



**Staff/Visitors Handbook**

**And**

**Guidelines**

The purpose of this handbook is to assist all staff and visitors working in our school, by providing useful information relating to everyday day to day organisation and management.

## 1. Our school day/session times

Our school day begins at 8.40 a.m. and ends at 3.00 p.m.

Lunch breaks are as follows:

Year 3	12:00 - 1:00,	Year 4	12:10 - 1:10
Year 5	12:00 - 1:00	Year 6	12:10 - 1:10

### Timetable

8.30 a.m.	Yards supervised
8.40 a.m.	Morning sessions commence
8.40 - 8.50	Registration
8.45 - 9.00	Early Bird Activities
9.00 - 10.15	Period 1
10.15 - 10.30	Assembly
10.30 - 10.50	Morning Break
10.50 - 12.00	Period 2
12.00 - 1.00	Lunch (Y3/Y5)
12:10 - 1:10	Lunch (Y4/Y6)
1.00 - 2.00	Period 3
2.00 - 3.00	Period 4
3.00 - 4:15	Extra Curricular Activities/Clubs

- Yards are supervised from 8.30 a.m. onwards. All staff should note the rotas for yard duty on a daily basis in order that cover can be arranged for staff absence.
- At 8.30 a.m. all teaching staff should be present on the yard in order to collect classes promptly/chat with parents and carers. This procedure should be repeated at 12.55 p.m. and 1:05 p.m. at the end of the lunch break, in order to ensure the smooth organisation and management of each day.
- At 8.40 a.m., staff on yard duty should blow a whistle as the signal for all children to line up in their classes ready for the start of the school day.

- At 3.00 p.m., when the school day ends, teachers/support staff, should escort their classes to the respective yards for collection by parents or carers. Children whose parents have provided written permission will be allowed to make their own way home.

Any children who are not collected, miss the scholars transport provision, or who are unsure of personal arrangements at the end of the day, should remain in school, under the supervision of their class teacher, whilst enquiries are made regarding their welfare and a safe journey home. A file of contact forms for all children in school will provide the necessary information, enabling parents/carers or designated contacts to be contacted by telephone. If it is not possible to contact either parents, carers or designated persons by telephone, Mrs Chipp/Mrs Robson can use the text messaging service as an alternative.

- At the beginning of the school day, at the end of break and lunchtime, all children should be encouraged to line up in a calm and orderly manner, prior to entering school.
- Coats and bags should be hung up (again in an orderly manner) on coat pegs outside for each class base. In the interests of health and safety it is important that all corridor areas are kept in a neat and tidy order, to prevent accidents from occurring and to also ensure safe evacuation from the premises in case of fire or other critical incident.
- All children, staff and visitors, should be encouraged to respect our school environment and maintain the interior and exterior in a safe and tidy manner.

## **2. Registration**

Registers are legal documents and must therefore be completed accurately as they provide vital information regarding the attendance of each child and are also a vital aspect of the school's safeguarding procedures.

At the beginning of each academic year, please check that each child's name has been entered accurately on the class register and report any

discrepancies to Mrs Chipp/Mrs Robson. Registration is from 8.40 - 8.50 a.m. Following this period, any child arriving at school will be classified as late.

All absences will be followed up by Mrs Chipp, Mrs Robson or Miss Taylor on a daily basis, in order to ensure the safety and well being of all children hence the need for accurate recording. Parents who fail to report absences will be contacted firstly by telephone and if secondly by text message.

Unauthorised absences should be clearly marked using the appropriate code.

Any concerns regarding frequent absence or punctuality should be shared with the head teacher, Mrs Chipp or Mrs Robson in order that parents/carers can be contacted to explain the reasons for these occurring. In the instance of absence continuing or attendance falling below the expected average of 96%, a referral will be made to the Local Authority Attendance Team at the Sandhill Centre.

### **3. Assembly/Collective Worship**

Assembly for all children is held in the main school hall between 10.15 - 10.30 a.m. on a daily basis.

Children should be encouraged to enter and leave the hall quietly and be made aware that this is a time of thought and reflection.

Termly rotas provide weekly assembly themes and details of staff who will be leading them. Assemblies are also led by visitors from churches and other faith organisations within our local community such as Wearside Youth for Christ, Pallion Gospel Hall, Bethesda Mission and St Mary and St Peter's Church.

### **4. Dinner Money**

Dinner money should be collected each Monday morning, using the class box and forwarded to Mrs Chipp/Mrs Robson for banking.

Any late payments should also be sent to Mrs Chipp/Mrs Robson

Change will be returned when required and it is important that this is stored safely and handed to the respective children at the end of the school day.

## **5. Other Monies**

Some pupils may bring money into school for bus fares etc. This should be collected by staff, a record made of money collected, stored safely and then returned to the respective children until the end of the school day.

Voluntary contributions for school visits etc should be collected, amounts recorded and forwarded to Mrs Chipp/Mrs Robson for banking. Children paying for residential visits on an instalment basis, will be issued with payment cards, in order that parents can check that monies are paid and accurately recorded.

## **6. School Funds**

From time to time, money is raised in school either for charitable organisations or for school funds to provide additional resources or treats for our children. No uniform days/discos are very popular with the children and provide special community events. All staff are encouraged to participate as well as contribute to ideas/events for social occasions.

## **7. Movement in and around School.**

The safety and well being of all members of our school community is of paramount importance. Children should be instructed to walk sensibly along corridor areas, keeping to the left-hand side.

## **8. Breaks (Morning and Lunchtime)**

All staff should refer to rotas for yard duty on a daily basis. When on duty, it is essential that staff are on the yard promptly. Whilst on duty, it is essential that staff carry out the task of supervision, moving around the yard area and ensuring that they are visible to the children. Staff on duty should not congregate together, but should have allocated areas.

Staff on duty should only take hot drinks onto the yard to avoid spillage/scalding if they are in safe containers. Breaks provide an ideal time to develop positive working relationships with the children. In wet conditions, all grassed areas are out of bounds. During winter months, yards which are icy should not be used to prevent accidents. Inclement conditions resulting in indoor breaks will require high levels of supervision from all staff.

Staff should provide appropriate games/activities for classes during indoor breaks. Please note that children should not under any circumstances remain in the classroom, unless they are supervised by an adult member of staff.

## **9. Pupil's Dress/Uniform**

Our uniform policy helps to create a sense of pride in our school and our work and all children should be encouraged to comply with it.

Our uniform is designed to be smart, practical and affordable. Uniform items can be purchased from school throughout the year. We operate a no jewellery policy which includes ear-rings. We do not allow children to have hairstyles which are dyed, shaved or patterned.

### **Uniform**

#### **Girls**

Grey Skirt/pinafore  
Polo shirt (White)  
Cardigan/ Sweatshirt (Bottle Green)  
Black Shoes

#### **Boys**

Grey/black Trousers  
Polo shirt (White)  
Sweatshirt (Bottle Green)  
Black Shoes

## **10. P.E./Activities**

All staff and children should wear the appropriate kit for P.E./sports equipment is stored in the main hall and resource cupboard.

Teachers should collect and return all equipment and keep the areas tidy.

When using large apparatus, teachers are required to check that it is safely assembled and in excellent condition.

All children have the opportunity to participate in swimming coaching sessions. We believe that this is an essential life skill and all children should be encouraged and reminded to bring the appropriate kit and a healthy snack for consumption on their return.

## **11. Security**

All members of staff/visitors, should sign in using the system in the entrance porch. They should record all entrances/exits, during the course of the school day, thus ensuring their safety should a fire/emergency occur.

Staff are provided with fobs for access to the main building and these should be looked after. Certain areas in school such as the ICT suite, resources cupboards should be kept locked and keys returned to their designated place.

## **12. Staff Absence**

Should staff be unable to present themselves for work, they should endeavour to notify either the headteacher or school office, by 8.00 a.m. on the first day of absence. An absence of three days or less, does not require a formal certificate. Absences of three to five days can be self-certified. A certificate signed by a doctor (either GP or hospital) is required for absences of five days or more.

Any requests for specific leave of absence should be made to the headteacher and will be duly considered.

## **13. First Aid/Administration of Medicines.**

Throughout the school day, accidents may occur which require either first aid on site or at hospital. All accidents should be reported immediately to either the headteacher or deputy headteacher. Our basic rule with all accidents is to act promptly and err on caution.

Nominated first-aiders in school are:-



Mrs A Ferry	Miss A Carney
Mrs L Dingwall	Miss R Taylor
Mrs K Blake	
Mrs K Cooper	
Mrs J Ditch	

Accidents which are deemed to be quite serious (possible fractures etc) will obviously require treatment at hospital. Parents/Carers should be immediately informed of the proposed course of action. (Refer to main contact file).

Each class has a designated container to safely store appropriate medication e.g. inhalers. This should be kept in a safe, neat condition and whilst locked in the class cupboard, easily accessible at all times of the school day.

Following an accident occurring, it should be reported using the relevant on-line document and forwarded to the Health and Safety Dept at the Civic Centre. It may also be useful to carry out a risk assessment in order to prevent further accidents of a similar nature taking place.

Throughout the school day, some pupils may require medication to be administered. Again designated, trained staff, will ensure that all appropriate procedures are complied with, relating to the safe administration and storage of medicines in school.  
(Mrs A Ferry, Mrs K Blake, Mrs L Dingwall, Mrs J Ditch).

It is essential that when staff plan and organise any activities outside of school, they have up to date information regarding the medical needs of all children, they ensure that a trained first-aider is present and that a comprehensive first aid kit is taken with them. Staff should also take contact forms for all children and the assigned mobile phone.

#### **14. Field Visits/Residentials**

School outings, field visits and residentials are an integral aspect of our school curriculum and we place great value upon them, as they serve as a means of enriching and extending the life experiences of our children, whilst enhancing learning and the formal curriculum. Learning outside of the classroom, also helps to promote a positive school ethos whilst

providing countless opportunities for the children to develop a range of social skills and positive attitudes towards the environment, each other and the world in which we live. Visits are fantastic learning experiences; however, they require sound organisation, planning, management and supervision, if they are to be not only successful, but also safe.

- All visits must be well planned and organised and have a clear purpose, complimenting other aspects of learning and school life.
- Parents/Carers, should be informed school has insurance cover for all visits provided by Zurich Municipal Insurance (Policy SJ 129002-6746)
- Advice for all visits can be obtained from the advisory staff at Derwent Hill (EVOLVE, EGVAS @sunderland.gov.uk telephone 01768772005) and all residentials other than at the centre require approval.

Sensible, courteous behaviour is essential on all visits. Staff should ensure that children are fully aware of this and that whilst outside of the school environment, they are representing our school community and should seek to behave in a manner which promotes a positive image of our school, as well as protecting the safety and well being of others.

## **15. Voluntary Help**

Promoting positive partnerships between home, school and our local community, is one of our major aims. We welcome all parents and carers to share in all aspects of school life and to express concerns as well as suggestions for further development.

School also welcomes students on works experience/teaching placements from various institutions, again their contributions can greatly enhance daily activities and the learning experiences of children throughout school.

However, the safety and well being of children and staff is obviously of paramount importance, and all visitors, volunteers working in school or supporting visits, must be subject to a full DBS check and provide

photographic identification. Visitors and students should also be closely supervised by appointed staff members at all times of the school day.

## **16. Mobile Phones**

Mobile phones should not be used by any staff members for any purpose, throughout the course of the school day; this is compliant with safeguarding procedures. Children are not allowed to bring/use mobile phones in school. Mobile phones are available from the school office, for use when classes/year groups are working outside of school. It is essential that sufficient notice is given prior to the visit, in order that they can be charged/made available for all visits.

## **17. Resources/Stock**

School endeavours to be well stocked and resourced in order to support high quality teaching and learning both inside and outside of the school environment.

Consumable stock (pens, paper, exercise books etc) can be obtained from Mrs Chipp. All other equipment/stock, should be used appropriately/safely and any damage etc reported to either the headteacher or Mrs Chipp. Mr Scott will provide advice/support with regard to all ICT equipment in school.

Lap-tops provided for school usage should not be used for any other purpose.

Cameras are assigned to each class base and should be returned to the main safe (Headteacher's office) when not in use.

Children should be encouraged to value and take care of all school resources.

## **18. Safeguarding/Child Protection**

We aim to ensure that our school provides a safe and secure environment wherein all children can learn, achieve, be successful and wherein their welfare and safety is of paramount importance.

Safeguarding relates to all aspects of school life including:-

- Pupils' health and safety
- The use of reasonable force
- Meeting the needs of children with medical conditions
- Provision of first aid
- Educational visits
- Internet - e-safety
- Bullying/cyber-bullying (by text and social networking etc)
- Racist, disability, homophobic or transphobic abuse
- Substance misuse

Children should be safe and feel safe in school. Adults working in school should be vigilant with regard to indicators which may suggest that a child is at risk or is suffering harm and should take the necessary action. The school's designated lead for all aspects of safeguarding is the Headteacher and the nominated deputy is the deputy headteacher and staff/volunteers should immediately share/report any concerns which they may have relating to the safety of children in school, to them.

Safeguarding Leads:-

Mrs M Acklam

Mrs Claire Johnson

Mr Andrew Heywood

## **19. Staff Meetings/In-service**

Staff meetings are held every Monday evening from approximately 3.15 - 5.00 p.m. These meetings provide valuable opportunities for staff to share ideas, plan and discuss aspects of school improvement and disseminate useful information.

## **20. Marking of Pupil's Work**

Marking children's work is an important aspect of teaching and learning as it provides feedback which identifies achievement, success and also areas for consolidation and improvement. Staff should seek to mark children's work promptly, neatly and ensure that the feedback given aids future learning by providing a clear indication of how they can improve. Children should be encouraged to comment upon marking, demonstrating that they have read and understood comments made.

Marking should communicate to each child that they are valued and that their endeavour and achievement is recognised accordingly whilst indicating how they can improve further and develop skills, concepts and understanding.

## **21. Classroom Environment/Display**

The classroom environment should be planned, organised and managed in a way which promotes high quality teaching and learning and which values and recognises the efforts and achievement of all children. Classrooms should be organised and kept tidy and children should be encouraged to value and respect all resources within them. 'Display' is an important aspect of school life as it serves as an interactive and positive means of promoting a positive 'ethos' whilst ensuring that the environment is conducive to high quality teaching and learning and also a celebration of the children's hard work and success.

Work/Display should reflect current themes and studies. It should also emphasise the achievement of children and their success across a range of subject areas. Children's work should be neatly mounted and displayed attractively, paying attention to colour and height within classrooms in and around school. In doing so our aim is to build confidence, self-worth and a feeling of achievement for our children, via recognition of their effort and enthusiasm for learning.

A range of materials for display are available in school. Staff are also encouraged to visit all classes in school in order that expertise and ideas can be shared and emulated. Staff are encouraged to use their initiative to purchase small items for display and can present receipts for reimbursement.

## **22. Open Evenings/Reporting to Parents/Carers**

Open evenings are held on a termly basis and provide valuable opportunities for parents/carers and staff to share in the children's progress, achievement and identify areas for support and future development. An appointment system operates, however, staff should always try to provide alternative times and dates for parents/carers who are unable to attend at the appointed time.

At the second open evening (spring term) parents/carers, are provided with a mid-year report and in the summer term a comprehensive annual report.

Should parents/carers fail to attend open-evenings, teachers are encouraged to contact them by telephone, in order to encourage them to do so at a mutually convenient time. A record of attendance is kept for all open-evenings.

### **23. In-School communication**

A 'daily diary' is posted on the staff room notice board, in order to keep everyone informed of daily events, courses, timetable changes etc.

All proposed/planned visits and events etc, should be recorded in the main school diary (Headteacher's office).

Communication that is effective is essential, in order that disruption to teaching and learning and the smooth running and organisation of school life can be guaranteed.

### **24. Fire Safety**

In the event of an emergency/fire, the safety of all members of the school community and any visitors on site is of paramount importance.

Should the fire bell sound, teachers should line their class up in an orderly manner and exit the building at the nearest point, making their way to their usual yard.

Having evacuated the building, under no circumstances should anyone seek to return until they are informed that it is safe to do so.

Fire Safety Wardens (Mr G James, Mrs J Chipp, Mrs M Acklam, Mrs G Robson) will co-ordinate evacuation procedures and will check designated areas of the building before providing teachers with class registers in order that these can be checked; ensuring that all children marked present have safely evacuated the premises.

Fire Drills will be held on a regular basis (ensuring that all safety equipment is in good working order and that all members of the school

community are aware of the required procedures for safe evacuation of the building and reporting for checking).

## **25. Breakfast Club**

School operates a Breakfast Club for all children who wish to attend on Tuesday, Wednesday and Thursday morning from 8.00 - 8.30a.m. There is no charge for children attending.

Breakfast Club is run by staff members (Mrs A Ferry, Mrs K Blake, Mrs K Cooper and Mrs J Ditch) supported by parent volunteers. Staff provide a healthy start to the day for children who choose to attend and in addition on Tuesday and Thursday mornings, children can participate in a 'Fit for Fun' session, led by Mrs June Ainsley.

## **26. Extra-curricular activities**

A wide range of extra-curricular activities take place during lunchtime and also after school. After school clubs are an important aspect to school life, promoting the development of social skills, health and fitness and enhancing learning across all fields. Clubs/activities may be organised by members of the school staff or external providers. All children are encouraged to attend activities which may be of interest to them and all are offered on a no-charge basis. It is vital that as with all school activities staff obtain parental consent for children taking part in extra-curricular clubs and that registers of attendance are kept. Should clubs have to be cancelled for any reason, it is imperative that parents are informed well in advance.

Arrangements should also be made for the safe collection of children at the later than usual finishing times. All staff members should offer extra-curricular clubs/activities for the benefit of the children throughout school.

## **27. Tea/Coffee Fund**

Staff are invited to contribute to a general fund for tea and coffee. This ensures that all visitors can be offered refreshments and made to feel welcome.

## **28. School Web**

The school's web-site provides a 'window to the world' wherein parents, carers, children and members of the community can be kept up to date with information regarding all aspects of school life. All staff should seek to provide regular updates/articles for inclusion on the web-site. However, care should be taken not to include photographs/images of children, for whom consent has not been provided, or who may be subject to protection due to safeguarding requirements. Advice should it be required should be sought from the headteacher.

## **29. Staff Code of Conduct.**

All staff working within school should ensure that they follow a code of conduct, which demonstrates that they are responsible professionals whose actions, behaviour, dress and demeanour provides an exemplary role model for all children within school.

All staff should be fully aware that their conduct both within and outside of school will have a bearing upon the manner in which they exact their professional role. Staff are advised to be particularly careful if they subscribe to and use social networking sites, and their personal details should not be shared with parents/carers or children.

### **Staff**

**Headteacher** - Mrs M. Acklam

**Deputy Headteacher** - Mrs C. Johnson

### **Year 6**

Mrs N. Walker

Mr C. Gowland

Mrs H. Giles

Miss G. Cleet

Miss R. Taylor

Mrs C. Summers

### **Year 5**

Mrs C. Johnson

Mr C. Lindstedt

Mr J. McCabe

Mr A. Scott



Mrs J. Ditch  
Mrs A. Carney

**Year 4**

Miss B. Smith  
Miss C. Edwards  
Mrs L. Hastie  
Mrs A. Ferry

**Year 3**

Mrs C. Hunter  
Miss Z. Cooper  
Mrs K. Blake

**Higher Level Teaching Assistant**

Mrs C. Summers

**Teaching Assistants**

Mrs A. Ferry  
Mrs K. Blake  
Mrs J. Ditch  
Mrs K. Cooper  
Mrs L. Dingwall  
Miss A. Carney  
Miss R. Taylor

**School Administrator**

Mrs J. Chipp

**Administration Assistant**

Mrs G. Robson

**School Site Supervisor**

Mr G. James

**School Site Management**

Mrs C. Todd  
Mrs J. Ross  
Miss T. Cook

### **Lunchtime Supervisors**

Mrs M. Carney  
Miss A. Carney  
Miss D. Carr  
Mrs M. Jobling  
Mrs J. Ditch  
Mrs A. Ferry  
Mrs K. Cooper  
Mrs S. Kennedy  
Mrs. D Kemp  
Miss A. Kincaid  
Mr G. James

### **Kitchen Staff**

Mrs J. Mackay  
Mrs J. Carter  
Mrs L. Richardson  
Miss T. Cook

### **Members of the Governing Body**

Mr J. Richardson - **Chairperson**  
Mrs A. Blakelock - **Vice Chair**  
Mrs M Acklam - **Headteacher**  
Mr S Metcalfe - **LA Governor**  
Mrs V Walton - **Co-opted Governor**  
Mrs K Cooper - **Co-opted Governor**  
Mrs C Summers - **Staff Governor**  
Mrs C Johnson - **Staff Governor**  
Mrs J Ditch - **Staff Governor**  
Miss K. Duggan - **Parent Governor**  
Mrs M. Driskell - **Parent Governor**  
Mrs S. Leckenby - **Parent Governor**

### **School Organisation**

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