

St James' Staff Handbook
2023/2024

FAITH IN ACTION
WORKING TOGETHER
WALKING IN THE FOOTSTEP OF CHRIST

Dress Code

At St. James' we ask the pupils to come to school smartly dressed so that they feel a sense of belonging to a community that is committed to high standards in all aspects of school life, starting with their attire. It is therefore appropriate that all staff are asked to dress professionally and act as good role models. It is recognised that teaching can be very physical, particularly if you are moving around with children, but clothes can be practical and smart. Staff will dress in a professional, appropriate manner. Outfits will not be overly revealing, and we ask that tattoos are covered up. Clothes will not display any offensive or political slogans. Clothing that is not suitable includes: vest tops or any tops with thin straps, tops that are low cut, combat style trousers, jeans, see through items.

Appropriate dress would include for example: -

Male – a shirt with smart trousers or a suit and a tie if preferred.

Female – A smart dress or top that is not low cut or see-through, skirts that are of respectable length or smart trousers.

Staff should wear suitable clothing for Forest School and sport clothes can be worn for PE as appropriate.

The School Day

KS1

Gate open	8:40am
Doors open for morning session	8:45am
Morning Registration	8:55am
Break time	10:30am
Lessons resume	10:50am
Lunchtime	12:05pm
Afternoon Registration	1:15pm
Break Time	2:30pm
Lessons resume	2:45pm
School ends	3:15pm

KS2

Gate open	8:40am
Doors open for morning session	8:45am
Morning Registration	8:55am
Break time	10:30am
Lessons resume	10:50am
Lunchtime	12:05pm
Afternoon registration	1:15 pm
School ends	3:20pm

In KS2 teachers must be in their classrooms to receive the children at 8.45am. The teacher on duty will be on the KS2 playground at 8:40. At the end of lunchtime KS2 teachers must be in their classrooms promptly at 1.15pm to receive their class. The KS2 teacher on playground duty in the morning, goes out to the playground at 1:10 in order to ensure that the children come into school calmly for registration and to lead the afternoon prayer. Pupils walk into school in colour groups red, blue, green and yellow silently. All KS2 teachers will go onto the playground at the end of the day.

In KS1 teachers must be in their classrooms ready to receive the children at 8.45am. At the end of lunchtime KS1 teachers will be in their rooms promptly at 1.15pm to receive their class and say the afternoon prayer. All KS1 teachers will go out on the playground at the end of the day.

The staff member on duty at breaktimes and lunchtimes sends a pupil to the staffroom in order to give a five-minute warning to the staff.

Routine at the end of the day

KS1 parents wait in the KS1 playground. Staff hand over the child to their parent/carer. Staff must not let a child leave the playground to meet a parent at the gate. An adult from the After-School Club collects the children from their classrooms and takes them to the hall.

KS2 parents wait in the KS2 playground where children are brought to the playground by their teacher and dismissed. Only pupils with written permission from parents will be allowed to walk to the gate or walk home. The school suggests that Year 5 and Year 6 children may walk to the gate and that only Year 6 children should walk to and from school on their own.

Any pupils who are not picked up will be taken to the school office and the office staff will contact parents.

Collective Worship

Whole school	9:05 am Monday and Friday
KS1	T – 2:45, W – Hymn Practice, Th -2:45
KS2	9:05 Tuesday, Wednesday and Thursday

Teachers are asked to lead classes into assembly promptly. The children must arrive and leave assembly silently. Teachers are expected to attend whole school assemblies unless there are special circumstances.

Meetings

Staff meetings: Monday 3.30-5.00

Administrative staff briefings: Thursday 12.45-1:10

LMT meetings once every two weeks as timetabled

HT and DHT meetings once a week as timetabled

TA meetings once per half term with HT as timetabled

MDS meetings once per half term with DHT as timetabled

Breaktimes

Before sending children onto the playground, staff must ensure that the teacher on duty is already outside so that children are not left unsupervised.

Children must not be in the school building unsupervised unless they are Year 6 monitors undertaking their responsibilities and have permission from a member of staff.

Breaktimes should be approached positively and staff should walk around the playground and field in order to gain an overall view of the children. Walking around enables staff to prevent incidents before they occur. Staff are expected to foster an atmosphere of mutual respect and must avoid shouting at children as this is not effective in the long term and can build resentment. Playground equipment should be monitored at all times during playtime and any games that are considered rough and are likely to result in injury should be stopped. Bullying or any serious breaches of discipline during playtimes should be reported to the Class Teacher in the first instance. The Class Teacher will decide whether the incident needs to be escalated. At lunchtime, incidents are recorded in a contact book by the MDS and the class teacher is informed. The class teacher decides whether the incident needs to be escalated. Three recorded lunchtime incidents will result in parents being notified.

There are always Paediatric First Aiders and First Aid at Work staff on site and these are listed in the staffroom. Staff must ensure that the Head teacher is notified of any serious injury.

Staff may take hot drinks onto the playground if they are in a plastic non-spill container specifically designed for the purpose. Cold drinks on the playground should not be in glass containers.

Wet breaktimes

KS1 staff stay in their classrooms during wet break. Duty staff circulate through the KS2 classes. No scissors or glue are to be used during wet play by any children and computers must not be used by the children. Class teachers must ensure that there are purposeful activities to keep the children busy.

At lunchtimes, Midday supervisors will circulate through their allocated classes. Teachers should ensure that there are enough activities to keep the children occupied. A DVD could be put on.

Sick procedure

If a child is physically sick the office will contact the caretaker. If the caretaker is unavailable a member of staff can sprinkle granules over the sick and it will be cleared up as soon as possible.

Internal communication

The weekly planner is on the whiteboard in the staffroom. The plan for the week is written up by the Deputy Head with information from the weekly admin meeting. Additional information can be added throughout the week by any member of staff. Staff are asked to check their emails daily and their box file in the staffroom. Staff are asked to keep their box files clear so that paperwork can be added.

Staff absence

Staff absences should be reported as soon as possible to the Deputy Head, preferably the night before or at the latest by 7:30am on the day of absence. Staff are asked to keep the school updated by calling again by 5pm. Absences of seven days or longer will require a medical certificate.

Communication with parents

1. Please record any formal meetings with parents and inform the Head teacher if necessary.
2. Parents must be informed of visits, meetings or assemblies well in advance and permission sought where appropriate. Reminders should be added to the weekly newsletter or a short note should be sent out as appropriate on a Friday.
3. Please ensure that any notes from parents explaining absences are given to the office.

4. Parents wishing to take their children out of school during school hours must seek permission from the Head teacher.
5. Hospital or dental appointments will be relayed to the class teacher.
6. Parents are kept informed of school events via email, the notice board, the newsletter, twitter and the school website. Any additional notes that are sent to parents must go through the office to be proof read by the Head teacher. Letters and emails are sent out on Fridays. Any letters sent out to parents will be forwarded to all staff.
7. Staff must not accept pupils on to social networking sites, or past pupils unless they are over 18 yrs. Staff must not post anything on their social networking site that refers to school or post any unprofessional comments that may reflect badly upon themselves or colleagues and subsequently the school. Any breaches of this must be reported. Any staff member who acts unprofessionally and causes the school concern in respect of their use of social networking sites, will be disciplined in line with the school's disciplinary policy and may find themselves dismissed from their post.

General points

At St James' we instil pride in a job well done and promote self-discipline. We provide an environment where positive behaviour is rewarded and where there are clear expectations expressed through rights and responsibilities. At the beginning of every school year these rights and responsibilities are revisited by each class teacher with their class. Rules are kept to a minimum but they are there for the safety and well being of all the children.

Staff are responsible for their own class discipline and for general discipline during assembly and around the school. Staff should refer to the school's Behaviour and Discipline Policy in order to be familiar with the whole school approach.

Mobile phones or smart phones must not be used by any member of staff during contact time either in the classroom or on the playground in line with the Code of Conduct.

Children must not have chewing gum or fizzy drinks in school. Birthday sweets are allowed but children must take them home at the end of the day. Lunchboxes should not contain crisps or chocolate except on choice Friday in line with the Healthy Eating policy. Healthy food such as fresh fruit and vegetables should be encouraged. The school promotes water as its main source of hydration for pupils. Only fresh or dried fruit is to be eaten at snack times.

No jewellery can be worn by pupils except small plain stud earrings which should be taken out for PE. Sensible watches can be worn but should be taken off during PE.

No nail polish must be worn by pupils. Extreme fashion hairstyles, hair gel and hair colours are not permitted. Hair bands must be plain black or red. Any breaches of uniform must be taken up with the parents and reported to the Head teacher if it persists.

Children are not allowed to leave the premises without an authorised adult at any time during the school day.

Children must not be allowed to run around the school building. They should not walk or run around school in bare feet unless it is part of a PE lesson.

Children should not be left unattended in classrooms during lessons. Should an emergency occur a child should be sent to get a staff member in an adjacent classroom.

Outings

All parents are asked to complete an outings consent form for visits to the local area upon joining the school. If a local area visit takes place teachers must complete the Local Area EVOLVE. Outings outside of the local area require the completion of a separate consent form. Parents must be notified whenever children are taken off site. Outings bring classroom work alive and it is expected that they will be relevant to topics covered in school. A risk assessment must be carried out prior to the outing and a pre-visit by the class teacher should be undertaken if possible. Visits must be recorded on EVOLVE before all trips to be signed by the EV Coordinator and the Head Teacher.

Residential trips and/or adventurous trips, must be approved by the Governors. Other trips are endorsed by the Head Teacher and EVC coordinator on behalf of the governors.

New parents also sign a consent form enabling photographs to be taken and published. Always check if a parent has given their permission before taking photographs of children. Photographs will not be published with full names.

First Aid

Large First Aid boxes are located outside Year 3, Year 5 and Year 1 classrooms, by KS1 and KS2 playground doors, in the house and in the secretary's office. First Aid boxes should be taken to the office when they need replenishing.

1. Any incident where first aid is administered must be reported to the school office and recorded by an adult in the accident book. The accident book is kept in the medical cupboard in the school office. This is analysed for patterns termly by The Head teacher.
2. When a child sustains a head injury or other serious injury, the parents must be informed **and** a printed note and wrist band is sent home (notes are kept in the accident book). Parents will be called to attend the school if there are serious concerns.
3. If a teacher feels that a child's injury is a cause for concern and they wish the child to go home, they should ask the office team to inform the parents of this.
4. If a child is ill in class they should be sent to the office with another child or adult. Parents must not be contacted or pupils sent home without permission from the class teacher. Children feeling unwell are recorded. This is analysed for patterns termly by The Head Teacher.
5. The First Aid co-ordinators are the office staff.

Health and Safety

1. Details of children with special medical needs are displayed in the staffroom.
2. Staff should be aware of anything that might affect the health and safety of the children and report hazards immediately to the Caretaker or Head teacher. Any jobs that need to be carried out by the Caretaker should be written in his book.
3. Children and staff should not carry heavy objects around the school. Staff requiring assistance should seek help from the Caretaker.
4. If staff have hot drinks at break times around the school they should be in covered cups.

5. Please consult the school's Health and Safety Policy for further information.

Medicines

The details of children with medical concerns are displayed on the staffroom wall. St James' children who are on medication but well enough to attend school have their medicines administered by the office team. Parents must fill in a form giving permission to administer the medicine and must inform the class teacher. The medical forms are kept in the office with the accident book.

Medicines are stored safely in a medicine cabinet stored in the office. This is locked overnight and the labelled key is hanging on the wall to the left of the window behind the desk. Antibiotics are kept in the staffroom fridge.

Epipens are kept in the school office and in appropriate classrooms in Green First Aid grab bags on the back of classroom doors.

Asthma preventatives are stored safely in appropriate classrooms in Green First Aid grab bags on the back of classroom doors. Any children able to self-administer are responsible for their own inhalers. There is a spare asthma pump in the office if required. If the asthma pumps are used the child, time and date needs to be recorded in the notebook kept in the green bag.

Incidents of medical concern should be reported to the Head teacher. Extreme emergencies will result in an ambulance being called and parents contacted.

Allergies

St James' aims to be a nut and sesame seed free school. Details of children with allergies are located in the staffroom. Training in the use of the Epipen is provided annually.

Fire regulations

Staff should familiarise themselves with the fire evacuation procedures displayed in each classroom. When the fire alarm sounds, the children must be evacuated quickly and quietly from the area they are in and they must assemble in the KS2 playground.

The staffroom

All staff have a collective responsibility to keep the staffroom tidy. Staff are asked to check their box file daily and discard unwanted papers. The staff whiteboard should be checked frequently.

Parents in school

We fully support parental involvement in the education of their children and we have a very willing and enthusiastic band of parents who help regularly with cooking, reading, maths games, arts and crafts and school journeys. All parents must have an up to date DBS check organised by the school. Parents must also be reminded to sign in at the office and collect a visitor's badge.

PTA

The PTA is an active and group who contribute much to the social life and financial needs of the school. The Head teacher attends the PTA committee meetings in order to ensure that the school supports the parents as much as possible with their endeavours. Staff play active roles in the Christmas and Summer Fairs and are asked to attend PTA events when possible.

Planning

Staff have access to planning on the Teacher Share. Termly plans are added to the Teacher Share and checked by the Subject Leader and the Head Teacher. Weekly plans are added to the Teacher Share. These plans are checked by the Head Teacher.

Monitoring and Evaluation

This Handbook will be updated in line with any new developments in the school and/or any new government guidance.

This Handbook will be renewed annually. It was last reviewed in summer 2023 and it will next be reviewed in summer 2024