups and join Year 4,5,6)
- Children are expected to move carefully and talk quietly in the lunch hall
- Children are expected to collect their hot food from the servery and walk carefully to an empty space at a table. Then when they have finished they are expected to put their tray and cutlery away.
- If a spillage occurs a lunchtime supervisor will mop up the spillage immediately
- Lunchtime supervisors are also expected to support the younger children with carrying of trays and cutting of food

- Children in KS2 are to remain where they have eaten until 12.25pm then return their lunch boxes to their lockers. Hot meal children remain in the hall until 12.30pm. They may help tidy chairs etc. Then they all go outside at 12.30pm

24. Behaviour at Lunchtime

All staff are encouraged to use positive behaviour strategies when dealing with incidents on the playground. Any serious issues are to be reported to the class teacher. In the case of persistent poor behaviour, staff will report the incidents to either the Head or Assistant Headteachers at the time or class teacher at the end of lunch (as appropriate). The incident is then expected to be followed up by the class teacher and written up on **CPOMS (Electronic system for Safeguarding and reporting concerns)**. The computer in the office can be used to log onto CPOMS by any member of staff. For positive behaviour rewards points can be awarded to individuals using ClassDojo. Lunchtime Supervisors also have their own 'Raffle Ticket' positive behaviour reward system where children's names are written on raffle tickets, during the Friday Praise Assembly a raffle ticket is picked out of the box and a book is awarded to the child on the raffle ticket.

25. End of the Day

Due to COVID-19 the end of the day routine will be different until further notice. Please refer to the 'Back to School' plan for more information.

Nursery, Reception, Year 2, Year 4, Year 5 and Year 6 hand the pupils over to the carers personally through their outside fire exit doors. Year 1 walk the children to the Year 2 classroom and release the children to their carers personally through the Year 2 fire exit door. Year 3 walk the children through the corridor by their lockers and release the children personally to their carers via the outside door onto the KS1 playground. Any child not picked up must be taken to the office, an adult must stay with them until someone arrives. If any child is going home with a different adult to normal then the parent/carer must have either spoken to someone about this arrangement or written a letter. If in doubt take the child to the office to enquire about the different person or make a phone call to the parent.

26. After school clubs

A club timetable should be available in each class to inform the class teacher of which children are in after school clubs. The children can be sent to their chosen club after school. **(Due to COVID-19 there will be no after school clubs until further notice or until at least the Spring Term.)**

'Whizz Kids' after school club; the designated adult in charge will come and collect the children after school from 3.20pm and meet in the library. Parents are able to book their child/children into this club through a booking in system in the office and online. This is available everyday until 6pm, 5.20pm on a Friday. For more information see the 'Whizz Kids' leaflet.

NO CHILD SHOULD LEAVE THE SCHOOL GROUNDS FOR ANY REASON UNLESS WITH THEIR PARENT OR A NOMINATED PERSON. PRIOR AGREEMENT SHOULD HAVE BEEN MADE VIA THE OFFICE OR HEADTEACHER.

NO UNAUTHORISED PERSON IS ALLOWED INTO THE PLAYGROUND. IT IS THE RESPONSIBILITY OF ALL TEACHERS AND NON TEACHING STAFF TO APPROACH ANY STRANGERS IN THE PLAYGROUND AND TO ASK THEM TO REPORT TO THE SCHOOL OFFICE TO OBTAIN A VISITORS BADGE.

27. Worship

- Worship is very much part of the school day and provides an opportunity to enhance the Christian Values, community life and atmosphere of the school. If a parent requests that their child be withdrawn, this should be discussed with the Headteacher.

- Teachers should escort their classes into worship quietly and remain in the hall to support the person leading the Worship
- At all times please try to ensure that the children arrive for Worship promptly and quietly. At the end of Worship the children are expected to leave the hall in a quiet and orderly manner initiated by the person leading the Worship.

28. Worship Timetable

Due to COVID-19 worship will be virtual and via recorded clergy assemblies or via ZOOM/TEAMS where classes will take part within their own classroom.

Worship	Who Attends	Times- To be reviewed
Monday- Headteacher	R-Year 6	
Tuesday- Open the Book	Year R-6	
Wednesday- Church Rep	Year R-6	
Thursday- Singing	Year R-6	
Friday- Praise Assembly with certificates and parents	R-Year 6	9am

29. Volunteer Helpers

ALL VOLUNTEERS HELPING IN SCHOOL OR ON A SCHOOL VISIT MUST HAVE A CLEAR 'DBS' AND HAVE BEEN CHECKED BY THE HEADTEACHER OR DSL. FROM SEPTEMBER 2015, THE SCHOOL WILL SEEK TWO REFERENCES FROM ANYONE CONSIDERING VOLUNTEERING IN SCHOOL. BEFORE WORKING IN SCHOOL, THEY MUST HAVE HAD AN INDUCTION BY THE HEADTEACHER or ASSISTANT HEADTEACHERS and DESIGNATED SAFEGUARDING LEAD AND READ ALL SCHOOL POLICIES.

30. Safeguarding

All staff must read St Matthias Safeguarding Policy and other policies relevant to keeping children safe in education. If you are worried about a child or have noticed changes in their behaviour or appearance an 'Incident' must be completed on the online system 'CPOMS' and an alert sent to the Designated Safeguarding Officer- Mrs Ginnie Beale, or the Deputy Safeguarding Officer- Mr Carl Salmon. It is important that if a child makes a disclosure never to promise not to tell anybody. Write down what was said immediately, so it can be as accurate as possible. Never question the child, just listen and reassure them.

31. Teaching and Learning – Curriculum

At St Matthias we have a School Development Plan outlining Ofsted priorities and 4 key intents to move the school forward. Each intent contains specific objectives for all staff to focus on to enable the children to make good to outstanding progress. The SLT will focus on these intents when observing and reviewing learning. This is fed back to the Trust and reviewed constantly.

We also have a 'whole school curriculum' document which outlines the curriculum areas that should be covered in each year group. Each Subject Lead/ SLT must ensure that all areas of the curriculum are being taught for their subjects. Each Subject Lead must monitor the teaching and learning of their subject across the school. The Curriculum Lead has an overview of the whole school. TA's must be used in the afternoons for interventions. The children requiring intervention may sometimes miss a subject in the afternoon, however it is advisable for them not to miss the same subject to ensure that they have access to a broad and balanced curriculum.

If teachers are concerned about a child's progress or behaviour, he/she should discuss it with the Headteacher and SENDCo. There is a school Provision mapping online system called 'Provision Mapping' and a SEN register, in which children's names, provision maps/ IEP reviews and referrals are kept. CPOMs may also contain information about SEND information and records of conversations and observations. This also contains information on the children's difficulties, reviews and referrals. Further details are available in the SEN policy.

32. In the Classroom

Each classroom needs to be tidy and well prepared for the children. Teachers are required to have the following in place:

- Clear learning objectives on the board
- Reflection area with a cross
- Displays for Maths, English, RE and Science as a minimum
- Intervention timetables
- Clearly labelled drawers
- Any advice from Outside Agencies followed for children needing additional support
- SEND being provided with additional resources eg visual timetables/ emotional cards/Wigit symbols etc
- A displayed timetable and groups in case of a supply teachers

33. Marking, Feedback and Assessment

Please see our Feedback Policy and compliance list for the minimum of requirements regarding marking. Every child must respond to their developmental marking regularly and the teacher must acknowledge their response to developmental marking in a different colour. A variety of different coloured pens have been provided for this. Teachers are expected to input their data onto Educater at key points in the year.

34. Ordering and Storing Resources.

- Requests for resources for particular curriculum areas should be addressed to the relevant Subject Leaders who are responsible for managing their own resources
- The Subject Leader's orders should be completed on an order form and handed to The Headteacher or member of the SLT before passing them onto the finance secretary for processing
- Situations where 'Petty cash' is claimed should be first cleared via the Headteacher
- General stock is ordered by the Headteacher

35. Physical Education

Due to COVID-19, please ensure that any equipment used has been sprayed with disinfectant before and after use, and the children wash their hands thoroughly after use.

- The outdoor PE equipment is stored in the outside PE sheds and there is a key available in the office
- Please ensure that all pieces of PE equipment are put back tidily and under the supervision of an adult
- Apparatus for indoor PE is stored in the hall (PE mats, benches, tables, climbing equipment)
- Children must always be supervised when getting equipment out or putting it away
- Children should always have a change of clothes for PE and games sessions
- Children who have forgotten kit may at times borrow any available spare kit
- Long hair must be tied back and earrings removed (preferably at home) for all PE sessions including swimming

- A Sports Day is held annually at Dyson Perrins High School

36. Parental engagement, School Visits and Journeys

Due to COVID-19, parental engagement sessions will be on hold until further notice. Any trips out of school must have a clear risk assessment related to the safety around COVID-19 also.

Learning outside school is a valuable addition to the children's educational experience. Classes should arrange in advance at least one trip out of school over the year for their class. Some classes may organise more than one trip out or invite a guest speaker or company into the class or Key Stage. Parental engagement sessions should take place once a term for each class. KS1 should also organise a Christmas decoration session and an Easter bonnet making session for parents to join in with. The Foundation Stage will involve parents throughout the year in their child's learning through regular 'Stay and Play' sessions. Any trips or educational experiences which involve a monetary contribution must give parents plenty of warning for payment.

37. Risk Assessments

Due to COVID-19 there is a new School risk assessment and safety plan relating to the Coronavirus. All staff must read, understand and adhere to the recommendations within it.

Staff are to complete a risk assessment before any visit is undertaken. All risk assessment should be written and handed to The Headteacher well before the trip commences. All risk assessments should be saved on the school system in the 'Risk Assessment' folder and a paper copy signed by the Headteacher and filed in the 'Risk Assessment' folder in the HT office. It is the responsibility of the member of staff organising the trip to ensure there are enough adult:children ratio and there is also a first aider included in the number of adults. After every trip a Risk Assessment evaluation must be completed and saved on staff share in the Risk Assessment folder and a printed copy given to the Head teacher for the Risk Assessment file.

38. Parent Consultations

Due to COVID-19 Parent Consultations are unlikely to take place in a face to face manner until further notice. An alternative parents evening will be designed so parents are informed of their child's progress.

There are two Parent consultation sessions held throughout the year. Two evenings are held in the first part of the Autumn term and two evenings are held during the first part of the Spring Term. There is also an open day during the Summer term for those parents wishing to discuss reports or to meet the next class teacher. Classes where there are job shares are required to do at least one evening of parental consultations in each of the terms.

Teachers are required to complete a parents evening consultation form prior to their appointments as a focus for the discussion. Any comments made by the parents can be recorded on the forms. They are then photocopied for the parents and a copy is filed in the child's folder held in the office. A ten minute slot is allocated for each consultation. The main focus is to discuss the child's personal development and progress. Children are encouraged to attend their parents evening consultation.

End of school year reports are written about each pupil in accordance with statutory requirements. Should parents wish to discuss any issues arising from their child's annual report they can book an appointment with their child's class teacher. SEN children are always given an option to meet with the SENDCo by prior appointment. Parental response sheets will also be given out with the reports to ensure the parents have an opportunity to feedback on their child's progress.

Parents of children with Statements are invited to attend termly reviews of their child's progress with the SENDCo.

39. New and Newly Qualified Staff

- Staff who are newly appointed to the school will follow a program of induction and support with their NQT mentor. This is through South Bromsgrove teaching school via our Trust school.
- Newly Qualified Teachers will be appointed a mentor as well as receiving support from their Phase Leader
- The induction of NQTs will comply with government guidelines and they will participate in the LA induction scheme

40. Resources/ General Info / Photocopier / Laminating

There are three photocopiers available to staff. One, mainly for office staff situated outside the Headteacher's office. One available for all staff outside the KS2 boys and girls toilets for general black and white copies and multiple copying. One available for all staff in the staff room for colour and black and white. This copier also has a variety of functions including making booklets. Any copies made are subject to copyright laws. Staff should always bear in mind the cost of photocopying, especially colour copying. Children should not have access to the photocopiers unless supervised by an adult.

There are two laminators in school. One laminator for A4 and A3 laminating is situated in the office. One laminator is situated in the staffroom and is a roll laminator for extra long items.

PE resources are kept in the green and cream shed in the KS1 playground.

DT resources are kept in the green container in the KS1 playground.

ART resources are kept either in classrooms, in the KS1 area between Year 1 and 2 or the cupboard opposite the KS1 lockers.

Maths resources are kept in the cupboard outside the KS2 toilets and in individual classrooms.

Science resources are kept in the cupboard between Year 3 & 4

RE resources are kept in the hall in the Worship unit or in the cupboard outside the KS2 toilets.

There are a variety of paper cupboards around school, (computer suite, outside the hall, under the memorial board, outside the office.)

Ipads – all year groups have access to ipads to support their learning

Laptops- there are 15 laptops available for the children to use.

Staff laptops- Staff are required to keep, look after their laptops and return them to the school in good condition when they leave. Staff must pay particular attention to the Data Security Procedure as outlined in the GDPR Data Protection Policy when using their school laptop off site.

41. Communication

All letters sent to parents need to be checked by the Headteacher and emailed to the office before they are sent out. Copies of letters and important dates need to go on the school website. All school visits need to be agreed by the Headteacher and office before information is sent to parents. Coaches need to be booked via the office and any school lunches need to be ordered via the Finance Secretary (Mrs James) with plenty of notice.

42. School Website

It is important the school website is kept up to date and all help offered by staff to achieve this is appreciated. Class teachers are encouraged to keep the class pages up to date. Any photos of children must be checked to ensure parents have given permission for them to be included. No names of children are to be recorded on the website. Before putting information on the site, staff are expected to read through the relevant policies to check school protocol.