

## Leyland St. Mary's Catholic Primary School

*At St. Mary's we live and learn, sharing God's love.*

### SEPTEMBER 2018 NON NEGOTIABLES

#### ALL TEACHING STAFF ARE EXPECTED TO :

- Make the education of their pupils their first concern
- Be accountable for achieving the highest possible standards in work and conduct
- Act with honesty and integrity
- Have strong subject knowledge and skills and keep up to date
- Be self critical
- Forge positive professional relationships
- Work with parents in the interests of their pupils  
(DfE - Teachers' Standards)

#### AfL/CURRICULUM

- Teachers must have the highest of expectations for **ALL** of the children in school at **ALL** times (work, presentation, behaviour etc)
- All teachers to be in the classroom by 8:40am when the doors open
- Teachers must always be in the classroom during teaching time unless release has been authorised by LOM, NS or NH
- Quiet music and welcome children in each classroom at the start of the day
- Class Collective Worship to take place daily
- Targets to be set for the children and sent home by the date on termly monitoring overview and updated regularly to reflect the children's progress
- Each teacher's plans to be uploaded to Teacher Share each Friday for the week just taught. A copy of the current plans must be available at all times and provided to support staff in advance of lessons
- Working walls are a key element of AfL and therefore must be up to date at all times
- **All work must be marked before the next lesson in each subject**
- Marking must be in line with Marking and Feedback policy
- **All children must complete PE lessons every week. This **CANNOT** be used as a sanction.** Spare kit must be provided for children without.

#### PROFESSIONAL STANDARDS

- All teachers must adhere to the Social Media Policy (September 2016).

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- Work surfaces to be kept clear and items are **NOT** to be stored on cupboard tops. Cloakrooms to be kept tidy.
- Classrooms to be left tidy at the end of every day, including PPA sessions
- Mobile phones must be switched off during directed time unless there are exceptional circumstances which have been discussed with LOM, NS or NH in advance.
- Mobile phones must **NOT** be used for any reason during class time or in front of children.
- Mobile phones must **NOT** be brought to staff meetings unless by prior arrangement with LOM
- Marking must **NOT** be completed during a meeting
- If hot drinks are to be taken to class or on the playground, travel mugs must be used. **At no point should drinks be consumed during lessons or assemblies. This looks very unprofessional.**
- Absences should be reported by ringing Louise's mobile on 07724459066. Sickness absences must be reported by 7:30am at the latest on the first day of absence. Please telephone the office before 3pm each day of absence to inform whether you will remain absent or return the following day.

### HEALTH AND SAFETY

- All teachers to be in the classroom by 8:40am. If this is not possible, due to a meeting etc, please ensure another member of staff is in your classroom to welcome the children.
- **Staff on duty must be on the playground on time.**
- At the end of break and lunchtimes, a member of staff from each class **MUST** be on the yard promptly to collect the class.
- Children must **NOT** be in the classroom unsupervised. This includes prefects.
- Children must **NOT** access the PE cupboard, unless supervised by an adult.
- Only staff must collect and return keys for PE cupboard and the projector cupboard.
- Only staff must collect and return the laptop trolleys.
- Only staff must collect and return the ipads.
- If staff see a child in school at play time or lunch time, they **MUST** establish the reason for this. If the reason is not deemed to be valid, please ensure the child returns to the play ground. If in doubt, check with their class teacher or the member of staff they mention.
- Work surfaces to be kept clear and items are **NOT** to be stored on cupboard tops.

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### PASTORAL

- If you notice any marks/bruising on a child which give you cause for concern, or a child makes a disclosure, this must be reported to LOM, NS or JB **IMMEDIATELY**. DO NOT speak to anyone else. The DSL team will then decide on the appropriate course of action. Please ensure you have read the school policy if further guidance is required. You may then be asked to record the information on CPOMs
- Behaviour logs - now to be reported via CPOMS - please ensure all incidents which would have been classed as blue or yellow are now recorded, as soon as is practically possible, on CPOMS
- **ALL** staff must adhere to the 'No shouting' policy at all times when in school.
- Every child to have a key person. Key person time **MUST** be built into your weekly timetable
- If you feel a child needs pastoral intervention ie counselling, family support worker or learning mentor support, you must speak to LOM, NS or JB. They will then decide on the most appropriate support to be offered.
- Behaviour management still remains the responsibility of the class teacher. It is only if the classroom strategies ie the traffic light system do not work that the pastoral team need to be involved.
- Children must **NOT** be sent to sit or stand outside of the classroom. If time out of the classroom is deemed necessary, please send to another classroom with work to complete.
- If children are on a 'stage' they should be excluded from clubs, treats and trips. The exception to this is when the trip is educationally based and related to a topic being studied. If you feel a child should miss an event, this must be discussed with LOM or NS **before** the child or parent is informed.
- Children must not be sent to 'time out' to complete work. If this is something that is needed, then a member of staff must remain in the classroom to supervise the children.
- Children should not be sent to 'time out' for anything less than the full break time. If a 5 minute time out is needed, then, again, this should take place in the classroom with a member of staff (unless by prior arrangement with the learning mentor).
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