



## St. Patrick's R.C. Primary School



Support Staff Handbook		
Date	Review Date	Coordinator
September 2017	September 2018	M Ryan

The School aims:

- a to make a successful contribution to the development of the Catholic faith in each member of the school community and to encourage children to establish a personal relationship with almighty God
- b to be a Christian community where prayer , liturgy and worship are seen as an integral part of the everyday life of the school
- c to give each child access to a broad and balanced curriculum as laid down by the Education Reform Act 1997 and developed in the National Curriculum, enabling all children to achieve full potential in all aspects of social, moral, spiritual , cultural and academic education
- d to give equal value to the contribution of every member of the school , staff - teaching and non-teaching - and to foster good, caring relationships based on sound Christian values within the school and the wider community
- e to have due regard for all members of the community of which we are a part, based on a true understanding of our gospel values
- f to make the partnership which already exists between home, school and parish on formal, and informal levels continue to flourish to help children to reach their full potential within a living Christian community

To achieve these aims the school will:

- a provide an RE curriculum which is based on the Primary RE Programme "Come and See" with due regard for the importance of the sacraments and the liturgical year of the church

- b foster the Christian Community through the prayer life of the school, which includes simple classroom prayer and celebration and through assemblies and liturgies appropriate to the children's stage of development
- c provide a balanced curriculum with the available resources and funding with explicit high expectations and differentiated work appropriate to the age and ability of the child
- d ensure that all members of staff are aware of initiatives within the school and their part in the success of these initiatives. Promote positive relationships and effective communication by efficient use of existing structures, by involving staff in policy decisions through consultation; and by representing pupils in aspects of school decision making
- e promote an awareness of and respect for the value of the different cultures and life styles and circumstances of all members of the local community
- f assist the children to recognise that their faith does not exist merely within the home and school but should be taken into the parish community and the wider world

Times of School Day	Doors Open	Door Open
Nursery	8.40 – 9.00am 12.45 pm - 12.55 pm	.11.15--am --11:25am 3.05 pm - 3.15 pm
Infants	8.55 -2.00 noon 12:-55 pm – 3.15 pm	
Juniors	8.55 am - 12.00 pm 12.55 pm – 3.20 pm	

All children should be on the premises five minutes before the beginning of each session but not before 8.30 am.

### Actual Teaching Hours

During the normal school week, including Religious Education, but excluding corporate acts of worship, registration times and breaks the minimum legal requirement for teaching is

KS1(5 - 7 years) 21 hours per week

KS2(8 - 11years) 23 and a half hours per week

The School does not operate the 'Directed Hours' policy, but trusts to the professionalism and integrity of Staff in all aspects of school life.

### Non-Contact Hours

The governing body are attempting to implement the Work Force Agreement. The 21 tasks have been agreed with the teaching staff and teaching assistants. Non contact time to teaching staff is on a rolling programme over half a term.

### School Organisation

The School has 350 children in main school, with a 39 place Nursery. The school has 10 classes. Children are taught in mixed ability classes throughout the school and in year-groups where possible, although it is necessary to have mixed age-groups in some classes.

Classes are taught in whole groups, smaller groups or individually, depending upon the appropriateness to the needs of the child.

In the Reception/Year 1 age-range, the children are taught in a teamteaching programme, involving 3 class-teachers, each with responsibility for a class-group.

There are 3 Teams working in the School at Foundation stage, K.S.1 and K.S.2.

### **Absences (staff)**

Staff **must** ring school on each morning of absence. After 3 days absence a self-certification form must be completed (available from school), to cover the 4<sup>th</sup> - 7<sup>th</sup> days. Any further absence must be covered by a doctor's sick-note. All absences are recorded and sent into the Education Offices with the weekly returns.

It may be necessary for a member of staff to leave the school premises during working hours (e.g. hospital appointments). In such instances a request for leave of absence **must** be completed and given to the Headteacher as soon as possible. (See Absences for Staff Policy)

### **Other Absences**

The G.B. has adopted to follow the recommendations of the L.A. as regards other absences. (Copy in the Staff-Room)

Morning-Briefing is held on Tuesdays and Fridays at 8.30 am and lasts for about 20 minutes, to discuss events of the day, distribute post etc. The diary for the week is given on Tuesday morning and pinned up in the Family Room . Copies are given to all class teachers, caretaker, office and Nursery . Morning Briefing is for all teachers and teaching assistants are welcome to attend . Any member of staff unable to attend Morning Briefing (e.g. Swimming-lesson) is responsible for finding out the content of the meeting from another member of staff. If the meeting over-runs, then the teachers on duty must leave the meeting to bring the children onto school. The D.H.T is responsible for overseeing the implementation of the diary during the week. The contents of the Morning Briefing are kept in a note-book by the Head Teacher.

Staff-Training is held on a weekly basis each Tuesday evening from 3.30 pm to 5.00pm. Urgent items to the agenda should be handed in no later than the Friday prior to the Meeting,

Senior Leadership Meetings are generally held on the Monday evening.

Team-Meetings take place under the direction of the Team Leaders.

Subject Working-Parties meet as appropriate.

All Meetings should have an Agenda and minutes recorded on the yellow sheet with indication of agreed outcomes .

All Agendas, Minutes and papers from Meetings are kept in the Minutes File held in the office. Papers are handed to Mrs Bell, who copies and files, then distributes Agendas and Minutes prior to the next Meeting .

#### Support Staff Meetings

These take place as needed and appropriate. They are held at a time convenient for most support staff. Those unable to attend will be briefed by the Deputy Headteacher or Headteacher . Support staff meetings are a minimum of one every half-term.

#### ASSEMBLIES AND LITURGY

Whole -School Assemblies are on Wednesday and Friday.

Every child is placed in a House at the beginning of each year. Children can gain (or lose) points for behaviour, courtesy, improvement, effort , etc. House-Points are collected on Tuesday and announced at Wednesday Assembly. A trophy is given out each week for the winning House to keep for the week. Each House has House-Captains from the Upper and Lower-School.

Trophies can also be given in the classes if desired . (See Behaviour Policy)

Wednesday Assembly (Good News-Achievement) . This is a Notices Assembly , for House-Points , Celebrations, etc., and usually lasts about 45mins . Children are taken into the Hall by their class-teacher and returned to their classroom with their Prefect . Children sit in Houses. If the teacher is not in the room when the children return , the Prefect remains with the class. This assembly is taken on a rota system by 2 members of staff .

Friday Assembly (Good News-Gospel) is taken by the H.T. and is for all staff and children (unless a child is being given a specific support lesson e.g. from L.S.S.). This Assembly is a religious Assembly, and is usually based on the Church's Year, following it through the Gospel Reading for the next Sunday, or on the preparation for the Great feasts of Easter and Christmas .

Teachers supervise their own class into and out of Assembly .

Upper and Lower School Assemblies specific to the age-group are held each week at a time agreed within the Team .

### Acts of Worship

All children must take part in a daily Act of Worship. This will usually take the form of Morning and Night Prayers , and Grace before and after meals. Other forms of prayer and reflection are used to extend this at appropriate time in the year , e.g. Lent. Copies of the form of prayers used can be obtained from the H.T.

Rosary takes place Wednesday morning at 08.40 at various times of the Church year. The teacher responsible for Morning Prayer of that week also takes rosary. Specific reference is made to the church's year - Lent , Advent , Mary's month of May , Holy Souls in November etc. All children, staff and parents are welcome.

### **Masses**

Mass is said each Friday Morning at St. Patrick's Church. Junior classes may participate in these Masses on a rota basis, by preparing Readings, Bidding Prayers and the Offertory Procession.

Key Stage 1 children may be taken to church after agreement with TeamLeader and H.T.

If school is open on a Holy Day, all children will participate in the Mass, which may be celebrated in school or in church.

### **CHILD-PROTECTION** (Mr Ryan is the nominated person)

The Governing Body of St. Patrick's has agreed to follow the LEA guidelines concerning child-protection issues. Any concern must be passed to the Nominated Teacher/Head Teacher immediately, after clarifying the issue. The matter is then dealt with through the Social Services and the nominated person.

### **TEACHING ASSISTANTS**

The classroom assistants/auxiliaries are used throughout the school and an invaluable aid to the children's learning. The time-table is negotiated with Team-Leaders and H.T. The support time-table may be changed at any time by the H.T. if a need arises.

### **CLEANING**

The school-cleaners have to work to a very tight specification, within a very limited space of time. If book-cases, shelves etc. need dusting, then the surface must be cleared for them at the end of the school day. The cleaners will be happy to oblige with any cleaning requests if at all possible. If there are any concerns about the cleanliness in the school, the H.T. must be informed.

The cleanliness of the Staff- room, fridge etc. is the responsibility of the staff. All staff (teaching and support) has an allocated area of responsibility. Any concerns about the cleanliness or safety of the school must be reported **immediately** to the Headteacher or member of the Senior Leadership Team.

### **BEHAVIOUR AND DISCIPLINE**

Discipline within the classroom and on the play-ground is the responsibility of the class teacher and the teacher on duty.

Persistent concern about a child's behaviour must be passed to the Team Leader in the first instance. Serious problems are dealt with by the H.T. and D.H.T.

Discipline is kept in accordance with the Behaviour Policy, and with regards to the child's self-esteem, keeping in proper perspective the balance between reward and punishment.

Routines

Teachers are expected to meet the children at the playground door after breaks and dinner. When a teacher is on duty, or otherwise detained, Prefects will remain with the class until the teacher returns. If a Prefect is supervising a class then another teacher must be made aware of this by a member of staff in case of accident or emergency.

On entering class after breaks and dinner, Infant children sit on the carpeted area and Juniors sit at their places and take out work, until requested to do otherwise by the teacher. Children are expected to conduct themselves in a quiet and orderly manner at all times.

### Manners

All children are expected to be well mannered, and use terms of please, thankyou, may I, etc. as a matter of course. They are expected to pick up coats, litter etc., and stand aside in the corridor and in doorways. Children are expected to follow the example set by staff . Courtesy is expected from everyone at all times.

### Lunch-time Supervisors

There are 4 Lunch-time Supervisors who alternate between the playgrounds and the Dining Hall. The Supervisors work from 11.55 a.m. - 12.55 p.m. Children must behave in the same way towards the Supervisor as any other adult working in the school. Any misbehaviour is noted in the Blue Books which each Supervisor carries, and are returned each day to the Team Leader . If a child's name is put in the Blue Book the Team Leader will decide on the next course of action.

If a child's name is in the Blue Book 3 times, then the H.T. contacts parents. (See Behaviour Policy) This book is kept indefinitely by the Headteacher for serious offences (fighting, lying etc.). This behaviour must be reported to a senior member of staff immediately.

L.S's meet with the H.T. each half-term to discuss children's behaviour, needs, activities etc.

### **CONTINUOUS PROFESSIONAL DEVELOPMENT (C.P.D.)**

Each teacher maintains a personal record of INSET. - courses attended, Training-Days, Cluster involvement etc. Some evaluation of the course must also be included

. feed-back will be given to Team/Staff and information gained will be used when appropriate, so that as many staff as possible can benefit from courses attended . Notice is given each week about staff on Professional development and pinned to the notice board in the staff room and Headteachers office.

Staff-development records are also kept by the H.T. These are kept for a minimum of 3 years .

When a teacher receives notification of acceptance on a course, the Secretary and H.T. must be notified as it may be necessary to arrange supply-cover for the class. Work is usually left (via the S.T. Planning) for the supply-teacher.

### **Professional Development Days (P.D. Days)**

St. Patrick's is committed to personal and professional development of all staff . The school welcomes and encourages all staff to follow worthwhile C.P.D.. Support staff are welcome to attend 5 annual P.D. Days. Support staff are expected to attend and P.D. Day pertaining to their responsibilities. This equally applies to Staff Training each Tuesday evening .

## **PERFORMANCE MANAGEMENT**

The school follows Performance Management policy agreed by the Governing Body. This is a statutory duty and is normally carried out annually in the Autumn term, when objectives are set, and in the Summer term when they are reviewed. A formal lesson observation takes place in spring term by the Headteacher with written feedback. Literacy and Numeracy observation takes place for all teaching staff in the autumn term by Subject Leaders. ICT Lesson observations take place in the spring term by ICT Leader . Feedback is given via the schools 'Monitoring and Teaching' form.

### **Dress Code**

Staff must adopt a code of dress, which adequately reflects their position as professionals and as role models.

This would include changing for PE lessons (half-day maximum in sports-wear) .

### **PeaceRoom**

The Quiet Room is a designated area of prayer, reflection, discussions, counselling etc. However, because of the shortage of space in school it is often used for one to one reading, small group work etc. Staff are requested to ensure it is always maintained as an inviting and welcoming room for children and adults.

### **DINNER MONEY / OTHER MONEY**

Dinner - money is collected in the Dinner - Packet each Monday morning by the class - teacher . Children are not allowed to change between meals/packed - lunch during a half-term, as all meals are computerised and linked directly to the LEA Offices. Dinners and dinner-monies are the responsibility of Stockton LEA and areas etc are dealt with via Stockton LEA.

Water only allowed in school for staff and children. Drinks on special occasions. (See Behaviour Policy)

### **Other monies**

Infant children are not expected to have any money in school. Junior children may have a small amount for bus fares etc.

## **COMMUNICATION**

### **NOTICE BOARDS**

**Class** - Each class has a Class Notice-Board for the children and teacher to use , for time-tables, reminders' letters, invitations etc.

**Parents** - There are 2 Parent Notice-Boards. One is in the Entrance area and another in the playground

**Staff** - Staff notices are pinned in the Staff-Room . The white-board is for use by any member of staff to communicate any messages. Staff must keep the staff room orderly, as it is also used by other members of the community .

**Children** - A children's Notice Board is in the KS2 Cloakroom .

**100% club** - A notice board for STARS and 100% club is in the KS2 cloakroom.

### **Eco-Schools**

St. Patrick's is a school which is very aware of a profound responsibility we have to look after our world . We are an Eco-school ; each class has a Blue bin for recycling paper and an 'Eco-warrior' who is the co-ordinator for their class. Staff must ensure that agreements are kept, lights switched off, doors closed and that there is no unnecessary wastage of resources . Eco-warriors wear a distinctive blue jacket .

### **Children's Forum**

Each class has a nominated class representative , who meets half-termly at a forum with Senior Leadership Team to discuss issues from their class.

It is the class teacher's responsibility to make time for class discussions from Eco-schools and children's forum and to ensure that agreements are adhered to.

### **Suggestion Boxes**

Each class has a suggestion box which teachers must refer to and discuss with their class or appropriate person .

Parents can make any comments, ideas, express concerns etc., through the suggestion boxes in the main Entrance to school and Nursery building .

### **Playground Buddies**

Six playground buddies operate in the playgrounds. Children wishing to be Buddies must nominate themselves, apply and attend 'interviews' with Healthy School Coordinator and KS2 Leader. When selected they are given induction training.

## **PLAYGROUND PROCEDURES**

### **Morning**

Children arrive to school on a flexible drop off system from 8.40 onwards. They should then go to their own classes and be supervised by a TA or class teacher. On Tuesday and Friday mornings TAs will need to supervise as teachers will be at briefing meetings.

### **Evening**

All children must remain in the school building if there is no-one to collect them. If a child has not been collected after a reasonable length of time, the class- teacher must make

sure that the emergency number is contacted, and arrangements are made for the child to be taken home.

If someone other than the person who normally collects a child is to take a child home, the teacher and the child must be informed. If a teacher is unsure of any adult collecting a child or in school grounds the Headteacher or a member of the senior Leadership Team must be informed **immediately**.

If there is any instance where a parent/partner is not allowed to collect a child, then the H.T. must be informed so that arrangements can be made. Such instances must have documented legal back-up.

### **Duties**

The duty rotas are drawn up by the D.H.T. In the event of any member of staff being absent, the supply teacher would normally be expected to cover the play-ground duty, or for the duty to be delegated by the D.H.T. It is important to remember that playtimes are essential for the children to have time to socialize and interact with their peers. Breaktimes are important for staff also but appropriate supervision for the children is a priority. During wet playtimes prefects cannot be left to supervise independently as they are not trained. The responsibility for the supervision of the children always lies with the adults.

### **Dinner / Play-times**

Dinners work on a whistle-system . All K.S.1 children eat before K.S.2 children. The teacher on duty leads the children into the Dinner-Hall, and waiting must be kept to a minimum. Children are not allowed to shout or change places during dinner . Any child appearing to be eating insufficiently at dinner will be monitored by L.S. and the class- teacher informed. Children must ask lunchtime supervisor for permission to go into the building and are given a band. Others who have permission wear a badge.

During play-times children must ask before they are allowed back into the building . The children must stand still when the bell rings at the end of playtime until they are called to line-up by the teacher on duty. Children must **walk** into their lines.

### **Wet Play-times**

Classes are supervised by the teacher on duty or L.S.'s. A message is usually sent around classes if the children are to stay indoors. (See Behaviour Policy)

## **HEALTH AND WELFARE**

Most staff have the Certificate in Emergency Aid, but there is a named First Aider in School. (Mrs McCabe and Mrs Staley) is also a trained nurse.

Asthma attacks, knocks to the head , and other injuries which occur during the day must be reported to the parent at the end of the day, if not serious enough for the parent to be contacted at the time. Pro-forma's for knocks to the head are kept in the Staff-Room.

The Medical Register is kept in the Head Teacher's Room and in the StaffRoom. Any additions or alterations must be reported to the Head Teacher and the first-Aider, Teachers must know who is on the Medical Register , and how to deal with Asthma attacks , epilepsy and diabetes. (See Staff Notice Board)

First Aid Kits and Emergency Aid Booklets are available in the Staff-Room , Office, Nursery and the Family Room.

## **Health & Safety**

It is the responsibility of each individual to make sure that he/she is working in a safe environment . Staff must take all reasonable steps to keep themselves safe (e.g. use step ladders if working on a display). Staff must report any accident to the Headteacher or Deputy Headteacher as soon as possible and complete the 'Accident Book'. Any unsafe practises or situations must also be reported immediately.

### Emergency Evacuation

All staff must familiarise themselves with the exits and also the position of the fire extinguishers and fire blankets. (See attached School Plan)

In the event of a fire or emergency all staff must follow the set fire drill procedure, a notice of which is alongside each classroom door, as well as the Staff-Room.

### Accident Procedures

Pro-forma's are in the Staff-Room and must be filled in and given to the parent if a child has an accident whilst at school.

A report must be written in the Accident Book if anyone has a serious accident on school premises. The Accident Book is kept in the Office.

### Inhaler

A number of our children suffer from asthma, and attacks can be very serious. All inhalers must be named and easily accessible to the child. They must be taken with them whenever the child leaves the premises during school time (visits, baths etc.)

## Medicine

If children need to take medicine prescribed by the doctor 4 times a day, then they are allowed to bring it into school. If the medicine is to be taken 3 times a day then the child is not given the medicine in school. A disclaimer and signature of authorisation has to be signed by the parent in the Medicine Book if medicine is brought into school. The medicine (and the Medicine Book) is kept in the Office and administered by an Auxiliary/Head Teacher. Children are responsible for going to the Office at the time indicated for the medicine.

## Head Lice

Head lice can be a frequent occurrence at school. If a teacher has concern over a child scratching or appearing to be in some discomfort, then the parent must be informed immediately. The risk of head-infestation is lessened if hair is tied back. (See School Booklet) If any child has hair which is long and loose then the class-teacher should ask the parent's co-operation on this matter. For advice on treatment see Staff Notice Board or Head Teacher. Whole-School head inspections are carried out each term by Mrs McCabe (School Nurse) who monitors re-occurrence or as necessary. All head inspections must be authorised by the Headteacher or a member of the Senior Leadership Team and recorded. (App. 4) All incidents of head infestation must also be recorded alongside the procedures undertaken.

## Liaising With Parents

St. Patrick's values its strong relationship with parents. Support staff may be asked by the Headteacher to attend a meeting with a parent if their presence would be helpful to the meeting.

## Special Educational Needs (SEN)

A large proportion of teaching assistants time is used to support children with special educational needs. Teachers work in close liaison with the class teacher

and/or Headteacher/SENCO , or subject leaders to ensure intervention is planned and monitored. Teaching assistants would be expected to be present for any reviews concerning a child with whom they are working.

## RESOURCES

All resources are for shared purposes.

Teachers resources are also kept in the Quiet Room (History, Geography, English, Maths,). Music, PE, ICT and D&T, SEN are kept in the Resource Room

Resources are also kept in Topic boxes at the back of the Hall (Geography, Science Technology) and Maths cupboard.

Resource catalogues are kept in each classroom, Staff Room and the Resource Room.

Food-Technology area operates on a rotating basis for all the school, under the supervision of an auxiliary and with parental help.

Teacher-Reference is kept in the Staff-Room, and on the top-shelves of the Resource Room .

Stationary is kept in the cupboard next to class 10, (Library). Key is kept in the Office.

Steps are available and kept in the stationary cupboard.

Text Books are kept in classrooms and are to be shared between yeargroups.

P.E. resources are located at the back of the Hall. Teachers must ensure that equipment is stored safely and tidily after each lesson .

It is the direct responsibility of subject leaders to maintain and audit resources for their subject. It is the collective responsibility to keep resources tidy.

### Library

There are two library areas. The Main Library is located near to the Main Entrance and is for use of the Upper School. A small library area is situated outside of the

Staff- Room for use by the Lower-School. Classes use the Library on a rota basis, and books on loan are noted in the Class Library Book , and in the H/School Reading Booklet.

Children are encouraged to use the Library at any time , sometimes under the supervision of the Library Prefects, e.g. dinner time.

Reading Scheme books are colour-coded and kept in the Infant library area, and outside of the Family Room. Guided Reading Books/Big Books are colour-coded and kept in the Family Room.

The family Room, the area outside of the family Room and the Library areas are for use by groups, individuals and parents , as well as outside agencies (L.S,S, B.S.S., Peri-Music teachers etc.), to encourage children to work without direct supervision, when appropriate.

Photocopier/Duplicating machine

The photocopier and duplicating machine are in the Reprographics Room opposite the Office and near emergency exit in KS1

## **Furniture**

All furniture may be used in any area of the school if appropriate to need.

Any alteration to furniture or fixtures must have the authorisation of the H.T. Any dangerous furniture, fittings , electrics etc, must be reported immediately to the Caretaker or H.T.

## **USE OF RESOURCES**

All children must know where all resources are located within the classroom, and are expected to access any materials/tools they need for a task, themselves in a disciplined and courteous manner.

Resources for communal use are **not** to be kept in the class-rooms when not in use.

Any breakages/needs/replacements are to be entered into the Resource Book, in the Family Room.

Subject Leaders maintain a catalogue of items and are responsible for coordinating resources within budgetary constraints. Teachers are responsible for keeping stock tidy and in order.

### **Workforce Re-Modelling**

This is an important Government legislation and alters the way schools have been organized. It is being phased in over a 3 year period affecting the way teachers and teaching assistants work together. In 2004 the following 21 'Tasks' are undertaken by teaching assistants, under the direction of the class teacher:

At St. Patrick's, this follows common practice. We have a 0.5 teaching assistant employed to support administrative tasks

It has become statutory through Workforce Agreement, that all teaching staff has a guaranteed 10% non-contact time (PPA - Planning, Preparation and Assessment. The time is 10% of teaching time. 'Teaching' meaning planning for, delivering, marking and assessing pupil progress. Time taken for assemblies, playtime duties etc. are not included.

In the spirit of the Agreement teaching assistants used to cover are also allocated non-contact time.

<b>Headteacher:</b>	M. Ryan	<b>Date:</b>	September 2017
<b>Chair of Governing Body:</b>	G. Wilson	<b>Date:</b>	September 2017