



Welcome to  
**Homerswood**



A pathway to grow, be curious and discover

**HOMERSWOOD PRIMARY AND NURSERY SCHOOL**

# **Staff Handbook**

2025 - 2026

**A pathway to grow, be curious and discover**

# Homerswood Primary and Nursery School Staff Handbook

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### School Vision Statement

At our school, we believe education is more than just acquiring knowledge; it's *a pathway to grow, be curious, and discover*. We nurture each child's potential by encouraging personal growth, fostering a spirit of inquiry, and creating opportunities for exploration both inside and outside the classroom. Curiosity is the spark that drives learning, and we aim to cultivate an environment where questions are welcomed, creativity is celebrated, and discovery is a daily journey. Through this vision, we empower children to become lifelong learners who are confident, resilient, and ready to shape their own future. A growing environment that thrives on community spirit and partnership between pupils, families, staff and governors.

### The Intention of Our Curriculum

At Homerswood we teach a broad, balanced and rich curriculum. We use the National curriculum as a guide to ensure we develop the essential knowledge and skills that the children need to meet their year group expectations. We have developed an ambitious curriculum that has been designed by the pupils and staff which aims to create a learning pathway for all that inspires curiosity and develops resilient, confident, independent and happy learners for life; a growing environment that thrives on community spirit and partnership between pupils, families, staff and governors. Parents and Governors have also been consulted.

Our Pathway curriculum encourages our pupils to understand their learning journey from Nursery to Year 6. To support teaching and learning across the school, we use targeted programmes and scaffolding in order for all children to reach their potential. We have a spiral curriculum and ensure that learning is well sequenced which is built on day by day, week by week and year on year. We expect children to connect prior knowledge and skills to current learning.

Along the way the pupils will lay 'Footprints' in their memories by taking part in enriched activities. They keep these memories in a 'Pathway Pad' to cherish in years to come. This enables all children to have a shared experience regardless of their prior or current experiences whilst ensuring that we offer a personalised curriculum.

### Academic Learning

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Our children will:

- Develop excellent basic skills in reading, writing, maths and computing ensuring our children are well prepared for their future.
- Develop good communication and language skills.
- Be exposed to rich language and vocabulary.

## World Learning

Our children will:

- Have a broad and balanced curriculum. They will have clear knowledge and understanding of the world around them.
- Have opportunities to develop key skills within each subject allowing them to become young: scientists, historians, artists, designers, explorers, geographers, archaeologists, philosophers & musicians.

## Personal and Social Learning

Our children will:

- Be happy, safe, healthy, confident and well-rounded citizens.
- Show respect and tolerance for our others, celebrating our differences and our individuality.
- Be self-motivated and self-disciplined.
- Find fulfilment in the friendships and experiences offered at Homerswood
- Be resilient problem solvers.
- Have goals and ambitions for their future.
- Develop respect for the environment and the wider world.

## Inspired Learning

Our children will:

- Have opportunities to discover, develop and nurture their own talents and interests.
- Have a wealth of memorable and engaging experiences in and out of the classroom.

## This year's priorities

### Priority 1 - To become a proactively antiracist school

Outcomes:

- Embed antiracist values into all aspects of school life—curriculum, culture, policies, and professional development.
- Equip staff with the knowledge, language, and strategies to address racism, challenge bias, and build inclusive, equitable classroom environments.

### Priority 2 - To develop writing across the curriculum

Outcomes:

- Raise standards in writing by embedding purposeful writing opportunities across all subjects using the school's Golden Goals.
- Strengthen staff confidence and skill in embedding purposeful, high-quality writing tasks across all subjects, not just English.

### Priority 3 - To develop all subject leaders to monitor their subject cyclically and robustly

Outcomes:

## Homerswood Primary and Nursery School Staff Handbook

- Strengthen leadership and accountability through structured monitoring and evaluation.
- Build leadership capacity so that every subject leader can confidently monitor teaching, learning, and outcomes in their subject.

Full School Development Plan can be found here:

<https://docs.google.com/document/d/1JRrWpKF-Ff2HYkcNGrbwij5Uvp2h-NhF/edit>

### Staff List

#### SENIOR LEADERSHIP TEAM

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Miss Mica Kettle	Headteacher/DSL
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Mrs Bec Fitts	DHT/DDSL/Curriculum Lead
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Mrs Jenny Gregory	AHT/SENCO/DDSL/Mental Health & Well Being Lead
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#### TEACHING STAFF/SUBJECT LEADERS

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Mrs Lisa Spillman	Nursery	RSHE Lead
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Mrs Kerry Cain	Reception	Music, English Leader/Phonics
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Mrs Leanne Penny Mrs karen Tollervey	Year 1	RE Outdoor Learning
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Mrs Emma Isaac Mrs Lucy Farr	Year 2	History, Geography Maths, MFL
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Mrs Lucy Farr Mrs Chloe McKay	Year 3	Maths, MFL PE
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Miss Emily Rutter	Year 4	Art , D & T
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Mr Amiel Begg	Year 5	Computing
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Mr Nick Williamson	Year 6	Science
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#### SUPPORT STAFF

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Mrs Maxine Wilson	Inclusion Manager, DDSL
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Mrs Bryony Atkinson	School Secretary (Wed - Fri)
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Mrs Bev Williams	School Secretary (Mon - Thurs)
Mr Dave Craven	Site Manager, Lunchtime Supervisor, health and safety Officer
Mrs Jane Mills	HLTA, Senior Lunchtime Supervisor
Mrs Leigh McHutchison	HLTA , Lunchtime Supervisor
Miss Sandra Williams	Teaching Assistant, Lunchtime Supervisor
Miss Laura Watts	Teaching Assistant, Lunchtime Supervisor
Miss Vikki Allen	Teaching Assistant, Lunchtime Supervisor
Mrs Mumtaz Bohoran	Teaching Assistant, Lunchtime Supervisor
Miss Molly Skeggs	Teaching Assistant, Lunchtime Supervisor
Mrs Sarah Spear	Teaching Assistant, Lunchtime Supervisor
Mrs Claire Harrison	Teaching Assistant, Lunchtime Supervisor
Mrs Charlotte Bate	Teaching Assistant, Lunchtime Supervisor
Mrs Rachel Walsh	Teaching Assistant, Lunchtime Supervisor
Mrs Sophie Brewis	Teaching Assistant, Lunchtime Supervisor
Miss Danielle Lumley	Teaching Assistant, Lunchtime Supervisor
Ms Louise Clarke	Teaching Assistant
Miss Morgan Pugh	Teaching Assistant, Lunchtime Supervisor
Mrs Violeta Mezuk	Lunchtime Supervisor, Site team
Mrs Solandi Tenorio-Chazin	Site Team, Lunchtime Supervisor

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### Full Governing Body

Chair of Governors – Stephen Flannery  
Vice Chair of Governors – Evi Katsapi- White  
2 parent governors  
2 Staff governors  
4 Co-opted governors  
4 Associate  
13 in total  
Link Governor Roles:

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Name	Governor Type	Term of Office Ends	Role	Business & Financial Interests
Kerry Cain	Staff	28/11/2027	Staff	None
Stephen Flannery	Co-opted	12/2025	Chair/ DPO Sports Premium	None
Mica Kettle	Headteacher	TBC	Headteacher	None
Lisa Charters	Parent Governor	3/2025	Health & Safety Mental Health & Well Being	None
Katie Skinner	Co-opted	11/2026	Safeguarding	None
Sandra Williams	Staff	10/2026	Young carers	None
Gina Wilson	Co-opted	10/2026	English	None
Evi Katsapi-White	Co-opted	02/2027	Vice Chair SEND/PPG	None
Matthew Arnull	Co-opted	TBC	Maths	None
Vacancy	Co-opted			
Vacancy	Co-opted			

### Working Hours

Though it is recognised that all teachers arrive at school in good time to prepare for the day ahead, the latest time any teacher should arrive on the premises is 8:30am and a teacher can leave once children have been delivered to the school office.

Support staff should arrive and leave as per contracted hours.

### Staff Absence

Staff must notify the Headteacher on 07742708860 the previous evening or at 7:15am (not before) on the first day of absence. Staff must phone the school office before 2:00pm to let us know whether we need to arrange cover for a further day.

For absence other than sickness, staff must complete a leave of absence form (available in the Office). Reference will be made to the leave of absence policy when decided to authorise the absence with or without pay.

Following staff absence for illness, all staff will need to complete a return to work form in a return to work meeting with the Headteacher/Senior Leadership Team. The form will be available in the office.

For absence greater than seven days (including Saturday & Sunday) a doctor's statement or medical certificate must be presented to the Headteacher/Senior Leadership Team.

An attendance review meeting will be undertaken where an employee's absence reaches the following levels:

In any six month period, the trigger points are:

- three separate occasions of sickness absence; and/or
- a continuous sickness absence of 10 working days' or more; and/or

## Homerswood Primary and Nursery School Staff Handbook

- an absence which appears to have a recurring recognisable pattern, for example: frequent absenteeism around a weekend

These are for guidance, more information can be found in the Health and Absence Policy.

All medical appointments MUST be booked outside working hours where possible. When this is not possible a request for absence form must be completed and agreed by the Headteacher/Senior Leadership Team.

The Headteacher has a duty to monitor staff absence.

### School day

All class teachers will receive their class from the classroom external door from 8:35am. Work should be prepared for the children as soon as they enter the classroom.

Soft start at 8.35am

School starts at 8:50am

Assemblies are daily at 9am in the school hall/classroom. Please refer to the assembly timetable.

Play times are daily at 10:30am-10:45am. Please refer to the playground duty timetable.

Lunch time is 12:00pm to 1:00pm

*(Reception go to lunch at 11: 50am and are supported by the class teacher until 12:00pm)*

Home time is at 3:20pm

Nursery is open between at 8.45am – 11.45 am.

End of Day Arrangements – All children should be collected by a named contact from their classroom. No child should be dismissed to an unfamiliar adult. Staff in conjunction with the office, must double check by phoning the parents before allowing a child to go home with an unplanned adult. All late children should meet in the office, where office staff will be available- children will be signed in and out.

No children should walk home on their own without written permission from the parent.

Children in Year 6 can walk to and from school without an adult and with written permission.

### After School Club

Children who are attending the After School club should go straight to their club, where they will be registered by the club leaders.

### Playtime:

KS1 Children will be escorted outside to the playground and play equipment will be available for the children.

KS2 to go outside to the playground and play equipment will be available for the children.

### Lunchtime:

KS1 Children will be escorted to the hall or their lunch where they are greeted by Lunchtime supervisors.

KS2 to go outside to the playground and play equipment will be available for the children.

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### PE kits:

Children should come into school on their PE days dressed in their PE clothes. White t-shirt, navy PE shorts and trainers must be worn during PE lessons. Joggers and jumpers should be worn when children come to school on their PE days. Please send a reminder email home if the children do not come to school in their correct kit. Staff should also wear trainers when teaching PE. Please ensure Health and safety procedures are followed.

### Communication

No communication from the school should be sent out without the headteacher approving them first. Once authorised, communication should be checked by the Office staff before being copied.

### Registers

The register is electronic through Arbor in the morning and afternoon. In the morning, the register is taken, but children are not marked absent until 9:00 am. If there is an occasion when the Arbor programme does not open, the teacher must use a paper register from the school office, noting that Arbor was not working that day. Teachers should use the following codes:

/	present
O	Unauthorised absence
L	Late before register closes
V	Educational visit (please mark for am and pm in the morning if you will be out all day)
Lates after 9.30am will be marked by the office with a 'U'	

The InVentry system records late children every day in the front office. The office will also record any illness, medical appointment, family holiday etc. If a parent / carer approaches the teacher with details of a planned absence or appointment, please send the parent / carer to the school office.

Teachers please check the register every Friday afternoon to ensure there are no missing marks for that week.

Children can select their meal choice for each day. Children must be asked every day whether they are having school dinner or packed lunch. This needs to be completed on CyPad by 9:00am. Any parents who have not done this need to go to the office.

The school office is responsible for updating pupil information.

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## Payments of monies

Parents are asked to pay for school dinners, trips, after school clubs etc online. We are a cashless school. Staff requiring a lunch should pay upfront and online.

Complimentary tea and coffee are available in the staff room. Crockery & cutlery are rinsed and then placed in the dishwasher. Please leave the staff room tidy.

## Assemblies

Monday	Safeguarding Assembly (HT)
Tuesday	Votes for schools assembly in hall (DHT)
Wednesday	Votes for schools assembly follow up in class
Thursday	Singing Assembly (Music Leader)
Friday	Celebrating Me (AHT/Pupil Leaders)

## Timetables and Rotas

The Headteacher and leaders of learning are responsible for timetables and rotas. Class timetables are reviewed on an ongoing basis. Daily visual timetables should be displayed in classrooms and a class weekly timetable should be saved on the Google drive in the staff folder. Rotas will be shared on the Google Drive.

## Planning

All schemes of work for planning are loaded onto the shared Google drive in the staff planning folder under the appropriate year group. Planning is monitored where necessary by the SLT and subject leaders.

All lessons need to be planned for and there should be clear systems to enable any teacher to follow your planning.

## Classroom Organisation

All staff must ensure that classrooms are neat and tidy.

A sense of order and clarity in organisation should be evident at all times.

Staff must set a good example.

Pupils should be taught where to find the things they need.

Pupils should be taught to tidy up and to return equipment to correct storage areas.

High expectations of order and tidiness must be made absolutely clear to the pupils.

Equipment is to be kept clearly labelled and where necessary or relevant to your class dual language labels should be visible.

All equipment must be kept clean and in good repair.

All areas must be made attractive and inviting to pupils to encourage them to produce quality work.

Consideration, care and attention must be given to all aspects of classroom organisation.

Classroom organisation must support and promote the curriculum on offer.

Teachers must have all the materials and equipment they will need ready for the pupils at the beginning of the school day.

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## Feedback

All children should be provided with feedback throughout their lessons in a way that benefits them to progress. See feedback policy for more detail.

## Playtimes

Rotas should be in place and adhered to.

Class teachers should ensure that they have had a comfort break and arranged for any support staff to have a short break.

If you are going to be out of school please ensure you have changed your duty and notified the reserve and communicated this to the Senior Leadership Team.

Staff on duty must ensure the safety of the pupils in the playground.

Staff must never have hot drinks on the playground.

It is important for staff on duty to respond promptly to pupil's concerns:

When on duty you do not get a break other than a "comfort" break before playtime

If you are on duty you should ensure you are the first out on the playground. Never leave your children if the playground is not supervised.

Should a pupil have an accident at playtime, Support staff on duty should be able to assist.

A 2 minute 'warning' will be sent from the playground to the staffroom notifying staff that they need to rerun to their classrooms in order to collect the children from the playground on time.

The end of playtime is marked when the whistle sounds. First whistle the children stand still, second whistle children walk to their line. Children should move to their lines in silence. Teachers collect their classes from the playground and should be on the playground when the first whistle sounds. Should it be raining at lunch-time the pupils go into the classrooms and are supervised by those on duty if and when required.

The Same arrangements should be applied for break time.

Wet weather during break times: Children remain in the classrooms, supervised by those on duty. Children should have been briefed by their class teacher on acceptable activities (drawing, games etc...) and the children should know where these resources are housed.

## First Aid and Accident Reporting

All members of staff are responsible for caring for pupils and each other. All teaching assistants, early years practitioners and lunchtime supervisors are first aid trained.

At lunchtime, the teaching assistants and lunchtime supervisors are responsible for first aid and administration. If a child has an accident during lunchtime, a bump note should be written and they should inform the class teacher. If a child has had a bump to the head then first needs to be given, a bump note written, share with the class team and the office so they can text parents to inform them.

If a child is injured or ill and requires basic first aid during lesson time, please direct your support staff to treat the child. Nursery and Reception classes have their own first aid box for treating children within the setting. If you require an ice pack these are kept within the class fridge. Support Staff must make sure these are returned where necessary otherwise use the instant ice pack/cool pack.

When handling blood and other bodily fluids, wash hands, put on gloves, administer, dispose of gloves, wipes etc. in the yellow bins and wash hands again.

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If you are not first aid trained the office will be on call to direct. Do not use the office staff for treating pupils as the first point of contact.

The office is used for pupils who are waiting to be picked up or unwell.

Parents must be notified of all injuries to the head, eye or teeth and they can decide whether to collect their child or not.

All phone calls/texts home will be made by the office.

All accidents and administering of first aid must have their own accident book including EYFS.

Should a pupil need changing, two members of staff need to be present. Staff injuries must be reported to the office, who will record the injury in the accident book. Serious accidents are notified to the Local Authority through the completion of the LA accident reporting proforma.

Notifiable injuries will be declared to the Health and Safety Executive as well as the Local Authority.

### Administration of medicines

A pupil who is suffering from a long term complaint such as asthma, diabetes or epilepsy can, in arrangement with the Head Teacher, be given medicine during the course of the school day.

For this to happen it will be necessary for the school to:

- Receive a Doctor's note stating that it is necessary for the pupil to take medicine during school hours.
- A School Medicine Record sheet/Care plan must be completed and signed by the parent/carer, giving details of the medication/doses and emergency contact numbers.
- The medicine should be brought to school by the Parent/Carer and be delivered to the office ONLY.
- Medicines must be clearly labelled with the owners' name, the contents and dosage.

Should it be necessary for a pupil to take medicine in the school day a certified First Aider or a nominated member of staff should administer medication in the presence of another staff member.

Any medicine administered must be noted on the medical sheet which is kept with the medication.

Medicines must always be locked. Epi-Pens and Asthma Pumps should be kept easily accessible within the classroom.

### Behaviour

- Homerswood has adopted the Therapeutic Thinking Model for Behaviour Management.
- At Homerswood, everyone has a part to play in the promotion of high standards of behaviour. We aim to create an environment in which pupils can learn and develop to their full potential. We encourage good behaviour through high expectations and mutual respect.
- Children achieve best through positive reinforcement, praise and encouragement. Our approach has an emphasis on consistency, on the teaching of internal discipline rather than imposing external discipline, and on care and control, not punishment. It uses techniques to de-escalate a situation before a crisis occurs and, when a crisis does occur, it adopts techniques to reduce the risk of harm.

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- The Schools Values are the overarching rules for the school, from which class teachers will derive their class rules.

Equality Unique Resilient Empathy Kind Aspirational

Staff must always set a good model of behaviour for the pupils. It is important to:

- Earn the pupil's trust and respect.
- Manage all matters in a calm and fair manner
- Use a moderate tone of voice. Pupils should develop the understanding that their positive behaviour can be rewarding in itself and can also bring about positive experiences and feelings in others. When they are engaged and learning we need to 'catch the children getting it right' through specific praise. This can be done by:  
Verbal praise and encouragement from adults and peers. Non verbal praise e.g. thumbs up/ Air High 5
- On occasion, it may be appropriate for the child who is demonstrating negative behaviours to have some time to reflect and discuss and learn from their behaviour choices. The children will decide alongside the adult what needs to be done to repair and restore. This may be that the child decides to: Tidy up an area; apologise; make a card; hand in an item; complete the work etc....
- An atmosphere of calmness and purpose should prevail throughout the school. The adult escorts the class through the corridors and should stop regularly to regroup the class. This is reinforced by support staff. All adults should praise pupils for marvellous movement.
- Use appropriate non-threatening body language
- Listen to the pupils
- It is important that staff behave in a positive, pleasant and helpful manner.
- Kindness, consideration and humour are greatly valued.
- Should any member of staff have any concerns it is important that these are discussed with the headteacher or a senior member of staff
- Should the headteacher have any concerns, these will be discussed with the appropriate member of staff.

### Mobile Phones

Staff mobile phones should only be used during lunch and break times and should be used away from the children. No mobile phones should be used during lesson times. Any variations to this must be agreed by the Headteacher.

Year six are allowed to bring in mobile phones. These should be named, switched off and handed in at the office before school and collected from the office at the end of the school day.

All other children are not permitted to have a mobile phone in school under any circumstances.

### Smoking and Vaping

Smoking is not permitted on the school premises, including vaping. Any staff that smoke must do so away from the school. This should be done in their own time and not impact the time spent with the children.

### Safeguarding

Designated Safeguarding Person – Mica Kettle

Deputies – Rebecca Fitts, Maxine Wilson, Jenny Gregory

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Please read the Child Protection Policy carefully and the Keeping Children Safe in Education.

It is important that all staff are aware of signs which could be seen as abuse. Teachers should notify the DSL or a deputy designated child protection person/s urgently if they are worried about any child in their care.

All concerns should be recorded on CPOMS.

Any allegation against a member of staff or a child will be taken seriously and investigated, these should be reported to the Headteacher.

Confidential information must always be handled as such and will only be discussed on a 'need to know' basis.

## Don't compromise yourself.

- ❖ Staff should never be alone with a child in class, always keep an additional child to tidy up or to finish work and leave the door open.
- ❖ Think about how your behaviour is perceived. Do not get over familiar with actions or talk. Children should not be sat on laps except in EYFS when a child is upset or distressed if this is the case another member of staff should be present.
- ❖ Think about the way you speak to pupils, what you say and the way you say it. Child protection covers speech as well as actions.

## Health and Safety

We all have a legal responsibility for Health & Safety. If you see anything which you think is unsafe you have a legal duty to report it. Please report all defects to the Site manager by sending an email and copying in the Headteacher and Office Manager.

When accessing high shelves, display boards etc. please use the kick stools and step ladders which are provided in the school. When using ladders, have another member of staff present to spot you.

Staff should never take hot drinks into classrooms during the school day unless these are in a secured insulated mug.

Staff must ensure external doors are closed after them or their classes.

Staff must wear their staff ID badges at all times.

There is an up to date asbestos survey kept on the Google drive. This survey contains details as to the location of asbestos within the school.

If you encounter an unknown visitor, who is not wearing a red visitor lanyard, enquire about their purpose and redirect to the office. Do not attempt to apprehend an uncooperative member of the public, inform the HT or the office /SLT who will decide on a course of action.

## Fire Drills

All children must be made aware of the seriousness of fire drills. Good order is essential. There must be no running and no talking.

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The fire alarm is a continuous sounding alarm. Children, staff and visitors must leave the classrooms, hall, or whichever area they are in by the designated evacuation point (which is displayed by the door of each room / locality) or the nearest fire exit.

Class teachers make a note how many children are in attendance of their class in the morning and in the afternoon.

The register will be given to the teachers in the playground by the admin staff.

All classes line up in the playgrounds. If lining up in the playground is dangerous, staff will be told to escort classes to neighbouring roads by the head teacher/site manager

Initially heads will be counted then the register should be taken and any missing children reported to the Headteacher or senior member of staff.

Do not re-enter the building until you have been told to do so.

The Headteacher should be informed that all children, staff and visitors are safe.

If you see a fire, do not tackle it yourself but operate the nearest alarm, if there is no danger or personal risk.

If a member of staff leaves the school during the school day they should sign in and out at reception.

### Lock Down

If there is a reason for the school to be locked down at any time during school hours, upon the signal (continual blow of a whistle) teachers should close all windows, blinds and doors. Children should be instructed to get under the tables and remain silent until notified by a signal ( continual blow of whistle).

### Educational Visits

Each class will be taken on a trip at least once a year that links to their pathway pad. This should be organised and communicated with SLT and the school office in September.

Before any visit is undertaken a visit request form must be filled in and given to the EVC (Dave Craven) and the headteacher.

The EVC will then decide whether the visit may take place. A copy of the draft letter to parents must be checked by the Headteacher before being sent out to parents. The teacher must complete a risk assessment and submit to EVC via Evolve. All letters must include an online permission slip for the person with parental responsibility to sign. Slips must be returned by the latest the day before the trip takes place.

Specific SEND children must be accompanied by a parent/legal guardian on the trip

Permission for local area trips and visits are covered by the home school agreement. Class teachers must check that permission has been given before taking any child off site.

NO CHILD MAY GO ON ANY TRIP WITHOUT A SIGNED SLIP FROM the PERSON WITH PARENTAL RESPONSIBILITY!

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Procedures to be followed are outlined in the Educational Visits Policy a copy can be found on the shared drive in the policy folder.

If a major incident were to occur whilst on a visit, please refer the PRESS to the school or Local Authority for a statement.

### Staff Meetings

The Google Drive Calendar and interactive white board will list day to day communication/information, and every member of staff must check it every day by 8:55am. Please check again at lunchtime for any updates.

### Staff Development:

Weekly on a Monday 3:30 – 4:30pm

SLT Meetings: Weekly

Weekly briefings: Wednesday 8.15am

Subject Leaders Meetings: Half Termly

Support Staff Meetings: Termly meetings

Staff Briefing: This meeting is where information about the week is shared electronically. All staff should check the electronic diary at least twice a day so that they are aware of any events or changes that need to be made. Where changes occur during the day that affect you or your class you will be informed face to face by the relevant staff. If there is anything else that should be shared, staff must inform the HT/senior leadership team in advance of the Wednesday briefing.

Minutes will be taken of staff meetings and circulated to all teachers.

If you are unable to attend the staff meeting for any reason, please see the headteacher/senior leadership to seek approval.

All staff should regularly check their email for important documents and planned events like training.

### PPA Time

Every teacher is entitled to 10% of their whole class teaching time as non-contact time each week for planning, preparation and assessment.

The Head Teacher will always endeavour not to change this time. However, if it is necessary to change the PPA time it will be repaid.

PPA teachers and class teachers will liaise with each other about planning and any child /parent issues. All lessons taught must be evaluated in a timely manner and books marked promptly. PPA teachers also need to meet with class teachers at least 10 minutes before the start of the session, if not sooner.

PPA can be taken at home unless the Headteacher requests for this to be onsite for a given/discussed reason.

### Files and Records:

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Medical Records: Medical information is kept in the school office. Information regarding children with a serious medical condition of which all staff need to be aware will be displayed in the staff room.

SEND: Records are kept in the Den and each class has a SEND folder on Google Drive in the staff folder.

Pupils' Records: These are kept in a filing cabinet in the school office. When children are admitted during the year, their records will be given to the class teacher, and should then be returned to the school office.

Pupils' assessment data is stored electronically on ARBOR.

Parent Consultation Meetings: Attendance records are filed electronically on the Google Drive.

### Stock, Keys and Resource Rooms

Please inform the office if stock becomes low and needs reordering.

There are several resource rooms/cupboards around school, please leave rooms and cupboards tidy.

### Placing Orders

All orders must be approved by the subject lead and then the curriculum leader/deputy Headteacher in advance.

The Office staff will place the purchase order.

### Time sheets for additional hours

All additional hours must be approved in advance by the Headteacher.

Timesheets will be sent electronically for you to complete by the deadline and the office will process these.

Any time sheets that do not meet the deadline will not be processed until the following month.

### Dress Code

The personal appearance of staff is extremely important for conveying a professional image to the children, parents and to visitors. To address this, members of staff are expected to dress appropriately for work and have a smart appearance. Bare midriffs, short hemlines, low necklines or low trousers are not allowed. If you wear a t-shirt, it should be smart and not have any offensive pictures or writing which could cause offence. Smart shorts are allowed. ID badges are worn at all times.

Staff theme of the week- Every Friday there is a staff dress theme that is optional. Please see the school calendar for the theme.

### Emails

Staff Wellbeing is important to leaders. Please check your emails regularly during working hours. In house emails should be sent between 7:30am and 5pm. Leaders do not expect staff to respond to emails out of school hours and strongly encourage a work life balance.

### Staff Code of Conduct

School employees are role models, and are in a unique position of influence, and must adhere to behaviour that sets a good example to all the pupils/students within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.

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*Staff must not engage in conduct outside work which could seriously damage the reputation of the school or the employee's own reputation or the reputation of other members of the school community.*

*In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable.*

*Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance in the school. It is recommended that permission is sought in advance.*

- *Staff must disclose any work outside school or outside business interests where there is a potential conflict of interests with their employment at the school.*
- *If any allegation of wrongdoing occurs in a staff member's work outside school (whether or not they deny this) which may have a bearing on their employment, they must disclose this immediately to the Headteacher or their Line Manager.*

*Forming inappropriate relationships or friendships with children or young people who are pupils under the age of 18 at another school/college will be viewed as inappropriate and impact upon the school's ability to trust the member of staff to maintain professional boundaries with pupils at the school.*

*A work related social event is considered to be an extension of the workplace and as such the standards of behaviour expected at these events is in line with this policy.*

Hertfordshire Code of Conduct Model Policy – Adopted by Homerswood Primary and Nursery School

### Communication

At Homerswood, we aim to have clear, effective, high quality communication among staff and with students, parents, governors and members of the wider school community. We need to ensure that communications between all members of the school community are clear, professional, timely and appropriate. All communications at Homerswood should:

- Keep staff, students, parents and other stakeholders well informed
- Be open, honest, ethical and professional
- Use jargon free, plain Standard English and be easily understood by all
- Use the method of communication most effective and appropriate to the context, method and audience
- Take account of relevant school policies e.g. Safeguarding, Equalities, Whistleblowing, Grievance, Code of Conduct and Home School Agreement.

Any concerns or suggestions should be brought to the attention of the Headteacher or line manager at an early stage. The headteacher operates an open door policy, in addition there are team meetings and appraisal meetings set throughout the school year where practice, procedures and emerging pressures can be discussed and developed.

At Homerswood we believe that all members of the school community should be able to work in a safe environment and therefore express that Bullying (including homophobic, biphobic, transphobic and sexist behaviour) are unacceptable.

# Homerswood Primary and Nursery School Staff Handbook

## Acceptable Use Policy

### Online Safety Acceptable Use Agreement - Staff\* and Governors

\*including student teachers who are members of staff

You must read this agreement in conjunction with the online safety policy and the GDPR policy. Once you have read these, you must sign and submit this agreement and it will be kept on record in the school. You should retain your own copy for reference. This forms part of your professional and safeguarding responsibilities.

Internet, mobile and digital technologies are part of our daily working life and this agreement is designed to ensure that all staff and governors are aware of their responsibilities in relation to their use. All staff and governors are expected to adhere to this agreement and to the online safety policy. Any concerns or clarification should be discussed with the Headteacher. Breaches will be investigated, recorded and, where appropriate, disciplinary procedures will apply and police involvement will be sought.

### Internet Access

I will not access or attempt to access any sites that contain any of the following: child abuse; pornography; discrimination of any kind; promotion of prejudice against any group; promotion of illegal acts; any other information which may be illegal or offensive. Inadvertent access on school equipment must be treated as an online safety incident, reported to a DSL and an incident report completed.

### Online conduct

I will ensure that my online activity, both in and outside school, will not bring the school, my professional reputation, or that of others, into disrepute.

I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory. Exceptionally, use of controversial material as part of the curriculum should be planned and approved on every occasion (see policy).

I will report any accidental access to or receipt of inappropriate materials or filtering breach to the Headteacher.

I understand that all my use of the internet and other related technologies can be traced and monitored with an external company SENSIO and, should it be required, must be made available to my line manager, Headteacher and others as required.

I will not give out my personal contact and online account information such as phone numbers, email address, and social media account details to pupils and/or parents/carers.

### Social networking

I understand the need to separate my professional role from my private friendships; in my professional capacity I will not become 'friends' with parents/carers or pupils on social networks. Where my school role is my only connection to an individual, private online contact is unacceptable with parents/carers or pupils.

When using social networking for personal use I will ensure my settings are not public. My private account postings will never undermine or disparage the school, its staff, governors, parents/carers or pupils. Privileged information must remain confidential.

I will not upload any material about or references to the school or its community on my personal social networks.

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I understand that there is no occasion when a password should be shared with a pupil or anyone who is not a staff member.

### Data protection

I will follow requirements for data protection as outlined in GDPR policy. These include:

- Photographs must be kept securely and used appropriately, whether in school, taken off the school premises or accessed remotely
- Personal data can only be taken out of school or accessed remotely when authorised by the Headteacher or governing body
- Personal or sensitive data taken off site must be encrypted

### Images and videos

I will only upload images or videos of staff, pupils or parents/carers onto school approved sites where specific permission has been granted.

I will not take images, sound recordings or videos of school events or activities on any personal device unless this has been authorised by the Headteacher.

### Use of email

I will use my school email address for all school business. All such correspondence must be kept professional and is open to Subject Access Requests under the Freedom of Information Act. I will not use my school email addresses for personal matters or non-school business.

### Use of personal devices

I understand that as a member of staff I should at no time put myself in a position where a safeguarding allegation can be made against me as a result of my use of personal devices. I understand that the use of personal devices in school is at the discretion of the Headteacher.

### Additional hardware/software

I will not install any hardware or software on school equipment without permission of the IT Technician.

### Promoting online safety

I understand that online safety is the responsibility of all staff and governors and I will promote positive online safety messages at all times including when setting homework or providing pastoral support.

I understand that it is my duty to support a whole school safeguarding approach and will report any inappropriate or concerning behaviour (of other staff, governors, visitors, pupils or parents/carers) to the DSL or Headteacher.

### Classroom management of internet access

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I will pre-check for appropriateness all internet sites used in the classroom; this will include the acceptability of other material visible, however briefly, on the site. I will freeze the screen before searching the internet for curriculum content in front of pupils (including emails, CPOMS and other sensitive information).

If I am using the internet to teach about controversial issues I will secure, on every occasion, approval in advance for the material I plan to use with the Headteacher or Leaders of Learning.

COPIES OF ALL AGREED SCHOOL POLICIES CAN BE FOUND ON THE SHARED GOOGLE DRIVE

### Declarations

#### Acceptable use policy

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent e-safety policies.

I agree to follow this Acceptable Use Agreement and to support online safety throughout the school. I understand this forms part of the terms and conditions set out in my contract of employment (staff members only) and/or my responsibilities as a governor.

I agree to abide by all the points above.

Signature

Date

Full Name

(printed)

Job title

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### Induction

I ....., confirm that I have undertaken staff induction and received a copy of the Code of Conduct and the Staff Handbook which includes a briefing on:

- Health & Safety procedures
- First Aid procedures
- Child Protection procedures
- Keeping Child Safe in Education 2024
- Accident reporting
- Reporting Health & Safety Risks
- Undertaking risk assessments

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- Educational Visits procedures
- Making Purchases

Signed: .....

Dated: .....