



# **Christ the King Catholic Primary School Bournemouth**

  

# **Staff Handbook**

  

# **2018**

*High Expectations for All*



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**Welcome** to Christ the King Catholic Primary School. We hope you will be very happy in your new role here and enjoy being part of our very successful team. No handbook can be a substitute for getting to know people in the school community. We hope, however, that this will help all staff and particularly those new to the team;

- speed up familiarisation with routines and practice
- know what is expected and know where to get help if you need it

This handbook is reviewed annually so please do let me know if you think of anything else that would be useful to include.

Mrs Clare Tickel  
Headteacher

## Our School Ethos

*“Love is patient, love is kind. It does not envy, it does not boast, it is not proud”*

*1 Corinthians 13:4*

Whilst the Government is about attainment and progress in schools, we at Christ the King, are very much about developing the whole child, a community based on faith, hope and love.

At the heart of our ethos is our motto, “Learning together in Faith, Hope and Love” This we believe will enable us to achieve our vision of HIGH EXPECTATIONS IN LEARNING OUTCOMES FOR ALL!

We believe children should love learning and be guided to adopt a set of values that they want to live their life by. Our 7Cs are the set of values we promote for all in our community to live by. These values have been derived from the Gospel values, British values, the learning attributes and UNICEF Rights Respecting code of conducts.

We believe educating the whole child is about loving learning and loving children

Children being:

Caring, Considerate, Communicative, Courteous, Co-operative, Conscientious and Confident learners.

We believe that it is essential to have a fair system of rewards and sanctions to ensure our children make the most of the opportunities we provide them. High Expectations for all is lived out daily at CtK and encompasses how adults and children behave, our commitment to fulfilling our roles, our environment and our dedication to our school motto. Please familiarise yourself with our Behaviour Policy as all staff are expected to apply it fairly and consistently,

Our priority, in relation to our children, is to be committed to high standards:

- developing the whole child
- providing consistently high quality teaching & learning
- every child making good or better progress in their learning
- every child reaching their full potential

Our priority, in relation to our community, is to serve.

*“If I, your Lord and teacher have washed your feet, you are also able to wash one another’s feet. For I have set you an example; that you should also do as I have done to you”*

*John 13:14-15*

We are dedicated to strengthening partnerships with all our families, other learning organisations and our parish. As a learning and reflective community we are constantly looking for ways to improve.

We continue to build on the successes of last year. We are fortunate to have a committed and passionate team who are at Christ the King because they love to teach.

Due to having high expectations for all we believe in raising children’s aspirations so that they dream big, are motivated to learn and reach their potential.

"Dream, Learn, Fly"

#### *Rights Respecting School:*

We are proud to be a Rights Respecting School Level 1. We believe that children have the right to **belong, be safe** and to **be the best that they can be**. We have class charters which reflect our high expectations and whole school charters. We expect all staff, pupils, parents and governors, to sign up to our charters. Our charters are directly related to our behaviour policy and the 7Cs and achieving our vision of High Expectations for all.

#### *Designated Senior Lead for Child Protection (DSL), Deputy DSL and Governor responsible for Child Protection:*

It is important that you make yourself aware of the DSL and Assistant DSL and the procedures for child protection. These will be covered later on in the staff handbook;

Designated Senior Leader for Child Protection (DSL): Clare Tickel.

Deputy DSL: Fran Perry (October 2016)

The Pastoral Support Worker and Assistant DSL: Chris Barrington.

The Governor responsible for Child Protection: TBC

#### *Behaviour Support in School:*

The Behaviour Policy is reviewed regularly to ensure consistency and high expectations across the school. Please ensure you read the Behaviour Policy in full.

Our 7Cs are the set of values we promote for all in our community to live by. We support children in learning to be:

Caring,  
Considerate,  
Communicative,  
Courteous,  
Co-operative,  
Conscientious and  
Confident learners.

Registration is an opportunity to start the morning and afternoon sessions with the 7C of being 'courteous'. Children are expected to answer in a polite, courteous and formal manner, addressing adults using their title and surname. This should be expected at all times.

*Dress Code for pupils and staff:*

Pupils are expected to wear the school uniform of navy jumper/ sweatshirts/cardigans, grey trousers, navy skirts/pinafore, pink/white check dresses, red polo shirt, school tie/ white shirt (KS2 boys only). All long hair should be tied back, regardless of gender. Please do not allow pupils to wear costume jewellery, fashion items, makeup or nail varnish. These items should be removed and put in the child's tray to take home at the end of the day. The class teacher should then inform the parents of these actions. Any problems/concerns, please speak to SLT. We also do not allow shaved hair styles, coloured or fashion styles. **It is the responsibility of the class teacher with the support of their TA that the above expectations are adhered to by their pupils.**

Staff are expected to dress modestly in smart but practical clothing. Shoulders should be covered and low cut tops avoided! Tattoos should be covered and piercings, other than ears, removed. PE kit can be worn on days when PE is being taught. Denim is not appropriate for any Staff. We expect Teachers, Teaching Assistants, all non-teaching staff, work experience and Initial Teacher Training students all to keep this dress code. *With regards to a safe and appropriate dress code, please refer to Code of Conduct and Guidelines for Safe Working Practices for the Protection of Children and Staff and Safer Working Practice for Adults DCSF document (see Appendix).*

*Reward Systems:*

Please refer to Behaviour Policy for detail.

Friday '7Cs Time' for all children. 2:35pm-3:05pm. 7Cs time is lost or reduced if children have received a script that week.

Headteacher/ Deputy Awards (stickers / certificates) are given to children sent to the HT/DHT for any 'outstanding' reason. Please do send children to see the Head! 'Marvellous Me' is an app for sending home stickers and reward notifications to parents and carers. We encourage all staff to use this regularly.

All praise and sanctions must be linked to our 7 Cs.

School Organisation, Admission number etc.:

Our Admission Number is 60.

Roles & Responsibilities for 2018-2019:

**Mrs Clare Tickel:**

**Headteacher**

Strategic Leadership & Management

Safeguarding Leader (DSL)

Appraisal Manager

Health & Safety

Budget

**Mrs Francesca Perry**

**Acting Deputy Headteacher**

Safeguarding Leader (Deputy DSL)

Inclusion Leader (SENCo)

Teaching and Learning Leader

CPD Leader

Cover Coordinator

Website Coordinator

**Mrs Melanie Lord**

**Assistant Headteacher**

Assessment Leader

Class Teacher

**Mrs Gerardine Christopher**

**Assistant Headteacher**

R.E. and Worship Leader

Curriculum Leader

Pastoral Leader (Including PSHCE)

Class Teacher

**Pre School – Ducklings**

Pre-School Leader                      Miss Liliana Frulli

**Year R - Penguins**

Teacher (M/T/W)                      Mrs Marie Bunford (EYFS Leader and Library/Reading)

Teacher (Th/F)                      Mrs Carolyn Bye

**Year R – Kingfishers**

Teacher                      Mrs Alison Davies (EYFS Leader and Outdoor Learning)

**Year One – Swans**

Teacher                      Mrs Lucinda Murphy (Computer/IT Leader)

**Year One - Parrots**

Teacher                      Mrs Gerardine Christopher

**Year Two – Robins**

Teacher                      Mrs Rachel Sargeant

**Year Two – Toucans**

Teacher (M/T/W)                      Miss Fran Oppo (Humanities Leader)

Teacher (Th/F)                      Mrs Francesca Perry

**Year Three - Flamingos**

Teacher                      Miss Esther Malpas (Maths Leader)

**Year Three – Puffins**

Teacher                      Mrs Leanne Walker

**Year Four - Macaws**

Teacher                      Mrs Melanie Lord (Assistant Headteacher)



**Year Four – Owls**

Teacher Mrs Daniel Smith (School Council Leader)

**Year Five/Six – Falcons**

Teacher Mrs Hayley Ayton

**Year Five/Six – Kestrels**

Teacher Ms Rachelle Kent

**Year Five/Six – Eagles**

Teacher Miss Kerry O’Sullivan

**HLTA**

Mrs Nicola Evans  
Mrs Paula Mahon

**Sports Co-ordinator**

Mrs Louise Taylor

**Spanish Teacher**

Mrs Angie Rodriguez

**Music Teacher**

Mrs Rose Fisher

**Inclusion TA Team**

Mrs Christine Barrington, Mrs June Symonds, Mrs Amanda Mead,  
Mrs Carmel Bending, Mrs Leslie Armstrong-Brodie, Mrs Joanna  
Spetch, Mrs Linda Charlston, Mrs Sandra Dean

**Teaching Assistants**

Mrs Leslie Armstrong-Brodie  
Mrs Carmel Bending  
Mrs Linda Charleston  
Mrs Sandra Dean  
Mrs Tania Dunford  
Mrs Marie Gauden  
Mr Trevor Hancox  
Mrs Elizabeth Hill  
Miss Bryony Leslie  
Mrs Amanda Mead  
Mrs Michelle Ray  
Mrs Emma Roberts  
Mrs Angie Rodriguez  
Mrs Joanna Spetch  
Mrs June Symmonds  
Mrs Louise Taylor  
Mrs Stephanie White

**Pastoral Support Worker**

Mrs Christine Barrington

**Administrative Staff:**

Admin Manager Mrs Gerry Durrant

Finance Manager  
Receptionist/Admin Secretary  
Admin Assistant (HT/SENCO)

Mrs Sally Moore  
Mrs Dawn Garrod  
Mrs Karen Mandale

**Site Staff:**

Cleaner in Charge  
Cleaner

Mrs Elizabeth Lee  
Ms Elaine Kerslake  
Mrs Louise McGrath  
Mr Walter Buczak

Site Maintenance

**Midday Staff:**

Mrs Moira Langdown (Cook)  
Mrs Michelle. Rogers (Kitchen Assistant)  
Mrs Diane Martin (Team Leader)  
Mrs Zoe Baker  
Mrs Christine Bodimeade  
Mrs Nikki Crowhurst  
Mrs Elizabeth Hill  
Miss Bryony Leslie  
Mrs Amanda Mead (Nurture/Inclusion)  
Mrs Louise McGrath.  
Mrs Michelle Ray  
Mr Connor Sheldrake  
Mrs Clare Shepherd  
Mrs Joanne Spetch  
Mrs Jacqueline Strong  
Mrs June Symonds (Nuture/Inclusion)

**After School Club:**

Mrs Paula. Mahon (Supervisor)  
Mrs Amanda Mead (Assistant)

**Breakfast Club:**

Mrs Diane Martin  
Mrs Chris Barrington  
Mrs Amanda Mead  
Miss Bryony Leslie  
Mrs Marie Gauden

**Adventure Club:**

Mrs Emma Roberts

**School Governors:**

Chair of Governors:  
Vice Chair of Governors:  
Chair of Finance  
Safeguarding Governor  
Head Teacher  
Parent Governors  
Staff Governors  
  
Foundation Governors:  
  
Clerk to the Governors

Mrs Diaine Jee  
  
Mr Gareth Hughes  
Mrs Elizabeth Banner  
Mrs Clare Tickel  
  
Mrs Christine Barrington  
Mrs Melanie Lord  
Mrs Diaine Jee  
Mr Mike Carter  
Mr Peter McGeehan  
  
Mrs Carol Bailey

### School hours and Timetable:

#### Session Times

	EYFS & KS1	KS2
Morning	8.55 – 12.00	8.55-12.10
Playtime	10.45 – 11.00	10.55 – 11.10
Lunchtime	12 – 1.00	12:10 – 1:00
Afternoon	1.00 – 3.10	1.00 – 3.15

#### Assemblies:

Monday:	2:45pm	Whole School Liturgy	Hall	SLT
Tuesday:		Class Liturgy	flexible	Class team/pupils
Wednesday:	2:45pm	KS1 Prayer & Praise	Studio	KS1 team
		KS2 Class Liturgy	flexible	Class team/pupils
Thursday:	2.45pm	KS2 Prayer & Praise	Studio	KS2 team
		KS1 Class Liturgy	flexible	Class team/pupils
Friday:	9.00am	Celebration Liturgy (EYFS)	Studio	EYFS leader/SLT
	1pm	Celebration Liturgy (KS1)	Studio	Phase Leader/SLT
	2 pm	Celebration Liturgy (KS2)	Studio	Phase Leader/SLT

Children are expected to walk into the hall/studio for all assemblies / worship in silence. Talking by pupils or adults at this time is inappropriate and is contrary to maintaining a prayerful atmosphere. Year 6 house prefects are responsible for setting up the room / music and door monitors.

Children and staff are always expected to walk on the left in the school building in single file and in silence.

As a worshipping Catholic community we also celebrate Mass regularly, in line with the liturgical calendar.

Term Dates: Please request a copy of current term dates from the school office. They are also available on the website and in school newsletters.

#### Timetable:

Class timetables will be organised by the Class Teachers ensuring all curriculum areas are given the appropriate weighting. Class mentors will guide new teachers with this task (see *Appendix for an example timetable*). Please file timetable at the front of your red class planning file for phase leaders to monitor. A copy of your class timetable must be given to Mrs Mandale (admin).

#### Curriculum Planning

A paper copy of all planning must be filed in the red class planning file and be accessible on the teacher's desk at all times. Weekly plans are due to be filed by the start of each week and should be annotated during the week. These are monitored regularly. All electronic planning must be stored in the 'Staff Shared' section under 'Teaching & Learning', 'Milepost', and 'Year Group'.

### Assessment

Ongoing assessments must be available and accessible on the teacher's desk at all times.

Please refer to the CAST Assessment Policy, CtK guidance and our Marking and Feedback Policy for procedures.

### Inclusion

A yellow SEN folder is located in each class giving details of pupil SEN targets. The Inclusion Leader (SENCo) monitors the effective provision and implementation of PLPs /EHCP objectives for all SEND and vulnerable pupils.

### Morning Playground rota:

The playground rota is displayed in the Staff Room. Copies can be collected from the deputy head.

### Lunchtimes:

Staff are encouraged to eat lunch with their class on a regular basis. Children say / sing the school lunch prayer (Grace) with their class teacher before being dismissed for lunch break.

### Home Learning:

See Policy. Any children who do not complete homework in KS2 will attend a homework club during break times. Please request a rota. Any child regularly not completing homework should be reported to the Deputy Headteacher.

### Letters home:

All letters sent home must be on school headed paper and shown to the Headteacher / Deputy before being sent out. A copy must be emailed to Mrs Mandale who will forward to Mrs Tickel. Mrs Mandale will file a master copy in the school office letters file. Parents must be given ample notice for events / visits (a minimum of 10 days).

Class Teachers are expected to send home a class newsletter once a half term. All letters must be posted on their class webpage.

### Tea/coffee money and hot school meals:

Staff provide their own drinks.

Hot school meals are available for staff to purchase at a cost of 50p per meal. Money is payable to Mrs Durrant or Mrs Langdown. This money goes to a charity 'Mary's Meals'.

### Communication Arrangements:

**eSchools** is our main vehicle for staff communication. Please check the message board and eSchool diary daily for updates. SLT and admin team also use the school email system on a daily basis so it is good practice to check your school email address at least weekly, (daily for leaders). The staffroom noticeboard is updated weekly by the deputy with the weekly diary and events.

### Absence from School

#### Staff:

If staff are unable to attend school for any reason please phone Fran Perry from 7am (Number available to staff only) , in the first instance. Should you be unable to speak to Mrs Perry, the office is manned from 7.30am. You must speak to a member of staff on the main school number, please text/leave a message so that cover can be organised. All staff attendance is closely monitored. *See Attendance Management Policy and Procedure for further details.*

#### Pupils:

Telephone or verbal messages **must** be written down on the telephone message pad in the School Office. The school secretary must be notified so they can action the message. If you are concerned about any absence please talk immediately to a member of the DSL team.

### Registration arrangements for pupils:

Registration of pupils is from 8.55am to 9.10 am. **eSchools** Electronic Registration operates in all classes. Once you are signed in please click on the green button to turn it red for any child's absence then save – you don't have to mark anything else. Your register will then link to the office IT system. The office staff will occasionally input codes, if they have been informed that a child will be absent on a future date – you will not be able to overwrite these codes. eSchool registers must be completed on time by 8.55am in order for the office to access and telephone the parents at 9.15am to check a pupil's absence. Persistent absentees will be contacted as a priority.

Note that classroom doors must close at 8.55 a.m. Late arrivals must enter the school by the main reception/office area.

If a mistake is made, **please inform the office staff**. If you are unsure, please check at the school office. **Registration also needs to be done promptly after lunch following the same procedure**. This ensures that teaching staff/supply know when a child is not due to be in school. Parents must put all absence requests in writing to the headteacher. Please inform the office if you are aware of a family absence as occasionally they omit to inform the school office. Absence for pupils is only granted in exceptional circumstances at the discretion of the Headteacher.

Class IPAD can be used for ease of registration. Pupils should also self-register at the office for the purposes of having an accurate fire list before registers are closed.

### Start / End of School Day:

All downstairs classes enter and exit by their classroom doors. Upstairs classrooms enter and exit by their allocated playground door (showing their bird/class name).

## **LOCAL ALARMS ON DOORS MUST BE SET DURING THE SCHOOL DAY.**

Children **must not** be sent home with anyone, other than the parent. If there has been no communication from the parents then the parent must be contacted before allowing them to go home with another adult. A '**safe word**' system is in operation for the protection of children. When a parent contacts the office a safe word will be given for the person collecting the child/ren; written notification of the agreed safe word will be forwarded by office staff. If this has not been provided always politely explain to the person collecting that you will check in the office as you were not aware the child(ren) was/were going home with someone else other than the parent. Year 6 pupils may walk home with written consent from their parent / guardians. A record of this must be held in the office. Any walkers with mobile phones must leave the phone with the office staff during the school day.

Teachers must stay with their pupils until they are collected. After 3.30pm uncollected children are sent to the After School Club.

### Breakfast Club:

The Breakfast club runs from 8.00am – 8.45am. The Breakfast Club co-ordinator will ensure children are safely delivered to the relevant Class Teacher at 8.45am.

### Lost Property:

Lost Property must be placed in the labelled bins in the EYFS corridor. These are cleared once a term.

### Induction arrangements:

All new staff will be given a staff mentor. An Induction checklist must be completed by new staff with the Deputy Headteacher for signing off. These are filed with your appraisal documentation.

## **Site Safety & Administration**

First Aid: Dawn Garrod and Karen Mandale are the school's First Aiders. Most support staff have had basic First Aid training and will deal with issues when in school. A record of first aid trained staff is kept in the school office.

Children who receive bumps on the head are closely monitored and the parents must be informed by the class teacher at the end of the day. They should have a 'bumped head' sticker. Parents are always contacted immediately for significant bumps and when children need monitoring.

Administration of Medicines: Administration of medicine forms are completed in the office. Children go to the office for medicine at the assigned time - lunch or break times. Asthma inhalers are to be kept clearly marked, in the child's classroom. They must be taken out to all PE Lessons. Key Stage 2 children are encouraged to be increasingly responsible for their inhalers. All children must self-administer inhalers.

Epipens are kept in the child's classroom in a clearly labelled box which contains instructions. They must be taken out to PE, to the playground at lunchtime and always on school trips by the supervising adult. Only staff trained in the administration of the Epipen may use the medicine on the child. Staff must be trained in epipen administration annually.

#### Fire drills and critical incident instructions:

- Fire drills will be conducted half termly at various times of the day; please be aware that mock critical incidents may also be set up during these times, for example: a specific fire door will be unusable.
- The fire bell is one long continuous sound. Fire exits are located around the school and are identified by the green fire exit signs. Please make yourself and the children aware of where these can be found. Each class has at least two alternate exit routes. Classes will use the nearest logical exit as determined by the Class Teachers.
- The admin team / Teaching Assistants will check the toilets. All doors should be closed as you leave.
- If the class/pupils are around the building, for example, nurture room, hall, library then the nearest exit should be used. Children should be reminded of this throughout the year.
- All visitors & classroom volunteers must wait with their class for the school secretary to check the signing in book.
- Children and adults are expected to leave the building in silence and wait silently at the assembly point (KS2 playground) for the School Secretary to bring the registers.
- Each teacher must raise a hand to show that all pupils in their class are accounted for. When it is safe the Headteacher will give the signal to go back into the building.

#### PLEASE READ THE EMERGENCY EVACUATION PROCEDURES

#### Lockdown Procedure

- Lockdown procedures are in place in the event of an intruder or threat to the school. The lockdown signal is a verbal signal. Please see procedures. The priority is to keep everyone inside the building safe.

Incident logs and child protection concern logs – see appendices. Once completed these should be returned to the Headteacher. Staff should report safeguarding concerns using the secure online system 'My Concern'. Log ins are available from the admin team.

#### School car park:

There are 22 parking spaces, 3 are designated to The Orchard Nursery. The priest's house has 2 spaces on the red paving area. Priority is given to staff who carry heavy loads, have a disability or leave /arrive in the dark. This will be reviewed annually. Drive slowly in and out of the car park to ensure safety of others around. **THE GATES MUST BE CLOSED AFTER ENTERING / EXITING THE SITE.** The church car park may be used for overflow parking with the agreement of the church. Please request a permit from the parish priest. The disabled parking space should be kept free at all times.

### Disability and access for staff and pupils:

CtK promotes disability equality for disabled pupils, staff, parents and the wider community. We believe in treating everyone fairly and we are committed to creating an environment in our school in which everyone involved can take part. *(Please see office checklist for Disability Equality Scheme, Policy and Accessibility Action Plans)*

### Administrative arrangements: school office, keys, use of phones and internet:

Designated teaching staff have their own set of keys for the school. The cleaner in charge is responsible for opening up/locking the building during term time. This process can be supported by staff opening/closing all curtains/blinds, closing fire doors and classroom doors, switching on/off the electricals.

Our maintenance manager will respond to requests for basic DIY and health and safety concerns - all requests must be written in the log book in the office – priority of jobs will be managed by the head/ finance manager.

All staff **must** sign in/out of the building using the staff book kept in the main entrance / foyer. This acts as a fire register.

Mobile phones **must not** be switched on/used in the classroom during the school teaching day (unless there is an exceptional circumstance in which case permission must be sought from the headteacher). If you do need to use a mobile phone during school breaks/lunchtimes, please be discreet. You must not use your mobile when supervising children at playtimes. If you need to use the school telephone, please ask permission from the office manager.

NEVER TAKE PHOTOS OF CHILDREN USING YOUR MOBILE.

Internet Safety is of high importance at our school and all staff must read, agree to and sign a copy of the Acceptable Use Policy for Staff (available from ICT subject leaders).

PLEASE NOTE THAT COMMENTS ABOUT SCHOOL ARE NOT ALLOWED TO BE MADE ON  
SOCIAL NETWORKING SITES

Remember that 'friends of friends' may be able to see your posts, so set your privacy settings securely!

We strongly advise staff to avoid having parents as friends on open networking sites.

### Smoking:

The school has a no smoking policy within the school grounds and building – this includes e-cigarettes.

### Guidance for school displays:

Mrs Lane is responsible for the whole schools displays and will assist class teachers with class displays where time allows. All displays must include our school motto and vision statement.



We pride ourselves in our outstanding school environment. Displays should be of a high standard and support the learning. Avoid the use of drawing pins. Kick Stools must be used for putting up displays. *(see risk assessment for working at height – available from the office).* *Corridor displays must be double mounted and 'top copies' of work only. Each class must have a maths and English working wall, a WOW display to celebrate SMSC and an RE display. Washing lines are used to display on-going work. Please read the school Display Policy.*

### Resources:

All year groups have a budget allocation for the year to purchase learning and topic resources. However there are a number of shared resources in the school located in the stock cupboard/subject designated cupboards. Please liaise with our finance manager or subject leaders for specific questions/resources.

The Headteacher must approve all spending, and reserves the right to turn down any claims for items which were not requested prior to purchase.

### Health & Safety, including working at height, manual handling and safe use of ladders:

Health and Safety policies/procedures should be read as part of the induction process.

Safe Use of Ladders checklist can be found in the Appendix and should be completed prior to using the school ladders.

The Headteacher is the nominated Health & Safety Representative.

The Governor responsible for Health & Safety is **Mr Mike Carter**.

COSHH Risk Assessments are located in the school office. Please make yourself aware of these. Cleaning liquids /sprays must be kept out of reach of children at all times.

Any hazards identified should be recorded in the Health and Safety log book located in the office. Please inform the Finance Manager of this recording by placing the log book on her desk for actioning.

### Risk Assessments:

Risk assessments should be written for all appropriate activities in the classroom, for example, cooking, pet / animal visits, food tasting, outdoor activities. *An electronic proforma can be obtained from the office.*

All risk assessments are filed in the office. Many are displayed in the staff room. Please make yourself aware of them. Please use the Risk Assessment flow chart for any activities that pose a significant risk to your Health & Safety e.g. Cooking activities; science activities.

### School Trips

There are strict protocols for organising school trips which **must** be adhered to. Teachers should plan trips into their annual overview of learning. **A V1 form** should be presented to the trips coordinator /headteacher to authorise all trips. Once authorised, teachers must complete a

detailed **risk assessment form** which includes aspects on safeguarding, alternative plans etc. Completed forms must be handed to the trips coordinator at least 48 hours before the trip. *An electronic proforma can be obtained from the office or the School Visits Coordinator.* Subsidy for trips may be requested from the PTFA and parents must be given ample notice for payment plans.

***All risk assessments should be completed well in advance of the activity/trip and be shown to the Headteacher / Trips coordinator for approval. Further details can be found in the School Visits Policy document.***

### School Temperatures

Working areas should have a temperature between 16 °C (60.8 °F) and 19 °C (66.2 °F). 18 °C is the expected minimum temperature during the school day.

If the work area temperatures fall below 16 °C, the Headteacher must be informed immediately.

Winter heating is 1<sup>st</sup> November to 12<sup>th</sup> May.

Use of electric bar heaters are strictly forbidden.

Radiators are fitted with manual thermostats to control individual class temperatures. The Headteacher must be informed if temperature settings are changed.

There is no national guidance for maximum temperatures – the school will issue specific guidance during extreme heat waves.

### Lone Working:

All members of staff should read the *Lone Working Policy and Risk Assessment*. Please familiarise yourself with this.

### Policies & Procedures

**CtK School recognises that the welfare of the child is paramount and takes seriously its responsibility to Safeguard and promote the welfare of the children and young people in its care.**

The following policies must be read and signed during the induction period.

- I. *Health & Safety Policy*
- II. *Child Protection Procedures*
- III. *Safeguarding*
- IV. *Confidentiality*
- V. *Whistle Blowing*
- VI. *School Procedures for recording concerns/disclosures*

- VII. *Code of Conduct*
- VIII. *Safer working practices (DCSF document)*
- IX. *E-Safety Acceptable User Agreement*
- X. *Dealing with allegations of abuse against staff and volunteers*
- XI. *Lone Working Policy*
- XII. *Inclusion Policy / SEN Policy*

*ALL POLICIES AND PROFORMAS ARE AVAILABLE FROM THE OFFICE*

### *School Improvement Plan*

The School Improvement Plan is created and reviewed by all stakeholders. *Please ask for a copy of the plan and ensure you are clear about improvement priorities and your role in achieving them.*

### *Inclusion Policy:*

The school aims to provide an inclusive education that considers the needs and rights of all pupils and staff regardless of gender, culture, race, religion, academic ability or economic status. Our policy for inclusion outlines our rationale for inclusion and some of the approaches we believe in. Please ensure you read this policy as part of the induction process

### *Community Cohesion:*

Community Cohesion at CtK means working towards a society in which there is a common vision and sense of belonging by all communities; a society in which the diversity of people's backgrounds and circumstances is appreciated and valued; a society in which similar life opportunities are available to all and a society in which strong and positive relationships exist and continue to be developed in the workplace, in schools and the wider community.

We expect all staff to recognise that within our community, they are an ambassador and representative of our ethos and values.

### *Planning Preparation & Assessment (PPA):*

All teaching staff are entitled to 10% non contact time for planning, preparation and assessment. PPA time is usually worked at school. NQTs are entitled to an additional 10%.

### *Subject Leadership:*

Leadership time is built into a teacher's designated hours. Additional time may be given where there is a link to a school improvement priority.

### *Working Off-Site*

When permission is given to work off site, for example during snow days or for report writing, staff must be contactable during school hours.

### *Attendance Management and Stress:*

At CtK we value the contribution of our staff to the delivery and maintenance of high quality education and are committed to supporting staff working with a high degree of commitment and professionalism in a healthy environment. The purpose of the attendance and stress management is to ensure the health and well-being of all our staff. These policies need to be read as part of the induction process. CAST have a free counselling service for staff. Please talk confidentially to the Headteacher if this would be of benefit to you.

### Continuing professional development (CPD) information:

CPD is an important aspect of personal and professional development and is encouraged at our school. Most CPD is through coaching programmes and in house training. Staff can view courses on CPD online at: [schools.bournemouthcpd.co.uk](http://schools.bournemouthcpd.co.uk) . Please see a member of the Office staff to be issued with your password. The CPD coordinator is Francesca Perry. Any interest in courses/activities must be discussed with the Headteacher who will approve the course if appropriate. All CPD must link with the current school improvement priorities or staff appraisal.

### Appraisal Information

Performance Management / Appraisal is a rigorous and fair process that involves setting objectives that are in line with school's priorities/plans and also professional aspirations. All pay awards and increments are dependent upon performance and pupil outcomes. Read the Appraisal and Capability Policy which outlines the process. Teachers will have a minimum of three targets. Teacher appraisals must be completed by 31<sup>st</sup> October each year. Non-teaching staff appraisals will be staggered throughout the school year.

### Curriculum policies:

The following policies must be read and signed during the induction period. See Appendix 1 checklist:

- I. Learning and Teaching (curriculum)
- II. Behaviour and Anti- Bullying
- III. Equal Opportunities
- IV. Learning Feedback and Marking
- V. English
- VI. Mathematics
- VII. Special Educational Needs and Inclusion
- VIII. Design and Technology
- IX. Sex Education and Relationships
- X. Science
- XI. PHSCE
- XII. IT
- XIII. eSafety Policy
- XIV. Geography
- XV. Religious Education
- XVI. Music
- XVII. History
- XVIII. Collective Worship
- XIX. Home Learning

*ALL POLICIES AND PROFORMAS ARE AVAILABLE FROM THE OFFICE*

## APPENDIX 1

### POLICY CHECKLIST

#### Policy Checklist

Please date when you have read each of these key policies which will be given to you from the Headteacher . Other policies will be sent round the school staff as and when appropriate. All policies are kept in the Headteacher's Office.

Policy	Date read
Behaviour policy and Guidance	
Code of Conduct	
Safe Working Practices for the Protection of Children and Staff and Safer Working Practice for Adults	
Attendance Management Policy and Procedure	

First Aid Policy and Procedures	
Medicine In Schools	
Disability Equality Scheme	
Accessibility Plan	
Staff Acceptable Use of IT	
Display	
Health and Safety	
Working at Height	
Manual Handling	
Lone Working	
Child Protection Procedures	
Safeguarding	
Confidentiality	
Whistle Blowing	
School Procedures for Recording Concerns/Disclosures	
Dealing with allegations of Abuse Against Staff and Volunteers	
Appraisal and Capability Policy	
Driving at Work Policy	
Anti-Bullying	
Equal Opportunities	

Policy	Date read
Learning and Teaching (Curriculum)	
Learning Feedback and Marking Policy	
English	

Numeracy	
Special Educational Needs and Inclusion	
Sex Education and Relationships	
Science	
Religious Education	
PHSCE	
IT	
Geography	
Design and Technology	
Music	
History	
Home Learning	
Collective Worship	
Physical Education	
School Visits	

## APPENDIX 2

### UNCRC

We ensure children are aware of their rights as outlined by in the **United Nations Convention on the Rights of a Child (UNCRC)**:

**Article 3:** The best interests of the child must be a top priority in all actions concerning children.

**Article 12:** Every child has the right to say what they think in matters affecting them, and to have their views taken seriously.

**Article 28:** Every child has the right to an education

## APPENDIX 3

### WHOLE SCHOOL CHARTER

At Christ the King we have the right:



- To belong
- To be safe
- To be the best we can be

## School prayers

Morning Prayer:

*Father in Heaven you love me  
You're with me night and day,  
I want to love you always in all I do and say  
I'll try to please you Father,  
Bless me through this day  
Amen*

Grace before meals:

*Bless us O Lord as we sit together,  
Bless the food we eat today,  
Bless the hands that made the food,  
Bless us O Lord,  
Amen*

Afternoon Prayer:

*God our Father I come to say,  
Thank you for your love today  
Thank you for my family  
And all the friends you give to me  
Guard me in the dark of night  
And in the morning send your light  
Amen.*

## **APPENDIX 4**

### **Christ the King Catholic Primary School Safe Collection of Pupils**

Aim: All staff are responsible for the welfare and safety of the pupils at Christ the King School.

#### **Morning routine:**

All children are to be accompanied by a parent to school and discharged directly to the class staff at the designated entry door. Any child arriving at school early for breakfast club or tuition must sign in at the school office.

#### **End of day routine:**

All children are discharged to their parent or carer at the end of the school day from the designated door by teacher, TA or nominated staff.

#### **After School Clubs:**

Children attending after school club or extracurricular clubs are discharged by the leader of the club directly to the parent or carer.

All class staff keep a record of which children attend breakfast club, after school club or extracurricular clubs.

**Changes to normal collection:**

It is the parent's responsibility to inform the school of any changes in the normal pick up or drop off routine for their child.

The staff will not release a child to any person other than the child's parent unless a safe word has been issued by the parent and recorded on a pink safe slip by a member of the admin staff. The safe word may only be used once and must change on each occasion.

**Late collection:**

Any child not collected from the classroom will be brought to the office and the parents will be contacted. If this is unsuccessful, other authorised adults will be contacted. If no contact is made, the school reserves the right to place the child in After School Club and the parents will be charged accordingly.

Where no authorised adult can be contacted the school will follow the Child Protection Procedures and contact the Local Safeguarding Team.

**Unaccompanied children walking to and from school:**

Children in Year 6 are allowed to walk to and from school only if the school is in receipt of a permission letter from the child's parent.