



School Handbook

January 2019

General Information

Hazel Slade Primary Academy
Cannock Wood Street
Hazel Slade
Hednesford
Cannock, WS12 0PN
Telephone: 01543 227115

Email: office@hazelslade.staffs.sch.uk

Website: www.hazelslade.staffs.sch.uk

Executive Principal - Mr Sean Thomson (St Bart's Multi Academy Trust)

Head of School - Mrs Sarah Camacho

Age Range: 3 - 11 years (Nursery to Year Six)

Number of pupils: 168

Chair of Governors: Mrs C. Jones

Mission Statement and Core Values

We are a welcoming and friendly school which nurtures and cares for each pupil. Children enjoy coming to school and we aim to make learning exciting and fun. Hazel Slade is a happy and safe school where pupils are encouraged to be confident, independent and curious about the world we live in. We work in partnership with parents and carers to ensure every child achieves the very best they can, enriching their learning and ensuring their wellbeing.

Our motto is

Aim Higher

and we strive to achieve excellence in all we do.

Our Four Core Values are:

We care for each other and our school
We learn together to achieve our best
We develop all our abilities and talents
We learn through fun and enjoyable experience

The school aims to serve its community by providing education of the highest quality. We seek to encourage an understanding of the meaning and significance of promoting Fundamental British values through the experiences we offer all our pupils.

In our School we have:

Children who:

- ❖ Are well looked after through robust and embedded safeguarding practices
- ❖ Show kindness and respect to each other and the wider community
- ❖ Are honest, resilient and positive
- ❖ Are praised and rewarded at all levels
- ❖ Are role models for the future, have ambition and the courage to make healthy mind and lifestyle choices
- ❖ Are proud of all they do
- ❖ Have parents and carers who feel valued, supported and involved in their child's education

Staff who:

- ❖ Are committed to ensuring the best possible outcomes for every child
- ❖ Are highly skilled teachers and support staff who are driven by a continued commitment to their own professional development
- ❖ Have a wide range of experiences and specialisms
- ❖ Have high expectations of everyone across all aspects of the school at all times
- ❖ Are passionate, pro-active, approachable and always strive to improve
- ❖ Demonstrate consistently good and outstanding teaching
- ❖ Uphold our academy values
- ❖ Encourage parents to be actively involved in their children's education through the positive partnership promoted in the home school agreement

Our St Bart's Multi -Academy Trust vision and values are:

Vision Statement

The St. Bart's Multi-Academy Trust believes that education is preparation for life and we seek to prepare each child to face life beyond the School with confidence.

- **We aspire** to set high standards for personal behaviour and self-discipline, with courtesy, consideration and respect for other people of all ages, races and cultures.
- **We aim** to deliver exciting and quality learning experience in a safe, secure and happy environment.
- **We endeavour** to achieve high standards in every aspect of school life by making the most efficient use of all the resources available.

The St. Bart's Multi-Academy Trust is committed to improving the life chances of all children, wherever they may be. This moral obligation, our mission, does not end at the school gates, within our own Local Authorities, or even within our own country.

Where St. Bart's Academies have the capacity to make a difference, they are morally bound to do so.

Core Values

Passion
Encouraging
Ambition
Commitment
Enjoyment

We expect that all members of The St. Bart's Multi-Academy Trust respect and model these values.

Our core values are represented through the acronym: PEACE

These values form the basis of initial discussions with all prospective employees of the St. Bart's Academies.

Passion

We are privileged to be working in education, where we have the ability to profoundly change children's lives; this means that the stakes are incredibly high.

Our aim is always to provide for the pupils of our Academies what we would want for our own children.

Encouraging

All staff have a duty and responsibility to be encouraging and supportive of each other.

All our schools have a "can do" culture where excuses are never tolerated.

Ambition

Embodied in the Trust motto, "Achieving schools and caring communities".

All academy members are expected to aim for excellence in their individual professional roles.

Commitment

In the best traditions of the profession all staff are prepared to go the extra mile to provide the best possible education for their pupils.

The interests of children are paramount and guide all that we seek to do and achieve.

Enjoyment

The time children spend in education is precious.

We have a responsibility to ensure that every moment a child is in a St. Bart's Academy they enjoy learning and strive hard to achieve well and fulfil their maximum potential.

Staff Code of Conduct

The Code of Conduct enshrines the principle that 'Everyone will act with courtesy, consideration and respect to others at all times.'

Each member of staff is expected to demonstrate:

Professionalism

To act as professionals at all times:

- Confidentiality
- Appropriate use of social media
- Punctuality and attendance
- Taking responsibility for guidelines, procedures and meeting deadlines
- Professional dress code
- Accountability
- Use of appropriate language

Respect for others and their work

- To work as year group teams, support one another and to promote harmonious relationships across the whole school.
- To treat everyone with courtesy, consideration and respect.
- To speak appropriately and professionally to all members of the school community (including parents), treat them fairly and ensure that they are always listened to.
- To be sincere and honest in what is said and done.
- To be sensitive to the needs and feelings of others.

Job Responsibilities

- To be a role model for others.
- To organise and provide a safe, stimulating and tidy environment which is conducive to learning.
- To help pupils work to their full potential and develop their self-esteem.
- To deliver consistently high quality lessons that maximise learning.
- To follow safeguarding policies and procedures.
- To start and end each session/lesson punctually.
- To take care of the learning environment and leave the room tidy at the end of each day.
- To maintain high standards of classroom management.
- To ensure lessons are thoroughly prepared and resourced.
- To set and mark all work/homework in line with the school policy.
- To complete pupil assessments and reports on time and in line with school policy.
- To communicate regularly and meaningfully with parents, colleagues and other relevant professionals.

General Responsibilities

Staff Absence:

- If staff are ill and unable to attend work for any reason they must phone either to her mobile or into school (**not text**) Mrs Sarah Camacho- Head of School between **7:00am and 8.00am only**. If you cannot speak to Mrs Camacho a voice message must be left at the school office. (**Text messages or emails are not acceptable**)
- After any period of absence, a return to work form must be completed with the Head of School
- Medical appointments should normally be made outside working hours.
- All staff must complete a leave of absence form if requesting leave during school time. Requests will be approved or disapproved on a case by case basis by The Head of School.

Before School:

- All staff should arrive at work and be in the classroom environment for 8.20 a.m.
- All staff are responsible for helping to set up activities/lessons.
- All staff to be in classrooms or on door duty at 8.45am when the children start to come into school.

Playtime/Lunchtime:

- If it is your playground duty, you need to be out on the playground promptly to supervise play equipment and the children and interacting with them.
- No children should be in school unsupervised during playtime or lunchtime.

At the end of the day:

- Staff should be available for parents / carers to speak to.
- Class based support staff are to supervise any children who have not been collected on time if directed by the class teacher.

Meetings:

- Staff meetings are on a Tuesday at 3:30pm.
- Teaching Assistants are *encouraged* to attend staff meetings in order to have a full understanding of the workings of the school.
- If staff are unable to attend meetings, it is the responsibility of staff member to make enquiries about the subject matter of the meeting.
- **All staff** are required at the Monday morning briefing at 8:30am and then check the briefing book Tuesday to Friday for additional information. The book will be in the staff room first thing and then moved into the Head of Schools office from 9am

Registers/Money collection/Visits:

- All school based registers must be completed promptly and accurately.
- Attendance and dinner registers need to be completed carefully and accurately and returned to the school office promptly.
- Any money from children brought into school should not be left in the classroom.
- Any money that is brought into school needs to be in an envelope with the date, child's name/teacher written on the front.
- All money should be then sent into the school office as soon as possible.
- Consult the Head of School before arranging any visits. Ensure risk assessments are completed 2 weeks prior to a visit.
- Inform the Head of School / other staff member before leaving the premises during school time.
- All visits out of school and visitors coming into school need to be written into the school diary as soon as they are confirmed.
- All staff must log in and out using the fob system on the main door / carpark door
- No registers should be left unattended in and around school (GDPR)

Staff lockers

- Lockers are available for you to safely store any valuables, phones, handbags and medication. Mobile phones should not be in classrooms for Safeguarding reasons.

Policies

- You can access school policies on the staff area of the school intranet. There are 3 files, safeguarding policies, admin policies and curriculum policies

Health and Safety

- Everyone is responsible for health and safety in school both for yourself and for others. Please follow the health and safety guidelines in our leaflet. Always report any accidents or near misses. Read the health and safety notes in the daily briefing book.

Your contact details

- It is your responsibility to keep the office updated with any changes in your contact details.

School Lunches

- If you require a School Lunch please order and pay with the Office Staff each day.

School Organisation

Directed time

Most staff contracts are based on a 32.5 hour week. This breaks down as follows:

- 32.5 hours - Teachers, HLTA's and some support staff
- 8.20 to 3.40 plus staff meeting and duty day
- Nursery lunch (children) 11:45 - 12:15pm
- Reception lunch (children) / Year One 12:15 - 1:00pm
- Year Two - Year 6 12:30pm-1:15pm
- 15 minute morning break. One day's break will be spent on playground duty. Staff working in EYFS may need to organise a "rolling break" around the needs of the children.
- Tuesday Staff Meeting is 3:30 - 4:30pm (or longer if required for specific training needs and/or twilight sessions - which maybe on a different day).
- Where staff contractual hours exceed, or are less than, the 32.5 hours per week, working hours will be defined and set by the Executive Principal which are reviewed to meet the needs of the school.

Class Teachers will have responsibility for teaching all aspects of the curriculum to their classes.

In our School this means:

Class Teachers	Class teachers will teach in a variety of styles, reflecting the abilities, aptitudes and interests of the child. The organisation of classes and the delivery of the curriculum will reflect what is appropriate to facilitate pupil learning at any given time, age or context, incorporating whole class teaching, group teaching or individual support.
Curriculum Co-ordinators	In addition to their classroom responsibility each teacher also has a curriculum management responsibility. The role of each co-ordinator will promote good practice, strive for further improvements and will play an important part in directing the School's Development Plan in the years ahead.
Support Staff	Support staff are employed to assist teachers by taking on a range of tasks during their contracted hours. The role of each member of staff varies depending on the training and experience needed to undertake specific duties, such as covering classes or moving to different classes to support specific pupils. Work is defined and set by class teachers, subject coordinators and SLT.
Senior Leadership Team (SLT)	Some teaching staff will form part of the SLT who will hold additional whole school responsibilities.
Students and Volunteers	To follow the student and volunteer policy. There will be an induction process led by Mrs Sarah Camacho

School Organisation

YEAR GROUP	TEACHER	RESPONSIBILITY / LEADERSHIP	SUPPORT STAFF
NURSERY	Miss L Colwell	Deputy Safeguarding Lead	Mrs Coxon
RECEPTION	Miss Jukes		Mrs Vincent
YEAR 1	Miss Bowler	RE/PSHE/SMSC	Miss Kelsall / Mrs Westwood
YEAR 2	Mrs Floyd	English	Mrs Armstrong
YEAR 3/4	Mrs Stubbs	ICT	Mrs Baker - Deputy Safeguarding Lead
YEAR 4/5	Mr Mobberley	PE	
YEAR 6	Mrs Camacho	Maths , Safeguarding, SENCo	Mrs Wright
	Mrs Smith	PE	

ADDITIONAL TEACHING STAFF:

Sean Thomson - Executive Principal

SUPPORT STAFF:

Miss Bird- 1-2-1 Support Staff

SITE MANAGEMENT / MAINTENANCE:

Mr A Tims- Site Technician

Mrs Jones - Janitor

ADMINISTRATION:

Mrs K Farley- Office Manager

Mrs S Mason - Admin Assistant

ADDITIONAL STAFF:

Miss Bird - The Hub before and after school club

Miss Kelsall - The Hub before and after school club

LUNCHTIME SUPERVISION:

Mrs Mason

Mrs McAllister

Mrs Sumner

Miss Donner

Mrs Westwood

Mrs Armstrong

The Teacher's responsibilities are:

- Planning for cover needs to be included within Teachers weekly planning and should include objectives, activities and assessment opportunities.
- Planning for PPA is covered under start of year arrangements and usually includes - Accelerated Reader, Music and Athletics
- Planning is to be given to the staff covering in advance of the lesson.
- To oversee and use assessment information fed back by the TA / HLTA about how the lessons have gone to inform teacher's future planning.
- To meet with support staff to discuss how the lessons have gone and any issues that occurred.

Responsibilities for TA's / HLTAs covering classes are:

- **Planning** - To take ownership of teachers weekly planning to make it 'their own' i.e. find and develop resources and activities.
- **Assessment** - To complete teacher directed activity sheets (if appropriate) or give verbal feedback to the teacher about the successes/barriers in lesson.
- **Marking** - To follow the agreed school marking policy.

Responsibilities for TA's covering classes/those supporting PPA are:

- To **support** the member of staff covering the class with the delivery of the lesson and group activities or, in the case of emergency cover for staff absence, to deliver the lesson/group activities.
- To **support** the teacher/covering staff member at the end of the day with the wraparound care in the classroom during directed time.

Registration Procedures

Registration

Registers are legal documents and must be made available on request at any time from the Executive Principal, the Head of School, a Local Authority E.W.O, HMI / Inspection Team Members i.e. Ofsted and other relevant agencies.

Registers are marked at the beginning of both the morning and afternoon sessions.

- 1) If a phone call is received by the school office providing a reason for absence, the member of staff responsible for attendance will alter the class register accordingly on the school management system.
- 2) Any unknown absence will be followed up by a member of administration staff.
- 3) If a child is not present in the class at the close of registration then they are marked as absent and any further information will be added by the office team
- 4) Register is open from 8:55am - 9:05 am

Lateness

Late arrivals are actively discouraged as pupils arriving late may seriously disrupt not only their own continuity of learning but also that of others.

All staff are asked to pay particular attention to emerging patterns of lateness and to note whether the late arrival stems from difficulties at home or a genuine unavoidable circumstance and to report their concerns to the Safeguarding Officers in school. An early meeting with parents may be deemed appropriate to tackle persistent patterns of lateness.

Where pupils miss registration and fail to provide an acceptable explanation they must be marked as unauthorised absent for that session to do otherwise undermines the whole purpose of registration and affects teaching times.

Persistent lateness / absence will be monitored and conversation had with parents and EWO by the Head of School.

Registration Procedures

Dinner Register

Dinner registers are for children who pay for a meal or receive a free meal and are accountable to the auditors and must be completed correctly as follows:

At the time the register is called the child must be marked with a "I", "F", "S" or "O" (paid dinners, free, sandwiches, absent). Any child who comes late after the register is complete must report to the office to order a lunch.

It is imperative that dinner registers are accurate as the auditors can request that every week a reconciliation is carried out on the registers and every meal is accounted for.

Staff should not alter the register after it has been sent to the office because the figures from the register are transferred to several other records. All amendments must be reported to the office who will make changes as necessary.

Extra-Curricular Activities Arrangements

In order to help develop the ethos of the school, and to provide children with a range of opportunities that they might not normally receive, staff are asked if they would like run/support an extra-curricular club each week. Clubs may be at lunchtime or after school.

Every club must have a written register which is completed each week. The register is to be sent to the office for a central record at the beginning of each term. Pupil premium children should be highlighted. Please note GDPR and registers are sensitive school information.

If a club is cancelled at short notice then the children must be supervised at the school until the normal finish time of the club. Children are not to be sent home early unless directly contacted by the parent. If a club is cancelled at least a week in advance then a text message will be sent home to inform parents.

In exceptional circumstances, clubs may be cancelled at short notice (staff absence). In these circumstances all attempts to contact parents will be made by the school administration staff.

Children must not go home with other children's parents unless we have received confirmation in the office that this has been arranged. This is the same for the end of the school day.

No children are allowed to walk home alone after school, or after a club unless permission is received from the parents and this is actively discouraged during the winter months.

Accident Procedures

Responsibility for accidents and injuries during the lunchtime's period is that of the Senior Midday Supervisor and the Midday Supervisors. During teaching times and break-times, the staff members on duty are responsible for the well being and safety of the pupils in their care. All Teaching Assistants are First Aid Trained and are able to deal with accidents - all Early Years Staff including teachers are Paediatric First Aid Trained.

Where a child may require medication, there must ALWAYS be two adults present who BOTH check the required dosage, of medication. This is always recorded with the date, time, and signed. Medicines are kept in the school office / staff room fridge - never in classrooms.

Accident Forms

Accident forms are kept in the first aid area to log all accidents to pupils, staff and visitors. The log and any accident forms must be completed the same day as the injury and sent home to parents.

All accidents however minor must be recorded in the accident book along with any first aid action taken and after care if relevant.

The member of staff dealing with the accident is responsible for entering the details into the accident book together with signing and dating the entry. The member of staff administering the first aid should also be noted if this happens to be a different person.

Accidents which require attendance at a casualty department, either in or out of school, and/or involve any breakages of bones will also require the Head of School to fill in the appropriate accident form for the LA.

Accidents to pupils

The member of staff on duty during playtimes should determine whether the injured child requires further attention and needs to have first aid administered. A first aider should be called at this point, there is a teaching assistant on duty at all playtimes with a teacher and they are able to deal with incidents. If the injury requires further treatment e.g. hospital or ambulance, a member of the SLT will oversee. Parents will be informed.

Accidents to Staff & the Public

Prevention is better than cure and all staff are politely requested to exercise caution for example when putting up high level displays, carrying heavy objects, demonstrating or using tools.

When accidents do occur a responsible pupil should be sent immediately to call for help whilst another adult, if present to remain with the injured person.

First Aid Equipment

It is the responsibility of all staff to know the locations of all first aid stations in school

Depleted stock in any first aid box is the responsibility of all staff to report to the office.

First Aid Boxes/Bags must be taken on all school trips by the nominated First Aider for the group.

First Aid Bags must be taken out at playtimes and lunchtimes so that accidents if they can be dealt with straight away.

Accidents/ Injury on Arrival

Should a child come into school with an injury this must be recorded on CPOMS under injury on arrival; this is a safe and secure place to note done injuries to pupils.

Illness & Injury

If a pupil becomes ill or suffers an accident in school the parent should be contacted as soon as possible. A member of staff should contact the office who will ring home.

Children should not be walked around school feeling unwell or brought into the office. If a child is feeling sick or vomiting, they should not be left alone; they should either stay in the classroom or go to a suitable area with a member of staff.

Contact with parents should be made when:

- Child is vomiting
- Child has diarrhoea
- Child is coughing constantly
- Child has a hygiene problem with which staff cannot be expected to cope with

- Child displays symptoms of an infectious disease
- Child has sustained an injury which causes concern especially a bump to the head
- Child displays symptoms of shock, concussion, distortion of vision, extreme lethargy
- Child has become hysterically upset and distressed after an injury or incident

In all such cases Teachers, Support Assistants and Midday Supervisors should inform the Head of School.

Asthma

Any child who is known to suffer with Asthma should have their own inhaler and spacer in school. It is the child's and the parents' responsibility that medicine is kept up to date. A care plan will be put in to place regarding the child's particular asthmatic needs, a copy of which is stored on the staff area and a paper copy in the register folder - which is then locked away when no one is in the office/on site. The Asthma Policy detailing specific procedures is available from the school office.

Asthma inhalers are kept in the classrooms/ work area in which the child is present.

Parental Rights/Child Protection

A person with recognised parental responsibility for a child may request access to that child during the school day. Normally this involves the natural mother or father but can also include step parents, foster parents, grandparents, legal guardians and carers.

On no account should a member of staff allow a child to leave the school during school hours with any adult, unless that adult has reported to the school office to gain permission from the Head of school.

On no account should a member of staff allow a child to be picked up from the school at the end of the school day with an unknown adult until confirmation is sought from the Head of School/Designated Child Protection Officers.

Wherever there is a case of disputed guardianship or an associated court order all staff will be informed by the Head of School.

IF IN ANY DOUBT STAFF SHOULD CONSULT WITH THE Head of School/ SLT.

If any member of staff suspects that a child has received a non-accidental injury, the Head of School / Safeguarding Leads should be informed immediately. The same advice applies to any member of staff who suspects or has been told by the child that abuse or neglect has occurred.

Staff should make it clear to any child who wishes to confide in them that they can make no promise of confidentiality and should not under any circumstance try to question the child as to details of the possible offence.

Clear agreed and governor approved procedures are outlined in the school policy for Child Protection which must be adhered to by all staff.

The Child Protection Officers at our school are Sarah Camacho, Louise Colwell and Diane Baker reports are to be given in that order.

This school is committed to safeguarding and promoting the welfare of all children and expects all staff and volunteers to share this commitment.

Incident Record Keeping and Safeguarding Procedures

Safeguarding is everyone's responsibility.

Safeguarding is everyone's responsibility. You need to be familiar with our safeguarding procedures (see leaflet) , our safeguarding policy and the document Keeping Children Safe in Education (Part 1 must be read.)

Concerns should be recorded on a yellow concern form and passed to the designated safeguarding Lead (headteacher) or deputy designated lead. For urgent/serious concerns follow the emergency procedures. If in doubt always report concerns. Conversations concerning any safeguarding matters should be recorded on the confidential forms on CPOMS with the date and time noted in order to ensure an accurate record is kept.

First Response 0800 13 13 126- this is the one front door for reporting all safeguarding concerns where there is either an urgent need for intervention/support or there is a referral for on-going support from the Local support Team. Any member of staff can contact First Response if the need arises although usually this is done via the DSL or DDSL.

In an emergency where you believe a child to be in immediate danger dial 999 and ask for the Police.

Staff must act on the following management instructions:

All staff to keep an Incident Record Keeping and Safeguarding Log with CPOMS: The Child Protection Tab used for pupils we know to be on a CP plan and the Safeguarding Tab to be used for all other pupils.

1. All reported incidents relating to children's welfare and safeguarding.
2. The report should be concurrent (on the date of the incident) and this must be completed within directed time on the day.
3. The report should contain:
 - Key details of the incident including who, when, where, what.
 - Reference to where recorded e.g. is an accident form filled in or has a risk assessment form been completed?
 - Key actions taken, to include references to informing parents and or line-managers and any disciplinary / medical actions resulting.
 - Any follow up actions required, by whom and when?

What are reportable / recordable incidents?

1. Any incident so deemed by the member of staff.
2. Written or verbal concerns or complaints by parents or children.
3. Incidents of verbal or physical abuse or misconduct.
4. Any accidents, including those recorded in the accident book for cross referencing - especially lunchtime incidents when staff need to be vigilant on checking bump notes on receiving children into the afternoon session and ensuring these are effectively communicated to parents at the end of the day.

Responsibilities and Duty of Care regarding the sharing of information

1. Staff recording incidents concerning children / adults not in their direct care and responsibility have the duty of care to share this information with the class teacher or senior staff responsible. Reporting & Receiving staff must cross reference their logs to corroborate information this is shown on CPOMS.
2. Shared information to include parental communications and incidents on the playground or around school that are deemed reportable.
3. The school expects that important verbal communication will be shared promptly between relevant staff and that the recording of all incidents will be completed before the end of the school day /shift for staff.
4. All incidents involving physical injury or harm and or verbal or racist abuse should be reported to a member of the Leadership team in line with School policy.

It is imperative that logs are kept secure and confidential **at all times** and not left lying around anywhere in school.

Safeguarding Logs DO NOT LEAVE THE SCHOOL.

If safeguarding information is to be passed onto another school, where possible it will be hand delivered and a signing transfer of information sheet completed which will then be held on school records.

Pupil Facilities

Children's Access to Toilets

No child of any age is to be denied access to the toilet at any time, regardless if it is assembly, lesson time, break-time, lunchtime, during PE or whilst on the yard for any other activity.

All children should be able to relieve themselves without embarrassment or fear of any staff disapproval.

Staff may of course encourage pupils to "visit the toilet" at the most appropriate times of the day including playtimes and lunchtimes, but please make it clear to the pupils in your care that, if they are in need or desperate, they do not have to wait until an activity is over, or class teacher questioning them.

Going to the toilets in groups should be discouraged and/or monitored if this is becoming a repeated occurrence.

Children's Access to Water

Children are encouraged to fill water bottles before and after sessions for class use and can access water freely at break-times.

Note - As result of drinking more water the pupils will naturally need to visit the toilets more frequently.

Healthy Eating

Early Years pupils have a free drink of milk, unrestricted access to water and a piece of fruit each day.

Key Stage 1 have fruit each day, ability to use the school morning tuck shop and access to the water.

Key Stage 2 have ability to use the school morning tuck shop and access to the water.

Please challenge all children found trying to eat crisps, sweets and chocolate bars as part of their mid-morning snack. Speak to parents regarding healthy eating and healthy snack.

Communication

We recognise that good communication at all levels is a vital component of effective and efficient schools. The following systems are used in an endeavour to keep everyone on the staff well informed.

Staffroom Pigeon Holes

A section for each member of staff for letters, messages and curriculum flyers.

Staffroom Morning Briefing

A full staff briefing takes place on a Monday morning to discuss any matters arising and a book of information is filled in for the rest of the week on a daily basis - this is in the staffroom until 9am and then removed into the Head of Schools Office - this information can still be accessed by staff.

Staff Email

All staff have their own email address. Staff are encouraged to check their email regularly. Emails are a pivotal form of school communication. Staff should not hand their email address out to parents or children.

Staff Professional Dialogue Meetings

Meetings that form part of the annual Performance Management Cycle when each member of the teaching staff will have the opportunity for an in-depth discussion with a member of SLT.

Teacher Governor & Support Staff Governor

A member of the teaching staff are elected to represent their group of staff on the Governing Body. They will be able to inform staff of decisions and plans made at meetings of the Governing Body. These Governors are also available to listen to staff and pass on any suggestions or concerns expressed by individuals to the Head of School and other Governors.

University/College Student Policy

The staff, governing body, parents and children of Hazel Slade Primary Academy welcome the opportunity to participate in the training of 'students' from a variety of educational establishments who are actively involved in developing the education, knowledge, skills and concepts of young children. We are keen to support all students in their own learning by assisting them to find out about the education of children in the Foundation Stage, and Key Stage One & Two.

It is our policy to forge strong links with our local schools, colleges of higher education, colleges of further education and universities by offering our full support and commitment to demonstrate clearly to them how much we value their work.

All members of staff are keen to liaise with participating educational establishments in order to ensure that all students have the best possible opportunity to fulfil their training needs and meet the criteria and expectations of both themselves and other bodies.

All students are regarded as valuable members of our school during their time spent with us and are encouraged to participate in all aspects of school life. Students are given every opportunity to use their own initiative and offer their own contributions to the education of our children. However, students are also expected to treat advice, guidance and recommendations made by members of staff with the greatest respect.

We are committed to encouraging and supporting our parents, as much as is possible, so that they may become involved in developing their own knowledge and understanding of 'how children learn' and we give them every available opportunity to develop this.

Each student is given the opportunity to speak to the Head of School prior to their placement and each student is encouraged to make a visit to the school before their experience begins. During this meeting or a subsequent meeting at a later date, each student is to be given clear guidelines of the school's expectations of them and the opportunity to meet with members of staff and the children they are to be working with.

The Role of Placement Students

We expect all students to treat their role in the School with utmost professionalism and with the respect it deserves. We have extremely high expectations of all students and in return expect students to have similar expectations of ourselves.

We will always work as a team. All students will be expected to work as part of that team and will soon find themselves having a defined role.

The main role of all placement students will be to support the class teacher in all aspects of their work. Students who are training to be NNEB / Welfare Assistants, or have similar vocations, will be given the opportunity to develop the required skills to fulfil that role alongside the class teacher and will have the opportunity to meet with qualified and very experienced Nursery Nurses. Similarly, student teachers will have the opportunity to observe the teacher in his / her role, work alongside the teacher taking responsibility for groups and also have the responsibility for planning and teaching a class themselves. The timetable will be organised between the college / university and School.

If students have any concerns about a child or an incident in school, or about their own role in the School, it is important that they discuss this with the Head of School/Vice Principal or class teacher as soon as possible.

All students / volunteers will have an induction meeting with Sarah Camacho / University Tutor where the appropriate policies will be administered.

CONFIDENTIALITY:

During student placement it is likely that students may experience situations and / or discussions which must be treated with the greatest respect and remain confidential.

It is of paramount importance that all students are fully aware of the need for such confidentiality within the school setting. On no account must they discuss their experiences within school with outside parties unless it is done so as part of their studies and / or evaluation with the school or college tutors.

It could have an extremely harmful effect to the reputation of a school if a student should discuss a child or a situation in school with their friends, parents or parents of a child at our school, unless they have sought the permission or advice from a member of staff.

Whilst working at Hazel Slade, students will be respected as a member of staff and similarly we expect students to respect the confidentiality of the school.

Please ensure that you have read and fully understood the information contained in this handbook. A staff signing sheet needs to be completed once this handbook has been read and understood.