



St Mary's Catholic High School

Royal Avenue, Leyland, PR25 1BS



School Procedures Handbook

2022/23

CHANGES AND UPDATES TO HANDBOOK

Date	Section	Change
Sept 16	<i>The School Day</i>	<i>Change of time for start and end of school day.</i>
Sept 16	<i>Lunch Duty</i>	<i>20 minute slot for duty meal value</i>
Sept 16	<i>Mobile Phones</i>	<i>Activated mobile phones are not permitted on the school site.</i>
Dec 16	<i>Emergency Plan</i>	<i>Inclusion to handbook</i>
Jan 18	<i>Lockdown Procedure</i>	<i>Inclusion to handbook</i>
May 18	<i>Data Protection</i>	<i>GDPR Legislation added</i>
June 19	<i>Social Media</i>	<i>Agreement Form</i>
June 19	<i>PTFA</i>	<i>No longer in operation</i>
July 19	<i>Rewards System</i>	<i>Updated</i>
July 19	<i>Uniform</i>	<i>Compulsory wearing of jumper added</i>
Aug 19	<i>Fire Safety</i>	<i>Addition of electrical items being brought into school</i>
Aug 20	<i>Security</i>	<i>Fitting of door system on external doors</i>
Sept 20		<u>Changes due to Pandemic</u>
	REMINDERS	
Sept 22	School Day	Changes for staggered break and lunch
Sept 21	Communication	Installation of new telephone system
Sept 21	Pastoral	Evidence of appointment from professional body

DAY TO DAY ISSUES AND WORKING PRACTICES IN SCHOOL

The School Day

	Years 7 to 9	Years 10, 11
8:30	Staff Briefing	
8:40	Movement Bell	
8:45	Registration & Assembly	
9:00	Movement Bell	
9:05-10:05	Period 1	Period 1
10:05-10:25	BREAK	Period 2
10:25-11:25	Period 2	BREAK
11:25-12:25	Period 3	Period 3
12:25-13:00	LUNCH	Period 4
13:00-14:00	Period 4	LUNCH
13:20-13:55		LUNCH
14:00-15:00	Period 5	Period 5
15:00	End of Day – Staff to see safe exit of all pupils	
15:10	Acceptable time for staff departure	

The school is open from 5.30am Monday to Friday and unless there are school functions in the evening all staff should leave the building by 6pm. Staff staying beyond 6pm must inform the duty Site Supervisor to comply with the 'Lone Worker' protocol.

Please ensure that when you leave your room/office that all windows are closed and electrical items, including monitors and lights are off.

For fire and security purposes, please ensure 'a clear desk'. This aids cleaning too.

Admissions

The school follows the LA admissions procedure. Applications must be received by 31 October for admission in the following September. Parents are notified in April if their admission has been successful by the Local Authority. Supplementary Faith Forms should accompany the LA form. Parents can appeal to the LA against an unsuccessful request. The school's admission limit is 150. The Headteacher's PA is responsible for the administration of the admission procedure.

Assemblies

The aim is to provide pupils with a collective act of Christian Worship on a daily basis

Objectives

- * To give all pupils the opportunity of taking part in the preparation and delivery of at least two assemblies.
- * To enhance the quality of worship through music, singing and drama.

- * To highlight significant seasons and days in the Christian Calendar in order to allow pupils to celebrate them well. To highlight other events of interest such as Prisoner of Conscience Week, One World Week, Christian Aid Week etc.
- * To involve all staff in the delivery of assemblies.
(R.E. staff, Form Tutors, Pastoral Leaders, Chaplaincy Co-ordinator, Pastoral Head, Assistant Headteachers, Deputy Headteacher and Headteacher)
- * To involve significant others in the delivery of assemblies
(e.g. Year Chaplains, Youth Workers, Local Church Ministers, People working in Parishes).

All pupils will have at least TWO opportunities to be involved in an assembly.

- an R.E. assembly (supervised by R.E. class teacher)
- a Form assembly (supervised by Form Tutor)

There will be singing at some assemblies for all years with pupil involvement in singing and playing instruments.

Each member of the R.E. department will prepare one assembly with each R.E. class and help to deliver it. He/she will need to co-ordinate with L. Pilling

Each Form Tutor will prepare and present one assembly with members of their form taking part. They will need to consult about music as above.

Pastoral Leaders will still have overall responsibility for the assembly period. They will still have approximately 10 assemblies which they will prepare and deliver. Some of these 10 assemblies will, no doubt, be taken up with visiting speakers, charity drives.

The Deputy Head will have two weeks of assemblies, although may be involved with others as well. The Headteacher will have one week of assemblies per term. These may be with or without pupil participation.

In January, ministers from other Christian denominations will be invited to lead the assemblies for the week of Christian Unity.

After staff have given an assembly would they please give an A4 sheet copy of the assembly to Laura Pilling for filing.

All assemblies should be about 10 minutes duration plus a hymn. Those delivering assemblies should aim to finish in time (9.00am) to minimise the impact on teachers who have prepared a lesson for period 1.

There are many ideas, resources, tapes, books and sheets available for assemblies, from the RE Department. Many of these are held in the staff room for reference. Hymn sheets and projected on to the screen in the Drama Theatre.

The main part of each assembly should be the 'act of worship' as outlined above. In order not to lose that emphasis notices should be kept to the minimum possible. The Learning Manager has the responsibility for collecting relevant messages which apply to that morning and giving them out after the assembly.

Boundaries

During school hours children are not allowed off site without prior permission of the Headteacher.

Break time Snacks

A selection of food items are available at break which is served in both the dining room and drama theatre. All items of food are covered by the food standards regulations and should be consumed in the dining hall/drama theatre or the designated outdoor areas. Children should not be seen eating on the corridors to the outside areas.

Census

A pupil census and workforce census is taken on a termly basis from the data held on the management information system. Information relating to SEND, Gifted, Able and Talented, Looked After Children and Free School Meal children, (PPG) is forwarded to the Local Authority. This information is taken into consideration for the school's budget. Absences and professional development is extracted for the workforce census, please ensure you inform the SBM regarding courses and absences.

Clustering

The Headteacher attends LACE, a group of local Headteachers who meet half termly to discuss educational issues and to share good practice. Clustering also extends to subject leaders and other members of Senior Leadership.

Data Protection

GDPR regulations came into effect on 25 May 2018. All staff to ensure they are fully converse with the law by completing on-line training via www.GDPR.co.uk and reading and understanding the school's privacy notices and what data can be shared with third parties.

If in doubt, please ask the DPO Mrs Louise Martin

Displays

Teachers should give priority to the creation of an informative and stimulating environment within the classroom. Areas should be established for various activities and pupils' work as well as other objects displayed to good effect; items should be carefully labeled and suitably mounted. Equal care should be given to corridor displays. Height restrictions apply. (See Policy).

Care of the building and especially the walls is important. Please do not attach items directly with staples to walls or woodwork. For health & safety reasons, drawing pins should not be used as these can be removed from displays.

Display paper is available from Staff storeroom. Please ensure you return unused paper to the correct place after use. Please do not return cut offs or pre-used paper.

Duties and Supervision

Students should not be on site before 8am. Supervision starts at 8.30am

Duty Day

Duty staff members are responsible for the safety and care of all the children during the following times;

8:30	Supervise entry into school
Breaks	Dining rooms and outdoor supervision
Lunch	Dining rooms and outdoor supervision
15:00 to 15:10	Supervise exit of school premises

Lunch time Supervision

This is a voluntary supervision for which a member of staff will qualify for additional pay, if not already contracted to work. The member of staff will need to be available for a 20 minute slot.

As with break duty there should be no children in the classrooms unsupervised.

Lunch time Supervision Scheme (September 2017)

To assist the school in the management of pupils at lunchtime we rely on the good nature of all staff to help supervise this period. Your support is greatly appreciated.

How it works:-

- You must express an interest for a duty and have confirmation from the duty co-ordinator of when and where your duty will take place.
- Perform your 20 minute duty
- At the end of the month you will submit your signed claim form to the office.
- A rate of £10.00 per hour will be added to Oracle Self Service on your behalf, which will appear in your salary at the month end.

Or, if you prefer and do not perform more than one duty a day the amount will be added to your account for you to take a lunch. Lunches not taken **are not** redeemable as a cash value. Please instruct a member of the office as to your preferred method.

Emergency Plan

The Emergency Plan is located in J:>Finance>Policies>Emergency Plan and is updated on an annual basis every December. The Plan outlines Roles and Responsibilities of staff. Also what to do in the event of:-

Fire – Fire alarm sounds and all occupants to leave the building by the nearest exit.

Shelter – Tannoy message informing all pupils and staff to return to the building.

Lockdown – Tannoy 3 to 6 bursts on school bell. Procedures to be displayed on inside of all doors.

Staff unsure of the procedures should speak directly to their line manager or the business manager.

Governors

The Headteacher of the school, in consultation with the governors, is responsible for the internal organisation, management and discipline of the school. The governors, who

meet at least once per term as a whole body and many times as committees, have a wide range of responsibilities for the school.

Under reconstitution in 2015 the membership of the governing body is made up of one nominated by the Local Authority, some are parent elected and the rest are foundation governors from the Archdiocese. As a school we are fortunate enough to have a governing body who take such a keen interest in the school and whose support is vital to its future development.

Induction

New children to the school will be invited to meet with the Headteacher (or Deputy Headteacher) to discuss any specific needs or requirements, have a tour of the school and its facilities with reference to any extra-curricular activities that may be of interest to the student. An induction programme has been created by Pastoral for smooth transition

Registration

Please follow the guidelines at the front of the register for completion. Registers are returned and kept outside the office during the day. It is a legal requirement for the register to be taken at both the morning session and the afternoon session. Registration should be recorded at every lesson.

Rules

[See also Behaviour Policy.](#)

School Prospectus

Copies of the school prospectus are issued to prospective parents. These are available from the Headteacher's PA or downloadable from the school website.

School Meals

The canteen provides a wide range of hot and cold meals. Lunch accounts are pre-loaded to avoid cash handling. Children without credit on their accounts will be allowed to go one meal over. The office will text parents to inform them that accounts need topping up.

Children in receipt of Free School Meals will have credit added to their lunch account.

ASSESSMENT, DATA AND EXAMS

Assessment of children should be on-going, with internal documents updated throughout the year and passed on to the next class teacher in July.

Class teachers are responsible for the maintenance of the assessment records of children in their class:

There are three occasions in the year when parents can officially meet with the class teacher during the year. A parents evening in the Autumn Term, and early Spring Term plus an after school session in the Summer Term.

A written report is sent home at certain points through the academic year and a copy is made and kept in the child's record file to aid continuity.

Teachers will contact parents outside of the official parents evening if there are concerns.

Exams

Dates are published by school prior to the summer holidays and are shown in the year book diary. Whenever any kind of testing is taking place, teachers should try to ensure that children are able to perform to the best of their ability by making the situation as relaxed as possible. For any additional information please see the Curriculum subject leader.

Leavers

Children leaving St Mary's Catholic High School unless moving away from the area will do so at the end of a term. All documentation must be forwarded to the new school within 14 working days. The exams and Data Manager will send the latest assessment data via a Common Transfer Form (CTF).

Records (Pupils)

General pupil records are confidential and are stored centrally. Assessments of pupils' progress are kept by the teacher. These records are transferred with the pupil when leaving the school and should be retained until the child reaches age 25 years.

COMMUNICATION

Contact with Parents

Parents should feel they are welcome to speak with their children's Pastoral Leader and/or Assistant, Form Tutor, Teacher or Headteacher at any time during the school year and not feel limited to parents' evenings – especially if they have any worries or concerns.

Meetings with parents should not take place after 8.45am as you are directed to be in class at this time.

Your meeting should take place in a meeting room, notify a colleague that a meeting is taking place and ensure that you sit between your visitor and the office door.

Daily Briefings

A briefing is held at 8.30 am Monday, Wednesday and Friday in the staff room. A member of the Leadership Team will lead the briefing and all teaching staff, apart from anyone involved in a pre-school duty, must attend. Notices for briefing must be written in the briefing book prior to 8.30am.

Diary/Staff Calendar

The school diary is held in the main office. Expected visitors into school should be pre-booked along with staff absences due to professional development and unavoidable appointments.

All staff have access to outlook calendars and are requested to advise the office with professional absences and appointments.

The Cover Manager is Marie Owens. It is your responsibility to ensure that cover has been booked if you are to be absent from class.

Mobile Phones for Students

Activated mobile phones are not permitted on the school site. If discovered the phone will be confiscated and held in a locked cupboard in the school office and returned after the confiscation period.

Personal mobile phones should be used with care. Due to the personal information held on the memory of mobile phones, staff should protect the data with a password. Phone calls should be made in the staff room or in an office and not within earshot of pupils, in classrooms or on corridors. Please refer to the safeguarding policy.

Staff Bulletin

Each Friday a staff bulletin is published. This contains information about events, meetings, outings etc., for the following week. Any member of staff may submit an item for inclusion in the bulletin. The deadline is 10.00 am every Friday. Information is to be passed to Marie Owens, HT PA. All members of staff expecting cover for courses / other reasons for absence should check the bulletin and inform the person responsible for staff substitution if this is not the case.

Parents' Newsletter

Each term a whole school newsletter is sent to parents and staff may use this to publicise a forthcoming event, make requests or simply give information. Due to the costs involved it is recommended that an electronic copy is sent home via email and a copy published on the website.

Parents' Evenings

These are held at least once annually for each academic year and form part of directed time. They are usually held from 3:30pm to 6:30pm. There are two evenings each for Year 7 (one for Form Tutors) and Year 11 and one evening each for Years 8, 9 and 10. Dates and information can be found in the Staff school calendar.

Telephone System

The internal school telephone is now internet based Voip (Voice over internet protocol) enables colleagues to contact each other in various parts of the buildings. Every member of staff will be given access to voicemail. This is retrievable via email.

- Please make sure your voicemail message is updated to the users.
- Outside callers can contact you direct by issuing them with your extension number.
- We have a number of mobile apps to receive and send calls.

Collection of Monies

Dinner Money. Parents may pay on-line via the SCOPay, by cheque or by cash in the reval machines.

Other Monies. Our preferred method of collection is via the SCOPay. Parents may also pay by cheque or by cash. Any money sent to the office should be clearly marked as to its purpose *i.e. Name of School Visit.*

For charitable collections all money should be sent to the office as soon as possible for counting. The less number of people handling money will reduce the risk of theft and miscalculation. **All money to be stored in the school safe.**

N.B. Do not leave money on desks either in the classroom or the office at any time. Only money held in the safe is covered by the school's insurance policy, therefore all money collected should be stored in the safe in the school office.

Insurance of Equipment

The school buys in to the Archdiocesan scheme but has to pay the first £250 of any loss or damage. Staff would be well advised to consider their own insurance with regard to personal possessions.

Asset Management

Electrical equipment is security tagged with asset manager tags. A web based stock control package, which allows you to monitor the movement of goods, purchase value and replacement value for school development plans.

To access the site log on to [Parago Asset Management from Parago Software](#)

Property belonging to the school should not be loaned out without prior approval from the curriculum leader. Details of when and who should be forwarded to the Business Manager for entry into the Assessment Management system, once the property has been returned the asset can be recorded as back into school.

On an annual basis all staff will be asked to reconcile their room contents.

Lockers

There are sufficient lockers for all children in school. The lockers are located under cover between the main building and the sports hall. They are grouped into year groups and are available to rent for £5 a year with a £10 refundable deposit. Agreements are available from the school office. Children are requested to bring in their own padlock with a spare key being given to the Pastoral Leader.

Meeting Rooms

A diary system is in operation for booking of meeting rooms and is administered by the office staff.

Messages

Only urgent telephone calls will be passed on during timetabled teaching, otherwise a message will be taken or the person asked to call back at the next break. Messages concerning arrangements for the collection of children at the end of sessions should be given to the Pastoral Assistant who will speak to the child directly.

Our telephone system allows outsider callers to phone an extension directly. Please quote your extension number if you are expecting an outside call.

Voicemail is available for all staff. Please ensure your voicemail message is current and checked on a regular basis.

Reprographics

Due to the large volume of use, paper will be ordered on a regular basis. Staff members are requested to use the appropriate code number when photocopying and should ensure that pupils/volunteers have had the appropriate training before being allowed to use the machine. Anything over 30 copies should be given to the Reprographic Technician with appropriate instructions, turnaround time is very quick and it is more cost effective for Shiobhan to print than it is for you. Please use the request form available from Reprographics or the Staff Work room - omitting information may result in your job being delayed.

Always think before you copy/print:

Do I need it?

Can I reduce it to A5?

Can it be copied back to back?

Can I teach the same lesson with different resources?

- Departmental budgets will be debited for the copies used.
- Personnel will be given access to specific departments through the ICT Network Manager.
- All personal copies must be paid for. A separate code from the ICT Network Manager should be used.
- The Reprographics Technician will train any staff member upon request.

Photocopying for the whole school should have prior approval of SLT. Ask yourself is it necessary? Can an electronic copy suffice?

Please follow the copyright guidelines by the photocopier. If in doubt refer to the rear of the CLA copyright Log Book.

The reprographics room houses a variety of high quality machines, laminators and finishing equipment. The copiers around school have additional features such as pamphlet copying and mutli-shot: All machines scan to email/USB pen drives

Requisitions

Requisition orders are processed on a Monday.

Each Curriculum subject leader is responsible for ordering supplies for their subject relevant to learning resources. Resources are prioritised dependant on the needs of the school and in relation to the school improvement priorities.

Consumables for baking, experiments etc can be claimed back. You must firstly complete a 'Request to purchase consumables' (RFC form), have it authorised by the subject leader and then hand in to the SBM for reimbursement. Please refer to 'Credit Control Policy' on the staffing area of the website. No purchases must be made prior to the request form being authorised. All claims for reimbursements must be made monthly.

All requisition orders must be placed by February half term. This is to allow sufficient time for invoices to be paid by the end of the financial year, which is 31st March. No orders are placed between February half term up to the Easter holidays.

Please be aware that some educational suppliers charge for delivery and some add on an insurance premium, both these items will be deducted from your budget heading. Thinking and ordering ahead will allow the Business team to find a supplier with the best value on the resources required.

Teacher resources can be requested via the office.

Post

Outgoing school mail can be left in the office for posting. Please remember that 'size does matter'. Where at all possible maximum size of envelope should be A5. Each letter costs 66p no post will be sent first class (85p), unless requested. Consider an alternative method. Email is far quicker and less costly. Costs will be deducted from your curriculum cost centre.

Please do not ask the office staff to post personal mail, the post box is directly across the road from the main entrance and is collected at 9am each day.

Confidential Waste

Confidential waste is 2 pieces of sensitive information on the same page. For example FULL NAME and DOB or FULL NAME and ASSESSMENT DATA. To dispose of this kind of waste, we have numerous shredders around school for use and five confidential bins.

HEALTH & SAFETY RELATED ISSUES

Accidents/Near Misses – Children

Any accident that requires first aid treatment **must be** recorded in the Treatment Book. The Treatment Book is located with first aid kits. A list of qualified first aiders appears at the first aid station. General guidelines are:

Know your limitations as to your skill as a first aider. If in any doubt seek help.

Ensure that any wound is cleaned with only water or antiseptic wipes and do not apply any antiseptic creams or lotions.

If a cold compress is required then the first aid procedure must be followed. Please do not dish out ice-packs as an easy option.

All accidents requiring hospital attention require a HS1 form. You can complete your part from the STAFF tab on the School Website. All Incidents/Near Misses should also be recorded, so we can prevent an accident.

If you require support completing this information, please see Louise Martin, SBM.

Asthma

Children suffering from asthma keep their medication with them. In case of an attack please ensure the following procedure is followed:

- Let the pupil sit down in a comfortable position. DO NOT make them lie down.
- Let the pupil use their normal reliever treatment – normally blue salbutamol inhaler.
- If the symptoms disappear, the pupil can go back to whatever they were doing.
- If the symptoms have improved but not completely disappeared, call the parents and give another dose of inhaler whilst waiting for their arrival.
- If the symptoms do not improve inform a Qualified First Aider and Headteacher.
- FIRST AID holds one inhaler for emergency use.

Educational Visits

Strict legislation governs the organisation of educational visits and they need to be planned well in advance. For further information please refer to the policy document on Educational Visits and always discuss with the Headteacher and the Educational Visits Co-ordinator. A pre-visit form must be completed prior to any booking taking place.

The Business Support staff will book coach hire and venues, arrange for the standard letter to be produced and collect and bank monies. A profit cannot be made from educational visits, but the cost of administration, pre-visits etc can be taken into account.

All visits are recorded using the Lancashire EVOLVE system. Evolve hold all risk assessments and county advice for educational visits.

Upon return from your visit, you are requested to complete a post visit financial record and report to the Full Governors termly on the educational value and value for money of the visit.

Defibrillation

The school is fortunate enough to house a defibrillation machine, in the main reception area. In the case of an emergency any member of staff can use the machine. **Shout for help**. Call 999 and request an ambulance, describe the patients symptoms and

inform the emergency services that a Defibrillation is on site – advice will be given on its use.

Emergencies

Shout for help.

Emergency Contacts

Children's contact details are available in Sims. Always try the home number first. Do not rely on a child's information that a parent is not available at that number. The Pastoral Leader and Assistant Headteacher should always be informed when a child is sent home from school. Every effort is made to keep emergency contact numbers up-to-date, please assist with this by passing on information to the office promptly.

Emergency Plan

The school operates an 'Emergency Plan' which is updated by the Business Manager on an 'as and when' or annual basis. Copies are held with the Headteacher, Deputy Headteacher, and members of the senior leadership team. In the case of an emergency, the plan will be activated and members of staff will be directed as necessary.

Fire Evacuation

Please refer to the policy which is available on the department server. Guidance is available in the front of each class register, please ensure you familiarise yourself with the procedure.



Assembly point

Playground between main building and sports hall

Fire Extinguishers

An annual maintenance contract is in place to check the extinguishers as well as visual checks by the site staff. Please report any damage via the green reporting form. Only trained personnel should tackle a fire, unless a fire is blocking your exit.

Extinguishers should not be removed from the wall to be used as door stops.

Fire Procedures

All staff and visitors are requested to sign into the building and to sign out, even at the end of a school day. The premises are open until 6pm and there is still a legal duty to account for all personnel in the building.

Fire Safety

Members of staff are not permitted to bring in electrical items for their personal use/school use unless approval and checks have been made by the Business Manager. This also includes electrical adaptors and extension plugs. Using the school's electricity supply to charge personal items is also prohibited.

First Aid response

The role of a First Aider is to be the first on scene to make an assessment and to recommend treatment.

Student requiring first aid treatment should be accompanied to the first aid bay OR phone the office for a first aider to be summoned. Any serious injury should always be reported to the Headteacher and appropriate forms will need to be completed. Any first aid treatment must be recorded in the treatment book, which is kept with the first aid boxes.

DO NOT send students for ice-packs, bandages etc., this means that you have already assessed and made a recommendation for treatment. Injuries which happen outside of school hours are not deemed as first aid incidents and pupils should not be sent for treatment. If you consider that the child is not fit to be in school this should be referred to Pastoral support.

There are a number of first aid kits around the school with provisions. Please request a top up if supplies are running low. Kits are checked on an annual basis and recorded accordingly.

General Health & Safety

For full details – refer to Health and Safety Policy

The list of first aiders is listed in all communal areas.

Accidents to staff and children should be reported in line with the policy. First aid kits are sited in the main building and key departments. If any first aid is administered – details must be recorded in the accident book. Serious injuries must be reported to the Headteacher and first aiders. (See policy)

First aid kits should be taken on school trips along with sick bags and paper towels. A first aid kit suitable for sport is available for fixtures away from school.

A list of children with medical problems is attached to each class register.

In the case of a severe head injury the child's parents will be contacted.

Housekeeping

Learning Environments - All learning environments should be stimulating and free from clutter. All ignition sources such as processing units/heaters should be free from flammable items such as paper. All chemicals displaying a warning sign should be stored in a locked area and itemised on the **COSHH** register. You are not permitted to bring in liquids from home that are not **COSHH** registered



Hot drinks should only be consumed in staff rest areas or offices.

Offices – A clear desk policy is necessary to ensure that confidential and sensitive information is not left visible to unauthorised personnel.

Storage – Heavy items should not be stored above shoulder height to avoid risk of falling items.

Illness

Child – If the child is unfit for learning then a request for that child to go home should be made to the Pastoral Leader. Pupil contact numbers are available on Sims. The office will make every attempt to contact a parent. Pupils should be kept in class. If, however, it is felt that they are too ill to stay in class they should be sent with a note to the school office.

Infectious Diseases

Please refer to the Health Protection Agency guidelines in the office.

Keys

All school keys remain the property of the school and should be returned to the Business Manager when a member of staff leaves the school. Please take good care of any school keys in your possession and report any loss immediately to the school. Premises keys are kept central and should be signed for and returned after use.

Anyone on long term sick over 10 days must also surrender their keys, which will be reissued at their return to work meeting

Lost Property

The importance of naming clothing cannot be stressed enough. With approx 750+ children all wearing similar clothing, much can easily be mislaid.

If a child mislays an item the teacher should:

- a) send the child to look for it
- b) assist the child to find the article
- c) check 'Lost Property' bin
- d) check after all the children have gone home
- e) ask the cleaners
- f) inform parents and Pastoral team

The contents of the basket will be cleared every half-term. Valuable lost property should be sent to the school office. Lost property will be discarded after 30 days.

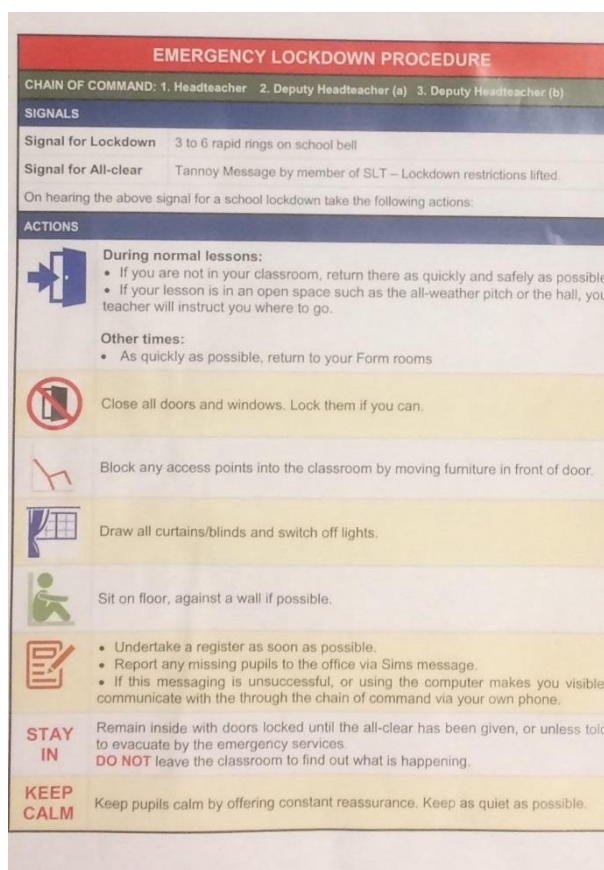
Lockdown

3 to 6 rapid rings on the school bell will indicate lockdown, please refer to the Emergency Plan and poster in classrooms for procedure.

A lockdown will be initiated for events such as an unauthorised intruder, dogs on the premises, gas or pollution leak.

Regular drills will take place throughout the year to familiarise staff with the procedure.

Feedback sheets will be issued to help us to improve our procedures.



Major Incident Crisis Kit

A copy of contacts for staff and pupils, plus relevant information necessary in the case of a major incident is kept in the emergency kit in the school office and held by members of the SLT.

Medication

In accordance with the authority's guidelines, we are unable to administer medicine, other than that prescribed for chronic conditions or those covered by permission to administer by the parent.

Personal Emergency Evacuation Plan

Any child or member of staff with a physical disability requires a PEEP. Please ensure the Business team is aware of their needs before agreeing for them to return to normal duties.

Security

The Site Supervisor's hours are

Emil Rich	Mon - Fri	5.15 am– 1.15pm
Patrick Cusack	Mon-Thur	1.15pm - 9.15pm (6pm Fri)

The Site Supervisor is responsible for securing the building, including windows and doors and opening up in the morning. He is also the First Keyholder.



- All external doors should remain closed during a school day.

- Visitors/parents must only enter school by the main entrance.
- All staff and visitors should enter via the main entrance and sign in.
- Identity badges should be worn at all times by both staff and visitors.
- The main door has a keypad code to gain entry, please request the code from the administration staff.

External doors are fitted with a Paxton security 'PIN' code. This pin is the same as your photocopying code. To exit the building there is a 'No Touch' sensor. The system can be set up to be on free flow at lesson changeover and at lunchtimes.

Transporting Pupils

Staff/parents should only transport Pupils if their insurance policy covers them in case of an accident. The school only uses coaches with seat belts. For safeguarding purposes, individual staff should never transport just one child. A copy of your business insurance must be held by the Business Manager before transporting any children.

The school minibus is available for use by completing the overview booking calendar in the school office. Staff must hold the necessary driver's category and ensure that the Business Manager has a copy of your driver's license. For staff to be eligible to drive the mini-bus they must hold a D1 Category on their license be over 21 years old and have a minimum of 2 years driving experience.

Use of the mini-bus for educational visits must be costed and the expenditure will be deducted from the visit.

The school also has a 9 seater vehicle which can be driven on a full driving license, with 2 years' experience. First and foremost, it will be our attendance vehicle but is available to departments for transporting students. The same booking system is required.

Transport and Travel

All transport for educational visits should be arranged through the Business Support staff. Refer to the school 'Guidelines on Educational Visits' for further information.

Visitors

All visitors are monitored by the Business Support team and will request DBS information when the visitor becomes a frequent visitor. All visitors should be escorted through the building to their destination. Visitors in the role of student teachers or work experience should produce their DBS and photographic ID before becoming a frequent visitor. All visitors must display a school visitor badge.

Yellow lanyard – DBS Cleared

Red lanyard – Not Cleared – Must be accompanied by a member of staff.

Volunteers

Volunteers are welcomed into school on a voluntary basis. They fulfill valuable roles within school and carry out a range of tasks. These include, working with small groups, helping with displays, productions and photocopying. Anyone wishing to become a

volunteer should seek approval from the Headteacher and the necessary agreement will be issued by the Business Manager. They will be required to complete a DBS clearance and an induction session from the Business Manager before commencement of any duties. As with all visitors to school an ID badge should be worn.

Water Bottles

Children have access to water throughout the day. Bottles should have a sports top and be transparent and contain only water.

Work Experience Requests

All requests for work experience, observations must be made to L. Pilling, Assistant Headteacher. As per the recruitment policy a DBS must be sought for all personnel as we cannot guarantee supervised access with children. The Headteacher's PA will assist with the necessary paperwork.

ICT AND TECHNOLOGY

Audio Visual Aids

Every classroom comes fitted with an interactive whiteboard/TV All teachers and cover supervisors have a staff laptop. In addition classrooms may have portable CD player, visualizer.

Copyright Licences

For state schools in England, Collective Worship licences will be paid for centrally by the Department for Education with effect from April 2015.

The CWCL permits the reproduction of authorised song words for use in Collective Worship. Most publishers of assembly songs, hymns and worship songs are included in the licence. Please note that the **Schools Printed Music Licence**, administered by the CLA, does **not** cover assemblies /Collective Worship.

The CWCL permits you to:

- Print song sheets
- Make OHP acetates
- Store song words on a computer for projection
- Record songs from assemblies / Collective Worship for those unable to attend (includes **live** music only)

The CWCL also allows you to make musical arrangements for transposing instruments where no published version is available – an invaluable asset to school bands which include wind or brass instruments.

The CWCL is a convenient alternative to seeking permission from each copyright owner, giving schools the freedom to reproduce a huge range of songs, while ensuring that copyright owners are fairly rewarded for the use of their work.

MPLC Licence

Many organisations, facilities and companies are exposing themselves to copyright infringement when using audio visual works, whether movies, TV programs, or any entertainment video, for seemingly innocent purposes. Now with the MPLC Umbrella License®, you can continue to benefit from using DVDs without violating the Federal Copyright Act.

The Umbrella License grants permission to organisations and companies to show any legally obtained film without the need of reporting titles, dates or times of exhibition.

To play music in a classroom/office requires a performance licence

<http://www.prsformusic.com/users/businessesandliveevents/musicforbusinesses/educationalestablishments/Pages/educationalestablishments.aspx>

These grant you legal permission to play music on the premises to staff, pupils, students and the public. We don't currently hold any additional licences. Please inform the Business Manager if this currently takes place.

Home Use of School Equipment

School equipment may be used at home during holiday periods / weekends under the following conditions;

The BM has given approval and is aware of what is being taken away from the school.

No equipment must ever be left unattended in a car - teachers will be responsible for full replacement costs.

ICT systems should be dismantled and transported to and from school with extreme care to avoid damage to cables and connectors; it should be returned and reassembled in time for use in school. Teachers should ensure that school equipment is used under their direct care and supervision at all times.

The equipment must not be used in conditions where it could be damaged. Teachers must ensure that it is not used near liquid drinks - spilt tea and coffee is a common source of damage to computer equipment. Teachers may be responsible for full replacement costs should damage like this occur. The school cannot accept responsibility for how equipment is used in the home with regard to copyright and software.

Equipment must not be tampered with in any way by opening up plastic casings or attempting any internal adjustments or repairs. Teachers will be responsible for the full cost of replacement should this occur. All faults should be reported to the Network Manager on return.

ICT Acceptable Use Policy

Refer to ICT Security Policy on the school's website.

Image Consent

Parents are asked to agree the use of images in school as their child starts at St Mary's, and will be updated on an annual basis. All consents can be found in

W:\Departments>General>photo consent>School year 20**

For safeguarding purposes, please remember when using photos with displays in school that first names only must be displays. As per Lancashire's guidelines 'hoodies' or PE uniform must not display children's full names.

Social Media

The school operates a Facebook page and a Twitter account. Information will be 'posted' for you if you email the information to C.Elliott or L. Martin. Some departments have their own Twitter account and/or Instragram. If your department wishes to create an account, permission from the Headteacher should be sought and [Social Media Policy Agreement Form](#) should be completed and handed to L. Martin.

DO NOT email photographs. These should be uploaded to the W>Department drive for Data Protection reasons.

Website

The school operates a very informative website for parents, prospective parents and visitors, these days the website is the first contact parents have with the school. Please ensure your curriculum subject area is up to date, relevant, informative and concise.

The site has an area for Events, which once happened should link to some 'News'. Please share this information with parents. Your articles can be uploaded quickly and easily, by sending the information to C. Elliott.

Information relating to after-school clubs should be updated on a regular basis along with day to day life in class.

PARENTS

Parent/Teacher Consultations

These are held throughout the year and parents are invited into school to discuss their child's progress. If a teacher has a concern about a pupil's progress or behaviour, parents should be contacted and an additional/alternative meeting arranged.

Friends of St Mary's

Our group of fundraising parents has now dwindled and no longer operates.

Public Performances

All public performances should apply for the appropriate licence well in advance of the performance.

Pupil Absence

The register should be marked, morning and afternoon. Refer to the front of the register as to how to identify an absence. Any notification of pupil absence will be recorded on a record slip and held in the office. Parents should then write to school confirming the reason for absence when the pupil returns. A member of the office staff will contact the parents of any child not marked as attending. If a written note of explanation is received from parents on pupil's return, date and initial that you have seen it and file in the front of the register. Close of register is:-

when it has been taken at 9am and no later than 9.10am.

The Attendance Officer is Mrs D. Dickinson
Attendance Manager is Mr A. McCann

Attendance

We encourage regular attendance in the following ways:

- Providing a caring and welcoming learning environment and learning that is enjoyable and fun so children will not want to miss it.
- Responding promptly to a child's or parent's concerns about the school or other pupils.
- Marking registers accurately and punctually during the morning and afternoon registration. If pupils arrive at school after the close of the register (9:00 hrs) without a written explanation, a late mark will be recorded. If a child arrives late after 9:30 hrs it will be recorded as a late absence and counted as an unauthorised absence if no prior notice was given. The pupil's name will be recorded to comply with fire regulations.
- Publishing and displaying attendance statistics.
- Celebrating good and improved attendance.
- Monitoring pupils who have poor attendance and informing parents/carers in writing of irregular attendance, arranging meetings with them if necessary and referring the family to the Pupil Attendance Support Team (PAST) if the irregular attendance continues.

Responding to Non-Attendance

When a pupil does not attend school we will respond in the following manner:

- On the first day of absence, if we have not heard from parents by the close of register, all parents will be contacted via text requesting them to contact school. This will be actioned by the school office by 10am.
- If by the end of the second day, there has still been no contact made we will visit the house to ensure the child is safe. This will be followed up with a letter of concern with an invitation into school to discuss their child's absence. If the absence persists a referral to the PAST team will be made.

- Failure to comply with the expectations set by the PAST Service may result in further action, an application for an Educational Supervision Order, or court prosecution.

Pupils Leaving School during the school day

When a pupil needs to leave the school premises for an appointment they must:-

- Have evidence of an appointment. A letter from home will no longer suffice (Sept 21).
- Obtain from the form tutor a completed yellow slip which they must present to the office before 'signing out'
- The form tutor retains the appointment for reference.

Behaviour Management

The Behaviour Management Policy and Procedures document can be located on the department server and school website. The policy and procedures are updated annually in September in line with government changes, local authority advice and in house reviews of the previous year. At all times children should be made aware of our expectations using our school mission statement. A copy of the concerns form is passed to the DHT who then will follow up when necessary. All staff must adopt the expectations of behaviour across school and deal effectively with children who are not following the school rules.

Bullying

Bullying is defined as a repeated and sustained desire to hurt, threaten or frighten someone else. The school considers bullying to be unacceptable behaviour and will not be tolerated.

The Anti-Bullying Policy is available to download from the school website. Reporting forms are also available on the website.

Detention – SLT

Children who are given a detention for 10 minutes to 30 minutes should have this recorded in their planner. Head of Department detentions are for 45 minutes. Details of children attending an after school detention should be sent to the office for informing parents/carers.

For SLT detentions a letter addressed to the parents of the pupil should be sent home. 24 hours' notice must be given for detentions. Detentions must take place after school and should run for 60 minutes after the pupil arrives. Any pupil who does not arrive for detention by 3.30pm is deemed to have missed the detention. Any pupil who fails to attend a SLT detention should be placed in inclusion the next day.

The teacher involved is in control but it is advisable for the Head of Department to be informed. Detentions may be particularly valuable for the opportunity they afford staff to talk to the pupil(s) involved and establish a better relationship.

Any writing given must be reasonable, e.g. anything that takes a child more than 30 minutes to write as a punishment is unreasonable. Setting written work which may improve a skill, e.g. handwriting, extra work for that subject, or copying out a meaningful piece of prose or verse is acceptable. Lines are not to be set.

Tasks given should again be reasonable and useful, e.g. tidying stock, sorting etc. but staff should be careful not to put pupils in a situation where they may injure themselves. Pupils must ALWAYS be under the supervision of a teacher.

Holidays

Leave of absence for children will be granted in accordance in line with our attendance policy. Parents are no longer able to take holidays during term time unless the reason is an exceptional circumstance. For all leave of absence, the relevant form (available from the website or from the school office), must be completed.

Pupil Uniform – Standard of Dress

We anticipate that all children will wear our school uniform with pride. Badged items can be purchased from Impressions, Leyland Lane, Leyland. Refer to the 'Setting High Standards' [Uniform Policy](#).

Rewards System

Aims

- To sustain a culture where praise, rewards and achievements are accepted and celebrated.
- To develop a system of rewards that are fair, known, understood and consistently applied.
- To support the school's Code of Conduct.
- To reinforce the school's distinctive Catholic Ethos and promote a praise and celebration culture within school.

How are Pupils Rewarded?

- All pupils start the year on zero merits. It is the expectation of all pupils to accumulate merits over the course of the year.
- Pupils can earn or lose merits. These are recorded electronically using SIMS and are monitored by various staff within school.
- Merits can be issued under the following categories:

Category	Merit Score
Excellent weekly attendance	1 merit
Excellent weekly punctuality	1 merit
Excellent Classwork	1 merit
Excellent Home Learning	1 merit
Participation	2 merits
Extra-Curricular Club/Team,	2 merits
Celebration Assembly Certificate	5 merits
Headteacher's Award	10 merits

- All staff at St Mary's have the right to reward pupils, not just teaching staff. This is important to recognise the community as one and to acknowledge the whole child's contribution to school, not just their academic achievements. This ensures that the system is fair to all pupils.
- All Form Tutors will update pupils weekly on their total number of merits recorded and these totals, along with lost merit totals and attendance percentages will be logged in the pupil planner and communicated home.
- There are a number of number of internal and external rewards throughout the year to celebrate the achievements of St Mary's pupils. These are reviewed regularly in conjunction with Pupil Voice.

Parental Contact

Letters/telephone contact with parents may be made by any member of staff but it is important that you consult with the Pastoral Leader. Saying the right thing in the wrong way can cause offence and the Pastoral Leader will give advice on request, on the line to be taken. Letters may be written or typed but in either case a copy **must be passed on immediately** to the Pastoral Leader.

Requests for Parents to come in 'for a chat' must be channelled through Form Tutors to avoid Parents being asked to come for chats in one day with 3 or 4 different teachers!

Form Tutors may attend Parental Interviews if they wish.

Sanction Milestones

If any pupil reaches any of the following, certain action will be taken, it is totally unsatisfactory for pupils to receive the number of LOST CREDITS indicated.

- 15** Form Tutors monitor lost merits on a regular basis and make contact with parents when a pupil reaches 15 lost merits. This is to ascertain if there is an underlying problem and discuss the issues which have arisen. This may be done over the telephone or by inviting parents into school.
- 30** Learning Managers monitor lost merits on a regular basis and make contact with parents, inviting them in for a meeting if a pupil reaches 30 lost merits. A Pastoral Support Plan (PSP) is completed at this stage which enables the school to coordinate a wide range of support for the pupil experiencing behaviour difficulties. This support will be personalised for each pupil specific needs and we can draw upon the Nurture Intervention work, the Family Support Worker, outside agencies such as Key Mediation and referral to the pupil referral unit for support.
- 50** A letter is sent to parents insisting they make an appointment to see the Assistant Headteacher with responsibility for Pupil Support. The pupil will be isolated if, after 7 working days, his/her parents have not attended.

- 75 The Assistant Headteacher for Pastoral Services will invite parents in for a meeting if a pupil reaches 75 lost merits. The PSP will be reviewed at this stage and the impact of any interventions evaluated. The Assistant Headteacher will again look at possible intervention strategies drawing from a range of support areas.

PREMISES RELATED

PREMISES STAFF

All staff and children should assist the premises staff in their duties by ensuring rooms are tidied at the end of each school day and that no unnecessary items are left on the floor or tables, to assist with cleaning. All chairs should be stacked. Computers and audio-visual equipment should be switched off and all doors, blinds and windows closed at the end of the day.

Any damage, breakage or faults should be reported as soon as possible, by completing a green 'Premises Improvement Form' available from the main office, or staff work room. The SBM will then nominate the necessary person to complete the work.

Damage to school premises and property will be investigated and charges made where necessary.

Any area within the school that is thought to present a danger to children or staff, should be reported immediately to the Headteacher or SBM.

HEALTH & SAFETY ISSUES

In the interest of health & safety hot drinks are not permitted to be carried in areas where this could cause scalds or spills, therefore hot drinks in classrooms during school session times is not permitted. For your convenience there is a staff room with facilities for making hot drinks. There is also a water cooler.

Displays – If you require to work above shoulder height, please request a step stool from the premises staff. You are not permitted to stand on chairs or tables.

Storage – the shelving in store cupboards should not exceed shoulder height. When stocking ensure that heavy items remain on low shelves, reducing the risk of injury from falling items.

PREMISES RELATED ISSUES

The building is managed by the Business Manager. Room allocation is agreed by Senior Leaders. It is everyone's responsibility to ensure that the building is kept in good condition, therefore all displays must be kept to display boards. Any damage to paintwork or walls will be costed to department budgets. Posters advertising events should be displayed appropriately and should not restrict vision panels on internal/external doors.

BOILER HOUSE

The school has two boilers for hot water and to heat the school. These are maintained bi-annually. Access to the boiler house is by permission of the SBM/Site Supervisor and there should be no storage of flammable resources.

CLEANING

All products are labelled, please ensure you read before using any solution. The colour coding is as follows:

RED	Toilet areas only
BLUE	General areas
GREEN	Lunch tables

Please do not help yourselves to stock. All requests should be made through the Site Supervisor.

DAMAGE TO SCHOOL PROPERTY/PREMISES

All damage/repairs to school property and premises should be reported on the 'green form' and handed to the SBM for authorisation and the Site Supervisor's attention. Wilful damage will not be tolerated and should be reported to the Headteacher. Perpetrators will be invoiced accordingly.

ELECTRICAL APPLIANCES

Any item older than 12 months should be part of the Portable Appliance Testing (PAT) which takes place every January on all portable appliances. Items such as personal mobile phone chargers and items brought in from home on an occasional basis should also be tested.

Staff should make a visual check each day and report any frayed or worn cables, cracked plugs or wall sockets.

FIRE ALARMS AND EMERGENCY LIGHTING

The school's fire alarm system is maintained on a bi-annual basis and the emergency lighting is checked on an annual basis. Additional testing is carried out during this time by the Site staff mainly on a Tuesday evening before 6pm. Please report any concerns you may have with the SBM.

GYM EQUIPMENT

Crown gymnastics maintain the gym equipment in the sports hall on an annual basis. Damage to equipment must be reported to the Head of PE and the SBM immediately so that an assessment can be made. A visual check should be made before any equipment is used.

INTRUDER ALARM

The premises are protected with an intruder alarm and each room is fitted with a sensor, therefore it is imperative that no displays are hung from the ceiling to avoid false call outs as this results in an additional cost to the school. The system is maintained on a bi-annual basis.

WATER/TEMPERATURE MONITORING

On a monthly basis the school's water supplies are tested for legionella by an outside contractor, the thermostatic mixing valves are also maintained on a bi-annual basis. If

you have any concerns regarding the water temperature, please report this immediately to the SBM.

CAR PARKING FACILITIES

Staff parking is available to the left of the school. Staff are requested to abide by the 5 mph limit while on site and to park considerately in the parking bays. Spaces have been reserved for the disabled and for visitors.

SPECIAL EDUCATIONAL NEEDS

External Agencies

Teachers may be requested to attend case conferences both in and out of school or to provide information about a child verbally or in written form. Advice should always be sought from the Headteacher, DHT, Inclusion Manager and/or Pupil Support Manager. All reporting should be done in writing, NOT verbally over the telephone or face to face.

Educational Psychologist

School buys back traded services for Educational Psychology services. Referrals are made via the SENDCo.

Special Educational Needs and Disability Policy

See the Policy for SEND for further information.

SEN Meetings

Review meetings are held at least once a year for children on the register with Action+ and are attended by teaching and support staff and other professionals. You will be asked to prepare a report to any meetings about a child in your class. Meetings will also be held for children as they progress through the stages of assessment.

You will meet with the Inclusion Manager termly to write the Individual Educational Plans for children and these are sent home/discussed with parents and reviewed twice a year.

STAFF RELATING ISSUE (See Staffing Procedures Handbook)

Cars

Car parking facilities are for staff and visitors use only. Please park within the parking lines provided avoiding taking up more space than necessary. Please take care when parking in the residential surrounding areas to ensure you do not block driveways.

Catalogues

A selection of catalogues are kept in the staff workroom.

Copyright Licenses

Please abide by copyright legislation. We have licences in school that allows you to play CDs in class and to watch educational videos and DVDs. We hold a TV licence which allows for programmes to be downloaded or streamed.

Job Descriptions

All teachers' job descriptions are reviewed annually during the first half of the autumn term. They are also considered during the Performance Management and appraisal process. Consultation will take place before any alterations to job descriptions are made. Copies of job descriptions are kept in teachers' individual files. Support staff are given a job description upon employment.

Forms

Copies of forms are available from the school office.

Request for time off during normal working hours

Professional Development course booking form

Cause for Concern

Subject Leaders Bid forms

Internal Requisition Order Form

Premises Improvement Form

Inset

The INSET programme is drawn up at the beginning of the academic year. All staff are invited to make suggestions for INSET, however INSET will initially cover the priorities of the school improvement plan. Suitable people may be invited to lead INSET training. The Headteacher has overall responsibility for the organisation of INSET. For more information – see INSET Policy and Policy for Staff Development.

Insurance

Staff must ensure that they have the appropriate insurance when travelling to and from courses during the school day. Transportation of children also requires notification to your insurance company. Please ensure that you do not travel alone with pupils. A copy of your insurance details must be lodged with the SBM before transporting children.

Staff Professional Associations

It is strongly recommended that all staff members join the relevant professional associations.

Staff Professional Development

Staff Development Meetings are held normally on a Wednesdays 3.15 to approx. 4.15pm.

A timetable for staff meetings are planned on a half-termly basis. Department teams and Tutor teams will also meet regularly to discuss curriculum developments and share best practice and to discuss pastoral and pupil progress

Four of the 5 INSET days are held throughout the year as twilight sessions. These are arranged in advance on a termly basis.

Staff Rest Room and Work Room

Provided for your comfort is a fully furnished staff room with dining facilities, equipment for reheating food, integrated refrigeration, a dishwasher and washing up facilities.

There are also other satellite facilities around the building that are for everyone's use and not limited to departments.

It is not appropriate to have cooking equipment set up in office areas and this does not meet with the schools fire safety regulations.

The Staffwork room is for the sole use of working and no food should be consumed in this room.

TEACHING AND LEARNING

Chaplaincy

The School draws pupils from 5 main Parishes:

St. Mary's Leyland
St. Catherine's Farington
St. Mary's Euxton
St. Agnes', Mawdesley
SS Peter & Paul Mawdesley

A Priest from each Parish is usually associated with a Year and hopefully stays with that Year throughout their time in School.

Classroom Expectations

Classrooms (including labs, workshop and gyms) are a place of work. Just as in any factory or office, there need to be clearly understood rules and expectations to allow everyone to work successfully, safely and enjoyably. Pupils should:-

1. **Start of Lessons**

Enter the room sensibly and go straight to their workplace.
Take out books, pens and equipment.
Put bags away (not on desks).
Remain silent when required as a register is called.

2. **During Lessons**

When the teacher talks to the whole class, remain silent and concentrate.

If the class is asked a question, put up your hand to answer: do not call out (unless you are asked for quick ideas).

Pupils must have pen, pencil, ruler, diary and any books or folders needed.

Pupils are expected to work sensibly with your classmates: do not distract or annoy them.

If Pupils arrive late without justifiable cause they must expect to be detained for the amount of time they missed in order to make up the work.

Home Learning must be recorded in a Pupils planner.

Eating, drinking anything except water and chewing are not allowed.

Mobile phones, MP3 players, radios, magazines or other distractions are not allowed: they will be confiscated.

3. **End of Lessons**

The bell and the clock are not signals for Pupils, they are for the information of the teacher.

Pupils should not begin to pack away or put on outdoor wear until the teacher tells them to do so.

When told, Pupils stand and push in or put up your chairs; any litter should be picked up.

Only when the teacher finally tells Pupils to go may they leave the room.

Finally, but most importantly:

Teachers are in the position of parents/carers while Pupils are in school. This means in particular that:

- There is no excuse for rudeness, disrespect or insolence towards teachers.
- Any reasonable request from a teacher should be carried out at once and without argument.
- Breaking either of these basic rules will be treated as a VERY serious matter.

Extra-Curricular Activities

The school offers extra-curricular activities, some provided by staff and others by peripatetic tutors.

Art	Netball	
Athletics	Drum	Guitar
Football	Rounders	Science
Eco	Choir	Drama
Chess	Chaplaincy	

Staff members delivering clubs should ensure they produce an overview of their proposed sessions, highlighting the aims of the club and outcomes. A list of those attending should be left with the office and a register taken and kept as a record itemising Ethnicity and FSM.

Letters offering music tuition are sent home in the summer term.

Permission for children to attend should be sought via letter stating the dates that the club will be held. To cancel a session parents must be informed in writing with as much notice as possible. This can be done via the newsletter or electronic communication. Cancellation on the day should only occur if an emergency arises and provision to cater for the children should be considered.

It is not possible for the office staff to contact parents of children who have forgotten equipment relevant to the club, please do not send the children to request a call home.

Collective Worship

It is a legal requirement that an act of Collective Worship is held every day. Parents have the right to withdraw their children from Collective Worship by informing the Headteacher in writing of this request. The Headteacher has overall responsibility for the delivery of Collective Worship. The RE subject leader organises visits in to school from our local churches.

During the week, children will access collective worship as a whole school, a key stage, year group or as a class.

Children should come into the drama theatre and wait quietly for Collective Worship to begin. Children who frequently misbehave should be sat at the end of the line away from others who may distract them.

For further guidance on Collective Worship, please refer to the school policy document. A timetable of assemblies is available from the RE leader.

Learning Resource Centre

The LRC is open from 8.30 am each week day for the loan of books to both pupils and staff and for reference work. It can also be used as a resource area for the pupils to use the IT facilities as well as all book resources.

Pupils must not be sent to the LCR during lesson times to get books either for themselves or for a member of staff (unless a member of staff is present). Books must be borrowed through the computerised issue system only.

When the LRC is used for exhibitions, displays etc., it is the responsibility of the teacher in charge of the exhibition/display to ensure that the shelves of books are not disturbed except by prior arrangement with the person responsible for the LRC.

Books are arranged in Author order for fiction, and by Dewey number for Reference and Non-Fiction.

As mentioned above part of the school LRC is now an important resource area for Information Technology, the Internet and the careers information service. These resources are available for both pupils and teachers throughout the day. Supervision of the area will be undertaken by a member of staff at all times and pupils will only be able to use the Internet **provided a pupil/parental consent form has been signed.**

Planning, Preparation and Assessment

Each member of teaching staff is entitled to 10% of their timetabled teaching time for PPA. Please remember that if you are to plan off site a risk assessment of your home should be undertaken and the lone working policy referred to. Request to work off site should be sought from the Headteacher or Deputy Headteacher and office staff informed of your whereabouts. (Refer to Lone Working Policy).

Planning

An overview for each curriculum area is available on the school website. Curriculum Leaders should review the subjects within their department according to the Policy for Monitoring and Subject Leaders Evaluation. Departmental meeting time should be allocated each year to revise these overviews in preparation for the new academic year.

It is the responsibility of the Curriculum Leader to establishing and developing successful procedures in place within their curriculum area for prioritising, planning within the Department

Assessment

Assessment of pupils should be on-going, making use of both formative and summative assessment.

Data collections are four times per year. Curriculum Leaders should ensure that classroom teachers are able to enter onto the schools information management system (SIMS) accurate data about a current and a predicted grade/level of progress of pupils, an attitude to learning grade and a home learning grade as set out in the schools assessment calendar.

Pupils are set aspirational targets making use of FFT top 10% and ensuring all pupils make at least 3 levels of progress. Targets are reviewed in light of new progress 8 and attainment 8 measures. Pupils are monitored against progress from KS2 and progress to target.

Reporting is in a variety of formats to include

- interim reports for all students (three per year)
- a full formative report once per year
- a Parents Evening once per year
- the publication of GCSE results

Presentation of Written Work

For each lesson pupils are expected to provide the following BASIC EQUIPMENT: A bag, a pen, a ruler, a pencil, a rubber, calculator, maths equipment.

1. Written work should be dated and headed in the manner appropriate to the specific subject.
 - a) in the margin HOME LEARNING or CLASSWORK (Where a piece of CLASSWORK is to be completed as HOME LEARNING "HOME LEARNING" should be written in the margin alongside the point where that night's work starts).
 - b) Title of Exercise.
 - c) Date - written thus: 20th September 2015, for maths 20/09/2015

2. Heading - UNDERLINED.
3. A LINE to be left before the content of the written task starts.
4. It is expected that pupils will be encouraged to present work neatly observing paragraphing and spelling rules.
5. An error to be crossed out with a single straight line.

Highly practically-orientated subjects aim at assessing the finished 'look' / 'feel' of a practical task and the way their specific area or equipment is used.

For guidance on additional points for presenting subject - specific work - e.g., charts, maps, diagrams, mathematical working - consult your Subject Handbook.

Sporting Fixtures

The school participates in a wide range of sporting events. Please inform the School Office and use the weekly diary to inform teachers of venues and times.

VLE (virtual learning environment)

Classcharts is in operation and passwords are available from the Network Manager.