

# YSGOL GYNRADD CREIGIAU PRIMARY SCHOOL

## STAFF HANDBOOK (16.07.11)

- ***Vision Statement and Aims***

Pupils may receive their education through the medium of English or Welsh, depending on the wishes of the parents. Equal status is given to both languages, and equal importance is attached to each stage of education from Nursery to Year 6. All staff and children are of one school and while each section is taught by teachers selected for this special task, **this school is one community, with no sense of division. The school should be a true and healthy microcosm of a bilingual society and take an active role in the community.**

- ***School Times***

Nursery: 09.00 – 11.45 & 12.45 – 15.30.

F.P. (but not N.) 09.00 – 12.10 & 13.20 – 15.25: Break: 10.15.-10.30.

K.S.2: 09.00 – 12.10 & 13.20 – 15.30: Break: 10.35 – 10.50

**All staff should be in their classrooms by 08.50.**

Staff on duty should be on the yard from 08.50. The duty list is in the staffroom.

- ***Guidelines for break time duties including first aid information***

Two members of staff are on duty at any one time. First Aid equipment is available in the Welsh Foundation Phase cloakroom. Injuries should be reported to the class teacher of the injured pupil who in turn should inform the parents if necessary e.g. head injury. Injuries should also be noted in the First Aid Incident Book.

Accident forms should be completed by the staff on duty. The emergency contact book is kept in the secretary's room. Emergency contacts are also on the Sec. & H.T. computers (SIMS)

The three named first aiders on the staff are CARROLL HURFORD, KIM TEWKESBURY and LEE BALBINI

When the children are unable to go outside at break times e.g. weather conditions, a member of staff has to remain on duty in each of the classrooms.

It is useful to have some activities for pupils for these occasions. The same resources could be used during lunch hours when pupils have to remain inside.

- ***Guidelines for lunch time duties***

**See above for First Aid Information.**

A member of the senior management team, three T.As. and seven lunch time supervisors are on duty each day. (Peter Evans – M. & Fri.; Delyth Kirkman – Tu.; Eirian Evans – Wed.; Philip Ivins - Thurs.) **Supervisors should follow the same procedures in reporting injuries and accidents as noted above.**

**Incidents of bad behaviour and bullying should always be reported to the class teacher and the member of the senior management team that is on duty.** These should be recorded by the teachers in their `Field Books`. This evidence may be required at a later date if it is necessary to involve the parents in a discussion about their child. Further advice is available for supervisors in the booklet entitled `Guidelines for Lunchtime Supervisors` available from the main office.

- ***Procedures for evacuating classes in emergency e.g. Fire***

On hearing the fire alarm staff should evacuate their rooms via the nearest exit door to the gathering points on the main school yard or at the front of the school near the main gate. Staff should bring their attendance registers with them to make sure that everyone is accounted for. Gathering points are shown on notices around the school:

**School Yard – Derbyn, D2, D3, D4/5, D6, Reception, C1, C2, C5 & C6**

**Front of School - N/M, D1, C3, C4, Hall & Canteen**

A fire drill will be held at least once a term.

- ***Procedures for releasing pupils at the end of the school day***

**Foundation Phase:** Parents / Carers collect their children from outside the classrooms. Staff should hand the children over to the parents. No pupil should be released until the parent or nominated person has arrived.

**K.S.2:** They should be released shortly after 15.30 in an orderly fashion.

Pupils walk to the school gate. Pupils who are collected from the main gate should return to the sec. room if the parent or carer has not turned up.

Pupils who come to school by bus are met at the bus stop by two members in the morning, and taken to the bus by two members of staff at the end of the school day.

- ***Closure of the school in an emergency***

**Before the school has started.:** The decision is made by the head teacher on the basis of first hand information ,from information provided by staff on the premises before 7.30 a.m. , weather warnings or advice from professionals or the emergency services. If the decision to close is made:

**Parents and Staff will be informed by a text message to their nominated mobile phone, by email, and by a message posted on the school website. The head teacher and Admin. Staff will be responsible for this.**

**The head teacher** informs local radio, county hall, chair of governors and the bus company.

**The following steps may also be used if there is a problem with the text messaging service, emails or the school website:**

**The secretary** telephones the parent contacts for each class.

## 2.

**The two heads of section** will contact the teaching staff in their section.

**The deputy head** will inform the non teaching staff

**The caretaker** will put a school closed sign at the school gate.

**Local Staff** will remain in school until 10.00 to answer telephone enquiries.

**After the school has started:** This decision is again made after consultation, and with the safety of the pupils and staff in mind. Every child must be collected from school by a parent, carer or nominated person. No child should be handed over to another parent or carer without the permission of his or her parent.

**THE SCHOOL WILL REMAIN OPEN UNTIL THE LAST CHILD IS COLLECTED.**

The system for informing parents, the county etc. is similar to the above.

In adverse weather conditions the staff living furthest away will be sent home first. It may be required for the uncollected pupils to be brought into the hall for supervision by the staff remaining in school.

- ***Administration of medicines***

Medicines should generally be administered at home or with the parent / carer coming into school .In exceptional circumstances, staff may volunteer to give medication if authorised by a note from the parent. All medication should be handed to the staff.

**Staff cannot be held responsible for missed dosages.**

- ***Staff absence***

Staff should inform the head teacher as soon as the absence is known so that cover can be arranged. If this is not known until a school day morning the head teacher should be contacted by telephone between **7.00 a.m. and 7.30 a.m.**

Absence for more than 7 days will require a medical certificate signed by a doctor. Prior to that a self certified form must be completed plus a return to work interview undertaken by a member of the senior management team.

- ***Leave of absence with or without pay***

This will be granted according to the current County Council Policy as drawn up by the Human Resources Dept. at County Hall. A copy of the policy is available in school.

- ***Staff responsibilities***

All staff and their responsibilities are listed in the School Information Booklet, which is also available on our web site.

- ***School Policies and Schemes of work***

Most policies are on our website. Staff are provided with hard copies of s.o.w.

- ***Planning of school work***

**Short Term:** Planning sheets are completed weekly. Lesson plans should be handed to the head teacher on a Monday morning, Weekly planning should be handed to the head teacher on the second Friday after a half term break.

**Mid Term:** Planned on a termly base using the planning files. These are handed to the head teacher on the **second Friday of each term**. They are also seen by the head of section.

**Long Term:** Term themes are planned over a two or three year cycle

**The specially designed planning sheet should be given to supply teachers covering for known absences e.g. INSET.**

- ***Parent Evenings***

These are held three times a year viz. Nov.; March or April, and July. They are organised on an appointment system (10 min, per appointment). They are held on Monday and Tuesday evenings from 4.00 – 6.30 p.m.

- ***Directed Time***

This normally takes place on Monday evenings from 3.40 – 4.40 p.m.

The agenda for the sessions is put on the Diary for the Week which can be found on the staffroom wall and also emailed to staff on the previous week.

- ***Assessment***

Most assessment will take place during normal classroom activities which have been planned with regard to the Foundation Phase and Curriculum2008.

Assessments will help determine how the needs of pupils are being met and help in the planning of future activities

Objective tests are carried out with KS2 pupils in language and mathematics. The W.A.G. requires all schools to complete a `Baseline Assessment Profile` for the nursery pupils and reception pupils (2011-12 only), and objective tests with Y3 and Y6 as part of its `Value Added` data gathering procedure. The school also uses objective tests for Y4 and Y5. All results are recorded electronically.

- ***Marking of work***

All work must be marked (in green ink) and feedback given to pupils. All supply teachers are expected to mark, date and sign the work they have done with the class. See Marking Policy.

- ***S.E.N. and M.A.T. pupils***

The school aims to meet the needs of all pupils regardless of their ability. A number of strategies have been adopted to ensure this:

**S.E.N. e.g. differentiated work, additional support, I.E.Ps. , the early identification of problems, suitable resources and working closely with external agencies. Buddug Harries is responsible for S.E.N. She is supported by two T.As., Carwen Jones and Shan Stone**

**M.A.T. e.g. differentiated work, suitable resources, entering competitions such as the Mathematics Challenge, Reading Challenge, school newspaper, book quizzes, sporting teams and cultural groups. Delyth Kirkman and Philip Ivins are responsible for M.A.T. strategies.**

**Please Remember...Every child is good at something and every child will experiences difficulties with some aspect of school.**

- ***Child Abuse***

***Staff must be vigilant for signs of any form of abuse. It should be reported immediately to a member of the senior management team.***

- ***Homework***

Homework is given to pupils at the discretion of the class teacher. This may include activities such as reading, completion of work, spelling or specific `home` tasks. Parents are asked to complete the `My Reading Record` booklets and to return them to school on the required day.

- ***Pupil Behaviour, Discipline and Bullying***

Each teacher is responsible for the pastoral care of the pupils in his / her class. Each teacher is supported by the teacher in charge of the section, the deputy head and the head teacher. The aim is to develop a positive climate based on mutual trust and a quiet yet firm insistence on high standards of behaviour. **Bad behaviour and bullying should not be tolerated. Serious incidents should be recorded in the teacher's field notes and reported to the head teacher. This evidence will be used in parental discussions. In cases of bullying the parents of the victim and the alleged bully will be spoken to.**

- ***Timetables***

Copies of the following timetables are on the staffroom wall:  
**Use of the hall which includes P.E., Assemblies and Singing**  
**Playground duty: PPA: Class timetables for TAs 1:1 and Classroom Support: Bus, Lunch Time and Kitchen rotas.**  
**A class activity timetable should be placed in a prominent place in the classroom.**

**A diary for the week is e mailed to staff and governors, and a hard copy is placed on the staffroom wall. (This contains important information about staff who are on courses, class visits, meetings, visitors etc.).**

- ***School Visits***

See the school policy. **Particular attention should be paid to a risk assessment prior to the visit and the level of supervision required. A copy of how the visit is organised and the risk assessment should be given to the head teacher prior to the visit. With the present economic climate: the cost of the visit should also be considered.**

- ***e Safety Policy***

Mobile phones should not be used to take images of pupils. If personal digital cameras are used on class visits then these images should only be downloaded to school computers. They should be deleted when finished with. (See the full policy for further guidelines).

- ***Collection of money by staff***

**Money for school dinners:** Most children pay every half term by cheque. The pink plastic wallet is for dinner money. Place the dinner money envelopes in the wallet (no need to open the envelopes) and send to the secretary.

**School fund money:** This is money collected for school visits etc...It should be counted and the sum of money collected entered in the school fund booklet for the class. The money and the booklet should be placed in the purple plastic wallet and sent to the secretary.

- ***Registers.***

**Attendance Registers.** These should be completed at the beginning of both the morning and afternoon sessions. The instructions on how to fill the register are on the inside of the front cover. Registers are sent to the secretary on a Monday morning and the data inputted on to SIMS.

**Dinner Registers.** These should be completed at the beginning of the morning session. Staff are asked to complete the daily numbers having hot or cold meals and send the information to the secretary as soon as possible. Dinner registers are sent to the secretary on a Friday morning together with the pink wallets.

- ***The Green Flag***

The school has the Green Flag status and as such is very aware of issues concerning the use of energy, recycling, healthy eating and the environment in general. All members of staff are expected to support these initiatives e.g. turning off lights, not leaving equipment on stand by mode over night, recycling paper into the bins provided, recycling printer ink cartridges, recycling mobile phones.

Staff are encouraged to use the school gardens, greenhouses and fields for educational work with their class.

- ***Governing Body***

Full meetings are held twice a term. The head teacher's written reports for these meetings are made available to all staff. **These twice termly reports include updates on The School Improvement Plan and an Evaluation Commentary. These are discussed during the governing body meetings.**

There are two teaching staff representatives and one for the non teaching staff. The teaching staff reps. are **Frances Willmott** and **Delyth Kirkman**. The rep. for the non teaching staff is **Sharon Moore**. These representatives report back to the staff shortly after each meeting. Staff are also represented on the various sub-committees that meet during each term.

**Minutes of full governing body meetings are put on our website.**

- ***Teaching Resources***

Specific resources e.g. mathematics are ordered via the specific subject coordinators. General teaching resources e.g. text books are ordered via the secretary. Catalogues for resources are available in the secretary's room together with the appropriate order sheets to be completed by the staff.

- ***Whistle blowing Policy***

This is available to all members of staff.

- ***Complaints***

These can be made directly to the head teacher or to a member of the management team. Confidentiality cannot be guaranteed because in certain circumstances the governing body or external agencies will have to be informed.

- ***Friends of the School***

This is a committee made up of elected parents and a staff representative. They organise fund raising activities throughout the year and raise much needed funds for the school. **Although attending these events is voluntary, your presence is always greatly appreciated by the committee.**

- ***Pupil Post***

Letters are taken home by the oldest child in the family. **Increasingly, we are sending information to parents using emails, text messages on mobile phones and the posting messages on the school website.**

- ***Appointments to see parents other than during parent evenings***

Usually these appointments are made via the head teacher. Every effort is made to fit in the appointments during non contact time for teachers e.g. certain assemblies, singing etc... Appointments are not usually made out of school hours because of the implications on `Directed Time.`

- ***Courtesy and Politeness***

This is expected from the whole school community i.e. pupils, staff, parents, governors, carers and all visitors. Acts of aggression or abuse will not be tolerated from anyone. Staff should always act in a professional manner and to try and keep calm at all times. Acts of aggression or abuse should be reported to the head. Staff are expected to be sensitive and professional in discussing pupils and adults in and outside school.

- ***Senior management team***

Head teacher: Peter Evans  
Deputy Head teacher: Delyth Kirkman  
Teacher i.c. English Section: Phillip Ivins  
Teacher i.c. Welsh Section: Eirian Evans.  
Teacher i.c. Foundation Phase: Lynfa Thomas

- ***Teachers` Areas of Responsibility***

- Lee Balbini: P.E. & Science.
- Bethan Cridland: Welsh 2<sup>nd</sup> Lang. and I.T
- Hefina Davies: Assessment in the Foundation Phase. (Assisting with Welsh 1<sup>st</sup> Lang.)
- Rhian Downs: P.P.A. cover (Assisting with English).
- Eirian Evans: Welsh Section & Music (Assisting with Maths).
- Eleri Evans: R.E.
- Sue Griffin: History (Assisting with Geography).
- Glenda Griffith: Design Technology (Assisting with I.T.).
- Buddug Harries: SENCO and PSE
- Rachael Hussey: Partnership with Ind.Library, Netball (Assisting with D.T.).
- Carroll Hurford: Geography (Assisting with Science and Music).
- Phillip Ivins: English Section, Maths. A.R.R. & Data Analysis.
- Delyth Kirkman : Deputy Head., Welsh 1<sup>st</sup> Lang. and INSET
- Rhiannon Lynch: Language Support and PPA cover
- Kirstie Rees: (Art and Assisting with SEN).
- Siân Smith: P.P.A. cover (Assisting with History)
- Lynfa Thomas: Foundation Phase
- Frances Willmott: English (Assisting with P.E.).

- ***Non Teaching Staff***
  - **Teaching Assistants:** Katie Bowler, Sara Cornwall, Tracey Cozens, Julie Good, Emma James, Carwen Jones, Siân Jones, Sharon Moore, Laura Phillips, Avril Price, Ceri Roberts, Rebecca Smith, Shân Stone, Kim Tewkesbury, Alison Webb, Clare Wilkins and Joanne Willis.
  - **Admin. Staff:** Linda Reed, Helen Terry, Irina Matthews and Dave Dawkins
  - **Caretaker:** Phillip Williams. **Handyman** – William Davies.
  - **Lunchtime Supervisors:** Helen Bailey, Linda Disbrey, Margurite Devine, Sue Goodwin, Amanda Impey, Joyce Johnson, Katheryn Powell and Myfanwy Thomas.
  - **Kitchen Staff:** Bernadette Brown, Sarah Haberfield and Louise Laferla.
  - **Crossing Patrols:** John Davies and Amanda Impey.

**Peter Evans (26.11. 10)**