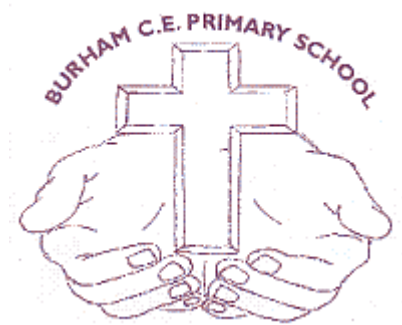


# Burham C.E Primary School



COMPASSION, ACCEPTANCE, RESPONSIBILITY, FORGIVENESS, TRUST

## Staff Handbook

2018/2019

Burham C.E Primary School is a Church of England school catering for children between the ages of 4 and 11 years.

**Address:**

BURHAM CE PRIMARY SCHOOL  
Bell Lane  
Burham  
Rochester  
Kent  
ME1 3SY

**Headteacher**

Miss Michelle Grima

**Telephone:**

01634 861691

**Fax:**

01634 861673

**e-mail address:**

office@burham.kent.sch.uk

## **THE GOVERNING BODY**

The Governors of the school have many responsibilities in controlling and supporting the financial management and work of the school. Governors regularly visit the school and meet at least once a term to review the progress of the school and consider policies as required. Our present Governing Body is:

|                        |                                       |
|------------------------|---------------------------------------|
| Chairman               | Mrs. Eileen Smith Foundation Governor |
| Vice-Chairman          | Mrs. Kasha Zolnowska-Bull (Coopted)   |
| Priest-in-Charge       | Reverend Mike Hayes                   |
| Foundation Governor    | Reverend Mike Hayes - Ex-officio      |
| Local Authority        | Mr. Malcolm Peake                     |
| Parent Governor        | Mr. Antti Savilaakso                  |
| Parent Governor        | Miss Sarah Parfitt                    |
| Co-opted Governor      | Mrs. K. Zolnowska-Bull                |
| Co-opted Governor      | Mr. Bob Worth                         |
| Staff Governor         | Mrs. P. Gordon-Ritchie                |
| Headteacher            | Miss M. Grima                         |
| Clerk to the Governors | Mrs. R. Davies                        |

## **THE SCHOOL STAFF**

The staff work together as a team to ensure the smooth-running of the school. Subject teachers may also visit on an occasional basis. Our current staff are:

|                    |                         |
|--------------------|-------------------------|
| Headteacher        | Miss M. Grima           |
| Deputy Headteacher | Mrs. C. Nettleingham    |
| Year R             | Miss R. Hyder           |
| Year 1             | Mrs. C. Carlow Attubato |
| Year 2             | Mrs. L Attubato         |
| Year 3             | Miss D. Courtney        |
| Year 4             | Mrs. L. Vidler          |
| Year 5             | Mrs. P. Gordon Ritchie  |
| Year 6             | Mrs. C. Nettleingham    |

|  |  |
|--|--|
| SENCO, CDT Leader<br>and PE Leader                                       | Miss M. Grima  |
| English Leader<br>and Senior Leader                                      | Miss R. Hyder  |
| Maths Leader, Music Leader<br>and Deputy Headteacher                     | Mrs. C. Nettleingham   |
| SEN Leader & DSL (including online)                                      | Miss M. Grima (Headteacher)  |
| Computing Leader   | Miss D. Courtney   |
| RE Leader  | Mrs. P. Gordon-Ritchie   |
| Science Leader   | Mrs. L. Attubato   |
| Teaching Assistants  | Miss J. Clark<br>Mrs. J. Richardson<br>Mrs. H. Maynard-Copley<br>Mrs. G. Gardner<br>Miss G. Page<br>Mrs. H. Bowyer<br>Mrs. E. Hills<br>Mrs. N. Arterton<br>Miss A. Rapo<br>Mrs. R. Bruce |
| Admin Officer<br>Finance Officer<br>Office Assistant<br>Office Assistant | Mrs. T. Kingston<br>Mrs. V. Wood<br>Mrs. A. Gardner<br>Mrs. S. Wheeler   |
| Contract Cleaner   | Metro Cleaning   |
| Midday Meal Supervisors  | Mrs. S. Cornhill<br>Mrs. V. Bull<br>Mrs. S. Wheeler<br>Miss K. Watson<br>Miss A. Boswell<br>Mrs. A. Gardner<br>Mrs. J. Richardson<br>Mrs. H. Maynard-Copley                              |
| Caterlink Catering   | Mrs. J. Brockman<br>Miss K. Williams   |

## **Organisation of the School Day**

|                               |  |
|-------------------------------|--|
| Teachers' morning meeting     | 8.30 am  |
| Teaching Assistants start     | 9.00 am  |
| School gate opens             | 8.40 am  |
| Register                      | 8.50 am  |
| Lessons Begin                 | 9.20 am  |
| Break (except Year R)         | 10.20 am - 10.35 am (KS 2)<br>10:45am – 11am (KS1) |
| Lessons                       | 10.35 am - 12.10 pm                                |
| Lunch                         | 12.00 pm - 1.10 pm                                 |
| Collective Act of Worship     | 1:10p.m.   |
| Afternoon Lessons commence    | 1.30pm   |
| Foundation Stage and KS1 Home | 3.15 pm  |
| KS2 Home                      | 3.20 pm  |

It is requested that teachers are in school before 8.30 am for the morning meeting and are in their classrooms ready to receive pupils at 8.40 am.

**8.50 am** The gates to the playground are closed, children arriving after this time must report to the office to be registered as late.

**Playtime** The teachers and TA's on duty should make sure they are out on the playground promptly. Any children who wish to leave the playground must ask an adult on duty. NO children may be left in the classrooms unsupervised. Teachers wishing children to finish work should be prepared to supervise them during the break/lunch time. The hand bell is rung to signal the beginning and end of playtime. Children line up at the end of playtime and are sent in by an adult on duty.

**Wet Play** If it rains, children stay indoors in the infant area and junior classrooms and are supervised by the staff on duty. The infant children usually sit in the infant activity area and watch a video, whilst the junior children are split between the three junior classrooms in the junior area and play games.

**Lunch time** The Midday Meal Supervisors request the bell be rung at the end of the lunch break, by the Y6 child bell monitor.

**End of school** Foundation Stage and KS1 staff need to have children ready by 3.10 pm to lead children out to the waiting parents. All other children are escorted by the class teacher out of school and KS2 staff stay on the gate until the gate is closed. Children should only use the front door when leaving the school late, after an 'after school activity' or by special arrangement. Dolphin Class leave the school by the corridor exit by their cloakroom area. All other junior classes exit via the boys and girls cloakrooms.

## **Children Left After School**

Any children not met should return to the school office to wait for their parents / carers. They will then be directed to either continue waiting by the office or taken to After School Club. Where this occurs on a regular basis the Head teacher and office should be informed.

## **REGISTERS**

### **Procedure for marking registers**

- Extreme care should be taken when marking registers.
- The register is a legal document and you have a contractual obligation to fill it in properly.
- The register may also be used in court cases, in prosecution over absence and in custody cases.

Mark a tick for every child present at the beginning of registration. If a child is absent put a circle. If a child is late, they must be signed in at the office where they will be given a late mark.

### **Absence Notes**

All absence notes should be placed in the register and sent to the office. They will then be filed and all verbal absences should be reported to the office. Any concerns about a child's attendance should be addressed in the first instance to the school office.

### **Marking Dinner Registers**

Dinner registers should be marked with an **F** for free school dinners, a **/** for school dinners and an **S** for packed lunches. As all infants are entitled to free school meals their registers should be marked with a **/**.

On completion, the registers are taken to the office before assembly at 9.00 am.

### **Money**

Payment for school lunches, clubs, visits etc. should be made via Parent Pay. Any money brought into school for charitable donations (for example) should be in a named envelope and then either passed to the class teacher or posted in the secure box outside of the school office.

### **Health and Safety**

**The Health and Safety policy is in the Head teacher's room and should be referred to.**

You are responsible for your own health and safety and the health and safety of the children in your care. We follow the guidelines laid down by the KCC; these are met in our Health and Safety Policy.

Certain points may need emphasis:

- **Children should be supervised at all times.** At lunchtimes and playtimes children may only be in classrooms under supervision by a member of staff or responsible adult.
- You are expected to report any immediate **hazards** ie; exposed wires, ripped and raised carpeting etc to the Miss Grima. or inform the office if someone needs to come in to rectify the problem.
- Any **child protection** matters should be directed in the first instance to Miss Grima (or in her absence, Mrs Nettleingham). See section below for further details.
- If any child has an **accident** or wets themselves and needs to be changed for any reason the child may change into their P.E kit (we do have some spare clothes in KS1). Following this a message should be sent to the office, they will contact home for clean clothes and / or for someone to change them.
- If a child has a **bang on the head** they must be sent to one of the First Aiders, who will decide if home should be called. A banged head letter should always be sent home. If they have a nose bleed then the First Aider should be called to the child, do not let a child walk around with a nose bleed.

## **Fire**

**Fire exits should be kept clear at all times.** In case of fire or if the school needs to be evacuated for any reason you will hear a continuous bell.

Please make sure you are aware of fire exit routes and the position of fire extinguishers around the school. Fire drills are held regularly to ensure all adults and children are familiar with procedures and fire exit routes. When the fire alarm rings children should use the external doors in their classrooms and walk quietly to the assembly point on the playground. The class teacher will count the number of children and put their hand up to confirm their presence. The office staff will bring out the class registers. Fire registers are also kept on a whiteboard in each class room to show the date and number of children present. These are located close to the classroom exit. Please see appendix D for a copy of the school's fire evacuation procedure.

## **Safeguarding and Child Protection**

The head teacher, Michelle Grima is the schools Designated Safeguarding Lead, who must be notified of any concerns regarding a child's safety and wellbeing. In her absence the Deputy Head, Clare Nettleingham, must be notified. The school link Governor for Child Protection is Eileen Smith. If you have any concerns about a child, these must also be documented using the Child Protection Procedure (refer to Appendix A). Copies of the child Protection Procedure and the associated forms for recording concerns and incidents are kept by every class teacher, the head teacher, the office and in the staff room in the Yellow Child Protection folder.

Parents will be contacted in the first instance of any incidents regarding behavioural issues or concerns.

### **Parents in School**

If any parent approaches you regarding helping in school please refer them to the office. A DBS (Disclosure & Barring Service) check must be completed before they are permitted to work in school if they are coming in on a regular basis (i.e. 3 times in any 4 week period). Parent helpers should not be allowed in the staff room but should be made welcome. Please ensure parent helpers work with children in an open area, within the view of others.

### **Strangers in School**

All visitors must report to the school office and sign in. Visitors will be issued with a 'visitor' sticker. KCC agencies will be asked to wear their ID badges.

All staff are expected to challenge any strangers or unauthorised persons who may be on the premises.

### **Sick Children**

If a child is taken unwell during the school day, utilise the Class TA to assist them and if necessary request a First Aider. Sick buckets are kept at the office.

If it is felt necessary to send a child home, permission must be obtained by a member of the Senior Leadership Team, before the office are asked to contact a parent to come and collect them.

If you have any kind of emergency in the classroom during the school day, for which you require assistance you should send a TA or a sensible child to the office or to your nearest First Aider. A member of staff will then come to your classroom.

### **Trained First Aiders:**

Kay Williams (Breakfast Club)

Hayley Bowyer TA (After School Club)

Anne Boswell (After School Club and Midday Meals)

Charlotte Carlow (Elephant Class Teacher, Paediatric)

Amy Rapo TA (Paediatric)

Emma Hills TA (Paediatric)

Jane Clark TA

Janet Richardson TA

Supervision of children unable to be outside at playtime is not practicable except under exceptional circumstances, for example a child with their leg in plaster or where a parent has consulted the Headteacher or Deputy Headteacher. Arrangements may be made for these children to sit outside the office with a friend during break times.



**No medicines should be kept on their person.** Any medication should be named and kept at the office. Parents are requested to complete a form or to write a letter to inform the school of any medication to be administered. Inhalers and epipens should be kept with the class teacher.

**Medication must always be taken on school trips and kept with the adult group leaders. All medication must be returned to the class teacher.**

If a child leaves the school premises for any reason, such as a dental appointment, the parent must report to the office with the appointment card/or have previously informed the teacher, and sign the child 'out'. The child will meet the parent/carer at the office. For safety reasons, under no circumstances will children be allowed to leave school unaccompanied during schools session times.

### **Booking an Outing**

Visits associated with school work are encouraged. A preliminary visit by the teacher(s) concerned should be arranged to ensure suitability for the age group of children being taken etc. Although many galleries, etc charge admission, teachers may, on many occasions, be able to get in free by arrangement.

The following procedure must be carried out when planning an outing:

- Decide on the venue and whether it supports the curriculum
- Gain permission from the Head teacher
- Availability of places and dates should be determined, and a **provisional booking** made.
- A risk assessment must be completed and a copy given to the Head teacher. Risk assessments must be shared with all adults taking part in the visit.
- Discuss with the office who will book the transport and issue a letter with contents about the trip to parents once the visit has been authorised to go ahead by the headteacher.
- The amount to be charged should be agreed with the Headteacher.

Parents must be informed of any excursion away from school premises and permission given for any journey made. Please ensure that as much notice as possible is given about trips. A letter drafted by the organising teacher and typed by the office should include a tear off slip for signature by the parent/guardian. If the visit extends beyond school hours parents should be advised of such.

### **School Rules**

**See Behaviour Policy (All Policies are available in the Head Teachers office).**

**In the classroom and shared areas children should:**

- Get on with their work responsible and complete the work set to the best of their ability.
- Use books and other materials sensibly and put them away carefully.
- Let others get on with their work.
- Listen to and follow instructions.
- Be willing to ask the teacher for help.
- Walk around quietly and sensibly.

### **In the playground children should:**

- Respect the right of other children to play without interference.
- Keep the playground free from litter.
- Try to make sure that all children are happy and that no one is left out.
- Have respect for the property of the school and other children.

### **On the school field children should:**

- Always respect the plants, living creatures and their habitats
- Only daisies should be picked unless instructed by a member of staff
- Always work and play safely within the school boundary
- Appropriate clothing should be worn e.g. waterproofs and wellies if it's wet and muddy
- Wellies must be taken off outside
- All outdoor equipment must be put away neatly

### **Around the school children should:**

- Walk around quietly and sensibly
- Help to keep the school neat and tidy.
- Have respect for the property of the school and other children.

The school policy for Good Behaviour puts the emphasis on children being encouraged to take responsibility for their own behaviour. This is done through offering children choice and consequences and ensuring that right choices are praised and the consequences for wrong choices are carried out.

A copy of our classroom rules is displayed in all classrooms, generally and around school. These show some identified behaviours and consequences.

### **School House System**

The school operates a house point system. There are four houses: Pilgrims, Downs, Malling and Medway. Children earn house points to contribute to their team. In the summer there are house sports competitions held on Sports Day.

### **House Points**

House points are given as a reward for good pieces of work or behaviour and are collected each week and counted. The House trophy is tied with the winning teams' coloured ribbon during the Friday celebrations assembly.

Individual children are also awarded individual certificates to praise them for their effort or achievement in specific pieces of work. These are also given out in celebration assembly.

## **School Improvement Plan**

The school has an improvement plan which incorporates strategic developments for the school. This clearly sets out the areas of the curriculum to be developed, the time scale, and the person responsible for leading the development and any cost implications. Subject leaders are expected to write a development plan and review their curriculum area.

## **Staff Development Policy**

The purpose of Staff Development is to improve the skills and knowledge of all staff and ultimately improve the quality of pupil learning and welfare. Staff Development at Burham C.E Primary School includes:

1. Inset Days
2. Staff meetings (in groups or as a whole)
3. Appraisal/performance management
4. Courses
5. Inspection review
6. Implementing the SDP
7. Monitoring by subject leaders and senior leadership team
8. Observing colleagues teaching

## **Entitlement/Access**

All school staff (teaching and non-teaching) are entitled to benefit from professional development and to receive funding where appropriate. Please check the CPD website <http://www.kenttrustweb.org.uk/cpdonline> for current courses and check with the Head teacher for permission and the office on funding for courses.

## **Priorities**

Funding from the school budget will be granted according to following priorities:

1. Children currently in school for that financial year
2. Requirements of the SIP
3. Induction of new staff
4. Performance management needs of staff
5. Management needs of school identified by Senior Leadership Team
6. National and local initiatives.

Funding through the year should reflect all six areas above.

## **Information for NQT/New Staff**

We expect all staff to act as good role models for the children. We expect to lead by example. NQTs will be assigned a mentor and have access to relevant training.

- NQT time is 10% off in addition to PPA time. All efforts are made to ensure that this is a regular day every week. However, NQTs are asked to be flexible and be aware of how difficult it is to provide the same time on the same day every week.
- Your Key Stage colleagues will support and help you with your timetables, subject leaders will help with subject areas.

- Check when you are on playground duty and swap if you are on a course or out for any reason.
- Annotated weekly plans are handed to the head teacher at the end of the week.
- All teaching staff attend Staff Meetings every Tuesday from 3.30 pm to 5.00 pm.
- During Worship children are expected to sit quietly. Staff are expected to support the member of staff taking the assembly by reinforcing the need for a quiet and calm atmosphere.

### **Religious Education and Collective Worship**

Burham C.E Primary School is a Church of England school and promoting Christian values is an important part of school life. Refer to Appendix B for the list of religious aspects of our schools culture.

Religious Education follows the County guidelines and is designed to promote the spiritual, moral, cultural, mental and physical development of pupils and of society and to prepare pupils for the opportunities, responsibilities and experience of adult life. Religious Education is broadly Christian, but designed to respect other faiths and follows the Kent Agreed Syllabus supported by Diocesan Schemes of Work.

Religious Education and Collective Worship is one area of the National Curriculum from which the parents have the right to withdraw their children. Parents who wish to withdraw their children from RE or assemblies must place such a request in writing to the Headteacher.

### **School Council**

There is a School Council led by Miss Grima and Miss Hyder; representatives are elected from Y2 upwards for the whole year. Before elections take place the children must explain to the class why they would make a good member of the School Council. Meetings occur every term. Meeting minutes are taken and circulated.

### **Reporting Children's Progress to Parents**

Parent consultation evenings are held twice a year, during which targets, progress and levels are shared.

Term 2: Parents' Afternoon/Evening

Term 4: Parents' Afternoon/Evening

Term 6: Annual reports will be sent to parents, giving them an opportunity to make an appointment to discuss issues raised on the report, if they so wish.

### **Teaching Assistants**

Teaching Assistants are responsible for supporting pupils at the direction of the class teacher and the SEN Leader. This may be a small group, one to one or general support. A timetable showing the times they work with SEN pupils on target work is provided for the TA by the class teacher. Provision maps detail support for pupils and desired outcomes. They are responsible for ensuring that the necessary support materials for their groups are prepared in advance of the lesson and they records are kept as evidence of the support given. Should any problems or difficulties arise these should be brought to the attention of the SEN Leader.

Teaching Assistants, alongside teaching staff, are required to carry out playground duties as per the rota in the staffroom.

### **SEN Information**

Any information on SEN children, eg: EHCP, behaviour, visual impaired etc, is available from our AEN Leader. Each class keeps a file on SEN provision and needs within the class. There are also vulnerable pupil cases studies for each class to summarize specific needs of the class and strategies used. The class teacher will plan activities, so that SEN children are given the opportunity to work independently.

### **School Uniform**

The full school uniform school should be worn. Children should wear their tie with their top buttons done up and their shirts tucked in. PE kit should be worn for indoor and outdoor PE. Plimsolls are to be worn. Trainers may be worn for playtimes and outside P.E lessons. Children should be bare foot for gymnastics lessons. If a child has an insufficient kit, spare items may be borrowed. However, if a child persistently forgets their kit, their parents must be contacted via letter after one week (set letter included in the Appendix C).

### **Staff Clothing**

We expect staff to wear suitable smart clothing that is practical and suitable. Jeans should not be worn during normal school days. Staff should wear suitable clothing and shoes for PE lessons.

Tongue, lip and nose piercings need to be removed and should not be worn in school.

### **Staff Meetings**

Staff meetings are every Monday at 3.30 pm till 5 pm.

### **Emergency Closures**

If the school cannot be open for any reason during normal school time you should refer to the phone cascade if you have not received a SMS text message. Information on school closures will be announced on BBC Radio Kent and Invicta Radio and listed on the school website: [www.burham.kent.sch.uk](http://www.burham.kent.sch.uk) (via School Information/Emergency Closure then click on 'Severe Snow' link) and the following website: [www.kentclosures.co.uk](http://www.kentclosures.co.uk).

### **Staff Absence**

If you are a teacher and unwell and will not be attending work you should contact Miss. Grima on \*\*\*\*\* **before 7 am**. You should then let the school know by 3.00 pm in the afternoon if you will be returning the next day. TA's should phone the school as soon as possible **before 8.30 am** to report sickness absence.

### **Pay**

Staff are paid on the 25<sup>th</sup> of every month.

### **Procedure for booking a Staff School Dinner**

Inform the school kitchen before 9.30 am on the day you require a lunch, stating what you would like, eg: hot dinner, salad/sandwich. Pay cash in advance direct to the kitchen.

### **Tea Money**

Tea money is paid each term, the contribution is currently £1 per week each term for full time staff and 20p per day for part time staff.

### **Stock, Resources and Photocopying**

Art stock is kept in the Infant activity area and the cupboard in the Infant wing. Fabric and needle work resources are kept in the metal cupboard in the small room next door to the office.

General stationery stock items are kept in the cupboard at the front of the school. If any items are required or low in stock, ask Mrs Wood to place an order.

To order other resources which may be needed, permission to buy must be sought from the headteacher. Receipts of item purchased for enrichment or agreed items must then be given to Mrs Collingwood. Any goods received must be checked promptly against the delivery note, which is then passed to Mrs. Collingwood.

Mrs Collingwood keeps records of subject expenditure and this is monitored regularly.

Please speak to Subject Leaders to be shown the relevant resources in school and where they are kept. There is a small budget set aside for enrichment. Key stages have a budget for certain key stationary items for which they are accountable.

### **Photocopying**

A photocopier is available in the room at the end of the corridor, leading off of the main entrance area. There is also a photocopier located outside the Year R/1 classroom in the infant activity area.

# APPENDIX A

## Child Protection Procedure

Michelle Grima is the school's Designated Safeguarding Lead.

There is also a link governor: Eileen Smith.

In any temporary or short term absence the Deputy Head, Clare Nettleingham, will be reported to and if necessary contact the Headteacher or Kent's Children's Safeguarding Service for further advice. Miss Hyder is also a Deputy Designated Safeguarding Lead. The named Area Children's Officer is Claire Ray. Contact details can be found in the school office.

There is an area set aside in the staff room that holds all necessary policies and guidelines and includes master copies of records for any concerns.

All other incidents and concerns are recorded on the Safeguarding Record sheet and reported to the Child Protection Officer.

The Designated Safeguarding Lead decides on action with class teacher or through liaison with the Children's Safeguarding Services, Social Services or the Police.

If there are five or more incidences that do not trigger immediate Child Protection Action, the office will keep logged incidents in a separate file. This would be reviewed and the next steps for action decided. These will be reviewed once a term.

# **APPENDIX B**

## **Christian Life at Burham C.E Primary School**

### *Distinctive Church Aspects*

- **Daily Act of Worship**
- **Daily Prayers in worship, Grace before lunch and end of day prayer in class**
- **Eucharist – 1 each term. Parents are invited to Advent/Lent/End of Year Eucharist. Others are held in line with the Christian calendar.**
- **Celebration of religious festivals**
- **Church services in school**
- **Worship led by religious visitors: ministers and faith organisations including the Family Trust**
- **Family Time (Special Acts of Worship where family members are welcome)**
- **Church display boards around the school and in classrooms**
- **Crosses displayed around the school including every classroom**
- **Prayer Corner for children to have time to reflect and share thoughts**
- **Outside Reflective Area**
- **Prayer Box for children to contribute their own prayers for worship time**

**Our Christian Values of Compassion, Acceptance, Responsibility, Forgiveness and Trust:**

God teaches us to forgive and always accept forgiveness

We receive the Christian way of life as a gift from God

We believe and trust in God who loves each one of us

We are all unique children of God

Whatever you wish that men would do to you do to them

We are all equally precious and loved by God