



St. Ethelbert's Catholic Primary School

STAFF GUIDANCE

"I serve Jesus with my body, heart, mind and soul."

Serviam means 'I serve'. Jesus Christ has taught us that it is more blessed to serve than to be served. At St Ethelbert's school, following our Catholic faith, we serve the whole person – mind, heart, body and soul.

Body – because we care for our wellbeing, our parish neighbourhood and our environment.

Heart – because we teach love and respect for all.

Mind – because we believe in excellent education.

Soul – because we learn to pray and become closer to God as his children.

Staff should refer to their Curriculum and Management policies, staff handbook and the school prospectus for detailed guidance on specific issues. This guidance is intended to be read in addition to those documents.

The School day begins at 8.55 am. and ends at 3.15 pm.

Teaching staff to be in school before 8.30 a.m. and until 4.30 pm.

The day starts and ends with a prayer.

Grace before meals is said at lunchtime.

Playtimes

Morning: 15 mins.

Afternoon: 15 mins.

- Teaching Assistants cover the majority of playtime supervision.
- Teachers are expected to supervise after school 3.15 p.m. to 3.25 p.m. and a rota is on display in staffrooms.
- Wet playtimes - Assistants will supervise while children remain in class.
- Assistants break for 15 mins. Before/after their class break at teachers' discretion.

Lunchtime: 12.00 p.m. to 12.55 p.m.

- Midday supervisors are on duty from 11.55 am.
- Reception and Year 1 leaving class to go to the toilet and wash hands from 11.50 a.m.

- Year 2 filtering in from noon.
- Juniors out to the toilet and wash hands at noon
- Dinners are eaten in the dining room or on the field.

The teacher on lunch duty is expected to spend some time in the dining room.

Children should be kept as reasonably quiet as possible.

Infants use the playgrounds or play area. Juniors use the front playground and the back playground of the St Ethelbert's building and side fields.

Activities such as skipping, hoops etc. are organised.

In summer the infants use their field instead of their playground and juniors use their field as well as the two playgrounds.

Wet lunchtime

Juniors go back to class for wet break activities.

Infants go back to class for wet break activities.

Registration

- The register is taken morning and afternoon.
- The reason for children being absent must be noted.
- Dinner register should be taken immediately and sent straight up to the office, also any monies that have been collected.
- Attendance registers to be sent up to the office as soon as it has been closed in the afternoon.
- A written note, telephone call or verbal note, should inform staff of the reason for a child's absence or if a child is likely to be taken out of school.

Assemblies taken by the head teacher, deputy headteacher

Monday 1pm for KS2 and 1:45pm for KS1

Friday 2:40pm Golden Assembly – whole school.

The timetables for the whole school are situated in the staff room. This shows allocation of all communal areas.

There are five staff development days during each school year and a staff meeting every Wednesday from 3.30 p.m. to 4.30 p.m. for staff development and management.

Health and Safety -

All medicines are to be kept in the office (with the child's name and dosage on the bottle or box). Children may be trusted with inhalers.

An accident on the playground must be dealt with by the person on duty in the Infant corridor or by the class teacher. If a child receives a head bang, parents should be notified. The child must take home a 'cause for concern letter', informing the parents. Children should not carry hot drinks. They should not carry anything heavy except under the most careful supervision.

After use all furniture and equipment should be returned to the correct positions. All staff should be aware of anything that is inappropriately or dangerously placed and move it to a safe position. They should also keep an eye on the state of the furniture and equipment as well generally around the buildings, reporting any defect that might give rise to accidents.

A fire drill will be held every term. The assembly point is the playgrounds, leaving the gate free for access.

Parents and Communication -

- There is a thriving P.T.F.A.
- Newsletters are sent home via the children on a regular basis.
- A parents, evening is held each term.
- Written reports are sent out every summer term.
- Parents should be kept fully informed of any developments in their child's progress.
- Interviews with parents should be by appointment and the head teacher should be informed if the matter is serious.
- Letters sent from school to the parents should be brought to the Headteacher's attention.

- Permission slips from parents are needed each time there is an outing unless it is to a close location not involving coach / public transport. These are covered by the permission slip on file.
- Teachers may accept parental help if they wish. Parents may hear children read and assist with general classroom management. It is up to the individual teacher how much use, if any, they make of parental help. Willing parents are most useful in accompanying children during outings.
- A timetable should be on display in each classroom.
- All planning is recorded on the intranet.

Headteacher

Review November 2017