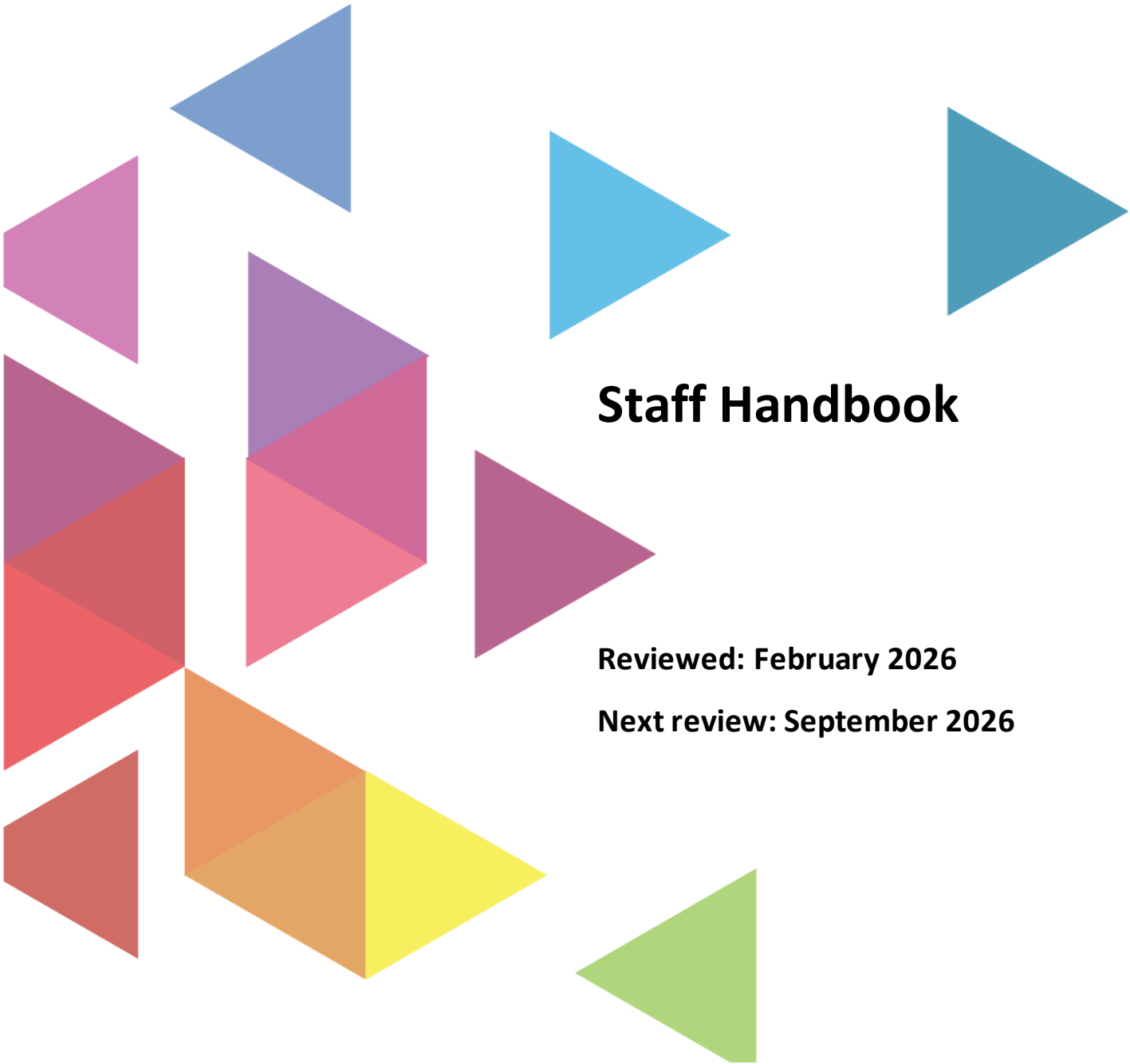




eastbury
primary
school



Partnership Learning



Staff Handbook

Reviewed: February 2026

Next review: September 2026

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1. Welcome

Welcome to Eastbury Primary School.

This staff handbook is intended to provide information about the school and its routine administration to enable staff to carry out their role. New members of staff should use this pack and related documents to give themselves vital information about Eastbury Primary School policy and procedures.

We are an academy converter school within Partnership Learning, an academy trust that also oversees the following schools in Barking & Dagenham:

Primary	Secondary	All-Through	Special
Eastbury Primary	Greatfields School	George Mitchell School	Riverside Bridge School
Coteford Junior	Hornchurch High School		Oxlow Bridge School
Greatfields Primary	Harefield School	Sydney Russell School	
James Campbell	Northwood School		
Harrow Lodge	Queensmead School		
Riverside Primary	Riverside Secondary School		
Thames View Junior	Southchurch High School		
Park Primary	Brook 6th form & Academy		

2. School Ethos

At Eastbury Primary School we strive to model the following school and British values:



We wholeheartedly endorse national legislation relating to Equality in Education and so therefore:

- ❖ Welcome cultural and linguistic diversity.
- ❖ Reject and oppose discrimination and are concerned to promote equality of opportunity, racial justice and good relationships between all groups.

All our staff, children and parents are treated with the same care and consideration irrespective of their sex, religion, race, nationality or sexual orientation.

3. Roles & Responsibilities

Senior Leadership Team (SLT)

Name	Role
Lisa Shepherd	Headteacher
Claire Trench	Deputy Head & Designated Safeguarding Lead
Jo Hodges	Assistant Headteacher
Grace Abwooli	Assistant Headteacher
Jen Ferguson	Assistant Headteacher
Sarfraz Akram	School Business Manager

Leaders of Learning (LoL)

Ana Martinez (EYFS Lead)	Jess Slater (Year 4 Lead)
Victoria Pieroni (Year 1 Lead)	Neha Patel (Year 5 Lead)
Emily Curtis (Year 2 Lead)	Joe Orr (Year 6 Lead)
Adrian Russo (Year 3 Lead)	

Special Needs & Inclusion (SEND)

Satvir Kaur	SENCO
Janine McQuillan	Head of ARP
Irena Markova	EAL Lead
Debbie Seymour	Learning Mentor

Subject Leads

Billy Winters	Maths Lead
Jen Ferguson	English Lead
Jo Hodges	Reading Lead
Grace Abwooli/Emily Curtis	Phonics Lead
Grace Abwooli/Emily Curtis	Wider Curriculum Lead
Neha Patel/Mariam Mughal	Science Lead/Garden Centre
Emily Curtis	RE Lead
Janine McQuillan	BSL Lead
Nilema Khanom	Computing Lead
Amy Morgan & Marz Haffeji	PE Lead
Adrian Russo	Art Lead
Mariam Ahmed	DT Lead
Jessica Slater	History Lead
Victoria & Beverley Merrifield-Fontaine	Geography Lead
Gabriella Murray	Music Lead
Rebecca McKay	PHSE/RSE Lead

Special project leaders

Karen Marais	School Council & Eco-warriors
Emily Curtis	Anti-Bullying
Shajna Khatun	Healthy Schools

Specialist Leaders of Education (SLE)

Jen Ferguson
Grace Abwooli
Beverley Merrifield-Fontaine

Administrative Team

Sarfraz Akram	School Business Manager
Sharon Green	Senior Finance Officer
Georgina Coates	HR Administrator
Tasnim Sultana Kamaly/Dhirja Dua	Family Support Worker/Administrator
Tasnim Sultana Kamaly/Dhirja Dua	After school clubs manager (Breakfast and Eagles)
Jess Nash/Larisha Bullen-Nicholas	Front Office Co-ordinator/Attendance
Razmina Begum	Attendance Officer
Stuart Aiken	IT Network Manager

Site Management

Terry Seymour	Site Manager
Zac Loderick	Caretaker

Midday Lead

Gill Heaton	Midday Supervisor
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4. The Local Governing Board

Eastbury Primary School, we have a Local Governing Board (LGB) to which our academy trust, Partnership Learning, delegates wide-ranging powers and responsibilities. These powers and responsibilities are set out in the Partnership Learning Scheme of Overall Delegation –see below.

The Local Governors are responsible for the strategic oversight of the school and delegate the day-to-day running of the school to the Headteacher.

The Local Governors also sit on committees that are established by the (LGB). There is currently one committee, overseeing matters around Finance.

Here we have listed all members of our Local Governing Board and any committees on which they sit.

Name	Role
Mr Roger Leighton	Trust Representative: CEO Partnership Learning
Mr Z Ahmad MBE	Trust appointed Chair
Mrs H Clark	Trust appointed Governor
Ms N Masters	Trust Representative
Ms S Kinnaird	Trust appointed Governor
Mr S Noon	Trust appointed Governor
Mr J Smith	Trust appointed Governor
Mr A Roberts	Trust appointed Governor
Mrs L Shepherd	Staff Governor -Headteacher
Mrs I Markova	Staff Governor
Mrs H Kaur	Staff Governor
Mrs E Maddox	Staff Governor
Ms C Breakwell	Staff Governor -Headteacher

Ms L Bancey	Parent Elected Governor
Mrs M Hussein	Parent Elected Governor
Mr B Turner	Parent Elected Governor

Performance and Standards Committee

Mr Z Ahmad MBE
Mrs I Markova
Mr R Leighton
Ms N Masters
Mrs H Kaur

5. Staff Protocol

5.1 Absences from Work

All staff must call the relevant senior manager/ supervisor (see below) to notify the night before or by 7.00am in the morning to inform of their absence from work. If staff have been off sick they must confirm whether they are returning the next day by 2.00pm on the previous afternoon. **This should be done as a telephone call and not just a text message.** If the phone is not answered, a voice message should be left. Every effort should be made to *speak* to the relevant manager/ supervisor.

All staff must phone Claire Trench (Deputy Headteacher): 07557145979

Upon return to work after illness, staff must complete a self-certification form, and after a return to work meeting. For more information, please refer to the Sickness Absence Policy, available on SharePoint.

Return to work:

Please complete online Self-Certificate Form on school Sharepoint when returning to work from sick leave. Please report to your line manager or Assistant Headteacher on the day of return to complete a return-to-work meeting form. Please report to Claire Trench Deputy Headteacher, at 8:30 am for a return-to-work interview if you are absent for more than 3 days.

Leave of absence:

All requests for absence school during working hours must be made prior to the absence. Authorisation will be based on the LBBB Absence Policy, and in line with this guidance not all absence will be paid.

When the absence has been authorised by the Headteacher, please inform all persons who may be affected by your absence. You will be informed of the decision by email. Where possible, doctor, dentist, optician and emergency prescription appointments should be made outside of working hours.

5.2 Code of Conduct

All staff must read and sign the Staff Code of Conduct and return the signed slip to Geogina Coates in the HR office. The Code of Conduct outlines the expected guidelines for staff behaviour in school. All staff employed by the school are to follow the Code of Conduct. Please maintain professionalism with all staff, pupils and parents and the wider community. Staff should be aware that a failure to comply with the Code of Conduct could result in disciplinary action including dismissal. **See also staff code of conduct policy for more details.**

- All staff should be considered as good role models for our children and families.
- Any problems, however small, please discuss with a member of the SLT, rather than sharing amongst each other.

- Personal electronic gadgets are not to be used in school unless for teaching purposes or during break or lunch times.
- Staff areas such as the staff room and PPA room should be kept clear and uncluttered. All staff should support each other in preparing and clearing the staff room.

5.3 Dress Code

Clothing needs to be appropriate to the learning activity, the working environment and reflecting the professional nature of the school, it is to be worn during working hours. No blue jeans or low cut tops are to be worn in school. **See also dress code policy for more details.**

- The normal dress code also applies for school trips, with the exception of sporting activities and residential trips.
- All staff may be required to work outdoors and need suitable outer wear to make this comfortable, including gym footwear for P.E.

5.4 Confidentiality & Social Networking

It is imperative that all staff are aware of the necessity to remain confidential about all school issues, both within school and with the wider school community. Particular care should be taken when using social networking sites. Twitter, Facebook etc. are part of our communication systems, but can cause huge difficulties for staff. Please ensure that if you use these sites there are NO pictures of children from school uploaded on your personal accounts, or photos of yourselves or potentially controversial statements that would compromise your professional position in school, nor should any reference be made to children and individuals in school.

- ‘Firewalls’ are vital to protect your privacy, and it is essential that you check your security while using these sites.
- If you need advice on this please refer to the IT policy and speak to a member of the IT team.
- Confidential discussions between members of staff should be treated as such and staff must not have contact with children or their families through social networking sites.

5.5 Mobile Phones

Mobile phones should be kept in your bag or locker and not in the learning environment. During working hours emergency telephone calls should be directed to the school office. A member of office staff or the leadership team will contact you immediately. Mobile phones should only be used in the staffroom and only in classrooms when there are no children (after school when children have left). When talking on the phone please be professional, respectful and be mindful of people around you (this includes withdrawing from use of high levels of volume, inappropriate content, and use of inappropriate language).

6. Personnel & Professional Development

6.1 Performance Management

All members of staff have performance management objectives which are reviewed in line with performance management protocols. All teachers will be performance managed using the teachers’ standards. All admin staff will be managed against the National Association of School Business Management (NASBM) Competency Framework. Teaching assistants are performance managed using the Teaching Assistant Standards.

All staff will be allocated an appraiser at the beginning of the academic year and will undergo performance management reviews throughout the year.

Where standards of performance do not meet the required standard and fail to improve adequately, capability proceedings will be followed as outlined in the Capability Policy.

6.2 Continuous Professional Development (CPD)

Where possible opportunities for CPD are to be found through network learning, professional pairings, shadowing, mentoring and coaching. Opportunities for joint CPD with other schools will be identified and planned by staff and SLT.

Where individuals identify training needs that go beyond the above, staff should identify training opportunities. Requests for CPD should be made to line managers using the CPD Online Request Form and questionnaire. The school keeps a training log to track all CPD undertaken by staff.

When staff have received training or undergone professional development activities, outcomes and reflections relating to this must be shared with the rest of the staff to maximise impact across the school. This can be done by completing a Training Evaluation Form, available on SharePoint and via staff meetings.

Newly qualified teachers now follow a 2 year induction programme. Newly Qualified Teachers are now called Early Career Teachers (ECT). The school uses the Ambition Institute as the induction programme provider managed by the Boleyn Trust. The appropriate body is the London District East Teaching School Hub. London District East Teaching School Hub works for all 238 schools across the London boroughs of Barking & Dagenham, Havering and Newham.

The school is dedicated to support ECTs to complete the induction programme by providing a mentor and ECT non-contact time.

7. Health & Safety

Eastbury Primary School promotes a safe environment for children and so all adults working with children in the school (this includes trainees and volunteers) must have a DBS check carried out. All staff including trainee teachers carry out Safeguard training this includes reading and understanding the KCSIE document, channel awareness training, prevent training, Safeguarding and other training. Once completed, staff need to complete the 'Staff Document Update' on Sharepoint. This has the links for specific training needs on. Please ask the Designated Safeguarding Lead (DSL) if you have any queries.

We aim to provide a safe and secure environment by ensuring that the school is kept tidy and apparatus and resources are stored safely. Potential hazards should be kept out of reach of children.

Please ask the School Business Manager if you have any queries or concerns.

7.1 Fire Safety

The fire alarm is a two-tone siren. All rooms in the school have their own fire evacuation plan displayed on the wall. Please take time to note the route for the area you are working in. In the event of a fire drill, please ensure that you:

- Keep calm and exit by the nearest fire exit door leaving all possessions behind.
- Proceed to the assembly point on the school playground around the outside of the MUGA area.
- Listen to further instructions once all staff and children are in place and the evacuation is completed.
- The school has a designated list of 'Fire wardens'.

7.2 Security

We have an electronic sign-in and out system that should be used at all times. You must ensure that you use your ID badge to sign in and out when entering and leaving our school site. All staff must wear their school lanyard with identification at all times. This includes trainee teachers. If you lose your ID badge, a replacement can be obtained at the cost of £5.00.

All visitors must have their ID checked, signed in and given a visitor pass. They should also be handed a Safeguarding leaflet and a slip to sign and return to the office. Any visitor not wearing a badge should be approached and escorted back to the school office or a member of the leadership team informed.

Any visitor to the school who is not DBS checked will need to be escorted around the school at all times and should not be left unaccompanied with children at any time.

Volunteers and work experience students will need to sign in and out at all times. They must wear the visitor pass and this needs to be visible. All volunteers, work experience, college students will only start working with class teachers and children after senior leader interview and induction process. All DBS certificate, numbers and IDs are checked. All information regarding staff, trainee and volunteer induction and DBS numbers are passed on the schools HR (Georgina Coates).

7.3 Lockers

Lockers are available for any staff who wish to use one. Please see Reception in the school office if you would like to use one. Number of lockers available are limited.

7.4 Parking

All cars must be parked in a designated bay in one of the three school car parks. If when you arrive at work there are no available bays you should park your car off site. Under no circumstances should you park in front of the school gates or on the hatched lines blocking access and escape routes which may be required in an emergency. Please do not double park or block anyone. A sign will be placed on a car if parked incorrectly.

Please ensure that the school has your car details, including make, model and registration number in case you need to be contacted regarding parking issues – please speak to Razmina Begum in the school office. A laminated card with your car details will be issued, please display this on the car dashboard.

There is parking in the following roads around the perimeter of the school: Tresham, Lambourne and Digby Road, these are controlled zones 1.30pm – 2.30pm parking is not allowed all other times are fine.

Unfortunately, due to limited car spaces and priority given to school staff, trainee teachers and volunteers are not allowed to park in the school car parks.

7.5 Emergency and Medical Procedures

If you are feeling unwell or you need to leave school for an emergency, class based staff must speak to their Year Leader and inform Claire Trench, Deputy Head (or another member of SLT if Claire is unavailable) and non-class based staff should inform their phase leader/AHT).

7.6 Well-Being

If you have a question or problem do not hesitate in seeking advice and support from your colleagues and appropriate member of SLT. If there is a staff grievance, staff should refer to the Staff Grievance Procedure, available on SharePoint.

If you have concerns about the conduct of another member of staff including management and Governors, the school has a Whistle Blowing Policy, available on SharePoint.

7.7 Hot Drinks

Unless secured in a cup with a secure lid or screw top lid, no hot drinks are to be carried around the school premises during the school day when children are on site. Hot drinks in classrooms should be secure in a plastic cup and kept away from children.

8 IT

8.1 IT Acceptable User Agreement & E-Safety

All staff should ensure that they are aware of their professional responsibilities and adhere to our schools Acceptable User Agreement, which all staff must sign. This can be obtained from the IT department and is also available on Sharepoint under 'Staff Document Update'.

It is encouraged that all staff familiarise themselves with the school's E-Safety Policy, available on the school website and SharePoint.

8.2 School Databases and Information Storage

The school's current Management Information System is SIMS. This is where all student and staff information is kept and where class registers are taken. All staff will be given a login for this system – please speak to the IT lead.

The school's current data tracking system is SIMS, a web-based software that is used for tracking pupil progress. All staff can be given a login relevant to their role – please speak to the IT lead.

The school also uses SharePoint, a cloud-based storage website, which is used for storing and sharing curriculum-based material. School policies are also stored on SharePoint within the Admin folder. All policies are also on the school website. Access to SharePoint can be found via the school website under the Staff page.

The school uses Office 365 for the purposes of a school calendar alongside staff e-mails. The school calendar is used to record events, school trips, meetings, staff absences and cover. All room bookings on the Calendar should be arranged through the main school office. If you would like to book a room, please email office@eps.barking-dagenham.sch.uk

8.3 Printing

Staff will be able to print from PCs using their ID badge. All staff are allocated a monetary balance which supplies them with a limited number of printer credits. Your ID badge will need to be programmed onto the printing system. Please speak to IT for more information. Teaching staff and teaching assistants should avoid photocopying during lesson time.

8.4 iPads & Kindles

Every year group has an allocation of iPads or Kindles for the children to use as an enhancement tool for the curriculum. It is the responsibility of the class teacher to ensure these are kept secure and charged when not in use. Every class teacher is also allocated an iPad for their use, the main purpose being access to email and the school calendar, however with a free Office 365 account the iPads also provide access to Microsoft Word and Excel for planning and preparation purposes. The iPads may be taken off site and used for personal use, this must fall within the expectations of the Acceptable User Policy. Staff are entirely responsible for their allocated iPad and will be charged in full for repair or replacement. We recommend that staff cover them on household insurance.

8.5 School Website

It is the responsibility of all teachers to ensure that curriculum information for their year group is current and correct in order to keep parents, carers and children informed and engaged in the life of the school. All new information must be sent to the IT Network Manager and this should be updated regularly or as needed.

8.6 Communication with parents

School uses MCAS to communicate messages with parents. Key messages are given to parents via text message and email. This is monitored and approved by the Headteacher or member of the SLT. The school newsletter and website also provide key information for parents and carers. This is regularly updated.

8.7 Mobile Phones

Mobile phones are not permitted to be used during teaching sessions and are not allowed on the playground, in assembly or during any time when adults are with children. An exception to this is during school visits and outings. See section 5 above for more information.

8.8 IT Loan Agreement

If teachers require loan of IT equipment, an IT Loan Request form must be completed, available from the IT department.

8.9 Access to School Server

Staff should be able to access the school server from their computers in the classroom and PPA suite. If there are problems please inform the IT lead.

9 Safeguarding & Child Protection

Information Sharing (2018)

Our school community has a duty to safeguard and promote the welfare of children who are our pupils.

This means that we have a **Safeguarding and Child Protection Policy** which incorporates all the aspects of Child Protection. All staff must read part 1 of the 'Safeguarding Children in Education Statutory Guidance' and complete the staff document update (Sharepoint). All Staff receive annual safeguarding, channel awareness and Prevent training.

The school uses the Safeguard data system to manage safeguarding concerns. All staff will be provided with a login from the safeguarding lead and should record any concerns regarding a child's welfare on the system.

When there are concerns about a child's welfare, we may need to share information and work in partnership with other agencies. We will endeavour to ensure that our concerns about our pupils are discussed with their parents/carers first unless we have reason to believe that this is not in the child's best interests.

Refer to school website for the following documents for further Safeguarding information:

- Child Protection Policy
- Safeguarding Policy

Other document links include:

- Keeping Children Safe in Education. Part 1: Safeguarding Information for all staff (2021):

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1014058/KCSIE_2021_Part_One_September.pdf

- London Child Protection Procedures:

<https://www.londoncp.co.uk/>

- Working Together to Safeguarding Children (2018):

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

- What to do if you're worried a child is being abused (2015):

<https://www.safeguardingschools.co.uk/what-to-do-if-youre-worried-a-child-is-being-abused-2015/>

10 Resources & Equipment

10.1 Ordering

All orders must be placed through the use of a purchase order form, available from the school office and School Business Manager (SBM). All orders must be signed authorised by the Headteacher, an SLT member and the budget holder. The form should be handed to the SBM for processing.

All ordering must be in line with agreed budgets and have a direct link to the School Improvement Plan and action plans.

10.2 Stock Room

Classroom resources are stored in the school's stock room, which is kept locked and must remain locked after use. The key is held by Claire Trench (Deputy Head) who you will need to be contacted if you need access to the room.

10.3 Petty Cash

Before purchasing any items, you must fill out a Petty Cash Request Form which should be authorised by the Head teacher, SLT member or the SBM and handed to the Senior Finance Officer before purchasing any goods. It will not be possible to reimburse staff for purchases that have not been authorised in advance, please also check with budget holder. On purchasing the item, you must obtain a VAT receipt which should then be handed to the Senior Finance Officer. Re-imburements of petty cash will be handled by the Senior Finance Officer only. For more information regarding ordering and finance, please speak to the Senior Finance Officer or School Business Manager.

11 Additional Information

11.1 Staff Incentives

The school has incentives for staff who show continuous dedication towards the school.

SLT award members of staff with the accolade of "Star of the Month", awarded as a result of exceptional work, attitude or achievement throughout a month. The recipient will receive a token of appreciation.

We strongly believe that a happy and committed staff are the best way to ensuring the school's success. We celebrate the contribution that our staff make through termly thank you treats and arranging regular social evenings.

11.2 School Lunches

Staff who wish to have a school meal from the school canteen must set up a ParentPay account to pay for their meals. This information can be retrieved from the school office. You will then be able to pay online to have a hot meal from the school kitchen.

Tea, coffee and milk is provided for all staff by the school and is available in the staff room.

11.3 Academic Calendar

EASTBURY PRIMARY SCHOOL TERMS AND HOLIDAYS 2025/26

Tuesday 2ND September 2025 = First Day of Autumn Term Thursday 16TH July 2026 = Last Day of Summer Term

SEPTEMBER 2025

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2025

M	T	W	T	F	S	S
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NOVEMBER 2025

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DECEMBER 2025

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JANUARY 2026

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FEBRUARY 2026

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MARCH 2026

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APRIL 2026

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MAY 2026

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JUNE 2026

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JULY 2026

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AUGUST 2026

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31						

 School holidays  Inset Days  Bank holidays

EASTBURY PRIMARY SCHOOL TERMS AND HOLIDAYS 2026/2027

2ND September 2026 = First Day of Autumn Term 22ND July 2027 = Last Day of Summer Term

SEPTEMBER 2026

M	T	W	T	F	S	S
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OCTOBER 2026

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NOVEMBER 2026

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DECEMBER 2026

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JANUARY 2027

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FEBRUARY 2027

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MARCH 2027

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29	30	31				

APRIL 2027

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MAY 2027

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2027

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY 2027

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

AUGUST 2027

M	T	W	T	F	S	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

 School Holidays  Inset Days  Bank Holidays

11.4 Policies & Procedures

All statutory and non-statutory Policies and Procedures are available on the school website and on school Sharepoint. There is a timetable for reviewing policies on a regular basis to ensure that they are up to date and meet statutory requirements.

Other general school information is available from the following sources:

1. The school's website – www.eps.barking-dagenham.sch.uk
2. SharePoint
3. School Improvement Plan (SIP)
4. The School Office

12 Class Information

A class list will be provided to all class teachers with all relevant pupil information available on BROMCOM. A profile for all children including any SEND needs will be provided for all class teachers by the SENCO.

12.1 Routines for the School Day

All teaching staff should be in class by 8.35am. The official start time for teaching assistants is defined in their contract, however teaching assistants should be in class from 8.35am, to liaise with the class teacher.

Staff briefing – key messages are emailed by the head on Friday mornings.

The school runs a breakfast club every morning, which is managed by the Family Liaison Officer and run by the breakfast club staff. This is open from 7:45am and ends at 8.40am.

The school gates are open at 8:45am every day, after which children start arriving to class and prepare for the start of the day which is 9.00am. The gates close at 8.55am and any children arriving after that time are directed to the Parent Centre'. SLT members will attend the gates and playground doors to meet and greet families.

EYFS

Nursery – morning group: 8.30 – 11.30, lunch 11.30 – 12.15 and afternoon group: 12.15 – 3.15

Reception – starts at 8.45am. End of school: 3:05pm. Reception lunch 11.45am – 12.45pm.

Years 1 & 2

8:45 – 8:55	Early morning work
9:00 – 9:40	Session 1
9:40 – 10:40	Session 2
10:40 – 10:55	Break
11:00 – 12:00	Session 3
12:00 – 1:00	Lunch
1:00 – 2:00	Session 4
2:00 – 3:15	Session 5 & Story Time

Years 3

8:45 – 8:55	Early morning work
8:55 – 9:45	Session 1
9:45 – 10:35	Session 2
10:40 – 10:55	Break
11:00 – 12:15	Session 3
12:15 – 1:15	Lunch
1:15 – 2:15	Session 4
2:15 – 3:15	Session 5

Years 4

8:45 – 8:55	Early morning work
8:55 – 9:45	Session 1
9:45 – 10:35	Session 2
10:40 – 10:55	Break
11:00 – 12:30	Session 3
12:30 – 1:30	Lunch
1:30 – 2:15	Session 4
2:15 – 3:15	Session 5

Years 5 & 6

8:45 – 8:5	Early morning work
9:00 – 9:45	Session 1
9:45 – 11:00	Session 2
11:00 – 11:15	Break
11:15 – 12:45	Session 3
12:45 – 1:45	Lunch
1:45 – 2:30	Session 4
2:30 – 3:15	Session 5

12.2 Registration

Class Teachers register pupils twice a day. This is completed on BROMCOM. This will occur before the start of the morning and afternoon sessions. Teachers also complete a dinner register on BROMCOM every morning, recording what each child will be having for lunch on that day.

Where a child is absent from school, a '/' is used. The attendance officer will be responsible for contacting parents to find out why their child is absent. If contact has not been successfully made and no reason is given to justify the absence, it will automatically be marked as 'O' – an unauthorised absence.

For children who arrive after 9am, the register should be marked 'L'. Where a child arrives after 9:30am, the absence will be marked as 'U' – an authorised absence for the morning. This will be completed by the office staff.

12.3 Playtimes

Children must be accompanied to the playground by teachers/TAs where they must wait with the children until duty staff arrive. Staff on duty must be prompt onto the playground to ensure the safety of the children.

Staff must wear high vis vests. A timetable of staff on playground duty is emailed and also displayed in the staff room. If staff are unable to attend their playground duty, it is their **responsibility** (unless off sick) to ensure that this is covered as a matter of Health and Safety.

Children are to be encouraged to use the water fountains and toilets during their break.

Staff collecting children must be on the playground promptly before the bell is rung at the end of playtime. Children will then be walked up to class.

12.4 Lunchtime

Children go out to play unless they are first to lunch on the rota. Midday supervisors hold up class signs in the playground when it is **time** for each class to go into the dining room.

Staff collecting children must be on the playground promptly before the bell is rung at the end of lunchtime play. Children will then be walked up to class.

12.5 Wet Playtime

Class teachers should identify resources that can be used at these times and ensure the middays and children know what they can use.

Class teachers or TAs are to remain with their class during wet playtimes and TA's take staggered breaks during the rest of the morning.

Reception and KS1 stay in class with a midday during wet play and are called to lunch. Year 3 and Year 4 are sent to the main hall by class teachers at lunch time. Midday will call class at a time for lunch from the main hall. The Year 3 and Year 4 children return to the main hall after lunch for the duration of wet play. Teaching assistants will supervise and interact with the children in the main hall.

Year 5 and Year 6 children stay in class with the midday on duty. They are called when it is their time for lunch. A lunch time wet play rota needs to be followed by TAs and middays.

12.6 End of Day

All class teachers walk children to the main playground at the end of the day and only dismiss children when they are collected by an adult or an authorised sibling. Children who are not collected 5 minutes (3:20pm) after the end of the day SLT members are informed and office is advised to contact parents. Staff wait with their late children outside. If later than 3:20pm children are taken to the late room to be collected. If any children need to attend 'Eagles Club' parents/carers will be charged for this service. The end of school time for Reception is 3:05pm. Children who are not collected 5 minutes (3:10pm) after the end of the day are taken to the main late room.

Children in Years 5 & 6 are allowed to leave the school premises on their own if their parents have given written permission. Parents will have to sign a "Permission to Walk Home Alone" and return it to school if they wish their child to go home by themselves, this is also available to complete online. A list of children that have this permission can be obtained from the school office. Children in Years 5 & 6 who have permission to walk home alone can leave school with younger siblings in Key Stage 2 unaccompanied. Any children in Key Stage 1 and younger cannot go home under the supervision of a Year 5 & 6 child without a responsible adult.

If someone other than a parent or regular responsible adult arrives to pick up a child, the child can only leave if the parents or carers have authorised this via contact with the school office.

12.7 Late Room:

Currently, the parents walk through the front staff car park to access the late room. It is used from 8:40am – 8:50am and after school between 3:20-3:35pm.

12.8 Assemblies:

Normal schedule is detailed below:

Staff are to escort their class into the dinner hall for assemblies (unless specified for the main hall).

Celebration Assemblies

Mondays - Years 1 & 2 – 2:45pm

Thursdays - Years 3 & 4 – 2:45pm

Wednesday - Years 5 & 6 – 2:45pm

On days where there is no phase assembly, classes are expected to have a short class assembly, which includes time for reflection.

Religious Festival Assemblies:

Year group	Assembly	Term
Reception	Christmas Assembly	Autumn 2
Year 1	Holi Festival	Spring 2
Year 2	Eid Assembly	Summer 2
Year 3	Diwali Assembly	Autumn 1
Year 4	Easter Assembly	Spring 2
Year 5	Festival of Baisakhi	Summer 1
Year 6	Year 6 Leavers performance	Summer 2

Parents are entitled to withdraw children from assemblies linked to religious festivals for religious reasons. Children must be given relevant and meaningful alternative provision.

12.9 School Council

Early in each academic year, each class with their teacher will vote for 2 members of each class (a girl and boy) to be chosen to form the school council. Care should be taken to ensure that a range of abilities, terms of birthday and children for whom this opportunity could build confidence and give children a ‘chance to shine!’ are chosen for this important role.

Meetings are held half termly. Minutes are recorded or photographed and drawn, then shared with the whole school. A School Council display board communicates key areas the group are working on.

13 Class Cover

13.1 PPA & Release Time

All teachers have designated time to assess learning, plan and prepare for teaching. Where possible this is arranged to allow joint planning with teachers from the same year group. Leaders of Learning are all allocated Leadership Time out of class to focus on their specific duties. ECTs also receive additional time out of class.

PPA time can be covered by cover teachers, cover supervisors or TAs as agreed by SLT. This is outlined in the PPA timetable and is displayed in the staff room.

13.2 Supply Teachers/Cover Teachers

We try not to use supply teachers but this is not always possible. There may be times when TAs or cover supervisors are asked to supervise the children and, where possible, this is arranged in advance. Weekly planning should be left clearly visible at the front of the class on classroom walls. Timetables must also be displayed along with a seating plan.

14 Medical Needs

Health Care Plans and all medication is kept in the first aid room. Please ensure you are aware of the medical needs of the children in your class and that any changes or information given to you by parents is shared with administrative staff in the school office and the lead first aider responsible for care plans and co-ordination of medication. Care plans are displayed in the staff room along with photographs for staff to identify the relevant

children.

Please ensure Georgina Coates is aware of any medical needs that you may have or may change. She will ensure the records are updated.

14.1 Emergency and Medical procedures

All staff are First Aid trained across the school. Please check for any first aid treatment in the first instance the medical room. Mrs Lalita Parmar is the designated first aider. All children's medication and notes are kept in the first aid room. Senior leaders will decide if a child needs to go home.

If a child is feeling unwell:

- The child should be assessed by a first aider.
- The lead first aider (Mrs Parmar) will check with a senior leader who will authorise if a child is sent home.
- The school office will contact the parents/carers if a child needs to go home. Otherwise, the child will return to class to continue their learning.
- Parents/carers must be informed by the class teacher of TA if first was administered especially for EYFS and KS1 pupils.

If a child requires medication:

- The parent should complete the Agreement for School to Administer Medicine forms.
- Medication is to be administered by the lead first aider.
- Medication log is to be completed by the first aider administering medicine.
- Only medication prescribed by a doctor will be administered in school in accordance with the care plan. No paracetamol, Calpol or other over-the-counter medicine can be administered to children by the school.
- No child should bring any medication to school or take it home themselves. All medication should be transferred between the school and a responsible adult via the school office.

If a child has suffered a serious bump to the head or an injury at school:

- The child should be assessed by a first aider.
- The lead first aider or a member of SLT will call the parents/carers to inform them about the head injury. If needed emergency services will also be contacted.
- The lead first aider will check with a senior leader who will authorize if a child is sent home.
- **Senior leaders will decide if a child needs to go home.**
- A head injury form/incident form is to be completed. The child will be given a wrist band to wear in school.
- The school office will contact the parents/carers if a child needs to go home. Otherwise the child will return to class to continue their learning.

If a child suffers a medical emergency:

- Member of staff to request help from a first aider and telephone to liaise with emergency services.
- Headteacher or member of SLT to be informed immediately.
- Office staff should be contacted to inform parents/carers.
- Member of staff on scene/first aider to remain with the child.
- Head or member of SLT to make strategic decisions to ensure the safety of others.
- Head or member of SLT to liaise with emergency services on arrival on school site.
- If necessary, Head or member of SLT to decide who is to accompany child to accident and emergency. Administration of medicine sheet, care plan and emergency contact information sheet to be shared with medical professionals.
- Head or member of SLT to handover to parents/carers in accident and emergency.
- All staff involved to debrief with Head or member of SLT.
- **Senior leaders will decide if a child needs to go home.**

15 PE and equipment

It is important that correct uniform is worn for PE. Plimsolls should be worn inside for most activities, trainers or plimsolls for outside games. In the case where children do not have the correct PE kit but PE is outside and they have appropriate shoes then they should be included in the lesson and parents contacted to remind them to provide the correct kit. Teachers should assess the situation appropriately for each individual case and lesson.

Jewellery (including religious jewellery) should be removed including stud earrings when doing any physical activities. Hair should also be tied back. Sikh Karas can be covered by sports wristbands.

Children must be supervised when taking equipment/apparatus to and from storage cupboards and children are not permitted to enter storage cupboards without an adult being present.

16 Lost Property

There is a lost property box located by the red sliding doors leading out to the playground. All children's lost property is stored here. At the end of each term, lost property will be displayed in the main hall for parents to collect. Leftover items will be either recycled or disposed of. Other valuable lost items can be handed in to the school office.

Taking responsibility for possessions is an important learning task, but we do not encourage children to bring 'toys' to school. If possessions do come in, please organise a box for these to be stored securely until the end of the day and these should be handed to the parents and carers.

Some older children may bring in mobile phones to school (year 5 and year 6). Children will only be able to bring their mobile phone to school if their parents have signed a consent form allowing their child to do so. This form can be obtained from the school office. Phones should be locked in a secure place in the class during the day and handed back to the children at home time.

17 College and Parent Volunteers

We value having parent helpers in school. Currently we are only taking on college volunteers. All volunteers must complete a DBS check before volunteering, this is completed by the college where possible. All volunteers including college and work experience volunteers complete an induction process that includes:

- School tour and meeting the class and the teacher
- Key information sheet and policies to read online
- Health and safety and fire safety procedures/medical completed and signed
- Safeguarding information leaflet and keeping children safe booklet read and signed.
- We allow parent volunteers for school trips. Teachers can limit the number of parents accompanying the school trip.

18 School Uniform

	Boys	Girls	Optional
Nursery	Black/grey jogging bottoms White polo shirt V-Neck sweatshirt Black school shoes/trainers	Black/grey jogging bottoms White polo shirt V-Neck sweatshirt Black school shoes/trainers	

Reception &KS1	Black/dark grey trousers White polo shirt V-Neck sweatshirt Black school shoes/trainers	Black/dark grey trousers Black/dark grey knee length skirt White polo shirt/blouse Any colour summer dress V-Neck sweatshirt or cardigan Black school shoes/trainers	Children may wear ties if they wish to, but it is not compulsory for these year groups
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KS2	Black/dark grey trousers Black school shoes/trainers White polo shirt/shirt V-Neck sweatshirt or cardigan School tie	Black/dark grey trousers Black/dark grey knee length skirt White polo shirt/blouse Any colour summer dress V-Neck sweatshirt or cardigan Black school shoes/trainers School tie	Blazer optional for Year 5 & 6 boys and girls
PE Kit whole school	Plain white t-shirt Black shorts Plimsolls for indoor PE trainers for outdoor PE	Plain white t-shirt Black shorts Plimsolls for indoor PE Trainers for outdoor PE	Grey/black jogging bottoms and grey/black sweatshirt for outdoor PE during the colder months

Eastbury blazers, jumpers, ties and fleece lined waterproof jackets are available from Premier School wear in Dagenham for all age groups, as well as our own school book bag. See website.

Polo shirts, shirts, blouses, skirts, trousers, and summer dresses can be purchased from local supermarkets and some retail clothing shops.

School expectations: No necklaces, bracelets, rings or 'dangling' /hooped earrings. Plain studs are allowed but must be removed for PE lessons.

Only black school shoes or plain black trainers to be worn. No heels, sandals, brightly coloured trainers or exposed-toed shoes (for safety). No 'razor lines', mohawks or colours in hair. No hoodies permitted.

Children who break the expectations for uniform should be challenged. Uniform slips are sent home informing parents when children are not wearing correct uniform. If no positive impact is made, a conversation with a parent can be had and will then be referred to Leader of Learning.

19 Vulnerable Groups

Vulnerable groups include: Free School Meals, Pupil Premium, Looked After Children, English as an Additional Language, Gypsy Roma Traveller, SEN/D and other groups vulnerable to underachievement identified through the analysis of attainment data.

All planning will indicate where consideration has been given to children from vulnerable groups and where work has been differentiated for low, middle and high attainers.

20 Special Educational Needs

The Head of Inclusion and SENCO are responsible for the monitoring of interventions and support. Interventions are planned, monitored and reviewed through provision mapping and pupil progress meetings. All teachers should have a sound knowledge of SEND principles and practice and should use resources and each other's expertise to discuss concerns and find solutions. Support for vulnerable groups of children in class are reviewed through pupil progress meetings (PPM) and targets are shared with parents at parent consultation meetings.

TAs work with specific classes to support with interventions in the class. TAs may also work across the school to support children with SEND on a 1:1 basis and with groups of children.

Curriculum leaders and SENCO are responsible for supporting staff in identifying and accessing appropriate staff resources and support material to ensure all children can access the curriculum.

21 Behaviour Management

Behaviour management is built on an ethos of respect and building positive relationships. At the beginning

of each year, each class will reflect on the behaviour expectations and systems in place and sign a Rights and Responsibilities values charter. This will be shared with parents at the initial parents meeting.

All forms of bullying and discriminatory behaviour will not be tolerated. The policies relating to anti bullying, Race, Gender and Disability equality will be reviewed with reference to the Single Equalities act 2010 and current legislation and guidance (refer to equalities information and objectives appendices).

Assistant headteacher leads on monitoring and managing behaviour for their phases.

Further details are available in the Behaviour Policy on the school's website.

22 Celebrations and Rewards

We value all successes for our children. Respect points are awarded for success in a broad range of areas chosen by the class teacher. The class with the most points is announced as the winner on a weekly basis. A trophy is awarded for most respect points.

A "Star of the Week" is selected from each class on a weekly basis. A certificate is awarded during celebration assemblies to those children. Currently the certificate is delivered by the headteacher to individual children, and this is celebrated by the class.

Afternoon tea is held weekly on a Friday afternoon with the Headteacher for children who have been nominated by their peers for demonstrating the Eastbury and British Values.

Attendance awards are given termly to children who achieve 100%. Bronze certificates are given to children who achieve 100% attendance for one term, silver certificates for two terms and gold certificates for three terms. 'Attendance teds' are handed to classes with the best attendance for that week in KS1 and KS2. An attendance disco takes place at the end of every half term to celebrate those children who have achieved 100% attendance across the whole school.

23 Behaviours for Learning

Children are expected to move around the school quietly and respectfully. Children line up at the end of all play times and walk calmly and quietly back to their classes with their teacher. When walking through the school, staff should always lead their class from the back of the in order to monitor behaviour at all times.

Active listening and positive participation is expected in assembly and all lessons. This is encouraged by the introduction of a no hands up strategy in lessons.

Children are expected to support their own and others learning through self and peer evaluation and assessment. Plenaries provide opportunities to develop reflective practice so that children develop their skills in self-assessment and peer assessment (use of retrieval activities and end of unit assessments support this).

Assistant headteacher leads on monitoring and managing learning behaviour for their phases.

24 Pupil Exclusions

In extreme cases of verbal and physical violence where a child or other children's safety is at risk a child will be excluded following Barking and Dagenham guidelines and as authorised by the Headteacher.

25 Attendance

Our school has an allocated Attendance Officer to monitor attendance. The Attendance officer will monitor attendance and lateness. They will contact parents following the attendance and lateness process (see appendix for attendance and lateness flow chart). Feedback will be given to teachers of referred children through email or pupil progress form.

26 Holiday Requests

Holiday requests during term time are not authorised. No member of staff is to verbally agree this with any child or parent. If this is brought to your attention by any child or parent, please refer them to our Attendance Officer.

27 Educational Visits

Outings enhance the learning experience for the children and these need to be planned following the agreed protocol carefully in order that all year groups benefit from equal opportunities. Risk assessments and EVA forms must be completed. See Educational Visit Policy and Flow Chart.

Where parents and carers volunteer they should be allowed to be with their own child as well as supervising others in a group.

28 Residential Trips

Each year, upper KS2 children go on separate residential trip for up to 3 nights. All staff in these year groups are welcome to attend these trips. This helps with team building and strengthening relationships within the year group. Children who remain at school during this period should have sufficient educational activities planned for them to take part in.

29 Communicating with Parents

Informal meetings can be arranged after school or through appointments. Staff are encouraged to organise and arrange their own meetings through direct contact with parents. A meeting form needs to be completed. Once completed a copy must be filed in the child's file in the school office – share any information, concerns or queries with the relevant member of SLT or department (such as SEND/EAL). Record the meeting conversation on Safeguard.

Parent consultation evenings are arranged twice a year. Parent attendance is always actively encouraged.

Coffee mornings are organised by the parent liaison officer to ensure effective communication and to deal with any concerns and issues. Friends of Eastbury organise and ensure school events are supported with guidance from school.

Parents and carers are communicated via email, text, MCAS and school website. Parents and carers are contacted by phone as appropriate and when other forms of communication fail.

Please ensure that the appropriate member of SLT has seen letters intended to be sent out of school before parents receive them.

The school has a home school agreement which needs to be reviewed and signed when a child starts the school as part of the induction process.

Due to previous National Lockdown and previous online remote learning we have created a dedication page on our school website that gives information to parents to support online teaching and learning.

30 Complaints

If a parent has a problem concerning their child then the following steps should be followed:

1. The parent should speak to their child's class teacher, either by appointment or informally in the school playground. Another member of staff may be present if required (Leader of Learning).
2. If the complaint cannot be resolved through this informal process, then the school's complaints procedure should be followed (see the school website for complaints procedure).

31 Teaching and Learning Activities

At Eastbury, we promote high standards of rigour and consistency in our teaching throughout the school. All teaching staff should read and follow the Teaching and learning policy and the Feedback policy. The school's approach to monitoring is set out in the Monitoring of Learning policy. See school website for policies.

32 Data

Internal progress and attainment reports are produced after each assessment drop. Pupil progress meetings are held after data drop and analysis. Progress and attainment will be tracked and reviewed at the PPM to inform planning. Groups vulnerable to underachievement are identified and appropriate steps taken to close gaps and accelerate progress. Class teachers must keep a track record of all data.

Subject leaders monitor and report on the curriculum coverage and attainment of pupils within their subject. This information is used to inform termly planning and target setting, staff CPD and curriculum resourcing.

KS2 SATs data is published on the FFT Aspire Dashboard.

33 Curriculum

Details of the Curriculum are set out in the Teaching and learning policy available on the school website. Subject Progression maps show key knowledge, key skills and key vocabulary taught across the school. These are set out in the Year Group Curriculum maps. All documentation are available electronically on the school website.



Attendance/Lateness
 (If at any stage of the process you feel it is urgent or a Safeguard issue communicate to the Attendance Lead or Safeguard Lead immediately)

Razmina Begum
 (Attendance Team)

Attendance
 If a child starts to have regular attendance issues and you feel they are more than expected and it is a **concern refer straight to Razmina.**
 If not a cause for concern first speak to the parent, ask them if everything is fine, build that conversation and relationship, offer support if required. If you think it needs further attention refer to Attendance Lead straight away. If not monitor and follow the same process as lateness.

Late
 If a child is late to class regularly –
 Speak to the parent (end of day/MCAS/phone call) to find out if there are any areas that support can be given. Explain the importance of being on time and how their child needs that learning time. Ask them to support getting them to school on time.

Monitoring
 Razmina will monitor attendance and lateness. She will contact parents following the attendance and lateness process.
 Feedback will be given to teachers of referred children through email or pupil progress form.

Teachers
 If they continue to be late and you have spoken to the parent, refer to your LOL to support you in speaking to the parent again.
 (Record on a parent meeting form)

Meeting (every 2 weeks) Attendance Team
 Razmina, Claire, Sarfraz – SBM
 Feedback will be given to teachers of referred children by email or pupil progress form.

Leaders of Learning
 If you have spoken to the parent and lateness is still persistent, refer to your phase leader (AHT) to address further.
 (Record on a parent meeting form)

Attendance Officer
 School Parent Liaison Officer and Michelle with the officer will meet to discuss and action areas of concern or need accordingly to resolve and improve attendance areas.
 Feedback will be given to teachers of referred children through email or pupil progress form.

Assistant head teacher
 (LOL meeting, PPA, meet individually, email, Pupil Progress)
 If lateness is still an issue by this stage refer to attendance team.
 (Give all parent meeting forms)

Refer
 DHT/Inclusion Lead – Claire
 (Give all parent meeting forms)

