

PORTFIELD SCHOOL & SATELLITE CENTRES



POLICY DOCUMENT FOR STAFF HANDBOOK AND INDUCTION PACK



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Welsh Network of Healthy School Schemes



Cynlluniau Ysgolion Iach - Rhwydwaith Cymru



Welsh Heritage Schools Initiative



Menter Ysgolion y Dreftadaeth Gymreig



REVIEW OF POLICY

This policy will be reviewed biennially in consultation with staff, parents and governors.

This policy was adopted by:

Headteacher **Date**

Chair of Governors **Date**

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Introduction

Dear Colleague,

Welcome to our school. We all hope that this booklet will be of some help to you as you strive to become familiar with the routines of our life here at Portfield. Our aim is to present you with some basic information. It is our hope that you will be very happy in your work here. If you need any information, please do ask and we will do all we can to help. All members of staff have curriculum responsibility and will do all they can to be of assistance as you settle in. We will make every effort to keep you informed about what is happening in school and within the Authority. Please read this document in conjunction with the Teacher Guidance Handbook.

Our Mission Statement

Working together Learning together Achieving together

At Portfield School we strive to

- Create a happy, safe, supportive and stimulating learning environment
- Value everyone
- Develop everyone's personal, social, emotional health and wellbeing
- Promote relevant academic and vocational skills
- Meet individual needs through an imaginative and flexible approach
- Enable all learners to achieve their full potential

UNCRC United Nations Convention on the Rights of the Child

- Portfield School places the values and principles of the UNCRC at the heart all policies and practices
- Portfield School is a Rights Respecting School

In this school we hope that as the children grow physically and mentally, that they will also grow socially and spiritually and so gain a real respect for themselves, for each other, and indeed, for the whole of this exciting world in which we live.

“Education must nourish the diverse talents of our children. It must widen their horizons; develop their appetite for learning; enable them to live life to the full. It must foster intellectual, physical, cultural, moral and spiritual development and help children develop the valued that will guide them through the difficult decisions they will have, inevitably to make in adult life.”

(Dearing Report 1993)

What are the Aims of the School?

Our main aim is to provide quality experiences in all aspects of school life so enabling the children to be happy, keen to learn and to reach the full potential of their abilities,

helping them to integrate into society as much as possible and lead increasingly independent lives.

We aim to achieve this in the context of a warm, welcoming and supportive environment, teaching a broad, balanced and relevant curriculum which follows the National Curriculum and is appropriately modified and differentiated for the needs of the individual child.

We recognise that change and progress are an important part of everyday life and therefore aim to equip children to cope and flourish in dealing with the challenges faced by such changes.

We aim to foster continuity between the child's home and school life by maintaining communication on a daily basis through the use of home/school books. We acknowledge the importance of working closely with parents and have an open door policy to all parents at all times.

Confidentiality

Please ensure that all pupil details and discussions are kept confidential.

What will I find in the Upper and Lower School Offices?

Telephone book – Useful numbers

Pupils' addresses and contact numbers and staff list.

Registers – Registers are completed online before 9.30am and 1.30pm (Lower school) and 2.15pm (Upper school). Any mail for staff or letters to parents are put in the class trays for staff to send home – please check daily.

Order book – Catalogues for all kinds of equipment are kept in the staff room or in the finance office. Please return them as soon as possible if you have to remove them. The school admin assistant will order items as required.

Accident/Incident Forms - please complete Behaviour Watch.

All staff to fob in/out as you enter/leave the building. Staff Register – please mark yourself present at the start of each day. Mark 'oo' for absence due to sickness and 'cc' if you are out of school on a course.

Travel Claim Forms, Telephone Directory, Yellow Pages and general stationary.

External agency, ICT Technician, caretaker request books.

First Aid box

Photocopier is in the photocopier room in lower school and in the corridor in upper school. Please ask the secretary for help if you are not familiar with the machine. The laminator, guillotine and binder are in the photocopier room/office in lower school and in the staff room in upper school.

Fax Machine - upper school office.

Safe – all money (for trips etc) should be sent to the office and not kept in class store cupboards.

What is kept in the Staff Room?

- The staff room contains a kettle and cups, staff are expected to provide their own refreshments.
- Resources – containing catalogues, books and other educational resources. These are here for all staff to refer to so please ensure that anything you use is returned as quickly as possible.
- School Development Plan
- School Self Review
- Staff Absence Policy (in file).

Pupil Files – These contain administrative records and information about pupils which is to be treated in the strictest confidence. Pupil files are kept in a locked cupboard in the staff room in lower and upper school. Please ask in reception for a key.

What is kept in the Caretaker's room?

The caretaker will supply all your cleaning supply needs and pupils/caretaker will come around to the classrooms weekly.

A stepladder and the cleaner's mop, bucket and vacuum cleaner are stored in the Caretaker's room.

What about meetings?

Teaching Staff Meetings – Short staff briefing held at 8.35am 2 mornings a week. Longer staff meeting held on Wednesday afternoons at 3.45pm. You are welcome to bring items for the agenda or give them to the Head beforehand. Everyone is encouraged to contribute so don't be afraid to express an opinion.

Support Staff Meetings – Held once every half term on a Monday and it is important that staff make every effort to attend. We do attempt to end all meetings promptly. Full staff meetings are held half-termly. Staff meeting timetables is issued termly.

Parent Teacher Meetings – All pupils have an Annual Review meeting. At this meeting parents will have the opportunity to discuss all aspects of their child's education. Support agencies are also invited in order to have a holistic approach to each child's needs. The School Doctor, Community Nurse, Physiotherapist, Speech Therapist, Social Worker and other agencies may all attend. Parents evenings are held termly (at the start of each term) to review their child's Individual Education Plan.

Governors Meetings – Full Governors meetings take place once a term. A member of staff is elected onto the Governing Body for teaching staff and support staff.

When Appointed...

Write to the Headteacher and Chair of Governors to accept the appointment.

Sign Contract with the Chair of Governors.

Fill in a payroll 'Starter Form' available from the secretary.

Attend induction.

Use the staff team display boards to find out who's who.

Teachers Only – please read Teachers Guidance File.

Collect application form for ID badge from secretary and arrange to have your photo taken by the ICT Technician.

It is strongly recommended that you are immunized against Hepatitis and that you keep Tetanus immunizations up to date.

Collect fob from site manager.

What must I remember?

The class teacher is responsible for the following:-

MORNING

Complete the Register online and complete dinner registers and return it to the office.

Record and file all absence notes, ask secretary to ring absentees. Mark the correct number of dinners required on line as we are moving from a paper copy to electronic. If the online system is not working fill in the Dinner register including staff and send to the office with any dinner money received. *(If online is not functional - Dinner slips to be posted in box by kitchen door – if you require an early or late lunch – put this on the dinner slip)*

Send any other money e.g. for trips to the admin officer.

School collective worship - bring any birthdays in your class to the attention of leader. Send you star of the week to office by Friday morning. Look at the rota so you know when you are preparing and delivering collective workshop.

School collective worship and celebration assembly – Friday 2.45pm

Please bring certificates for presentation and notify assembly leader of birthdays.

PLAYTIME If wet – remain in class.

AFTERNOON Complete the Register online. Write relevant information in home/school books. Send letters, medicines, bags (respite) etc home.
Check that medication stored in school is 'in date' and send home for fresh supplies before the expiry date. Medicines to be handed to Escort.

TUESDAY Submit items for staff meeting agenda to Headteacher.

What to do if...

I am unwell or I need leave of absence -

Absence through ill health

If ill health prevents attendance at school, the following procedures should be followed:

Ring the Head, Deputy Head or Asst Head Primary as soon as possible after 7.00am to inform about illness. If possible try to indicate a likely return date.

A self-certification form will be required for any absence up to 7 days including weekends.

If you are absent due to sickness, and you have not given a likely return date, (or it changes), please inform the school as early as possible in the afternoon if you are going to be absent the following day.

Once absence extends to seven consecutive days including weekends, a sick note will be required from your GP. Please inform the school after 2 days and then 5 days of your likely return to work.

Absence on Professional/Public matters:

To attend interviews, courses etc.

Jury service.

Paid or unpaid leave of absence will be authorised by the Governing Body and Headteacher as appropriate. (see staffing file in the Staff Room)

Please complete leave of absence form available from office and give to headteacher

Absence through family, personal reasons:

Leave will be given in accordance with Local Authority Guidance (copy available in staff room).

Paid or unpaid leave of absence will be authorised by the Governing Body and Headteacher as appropriate in line with this guidance.

Leave of Absence Scenarios:

I cannot get to school -	Contact the school as soon as possible.
I want to go on a course -	See the Inset Coordinator.
A child/adult has an accident/incident -	Assist, report, record via Behaviour Watch. Staff monitored by SLT after 24 Hours and a week.
The photocopier doesn't work.	Inform the secretary.
I think a child in my class has a medical Problem -	Consult Nurse ,Headteacher/SLT and Parent/Carer.
I suspect a child in my class is being Abused -	Report to Headteacher/Designated Child Protection Lead/ Policy.
A parent has offered help -	Refer to Parent/Community Partnership Officer.

I don't want to get it wrong so:

What do I call the Head and SLT?	We use titles and surnames to introduce visitors or in front of pupils. Informally we all use Christian names.
What should I wear?	See Dress Code Policy
Where should I park?	There are parking spaces at the front and rear of the school on a first come first served basis – no parking on the grass or double yellow lines – reverse into parking bays. Overflow parking at Tasker Milward School
Are there any things which are	No drawing pins, No smoking, No

not permitted?

shouting. Hot drinks must be covered in corridors. 'Tatty' displays, clutter, things 'parked' in corridors.

Do we pay for lunch?

All staff pay for lunch at the canteen.

Can I go out at lunchtime?

This time is your own. Please notify the secretary that you are going out. This is important if someone is trying to contact you or in a fire drill or emergency.

What would it be inappropriate for me to ask the children to do?

Escort visitors, leave the building and grounds without support, push children in wheelchairs

What really matters?

- The child - first and always.
- Positive thinking.
- Praising each other.
- A stimulating environment.
- A high quality of work.
- Our vision.

How Adults should work with children

- Treat me with respect and dignity
- Talk to me, not about me
- Listen to what I have to say
- Give me time to respond and interact in my own way
- Try to understand me: I can't always understand my feelings
- Stay calm with me, even if I do not stay calm with myself
- Allow me to make choices and decisions for myself
- Let me know what's going to happen
- Help me to stay safe
- Telling me what I am good at builds my confidence

GUIDANCE ON FIRE SAFETY

PROCEDURE ON DISCOVERY OF A FIRE / FIRE DRILL INSTRUCTIONS

On discovering a fire;

- Sound the alarm.
- Ensure the safety of children in the immediate vicinity of the fire and head for the nearest assembly point.
- Ensure that all children and staff in your class are safely evacuated to the nearest assembly point.
- Check all rooms / toilets, closing all doors as you do so to hold back the fire / minimise damage. Never open the last door, if open - never go through it.
- Take a register of staff and pupils as quickly as possible. If anyone is missing, alert the emergency services immediately.
- Dial 999 and request Fire Service.
- Attack the fire with appropriate fire-fighting equipment only if it is safe to do so. No attempt should involve personal risk.
- If fire is in a cupboard, discharge CO2 extinguisher through crack under door.

FIRE TYPE	FUEL	EXTINGUISHER IN ORDER OF CHOICE	COMMENTS
A	Paper, Wood, Textiles etc.	Water, Foam	CO2 will probably blow paper about and spread the fire
B	Fats, Oils	Foam, Blanket, Powder (CO2 ineffective)	Burn at 400 deg + Water will vapourise explosively
C	Gas	Powder	Ensure Gas turned off, if that's not possible, leave to burn containing fire with water or foam extinguisher
D	Metal,	Special Powder	Available from fire service only, water will cause explosive reaction

When the fire alarm rings:

- Leave classroom or work area by the nearest exit
- Encourage the children to move quietly and without panic
- Assemble children in class groups in the nearest assembly point to your class
- Check against your register that all children and helpers are out of the building

IMPORTANT

Talk to the children about the procedure, stress that they must leave by the nearest exit and do not need to return to the classroom to put on outdoor shoes/coats etc.

Assembly points are in the front and rear car parks and the playground.

EMERGENCY SCHOOL CLOSURE

There are times when the weather is so severe, e.g. very heavy snowfall, that it is considered that the health and safety of pupils and staff are best served by closing the school.

Heavy Overnight Snow

Staff must contact the school, Headteacher or Deputy Headteacher as soon as is practicable if they foresee difficulties in getting to school before the start of the school day.

If in sufficient staff, half or less than half of the establishment, are able to get to school, the Headteacher, Deputy Headteacher or senior staff member in the school, must contact the Chair of Governors and LEA (01437 764551) both to take advice, and to inform them of the intention to close the school because of insufficient staff.

EXTREME WEATHER - ADVICE FOR STAFF

Staff are asked to read further information regarding 'Adverse Weather Conditions' Policy for Staff on the website and to look at e portal. Teachers are asked to consider inclement weather forecasts and prepare accordingly to enable working from home in the event of a school closure. Teachers are asked to ensure support staff have suitable work to complete at home in the event of closure. Mrs Painter, Headteacher makes a risk assessment on all sites to determine if they are to open to staff and pupils.

If school is closed to pupils but open to staff

Staff who feel unable to travel safely are asked to consider car sharing or using public transport, if it is unreasonable to make the journey on foot. Staff are only advised to travel if they feel it is safe to do so. Staff who are unable to attend school must report their absence in the usual manner.

If school is closed to pupils and staff

All Staff may be emailed with directional tasks to complete at home and/or school may open for a short time to collect resources to continue working from home.

Support Staff may choose to complete tasks at home or visit school (if open for a short time) if they so wish.

All Staff are advised **ONLY** to make the journey to school if it is considered safe to do so, in the event of school opening for a short period.

Please refer to Pembs CC guidance on working in adverse weather conditions.

When exceptionally severe weather conditions are forecast for the whole Authority and the Police are recommending that only essential journeys should be made, the Director

of Education may make a decision to close all schools for pupils for the following day. Local radio will be contacted and staff and parents are asked to adhere to any announcements

NON-ATTENDANCE DUE TO INCLEMENT WEATHER

No child will leave the school until the school is satisfied that there is proper provision for their care during the day.

Efforts will be made to contact the parents of any children remaining. If there is no contact then arrangements will be made for those children to spend their time constructively in school.

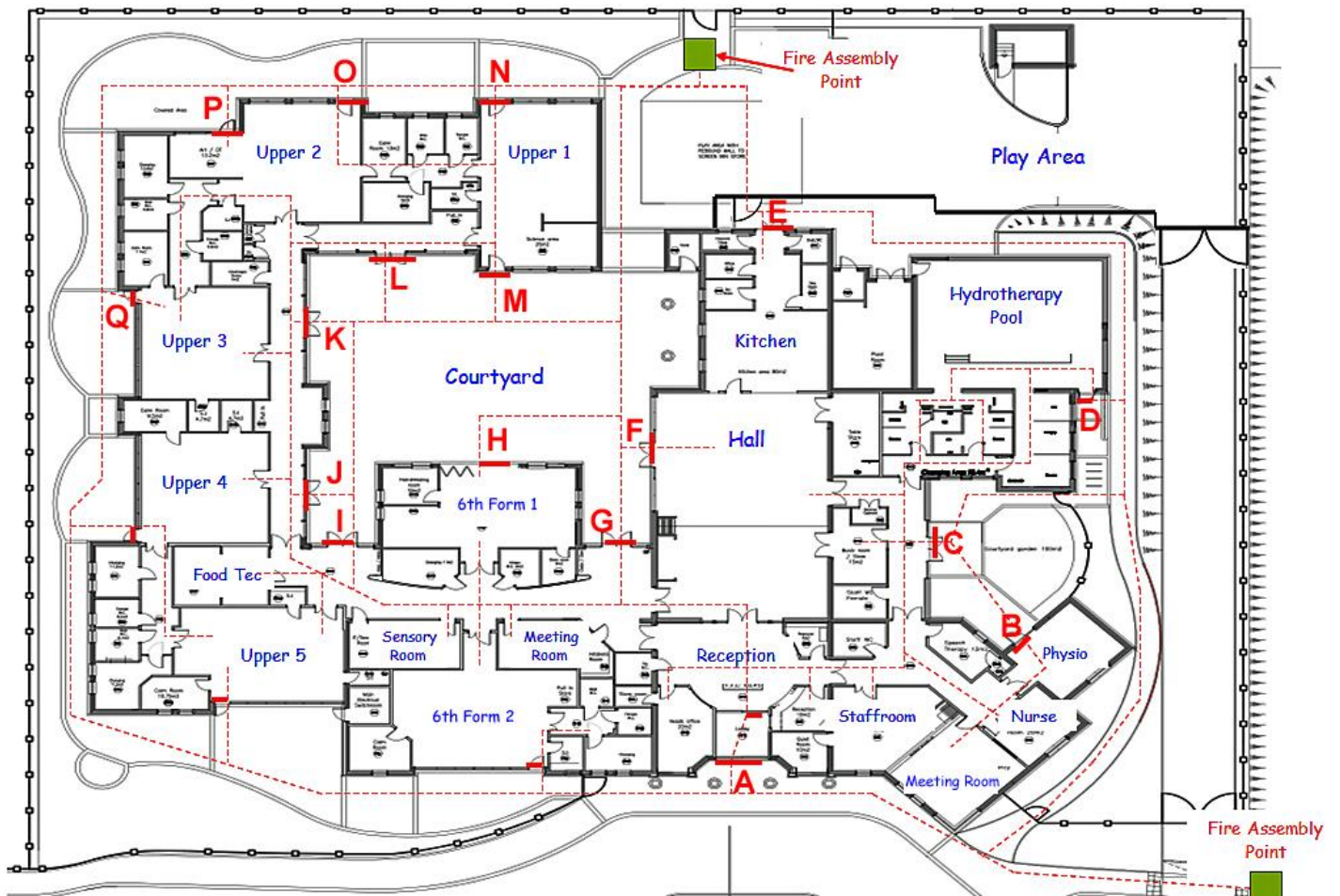
Teaching or their nearest educational establishment and ancillary staff will be expected to make safe reasonable efforts to get to school where they will be able to perform other duties. Staff remaining at home are instructed to report their situation to the Headteacher and then carry out school related work from home.

It is the responsibility of all employees to attend their place of work and only when this is not possible should they report to the nearest educational establishment. All employees are, as a matter of course and regardless of conditions, required to demonstrate their availability for duty. Payment of salary is normally dependent on attendance and availability at a specified location. It is within the discretion of the Governing Body, after consultation with the Authority to withhold payment for non-attendance in such circumstances.

The following notes are given as guidance: -

- If it is safe to do so reach your normal place of work and failing to do so, the employee will report for duty to the nearest educational establishment within the Pembrokeshire area that it is safe to get to.
- The employee should report his/her location to his/her Head Teacher by telephone/email/fax who will record the information for pay purposes.
- Please ensure you have work to complete at home if you are not able to safely get to your place of work or alternative school. Teachers should ensure that the support staff have work to do at home which may take the form of reading material which can be photocopied about particular special needs teaching strategies useful to your class.
- Material from an e-learning package is available in each class and teachers should ensure they direct support staff to appropriate sections if required to work on at home
- Material re: Signalong is also available in each class for staff to practice at home
- All staff should read messages on the eportal which will keep staff updated on school opening or closure times and view the Pembrokeshire County Council website. Information will also be broadcast on Radio Pembrokeshire.

PLAN OF THE SCHOOL – UPPER SCHOOL

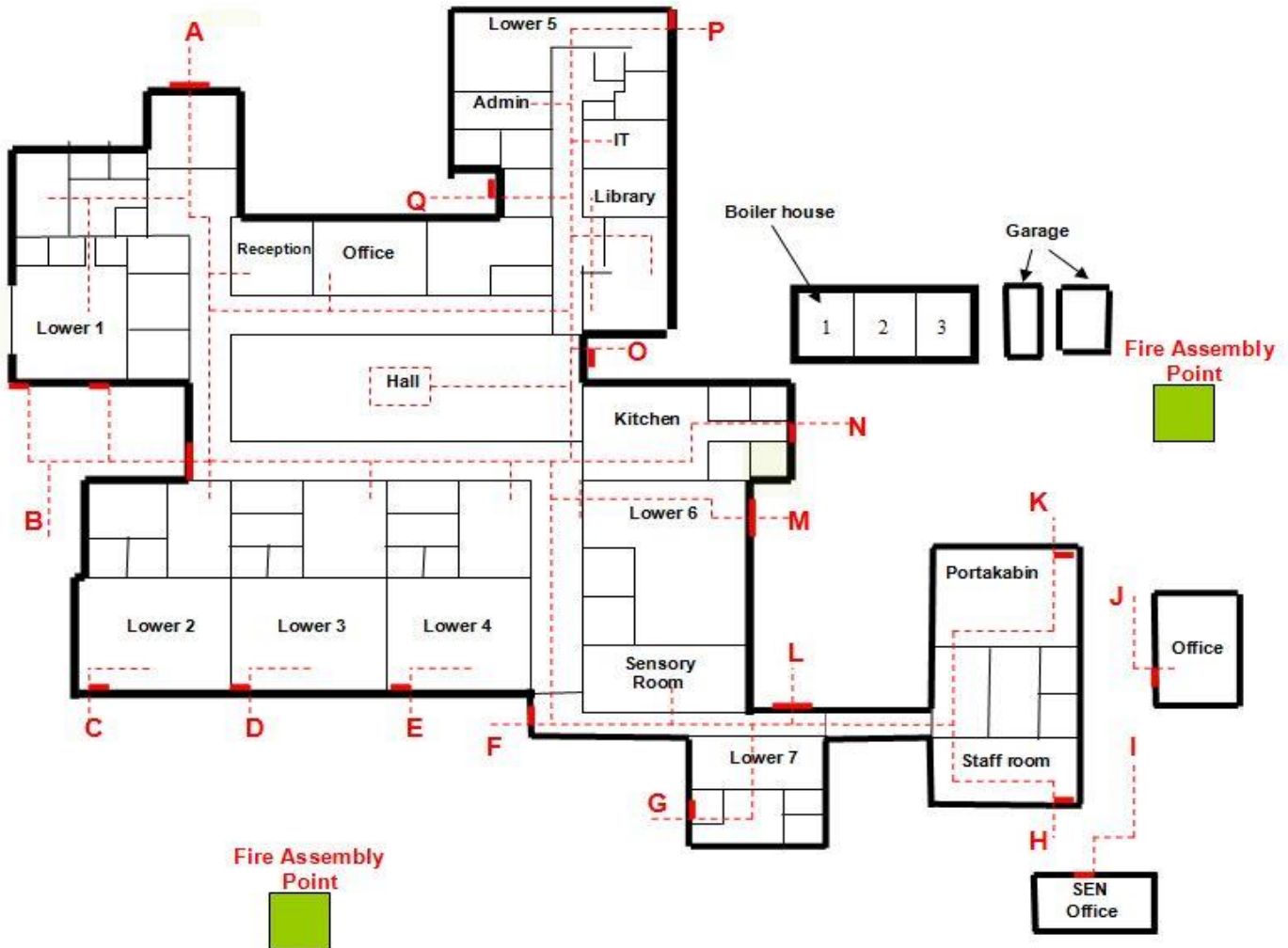


The following Emergency Exit Doors are shown on the plan.

- A** - Main reception door
- B** - Physio room fire exit
- C** - Pool corridor fire exit
- D** - Pool fire exit
- E** - Kitchen fire exit
- F** - Hall fire exit
- G** - Sixth form 1 right fire exit
- H** - Sixth form 1 fire exit
- I** - Sixth form 1 left fire exit
- J** - Upper 4 corridor fire exit
- K** - Upper 3 corridor fire exit
- L** - Upper 1 corridor fire exit
- M** - Upper 1 science fire exit
- N** - Upper 1 classroom fire exit
- O** - Upper 2 classroom fire exit
- P** - Upper 2 Art fire exit
- Q** - Upper 3 classroom fire exit
- R** - Upper 4 classroom fire exit
- S** - Upper 5 classroom fire exit
- T** - Sixth form 2 fire exit

PLAN OF THE SCHOOL – LOWER SCHOOL

Fire Exit — Fire Exit Route - - - - -



The following Emergency Exit Doors are shown on the plan.

- A** - Main reception door
- B** - Class 1 conservatory
- C** - Class 2 fire exit
- D** - Class 3 fire exit
- E** - Class 4 fire exit
- F** - Conservatory fire exit
- G** - Class 7 fire exit
- H** - Staffroom fire exit
- I** - SEN Transition fire exit
- J** - Admin/Speech & Language fire exit
- K** - Portakabin fire exit
- L** - Rear door fire exit
- M** - Class 6 fire exit
- N** - Kitchen fire exit
- O** - Hall fire exit
- P** - Class 5 fire exit
- Q** - Corridor fire exit

THE ROLE OF THIS BOOKLET – YOUR COMMENTS

This booklet has been written to help new members of staff to become at home at Portfield School as quickly and comfortably as possible. We hope that you have found it useful, accessible and informative. We believe that it contains the majority of the basic day-to-day information you will need whilst also giving an overview of procedures and routines to be followed in school.

There are many things we quickly take for granted in school and it may be that we have missed some obvious things out of this booklet, it would be useful to have your input and response to the information and layout of the booklet. Therefore, as you use it please note here any comments or omissions which would enable us to improve the quality of the handbook.

Your comments please.

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