

STAFF HANDBOOK



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WELCOME

Dear Colleague

The purpose of this document is to aid the smooth running of Ashgate Croft School and promote the welfare and well being of all people, adults and children, working in it.

Staff **MUST** be familiar with the content of this Handbook. Some parts of the document may not always be relevant to all members of staff. Often, doubts about school policy and procedures may be cleared up by reference to the Handbook. The Handbook is just one part of the school's communication system.

Reference will be made to other documents that will have greater detail and will also help you settle in to your new position at Ashgate Croft School.

General Information

Ashgate Croft is a large area special school, providing education for pupils aged 4 – 19 years with various learning difficulties from all over North Derbyshire.

At present, there are 136 pupils on roll, however, this number tends to fluctuate throughout the year. The minimum staffing level in each class consists of a teacher and 1 TA (Teaching Assistant). In several of the classes there are more TAs. In almost all cases, supply staff will be working alongside permanent members of staff, who are all very experienced and know the pupils very well.

In each classroom you will find a class timetable on display. There will also be profiles of all the pupils in the class. It is essential that you look at these profiles and/or keep them to hand for a quick reference if necessary.

Supply teachers/TAs will be asked to carry out the break/lunch duties of the member of staff they are covering. Teachers are expected to sit and assist with feeding. If supply staff require a school dinner, the office must be informed when the register is returned in the morning and payment must be made.

There are facilities in most classrooms for making hot/cold drinks. These facilities are also available in the staffroom on the first floor in Greenbank Building and the staffroom in the Cuttholme Building. The school does not provide the ingredients for drinks. Water coolers are situated in the staffrooms (*Greenbank Building and Cuttholme Building*) and the Pool office.

If there is anything you are unsure about or if you require assistance please ask someone. Any suggestions for inclusion in this booklet would be gratefully received.

We hope that you will enjoy working at Ashgate Croft.

OUR VISION

Ashgate Croft School

OUR VISION

The best learning opportunities

The best communication

The best behaviour support

for *all* our pupils

Building Skills for Life

Ashgate Croft School

Personal Skills forms a major part of the school curriculum, as it recognizes the importance of teaching and developing our pupils' life skills.

Due to the importance we place at Ashgate Croft School on the Personal Skills and its relation to the National Curriculum and Accredited Courses, the timing and length of sessions is very important. Time is spent across the day with either separate teaching time for Personal Skills or Personal Skills taking place as an integral part of subject taught time.

PRIMARY DEPARTMENT

- Classes for children with PMLD and Complex Needs have 30 minutes directed to Personal Skills and 30 minutes subject time per session
- Throughout the rest of the Primary Department, Personal Skills is directed to 20 minutes with 40 minutes subject time per session
- Every class receives 25 minutes taught Personal Skills time at the beginning of every day.
- Every class receives 45 minutes taught Personal Skills time which forms part of the Lunch scheme-of-work.

MIDDLE AND UPPER DEPARTMENT

- Classes for children with PMLD and Complex Needs have 30 minutes directed to Personal Skills and 30 minutes subject time per session
- Classes for pupils who have Severe Learning Difficulties have 20 minutes directed to Personal Skills with 40 minutes subject time per session
- Throughout the rest of the Secondary Department, Personal Skills is integrated in sessions with time allocated to the completion and collation of 'Tally Charts'. Additional time may be used at the end of the day for pupils to organise belongings for example.
- Every class receives 25 minutes taught Personal Skills time at the beginning of every day.
- Every class receives 30 minutes taught Personal Skills time which forms part of the Lunch scheme-of-work.

LUNCHTIME SKILLS

We emphasise the importance of a variety of skills needed during the lunch time periods at school. These skills can be generalised across a variety of settings including eating at home and in the community.

We have a "Lunchtime Scheme of Work" which focuses on eating skills, tolerance of food, organisational skills, social skills and development of using cutlery, plates and equipment.

Pupils eat their lunch from 11.45am and then have playtime from 12.30–1.00pm. Pupils eat lunch in both halls, some classes have lunch in their classrooms. Staff are on a rota for supporting pupils in the halls and on the playgrounds.

A copy of your timetabling commitments will be given you at the end the academic year in readiness for the following year.

MORNING SCHOOL

It is good practice for staff to be ready to receive pupils in their class by 8.55am and all but one member of staff from each class should then go onto the school drive to collect and escort pupils from their school transport at 9.00am. A member of staff should remain outside to collect children from late arriving buses. Some pupils are able to make their own way from transport to class.

Pupils should not arrive in school before 9.00am. They are to remain on their school transport until staff fetch them. They should walk into School in a quiet and orderly manner via the top end of Upper 2 (this is to prevent them walking amongst moving vehicles).

Registration is taken in all classrooms via the online 'Daily Register' within RM Integris. All staff have been given access to this and training on how to complete. Please contact reception if you have issues logging on, or cannot complete the online register. If you know the reason a pupil is absent please add a note next to that date e.g. 'Headache' or 'Dentist'. All pupils onsite should be re-registered at the beginning of afternoon school via the online register.

Any pupil who is not present in the classroom by 9.30am and afternoons will be marked absent - please leave blank on the online register or put N if you don't know why the pupil is off and require the receptionist to phone home.

The dinner sheets are to be filled out in class and the completed dinner register is to be sent to Reception with a pupil. Please deliver the registers by 9.30am at the latest as the office need to collate dinner numbers and forward them to the kitchen.

ASSEMBLIES

Assemblies are very much part of the Curriculum and provide an opportunity to enhance the community life and atmosphere of the school. Therefore, all teaching and non-teaching staff are expected to attend. If any member of Staff would prefer not to be involved in an assembly on religious grounds, then they may discuss this with the Head Teacher.

Middle (Friday in Cuttholme Halls), Upper (Thursday in Cuttholme Hall)

Separate assemblies for Middle School are held in Cuttholme Hall and Upper School in Cuttholme Hall. Some assemblies are held together for all secondary departments in Greenbank Hall. Assemblies are organised by the Assistant Heads of Middle and Upper. A rota for Assemblies will be produced and distributed. The Site Team will set out chairs. Assembly leaders who need the halls set out in a particular way should liaise with the Site Team before the actual day.

Primary (Friday in Greenbank Hall)

Primary Assembly in the Greenbank Hall. Assemblies are organised by Primary Assistant Head. A rota for Assemblies will be produced and distributed. The Site Team will set out chairs. Assembly leaders who need the hall set out in a particular way should liaise with the Site Team before the actual day.

At all times please try to ensure that the pupils arrive for assemblies promptly. They should sit in their class groups and listen to the music whilst waiting for the assembly to begin. At the end of the assembly they should leave the hall when asked to do so by the assembly leader.

BREAK TIMES

Playground duty rotas are the responsibility of the Assistant Heads in liaison with staff.

Primary classes have access to two primary play areas on a rota basis.

Middle and Upper School are mixed at lunchtime on activity playground, quiet playground and the field, if dry.

Supervision for all breaks is the responsibility of the class staff who should jointly ensure that sufficient staff accompany the pupils.

For safety reasons, the car parks and around the backs of buildings are out of bounds at all times.

During lunchtime breaks the pupils will be supervised by the Midday Support Assistants and relevant class staff, under the direction of the Leadership Team and the Senior Midday Support Assistants.

LINING UP ROUTINE

At the end of break times, pupils are to line up in class groups. They are expected to wait for a member of staff to send, or where necessary escort them, to their classroom. Pupils are expected to walk in an orderly manner to their classroom. All Staff are responsible for ensuring that all pupils behave sensibly at this time.

All staff (Teachers and Teaching Assistants) are expected to be back in their classroom for the start of lessons after each break-time.

WET PLAYTIMES

Wherever possible pupils should be given opportunity for an outdoor playtime, but in cases of inclement weather, a decision will be made as to whether playtime should be indoors.

It is the responsibility of classroom staff to organise activities for wet breaks.

If bad weather starts during lunch-time, it will be the responsibility of the Midday Support Assistants and other staff on duty to escort pupils to their classrooms/hall.

THE END OF THE DAY

Primary pupils remain in their classes. Staff are required to help escort pupils to buses/taxis as necessary. All staff and pupils will recite and sign the school creed before being sent to their buses.

Secondary pupils leave from their classrooms.

TIMETABLES/ROTAS

A list of timetables and rotas will be found on class shared. There should be current copies of:

Primary and Secondary Timetables
Statutory Review Lists

Assemblies
Hall users
Playground duties
Lunchtime duties.
Minibus

CURRICULUM PLANNING

Curriculum planning (MTP) for every term is kept on class shared on the computer network. This planning gives a week-by-week breakdown of what is expected to be covered. Short term plans are kept in purple planning files kept in each class. Teachers can find additional information on planning in the induction pack.

CHILD PROTECTION ISSUES

If you are concerned about the welfare or health of a particular child or a pupil confides in you that they are being mistreated, you **MUST** inform Claire Jones (Head) who is the Designated Safeguarding Lead, Jenny Dodds, Deputy Safeguarding Lead or Neil Amos, Assistant Head. They will take such action as is necessary. Even if the child asks you not to say anything, it is your responsibility to take action. **You are safeguarding this child!**

All staff should acquaint themselves with the school's Child Protection Policy. All staff should read all documents in the Green safeguarding file (copy in every classroom and main areas of the school and a copy also available on the school's website - <http://ashgatecroft.derbyshire.sch.uk/information/policies/safeguardingfolder>). Staff need to sign to say that this has been read - sign in the Reception Office.

All staff should do the online HAYs safeguarding training, prevent training and Channel training.

MOVING AND HANDLING

Do not move or handle any pupil without discussing the specific procedure for that pupil with the class staff.

For specific pupils, Moving and Handling Plans are in place and to be followed at all times.

The named member of staff to advise with any moving and handling issues is Lesley Burton.

All staff should wear suitable clothing and a full flat shoe.

All members of staff receive Moving and Handling Training on a rolling programme.

PUPIL BEHAVIOUR

Please see Behaviour Policy and Calm Room Policy, both available on the school's website.

PROACT-SCIPr-UK (Strategies for Crisis Intervention and Prevention) and Behaviour Support

"Catch the pupils being good"

Each class has its own method for **rewarding positive behaviour**, however there are some common strands:

- Stickers, badges, good heart nominations, tally charts, positive verbal feedback.

Many pupils will have an **Individual Behaviour Plan (IBP)** displayed on the classroom wall. It is the class teacher's responsibility to evaluate and review these plans, and to ensure they are placed on shared and shared with parents.

ABC tracking sheets must be completed when an incident occurs. Blank copies of these sheets are kept in each classroom and on class shared. Completed original ABC sheets should be placed in your behaviour link person's pigeon hole in the staffroom. These will be monitored, commented on as necessary, photocopied and returned to you.

Physical Interventions - There are strict guidelines about using physical interventions. All staff are trained in appropriate physical interventions. All planned physical interventions are written as part of an IBP and *must* be recorded on an ABC tracking sheet, by law, if any are used. Staff who are not trained in the use of Physical interventions should only intervene physically if there are no trained staff present.

The school behaviour policy has more details regarding all the above.

New staff will receive induction on the school philosophy within the first half term of working at the school and more detailed training when appropriate.

If you require any further details please ask staff within the class or a member of the Leadership Team.

MEDICATION/FIRST AID

Please see Health and Safety Policy, available on the school's website.

EMPLOYEE MEDICINES

An employee may need to bring their medicines into school. All staff have a responsibility to ensure that their medicines are kept securely and that pupils will not have access to them (e.g. locked desk drawer, locked medicine cabinet in class or therapy room).

Adequate safeguards must be taken by employees, who are responsible for their own personal supplies, to ensure that such medicines are not issued to any other employee, individual or pupil.

INTIMATE CARE OF PUPILS

Many of our pupils need some or total assistance with their toileting needs. It is expected that supply staff, both teachers, Teaching Assistants and Pupil Support Assistants participate in any toileting rota, etc that may be present in a class.

Please remember, in all your dealings with pupils at Ashgate Croft that *safety, dignity* and *respect* should be maintained at all times. A policy for changing / assisting pupils with personal care is displayed in each toilet area.

ACCIDENTS AND ILLNESSES

Please see Health and Safety Policy on the school's website.

COMMUNICATION

See Home/School Communication Policy (this is sent home at the beginning of each school year).

Communication with governors can be via the Headteacher or Staff Governor and a copy of the minutes from meetings can be viewed in the staff room.

Each member of staff has their own e-mail address and can send and receive information by this electronic system. Please check on a daily basis.

Each member of staff (other than Teaching Assistants, Pupil Support Assistants and Senior Midday Support Assistants) have individual pigeon holes in the staff room. Each class has its own pigeon hole. Please check and empty on a daily basis.

Midday Support Assistants have a communication file in the foyer in Greenbank building and a pigeon hole.

Staff briefings are held in Greenbank staffroom every Tuesday morning at 8.35am – a member of staff from each class should attend on a rota basis. All other staff should attend every week. All staff should attend the staff briefing on the first Tuesday of every half term held in Cuttholme Hall. The minutes are then typed up and placed on shared.

See also the Communication Policy – the Communication Lead is Becky Pass.

All members of staff should sign when communicating with pupils using Makaton at all times. Basic training will be given during the first year and on a rolling programme as necessary - Becky Pass is the Makaton Tutor. There are Makaton books and Makaton signs on shared for staff to look up unknown signs.

All pupils have pupil profiles which should detail communication needs.

DEPARTMENTAL MINUTES

Every Thursday morning at 8.35 am, the Primary Department meet in Yellow class, Middle School meet in a Middle 4 and Upper School meet in Upper 2. These meetings are minuted and put on class shared.

STAFF MEETINGS

These are held every Wednesday from 3.40 – 4.40pm and are usually held in Greenbank Hall or in their department. Timetables are issued in September each year and placed on class shared-please check as this is updated throughout the year.

The Site Management Team is located in an office near the kitchen in the Greenbank building. Any requests for minor repairs or low level maintenance eg. New washers, light bulbs etc, should be written on the Site Teams' worksheet folder on shared.

Two IT Technicians have a two week rolling timetable, working five mornings per week. An IT fault worksheet folder is on class shared. Barry Knock (Volunteer) supports this work each Friday.

NOTICE BOARDS

A Health and Safety notice board is situated on the upstairs admin corridor in Greenbank building, immediately on your left as you go through the double doors. Copies of Health and Safety documents are to be found on this board. Please check on a regular basis.

A Continuing Professional Development notice board is located in each staff room. It is your responsibility to regularly check the contents. All related paperwork is also located on this board.

CONSULTATION EVENINGS

A Parent/carers Consultation Evening are held twice a year (October and March), in the Spring Term. Before the Consultation, a letter of invitation is sent out to parents stating a date and optional times. Each individual teacher draws up their own timetable liaising with the teacher of any siblings. A ten to fifteen minute block is allocated for each consultation. This are used to discuss pupils' personal skills targets.

End of School Year progress reports are written about each pupil in accordance with statutory requirements and sent out to parents/carers.

Parents/carers are also invited to attend their child's Statutory Annual Review with the Headteacher, Deputy Headteacher, Assistant Heads, the Class Teacher and any other agency with responsibility for the child reviewing their Statement of Education, Health and Care plan. The office will produce a list of the review dates at the beginning of the new academic year. Teachers are required to produce a written report three weeks before the review and send to the administration staff via the intranet.

CLOTHING

See also School Brochure and School Website.

Whilst the school has no formal school uniform, pupils are encouraged to wear a school sweatshirt, pullover, cardigan or polo shirt, which bears the school logo. We do however expect parents to send their child suitably dressed for the season of the year. If any child brings in an order/ money for school uniform, please send to the Receptionist who has responsibility for ordering.

Likewise there is no formal dress code for staff, but we expect them to dress in a tidy and presentable manner, remembering that our pupils often see them as role models. Suitable footwear is essential, i.e. a full flat shoe for all staff who work with pupils.

SUMMARY CODE OF CONDUCT FOR STAFF

The School values and respects all members of the community. Colleagues are expected to work in co-operation and collaboration, within an ethos of mutual trust and confidence. All employees and volunteers must be committed to promoting the safety, welfare and interests of children (pupils/students) as paramount. All staff are expected to place the wellbeing, development and progress of children/young people at the heart of their professional practice. The purpose of the Code is to make clear the standards of behaviour the School requires you to meet. It incorporates the existing laws, regulations and conditions of service you should be most aware of in your work for the School.

The Code applies to all employees of the School. The Code also applies to contractors, agency staff, and volunteers. You must act in accordance with the principles set out in the Code, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.

You should inform a member of staff if you identify any issues in relation to the code of conduct for staff.

Your appearance, dress and behaviour is expected to promote appropriate boundaries and working relationships between the pupils and the staff/volunteer body, as role models and responsible adults in a position of trust.

You should not use any school information for personal gain or benefit, nor should you pass it on to others who might use it in such a way.

You should always remember to be courteous and efficient to all users, groups and individuals. You are expected to work as part of a whole school team. You are expected to co-operate with other professional colleagues. You should follow the school's ethos and approach in any communication with parents and carers.

You must comply with the School's Equality Policy and legal requirements relating to equality issues. The School is committed to promoting equality of opportunity, preventing unlawful discrimination in all of its activities and to valuing diversity.

Personal Use of Internet and Email – any personal use must be in accordance with the School's current Acceptable Use of IT, Internet and Electronic Communication Policy and Guidance.

Personal Telephone Calls: personal mobile phones should be used for any outgoing personal telephone calls. Such outgoing calls/texts and personal incoming calls should occur infrequently and be kept as short as possible. For those working with children, calls/texts should not be made/taken during lessons, except in emergencies.

A number of additional sources of guidance are available such as: Confidential Reporting Code; The Disciplinary Procedure; Acceptable Use of IT, the Internet and Electronic Communication Policy and Guidance; Equality Policy; Grievance Procedure; Dealing with Complaints of Harassment; Managing Allegations of Abuse against School Staff; Financial Regulations and Procedures; Freedom of Information Act 2000; Safeguarding Policy and Child Protection Procedure; Guidance for Safer Working Practice for Adults who work with Children & Young People in Education Settings.

ORGANISING A SCHOOL VISIT OR JOURNEY

The Educational Visits Co-ordinators are Jenny Dodds, Georgia Middlebrook and Neil Amos.

The booking of visits and transport is the responsibility of the member of staff concerned. When working out the cost of such a visit please remember to account for the extra adults you will need to take with you. The ratio of adults to children for your age group should be checked. In any letter to parents/carers requesting money, it must be asked for in the form of a voluntary contribution. Staff must also complete the Trip Costings Sheet (can be found on shared) with information about how monies are spent/collected. A standardised letter should be used and is available from the reception office.

You must also remember to inform the catering staff and Senior Midday Support Assistants in writing at least two weeks prior to the date of the visit. Packed lunches will be prepared for those pupils normally taking school lunches, if requested.

Before a journey or a visit out of school is arranged, staff should have made themselves familiar with both the County Guidelines and the school policy on Visits and Journeys. The visit should be well planned in terms of practicalities and some clear learning objectives should be identified. All necessary online applications and paperwork should be completed as identified in the policy, including risk assessments.

Check the School Diary on “shared” to make sure the date does not clash with other School events and then record the provisional date in the diary.

Staff wishing to take pupils on a residential visit must discuss this with the Headteacher before any plans are made. Under no circumstances are parents/carers to be approached before the matter has been discussed with the Headteacher and the Governors have given their approval. See also the Health and Safety Policy. Residential visits must be costed using the appropriate form and given to the School Business Manager.

ACCESS TO POLICIES AND ASSOCIATED DOCUMENTS

All policies can be accessed via the school intranet on “Shared” file and in the administration office. A copy of the School Improvement Plan can be found on shared files on the intranet.

OVERNIGHT SNOW

Should it snow heavily overnight, the Headteacher, along with other members of the Leadership Team, may have to take the decision early in the morning to close the school (usually by 7.15 am). In this case, the local radio stations will be notified – Radio Derby, Radio Sheffield, Peak FM and High Peak Radio who will announce that the school is closed. So please make every effort to listen to your local radio. We will also send out a text message to families and staff as well as putting a message on our school Website, and I will notify the Local Authority.

Staff are expected to follow the Adverse Weather policy within the Health and Safety Policy, as approved by Governors.

THE SCHOOL DIARY

An electronic version of the school diary is on the network in “Shared documents”. Please use the diary to enter details of educational visits, courses you are attending, or anything that other members of staff would need to know. Remember to save any amendments and close out of the document. This information could alternatively be e-mailed to administration staff. Please look at this diary for information about what is happening in school.

PAYING IN MONEY

All dinner money should be sent to the Reception office, accompanied by the class dinner register.

All money collected by staff should be kept locked. There should be no more than £30 held in class at any time, any excess should be labelled and placed in the school safe (in the Admin office). Large amounts of money that are to be used at a later date, eg for a residential visit, should be taken to the School Business Assistant (Finance & HR) and banked in the school fund.

If a class self-prepares a meal (and buys ingredients), 1 TA will have the responsibility of overseeing the process, if this becomes your role, please speak to the School Business Assistant (Finance & HR).

'Quiet Time'

You are asked NOT TO GO IN TO THE RECEPTION OFFICE between 10am and 12 noon Mondays and Fridays. Administration staff are using this time to cash up and balance the dinner registers.

PETTY CASH

No purchases should be made without obtaining prior permission from the Headteacher, Deputy Headteacher or School Business Manager. No refunds will be given without receipts. Staff should not use credit or debit cards or loyalty cards when making purchases.

TELEPHONE/FAX

If staff use the school telephones for personal use, payment should be made to the School Business Manager. All calls will be charged in line with the Governors' Charges and Remissions Policy.

The school has an extensive telephone system throughout the buildings. These allow the quick summoning of assistance in an emergency, the passing of important information to other staff and the making of external calls **when necessary**. We ask that you respect this system and not use it for personal business and that you do not disturb other classes during lesson times.

External calls are made by pressing '9' before you dial your number.

If staff are expecting a call, please let the Reception office know. Otherwise, calls will not be put through to staff during lesson time.

PHOTOCOPIER, LAMINATING AND BINDING EQUIPMENT

Please see copyright guidelines.

The photocopiers are available to all staff; 1 colour in the staff room (Greenbank), 1 colour outside admin office (for use by the admin team and the leadership team), 1 colour downstairs in Greenbank, and 1 colour in Cuttholme Hall. Laminating and binding equipment are also to be found in the staff room. If staff remove either machine to their classrooms, please remember to return them after use. The charge for personal copies is 5p per black and white copy and 10p per colour copy.

RESOURCES

All resources can be requested by **fully** completing an Expenditure Proposal Form (on the wall outside the Greenbank Staff room). All requests should be authorised by members of LT and once authorised, forms should be handed to either the School Business Manager or the School Business Officer.

DISPLAY BOARDS

Displays in classrooms are the responsibility of the class teacher. See Autism Policy and guidance for display boards inside specialist classrooms.

The boards in the main halls and corridors of the Greenbank Building are allocated to staff and should be changed once a term as a minimum. The classes of the Cuttholme Building choose a common theme each term and are allocated a display board on a rota system.

AUDIO VISUAL EQUIPMENT AND COMPUTERS

A music system is placed in each of the halls for the playing of CDs.

Every class in school has at least one computer in their room and internet access. Where possible each class has access to appropriate software for their computer – advice on software held in school can be obtained from the Computing Co-ordinator, Alex Barratt or the ICT Teaching Assistant, Claire Holmes. No member of staff is permitted to load software onto their computers. See also acceptable Users Policy on class shared.

All classes have an Interactive Whiteboard or plasma screen.

The school has its own website address: www.ashgatecroftderbyshire.org.uk.

Use of Internet is strictly controlled and staff **must** consult with the School's Online Safety Policy and Acceptable use policy.

Computers are available for staff to use in the staff room, and there are five internet access points in the staff room for laptops or wifi can be used.

CURRICULUM RESOURCES/EQUIPMENT

Resources for a particular curriculum area are the responsibility of the relevant Subject Leader. Borrowed curriculum resources should be returned to the resource room. Damaged or lost items should be reported to the Subject Leader so that they can be re-ordered, if appropriate. Resources are located around the school – please see Subject Leaders re location.

PE EQUIPMENT

PE equipment is stored on shelves behind the curtains in Greenbank Hall and in low cupboards at the back of Cuttholme Hall.

Please ensure that equipment is returned in good / clean condition and left in a tidy state. Do not send unsupervised pupils to return equipment.

Children should all have a change of clothes for PE and games sessions. Outdoor shoes should not be worn in the hall. Jewellery will not be worn and long hair needs to be tied back. Further clothing matters and Health and Safety issues are detailed in the PE policy.

Departmental Sports events are held annually.

STAFF ABSENCES

It is essential that staff who are not able to attend should let school know as soon as possible. Staff must let school know of intended absence by 8.00 am, stating the reason for absence – “feeling unwell” is not acceptable. Messages can be left on voicemail prior to 8.00 am. The reason for absence is known only to the administration team. There is an absence sheet on the school diary on shared.

It is the responsibility of any absent member of staff to keep the school informed. You will need to telephone the school before 3.00 pm to inform the administration staff whether or not it is your intention to return the next day. This has major implications for absence cover if staff do not know. Each member of staff is expected to attend for a ‘return to work’ interview with a member of the Leadership Team, which will be arranged by a member of the admin team.

In line with County policy, all staff absences are monitored by the Governors – please see Staff Absence Policy, Discretionary Leave of Absence Policy and Cover Protocol.

For leave see Leave of Absence Policy.

SECURITY

All visitors (including volunteers, students and contractors) **MUST** report to Reception. On arrival, they will be asked to sign in and a visitors badge will be issued.

If any unknown people are walking around School at any time during the day without a Visitor’s Badge, Staff should politely approach them and ask “How can I help you etc.” and ask them to obtain a badge from the Reception Office.

Security fobs are issued to staff and regular visiting professionals. Each member of staff has a responsibility for the safekeeping of their own fob to ensure security is maintained at all times.

Coded locks are used throughout the school, and staff will be issued with the codes. On no account must these codes be given to anyone.

External doors should never be propped open, as this is a security risk.

It is the responsibility of all staff to ensure that their personal belongings are kept safe and secure within their own work area.

Car parking facilities are provided within the school grounds, and cars are parked at the owner’s risk. It is advisable to use the car park, rather than park on the surrounding/adjacent roads. Please be aware that there is a one-way system for traffic within the school grounds. The exit gates are electronic. Please wait at the line for the exit to clear before proceeding through the gates.

NO CHILD SHOULD LEAVE THE SCHOOL GROUNDS FOR ANY REASON UNLESS WITH THEIR PARENT/CARER OR A NOMINATED PERSON. PRIOR AGREEMENT SHOULD BE MADE WITH THE CLASS TEACHER. NO UNAUTHORISED PERSON IS ALLOWED INTO THE PLAYGROUND. IT IS THE RESPONSIBILITY OF ALL STAFF TO APPROACH ANY STRANGERS IN THE PLAYGROUND AND TO ASK THEM TO REPORT TO THE SCHOOL OFFICE TO OBTAIN A VISITOR’S BADGE.

SMOKING

Ashgate Croft has a strict NO SMOKING policy. Smoking is not allowed anywhere within the grounds. Staff who wish to smoke during their breaks are required to leave the premises. This includes the use of e-cigarettes.

Pupils caught smoking are to be taken to a senior member of staff.

EVACUATION PROCEDURES

Please see Fire Evacuation Procedures and Critical Incident Plan for full details. When in other areas of the school please familiarise yourself with the individual plans in each area to ensure you are aware of fire evacuation routes.

HEADTEACHER'S MEMO
DATE: 18.1.12
RE: CHILD INJURIES IN SCHOOL

STAFF RESPONSIBILITIES RELATING TO REPORTING PROCEDURES WHEN A CHILD INJURES THEMSELVES IN SCHOOL

I have been asked to clarify staff responsibilities in relation to the above.

Where a child injures themselves in school, and Julie, our school nurse is called, it is Julie's responsibility to decide about the best way of informing parents and to ensure that they are actually informed.

This could be via an "Injury/Incident" form or a Head Injury Note, both of which Julie will complete. It could also be a message in the Home/School Book, in which case Julie will agree with the class teacher who completes.

Following on from this, Julie will also ensure that she follows up any injury with parents and keeps in touch with them eg in cases where pupils remain off school.

For any major injury, a DCC accident form is also completed by the member of staff in attendance, except where a first aider attends, when it is their responsibility to complete the form.

Thank you.

Claire

Headteacher

Behaviour support/PROACT SCIPr-UK Instructor. Designated Safeguarding Lead. SES and SIP.
 Agendas for LT and Strategic meetings incl proof reading reports and minutes. Vice chair of FDSS. Strategic partner of Matrix Teaching School Alliance. Agenda Teacher meetings.
 Governors (*liaise with Clerk, meet with Chair, Head's Report, oversee Policy Schedule*). Support & Planning meetings. Consultation papers (pupil).
 Pupil profiling. Oversee pupil attendance incl leave requests. Line-manage LT. Strategic Anti-bullying LA Group. LPCP Member. Staff Mentor (as part of mentoring process & student/NQT)
 Spire Infants link. Line-manage Subject Leaders (MOVE). Newsletter. Family Forums. Moving & Handling Line-manager. Prospective Pupil Visits (*alt weeks*).
 Assemblies. Union links. Recruitment/Exit Interviews. Support with induction. Appraisals/Lesson Observations. PSFA meetings/events. Annual Reports.
 Chair Annual Reviews (proof-read and timetable). EVOLVE. Absence Monitoring Step 3 and above

- Line Manage School Nurse & Visiting Professionals
- Line-manage Swim Teacher Timetable (incl pool usage by external pupils), Soundfield systems
- RE, History/Geography
- Autism Lead Practitioner
- Students/Volunteers incl CP training

Acting Deputy Headteacher

- Appraisals/Lesson obs
- Assemblies
- Assessment & Progress
- Exams officer - OCR
- Behaviour Support
- Catering Link
- Chair Annual Reviews (proof-read)
- Co-ordinate Induction of NQTs and act as Mentor
- Curriculum/Line-manage Subject Leaders (PSHE & Sex Ed, English, Maths, communication, R-time, Personal Skills)
- EVC Co-ordinator
- Governors: Curriculum & progress
- Homework
- Induction and CPD
- PPA timetable
- Prospective Pupil Visits (alt weeks)
- Pupil Premium
- Pupil Profiling
- Recruitment/Exit Interviews
- Return to work meetings
- Advocacy/Pupil Voice
- School Council/BIG VOTE
- RRSA

- Work Scrutiny/moderation

School Business Manager

- ADMIN**
- Line management of administration team
 - MIS data recording
 - Admin display boards/notices
 - Cover arrangements
 - Support
 - Record retention
- FINANCE**
- Financial Systems and Procedures
 - School Budget
 - Private School Funds
 - 16-19 Bursary
 - Internal Audit
 - SFVS (School Financial Values Standards)
 - School Lettings (Pool and Site)
 - Payroll
 - Devolved Formula and General Capital
- HR**
- HR and Personnel
 - Absence Monitoring
 - Recruitment/Exit interviews
 - Professional Development Reviews for admin and site team
- SITE**
- Health & Safety
 - Line-management of Site Team
 - Critical Incident Plan
 - Project Management – Site
 - Management of Site schedule linked to SIP
- ICT**
- Strategic IT (Software/Hardware)
 - Website maintenance
 - MIS support/management
- GOVERNANCE**
- Governor Policy Schedule
 - Governance incl. attendance at meetings
 - PSFA treasurer (incl. meetings and events)

Acting Assistant Head (Upper)

- Lead Upper department (assessment & monitoring meetings, minutes, agendas, activities, work scrutiny, assemblies, induction etc)
- Line-manage TA Team Leader
- Line-manage Subject Leaders (Careers & Work Experience, Horticultural, DT, Sensory)
- Appraisals and Lesson Observations
- Behaviour Support/
- Chair Annual Reviews
- Curriculum Lead for FL
- Inclusion
- Organise/oversee new pupil and leavers transition
- Prospective Pupil Visits (alt weeks)
- Recruitment/Exit Interviews
- Return to Work meetings
- 0.2 Teaching
- Support with induction
- Line manage Sam Owen

Assistant Head (Middle)

- Lead Middle department (assessment & monitoring meetings, minutes, agendas, work scrutiny, activities, assemblies, induction etc)
- Line-manage TA Team Leader
- Line-manage Subject Leaders (Music, Citizenship/SMSC/British Values, Computing)
- Appraisal and Lesson Observations
- Behaviour Support/PROACT SCIPr-UK Instructor
- Chair Annual Reviews
- Curriculum Lead for KS3
- Home-School Communication
- Inclusion
- NQT Mentor (as required)
- Organise/oversee new pupil transition
- Prospective Pupils Visits (alt weeks)
- Recruitment/Exit Interviews
- Return to Work meetings
- 0.3 Teaching PPA
- After School Clubs
- Anti-bullying Leader
- PSHE, Sex Ed, CSE & Drugs Subject Leader
- Support with induction
- Y7 Catch-up Grant
- Line-manage Midday Support Assistants

Assistant Head (Primary)

- Lead Primary department (assessment & monitoring meetings, minutes, agendas, work scrutiny, activities, assemblies, induction etc)
- Line-manage TA Team Leader
- Line-manage Subject Leaders (Science, PE, EYFS/ART)
- Appraisals and Lesson Observations
- Behaviour Support/PROACT SCIPr- UK Instructor
- Chair Annual Reviews
- Curriculum Lead for Primary & EYFS
- Inclusion
- NQT Mentor (as required)
- Organise/oversee new pupil transition
- Prospective Pupil Visits (alt weeks)
- Recruitment/Exit Interviews
- Return to Work meetings
- 0.2 days teaching PPA
- PE Sports Grant
- Support with induction
- Deputy Safeguarding Lead
- Designated teacher for LAC-temp
- Lead for online safety – temp
- Line-manage Positive Play
- EVC Co-ordinator