



Staff Handbook 2025-26

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Code of Conduct – please sign and pass this form to the Headteacher

Absence (Pupils)

Mark the register. Refer to front of Register as to how to identify absence. On the day of absence, staff should enquire at the school office whether there has been any contact from parents explaining the absence. The Admin Officer will note all telephone calls received in the rear of the register. If a written note of explanation is received from parents on the pupil's return, it should be kept in the rear of the register. If the absence is of concern or lasts for more than one week without explanation, inform the school office to contact the attendance team. If absences are frequent then a Non-Attendance Register may need to be completed. These are available from the attendance team.

See STAFF INFORMATION for STAFF ABSENCES

Accidents

Any accident and any first aid administered must be recorded on the minor incident forms / accident forms or on the PRIME system. First Aid may only be administered by those qualified to do so. Lists of qualified first aiders appear around the school. General guidelines are;

- know your limitations as to your skill as a first aider. If in any doubt seek help.
- ensure that any wound is cleaned with only water.
- do not apply any antiseptic creams or lotions.
- do not administer any medicines unless the school has written authorisation from parents.
- completed medication forms are kept in the back of class registers.

Admissions

The school follows the LA admissions procedure. Applications should be submitted to the Local Authority by January 15th 2026 for admission in the following September. Parents are notified in April if their admission has been successful. Parents can appeal to the LA against an unsuccessful request. The school's published admission number is 19.

Assessment, Record-Keeping and Reporting

Please refer to the co-ordinator and the policy for further information.

Behaviour Management

The school has a comprehensive Behaviour and Anti-Bullying Policy which should be read. Issues around behaviour are discussed regularly at staff meetings. The predominant strategy for behaviour management is to praise and reward good behaviour and apply sanctions as necessary. At all times children should be made aware of our expectations. Each class devises Class Rules at the start of the new school year. Serious incidents of misbehaviour must be reported to the Headteacher or teacher in charge immediately. A written report may be requested for the Behaviour Log.

Caretaker / Cleaning

The caretaker's hours are:

Monday: 6.30am – 11.30am
Tuesday: 6.30am – 10.30am
Wednesday: 6.30am – 10.30am
Thursday: 6.30am – 9.30am
Friday: 6.30am – 11.30am

There is the capacity for these hours to be flexible. The caretaker is responsible for securing the building, including windows and doors and opening up in the morning. He is also the first key holder.

Cleaner's hours 3.00 – 5.30pm

Case Conferences / Review Meetings

Teachers may be requested to attend case conferences both in and out of school. Advice should be sought from the Headteacher on written and verbal reporting at such meetings.

Catalogues

General catalogues are kept in a box in the school office. Please replace these when used.

Child Protection and Safeguarding

The Headteacher is the Designated Safeguarding Lead in school. Please refer to the CESCIB handbook for further guidance. Mrs Shareen Davies and Mrs Jacky Chapman are the Deputy Designated Safeguarding Leads.

Clustering

The Wilmslow and District Headteacher's cluster group is highly active. There are regular meetings for Headteachers. They also try and secure funding for initiatives for all schools.

Collection of Money.

Dinner Money

This is to be sent to the school office with the registers, if not already collected in the basket. Please ensure that each child's money is easily identified

Other Monies

Please ensure that any money sent to the office is clearly marked as to its purpose *i.e. P.T.A., Raffle, School Book Club*. Do not send loose money; all money needs to be clearly identified. If a child or parent gives loose money to you, please put the money into an envelope and write a note as to its purpose.

Collective Worship

It is a legal requirement that an act of Collective Worship is held every day. Parents have the right to withdraw their children from Collective Worship by

informing the Headteacher in writing of this request. Teachers also have this right. The Headteacher has overall responsibility for the delivery of Collective Worship.

Monday	10.10am	Whole School Assembly
Tuesday	10.10am	Hymn Practice
Wednesday	10.10am	Class Assembly
Thursday	9.00am	Church
Friday	2.30pm	Good News Assembly

Children should come into the hall and wait quietly for Collective Worship to begin. Teachers should wait with their class until the person leading Collective Worship is ready. Children who find it difficult to concentrate or be still amongst other children should be placed at the end of the line away from others who may distract them. For further guidance on Collective Worship, please refer to the school policy document.

Communication with Parents

A regular newsletter is sent to parents containing general information; contributions from staff are very welcome. News from the PTA is included. The Friday Flyer is sent out weekly which details the diary for the following week and information from each class following Good News Assembly. Letters to parents should only be sent via the Headteacher who will check them.

Teachers should be careful not to enter into discussion with parents about previous schools or teachers. If parents offer criticism of colleagues then move quickly onto another topic. Staff should not enter into discussion with parents about the behaviour of children other than their own. Most parents would rightly be concerned to hear that a teacher and another parent had discussed their child. **This is particularly relevant for staff members who are also parents of pupils at the school.** Teachers should inform the Headteacher about any complaints, serious worries or concerns of parents.

Display

Teacher should give priority to the creation of an informative and stimulating environment within the classroom. Areas should be established for various activities and pupils' work as well as other objects displayed to good effect; items should be carefully labelled and suitably mounted. Equal care should be given to corridor and hall displays.

Drugs and Medicines

Medication can only be administered if a doctor has prescribed it and the medication form completed. No medicine should be accepted from a child, only parents or carers. Forms and further information are available from the school office. Parents may give their consent for the school to administer Calpol or Piriton.

Duties and Supervision

Duty Day

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

8.40am	Supervise entry into school
10.20 – 10.35am	Break duty
1.00pm	Supervise entry into school
Various	Break duty – class teachers

The bell to denote the start of break will be rung by the staff member on duty. The bell at the end of break will be rung before the duty staff member has blown their whistle for children to line up. The duty staff member will supervise the classes until they are collected by staff. It is the decision of the duty staff member whether or not it is to be an indoor playtime. Staff should be notified if it is to be an indoor playtime before the start of break time so that children can be dismissed as required. If the duty staff member considers the playground to be unsafe for the children, for example due to ice then they must decide to make it an indoor break time.

If an accident occurs during break time requiring first aid to a pupil then the duty member of staff should pass the child to another member of staff for attention if practicable. They then should resume their duty in the playground. No children are allowed in the classrooms unsupervised. If children have to remain indoors during break time then they are to be placed in classrooms belonging to Classes One / Two / Three / Four.

Dinner Supervision

We have a minimum of four Midday Assistants who supervise children in the hall and outside at lunchtimes. As with break duty there should be no children in the classrooms unsupervised.

See also ACCIDENTS for advice on FIRST AID

Educational Psychologist

Our SENDCO attends cluster meetings with the Ed Psych and Cheshire Autism Team throughout the year. Referrals are made via the SENDCO.

Educational Visits

Strict legislation governs the organisation of educational visits and they need to be planned well in advance. For further information please refer to the LA guidance on educational visits on EVOLVE and the school's Educational Visits Policy.

Emergency Contacts

A list of emergency contacts is kept in the school office. Always try the home number first. Do not rely on a child's information that a parent is not available at that number. The Headteacher and class teacher should always be informed when a child is sent home from school. Every effort is made to keep emergency contact numbers up - to - date, please assist with this by passing on information to the Admin Officer promptly.

Fire Drill

Follow special instructions where applicable.

IF YOU DISCOVER A FIRE

1. Operate the Fire Alarm.
2. Notify the Headteacher / Admin Officer

ON HEARING THE ALARM

1. Line up your class and direct them out of the building.
2. Check that the classroom is clear and close door.
3. Remember to check toilets for pupils as you leave the building.
4. Assemble pupils in playground.
5. Collect register from Headteacher or Admin Officer.
6. Check class against register and report to Headteacher.
7. Return to supervise class and await dismissal by Headteacher.

All staff should make themselves and their pupils familiar with the positions of fire alarms, exits and extinguishers.

Governors

The Admin Officer keeps a list of current governors. Minutes of Governors' meetings are available from the school office and are posted on the school's website. Governors are encouraged to become involved in the life of the school and meet regularly with their link teachers.

Home Use of School Equipment

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

- The Headteacher has given approval and is aware of what is being taken away from the school.
- No equipment must ever be left unattended in a car - teachers will be responsible for full replacement costs.
- Depending upon circumstances, teachers may have to pay the first £250 of any insurance claim while the equipment is in their care at home.

Homework

The school has a Homework Policy which staff are expected to be familiar with. Homework should always support the learning that takes place in school.

IT Equipment

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

The equipment must not be used in conditions where it could be damaged. Teachers must ensure that it is not used near liquid drinks - spilt tea and coffee is a common source of damage to computer equipment. Teachers may be responsible for full replacement costs should damage like this occur. The school can accept no responsibility for how equipment is used in the home with regard to copyright and software. Equipment must not be tampered with in any way by opening up plastic casings or attempting any internal adjustments or repairs. Teachers will be responsible for the full cost of replacement should this occur. All faults should be reported to the IT co-ordinator on return. All staff members should be familiar with the Acceptable Use Policy.

Illness

Child - If a child becomes unwell please refer to the Admin Officer or Headteacher to enable parents to be contacted.

Staff - Please refer to Staff Information section.

Infectious Diseases

Please refer to the guidelines in the staff room and on the school's website.

INSET

The INSET programme is drawn up at the beginning of the academic year. All staff are invited to make suggestions for INSET, either for a school or personal need. Suitable people may be invited to lead INSET training. The Headteacher has overall responsibility for the organisation of INSET.

Insurance of Equipment

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

Job Descriptions

All teachers' job descriptions are reviewed annually during the first half of the autumn term. They are also considered during the appraisal process. Consultation will take place before any alterations to job descriptions are made. Copies of job descriptions are kept in teachers' individual files.

Keys

All school keys remain the property of the school and should be returned to the Headteacher when a member of staff leaves the school. Please take good care

of any school keys in your possession and report any loss immediately to the Headteacher.

Layout of Work

Children should be encouraged to take care over the presentation of their work. For information concerning particular curriculum areas please refer to the relevant guidelines.

Leave of Absence

Leave of absence will be granted in accordance with the LA's directions and any Governor or Headteacher directions.

Liaison

Staff and pupils meet regularly with staff from Wilmslow High School throughout the year in many curriculum areas. Links with the High School are strong, especially through transition activities. We take all opportunities to ensure our children visit the High School to familiarise themselves with the staff and building. The Headteacher and member of staff in charge of primary liaison visit St Anne's Fulshaw in the summer term each year to discuss individual pupils with their class teacher before transfer.

Library

Library monitors are selected to help keep the library tidy, although all children should be encouraged to do this. The co-ordinator for English has overall responsibility for the library.

Lost Property

A box for lost clothing is kept in the entrance hall. Children are asked to name all clothing especially sweatshirts. The contents of the box should be cleared every half-term. Valuable lost property should be sent to the school office.

Medical Referrals

The school nurse arranges these. Any teacher who has concerns about a child's medical well-being should report this to the Headteacher or SENDCO.

Messages

As a general rule only urgent telephone calls will be passed on during timetabled teaching, otherwise a message will be taken or the person asked to call back at the next break. Messages concerning arrangements for the collection of children at the end of sessions should be given to the teacher in charge of the class as well as to the child.

Parking

Staff should park in the school car park where possible. It may be necessary to park on Nursery Lane but this should be done in the designated areas. All visitors to school should be advised to park in The Farmer's Arms car park.

Performance Appraisal

Refer to Performance Appraisal Policy.

Pupil Dress

The school has a uniform (see Prospectus). Uniform is available for purchase from <https://www.expressuniform.co.uk/product-category/school-uniform/st-annes-fulshaw-primary-school> All clothing should be clearly labelled. Pupils should have a change of clothes for indoor and outdoor PE which is also clearly labelled.

Pupil Records

Records are kept of pupils' attainment and progress, and a separate reading record is maintained. For more information on records please speak to the Admin Officer.

Reporting to Parents

A format for reporting to parents is used which meets the statutory requirements. Copies of reports are kept in the children's records. Reports are sent out at the end of the summer term each year.

Reprographic Equipment

Please follow the copyright guidelines on the photocopier. If in doubt refer to the CLA copyright. Please try to keep photocopying to a minimum, as this is a very heavy drain on the school's resources.

Resources

Please try and keep resource areas tidy and encourage the children to do the same. The use of consumable resources should be kept to a minimum, as this is a very heavy drain on the school resources.

Reward System

The school has a team points system. All children are placed in a colour group on entering the school. Team points are given to individual children for good behaviour, helpfulness and good work. Any one may give these. The group totals from the whole school are collected and shared in Good News Assembly each week. A trophy is awarded to the winning team at the end of the year. The colour groups are also used at sports day for team races. Each Friday two children from each class receive Child of the Week certificates. Pupils from each class also show good work.

Rules

School rules should be kept to a minimum to allow the children to remember them. High standards of conduct should be expected from the children at all times.

We should seek to:

- Encourage safety
- Encourage caring and courtesy
- Encourage quiet and calm behaviour
- Encourage excellent learning and good progress

Staff should be prepared to remind pupils of the rules, both as necessary before leaving the classroom and through general discussion as part of the working week.

See also *Behaviour and Anti-Bullying Policy*.

Salaries

Teachers' salaries are paid in accordance with the STPCD. A new copy of this is issued each year and is available for consultation from the Headteacher. Following the autumn term PPP Committee Meeting of each year a salary assessment is given to staff from the governors of the school.

School Prospectus

Copies of the school prospectus are issued to prospective parents. These are available from the Admin Officer and are on the school's website.

School Day

8.45am	Duty staff members on playground
8.50 – 9.00am	Registration
10.20-10.35am	Break
12 noon – 1.00pm	Lunch
Various times	Break
3.20pm	School ends

School Meals

If teachers wish to have a school meal the current cost is available from the Admin Officer. Please let the Admin Officer know by 9.30 am. Meals can be paid for up to one half term in advance.

Smoking

The school operates a non-smoking policy on all areas of the site. This includes e-cigarettes.

Social Media

Staff are strictly forbidden from making or responding to contact from pupils via social media sites and strongly discouraged from communicating with parents also. No discussion should take place about individual pupils or families and attempts to make contact from pupils should always be reported to the Headteacher.

Sporting Events

The school participates in a wide range of sporting events. Please inform the Admin Officer and use the staff notice book to inform teachers of venues and times.

Staff Dress and Conduct

Teachers are seen as a role model and, as such, should give very careful consideration to how they dress and act. **A smart and business like appearance is expected from all staff at all times**, especially when representing the school at functions and events. Appropriate clothing should also be worn for sporting activities.

It is expected that teachers will maintain a professional relationship with children at all times and conduct themselves in a proper and acceptable way in their dealings with children. Teachers must exercise judgment in deciding upon the difference between open, honest, friendly and caring involvement with children based upon trust and good humour as against over-familiarity which might lead to a breakdown of what is universally accepted as appropriate teacher / child relationships.

At times an adult may need to make physical contact with a child in dealing with first aid matters or when dealing with a child who is in distress. The school accepts this as normal practice. However, teachers must not place themselves in a position where accusations of improper conduct could be made. An adult of the appropriate sex and in the presence of a second adult must carry out any examination of a child who is hurt or injured which may be of an intimate nature. Details of any incident should be reported immediately to the Headteacher.

Teachers need to exercise extreme caution in placing themselves in any situation with children where accusation of improper conduct could be made.

Staff Information

Staff Absence

If you are unable to attend school, please contact the school or Headteacher as soon as possible (by 7.30 am if possible). Please give an indication as to how long you expect to be absent and for what reason. It is not sufficient to give the reason as 'Sickness'. A medical certificate is only required after an absence of 7 days (consecutive, not working). If your doctor signs you off unfit for work, all fit notes are to be sent into the school office.

For other matters of staff absence such as Maternity Leave and Leave of Absence, the procedures are outlined in the School's HR section of the LA website.

Private use of Photocopier, Telephone and Postage

If you need to use the photocopier or telephone please make an appropriate contribution to school fund to cover the cost of your usage. The cost of a local / national phone call is 10p and a personal copy is 4p for BW and 6p per colour. All use not directly associated with this school will be deemed as private use.

Inspection and Approval Copies of Resources and Books

The Headteacher must sanction all requests for inspection and approval copies of resources. Any requests not properly sanctioned will be the responsibility of the member of staff ordering the item. This will include all costs including postage.

Reimbursement of Funds

School fund is available to provide day-to-day expenses in relation to classroom activities. If you wish to make any purchases for the classroom, please ensure that the Headteacher has sanctioned all expenditure before purchasing any items. Your request for reimbursement may be denied otherwise.

Staff Meetings

Evening meetings will start promptly at 3.30pm, finishing at 4.30pm. If any staff member wishes to place an item on the agenda see the Headteacher as soon as possible.

Staff Personnel Files

Staff personnel files are kept in the Headteacher's office. Staff may review the contents their file at any reasonable time. Please help to keep your file up-to-date by providing information on course attendance and professional development needs promptly when required.

Stock

Items of stationery are kept in the resource room upstairs. Please inform the Headteacher or the Admin Officer if you take the last of any item so it can be replaced promptly. Art materials are kept in the mezzanine area.

Support and Development Time

Support and development time is used for curriculum co-ordinators to monitor the curriculum by providing time to discuss with other colleagues and to visit classrooms. Time is also made available for the updating of policy documents and schemes of work.

Swimming

All children in Years Three and Four attend swimming lessons. Children are expected to conduct themselves in a safe and responsible manner while at, or travelling to and from the pool. Blanket consent is in existence for swimming. The school should be informed by a parent, preferably in writing, if their child is not to participate in the swimming lesson.

Syllabus / Schemes of Work

All staff should ensure that they have any new schemes of work produced. At least once per year a staff meeting will be used to update teachers' files.

Tea / Coffee

Tea and coffee is available from the staffroom. The cost of the tea, coffee and milk is met by termly donations. Please help to keep the sink area in the staffroom clean and tidy. Dirty cups should be returned to the staffroom and not left in classrooms overnight.

Tests / SATs

Please refer to the guidance published each year for information on the administration of SATs. Copies of standardised reading, maths, spelling and NVR tests are also available. Whenever any kind of testing is taking place, teachers should try to ensure that children are able to perform to the best of their ability by making the situation as relaxed and low-key as possible.

Timetables

Copies of the class timetable should be given to the Headteacher as soon as possible after the start of the autumn term. Timetables should be reviewed every half-term and if necessary a revised copy submitted to the Headteacher. A copy of the 'master' timetable showing hall use, IT slots, swimming etc. is available in the staffroom.

Topics / Themes / Planning

Topics / themes - an overview exists for each stage of the planning cycle and the current year's cycle is recorded in subject folders. Subject leaders should review their topics when undertaking any review of their subject area schemes. At least one INSET day per year will be used to revise these overviews in preparation for the year ahead.

Planning - this is completed termly and weekly. Standardised sheets are available but staff are free to plan in their own format. Planning files should be available on request.

Programmes of study should be consulted when deciding upon learning outcomes and activities to be undertaken. If any advice is needed for the completion of planning sheets, please speak to the curriculum co-ordinator for that subject or to the Headteacher if it is a general enquiry.

Transfer of Records

The school has to pass on records of a pupil transferring to another school within 15 working days (5 days for safeguarding records). Included in this record must be an up-to-date teacher assessment. This will be lifted from Insight and therefore this system must be up to date. All information to be included in the pupil's record for transfer should be given to the Admin Officer.

Transport and Travel

All transport for educational visits should be arranged through the Admin Officer. Refer to the school 'LA Guidelines on Educational Visits' for further information.

Staff members should not offer to transport pupils to and from events as a matter of routine, however, if emergencies arise then staff may transport pupils as they are covered by school's own insurance policy.

Valuables

Members of staff should not leave items of personal property unattended. Children should be discouraged from bringing into school items of personal property because of the possibility of loss or damage. Pupils' mobile phones are not permitted in school unless by prior arrangement with the Headteacher.

Visits - Educational Visits

See school 'Guidelines on Educational Visits'.

Volunteer Helpers

The school welcomes the support given by volunteers, whether parents, grandparents or members of the community. Volunteers are asked to complete a volunteer DBS application before they are allowed to work in school under the supervision of staff.

Working Day / Hours

Teachers may be required to be available for work at the Headteacher's direction for 195 days per year, of which 190 days may be pupil days, and for not more than 1265 hours per year.

The dates of these days are decided after consultation with the staff and must be passed by the Governing Body of the school.

The effective discharge of professional duties necessarily involves many activities such as marking, writing reports, lesson preparation, planning and consultation with other members of staff and parents; all committing teachers to an immeasurable amount of time over and above the pupil contact hours.

This school seeks to support teachers in exercising of their professional role, albeit within the legislative framework as determined by the Government. This rests upon an acknowledgement that, in detail, the interpretation of professional role rests with the individual.

Code of Conduct 2025-26

The staff and governors at St. Anne's Fulshaw fully recognise their responsibilities for child protection.

Our policies apply to all staff working in the school. There are two main elements to our Code of Conduct policies:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Raising awareness of child protection and safety issues with all staff.

As a member of our staff, you will work within policies and practices in respect of safeguarding, equality and health and safety. This code of conduct is designed to protect you, the children and the school.

Child Protection and Safeguarding – You have a responsibility to ensure that children are treated with respect and are free from abuse. This means:

- You must work in a place which is accessible to others and in which you can be observed working with the children;
- You must never take, or arrange to meet, children outside of school premises without a teacher present;
- You must never make any unnecessary physical contact with your children;
- You must report any suspicions that a child is being abused to the school's named person. This is the Headteacher unless you have been informed otherwise.

Equal Opportunities and Diversity – All children must be treated appropriately with regard to gender, ethnic origin, religion or disability and all other protected characteristics under the public equality duty. This means:

- You must be prepared to help any child;
- You must respect each child's background, culture and traditions and be aware that certain materials/comments may offend his/her beliefs.

Health and Safety – You have a duty to safeguard your own health and safety, that of the children with whom you work and anyone else with whom you may come into contact during your working day. This means:

- If working outside the main classroom, you should collect your children from the classroom and return them after their session with you unless the school makes other arrangements. This is to ensure that they do not get lost or into mischief on the way and that their class teacher knows where they are at all times;
- You should make sure that you are familiar with the Health and Safety Policy and practices of the school. For example, where the first aid box is

- kept and who is in charge of first aid arrangements and what the emergency evacuation procedures are;
- You should also make sure that the place where you work and the equipment you use is safe for you and your children;
 - If you, or a child in your care, have an accident while on the school premises, you must ensure that a report is made to the person responsible for recording accidents at our school.

You should always be positive wherever possible and ensure that good behaviour and hard work are rewarded.

This code of conduct will help to make your time with our children as effective and pleasant as possible. If you have any problems or worries these should be shared with the Headteacher.

I agree to abide by this code of conduct.

I confirm that I have read at least Part 1 and Annexe B of Keeping Children Safe in education 2025, which can be found here

https://assets.publishing.service.gov.uk/media/68add931969253904d155860/Keeping_children_safe_in_education_from_1_September_2025.pdf

Signed: _____

Date: _____

Name: _____ (PLEASE PRINT)