

STAFF HANDBOOK MABLINS LANE COMMUNITY PRIMARY SCHOOL

Learning Together Learning for Life

Community Opportunities Enterprise/ Enquiry

2026 - 2027

This handbook is intended to help staff throughout the school as well as supply teachers. Ideally it will tell you where things are or who to ask to find them, as well as covering our usual routines.

Comments, improvements or inaccuracies can be reported to the office.

Thank you.

Aim:

We will challenge children to achieve their very best; to make the right choices which keep them healthy and safe.

Mablins Lane children will enjoy learning for life, develop a sense of responsibility for themselves and others and become independent members of the wider community, both locally and globally.

To do this we will:

- Provide opportunities to challenge children to think for themselves.
- Provide a safe, inclusive and caring environment in which every child is valued, irrespective of age, ability, gender, race or belief.
- Provide an environment in which the individual can develop self-esteem through personal achievement in a wide range of activities.
- Embrace the needs of each child and respect their personal achievements which will be celebrated.
- Foster the acceptance of individual responsibility for work and behaviour
- Encourage all families and members of the community to contribute and participate in the education of the children.

Embracing our school curriculum:

In this way we will strive to provide our children with a curriculum which motivates, excites and inspires them, equipping them with the skills they will need throughout their lives and in the 21st century.

ABSENCE (STAFF)

If you are unwell and unable to work please **contact the Headteacher** (Justine Joule) as soon as possible. Please don't text or leave messages with other staff members. Also if for any reason you are going to be late for work please phone school (do not text) and speak to a member of SLT or the office staff.

School Number: 01270 749908

Headteacher: 01270 811553 or 07896635999

Absences up to 5 working days require a self-certification of injury/illness form, which will need to be completed with the Headteacher on the day you return from absence. After the seventh day of absence you will need a medical certificate from your doctor, which must be forwarded to the Headteacher. Doctor's certificates must be consecutive throughout the absence. Employees will be notified on their return from absence of the time for a 'return to work' interview with the Headteacher or line manager.

ASSEMBLIES

There will be a 15 minute **daily** assembly held in the classroom for all children. The timing of the assembly will be agreed during weekly planning meetings and will be in accordance with the timetable for that year group.

Assemblies will have a focus as follows on Mon/Tues/Wed/Thurs: RE, PSHEC, KIVA and singing. The allocation of the theme to the day is flexible to each year group.

At 09:00am on Friday each week there will a celebration assembly held via Microsoft Teams. This will be led centrally by SLT and shown in each class via the class computer. Each teacher should choose 'ONE' pupil in the class to receive a certificate. Names should be forwarded to

deputy@mablinslane.cheshire.sch.uk by **3:30pm on Thursday each week**. Names received after this time will not be included in the assembly. Any other 'celebration information' should be emailed to head@mablinslane.cheshire.sch.uk for inclusion in the assembly.

Whole school assemblies may be held in the main school hall at the end of a term or half term.

BEHAVIOUR SYSTEM

Please refer to our behaviour policy.

BEFORE AND AFTER SCHOOL CLUB

A Before and After School Club operates in the nursery room by the main hall. It opens at 07:30 and closes at 6pm. The facility is run by 'Kids Planet'. Parents have access to the school car park to drop their children off. Children are walked by staff members to be dropped off in their year groups at the allocated time. At the end of the day the children will be collected by members of staff and taken to the club. Please familiarise yourself with children who may access this facility.

CHILD PROTECTION

All concerns are to be dealt with according to the Child Protection Policy, recorded on CPOMs and referred to the Designated Safeguarding lead, Tracey Dibbens immediately. Staff members should have a CPOMs log in, please see designated lead. Supply staff and PPA cover teachers must report to the designated lead or Headteacher.

CLEANERS

The school has a comprehensive team of cleaners who work generally after school. Their job is to 'clean'. Please make sure that your room/area is left in such a way that the cleaners are able to do the cleaning and do not have to do significant tidying. Cleaning will involve vacuuming and wiping of surfaces. If staff want additional jobs completing then please see the site manager/caretaker as a first port of call. Likewise cleaning products can be requested, but these must be returned to the site manager or stored safely out of children's reach in the department.

CLUBS

Clubs are run voluntarily by staff but they take on the responsibility of the children in that club, complete a register and release the children to parents at the main entrance at the end of the club.

Clubs are expected to begin towards the end of September and run until the end of November in the Autumn Term. In the Spring Term, there are usually limited clubs in January when it is dark after school. Each year group is expected to organise **at least one club each term**. How this is organised is at the discretion of the year group team. Teams/staff may be involved in more than one club but should not do an excess to the detriment to their teaching and learning commitments in class.

Cancelled clubs: if the club is cancelled in advance, a message is sent out via Dojo or School Comms and staff should inform Admin immediately. If cancelled on the day, the teacher or admin will text or telephone parents to let them know. All registers must reflect that parents have been contacted.

Children should NOT be left without supervision.

COFFEE, TEA, MILK & CUPS

The staff room provides a central refreshment area with hot water boiler, kettles, microwaves and a dishwasher. If using this facility then please leave the room as you find it. Dirty crockery should **NOT** be left in the sink, and plates should **NOT** be left on the table. There is NO magic tidy-up fairy who will magically clean up!

Hot drinks are not to be drunk when teaching – cups are to be out of sight if in a classroom. Staff should have their own cup/mug preferably with a lid.

Reusable water bottles are encouraged for pupils and staff. Water coolers can be found in several locations around the school.

It is advised that staff wash their own crockery each day/evening.

Safety cups with lids **MUST** be used for break duty.

DBS

All new staff must have a DBS completed and be entered onto the Single Central Record held within the main school office. It is important that if you have any visitor to the school that they must have a DBS check. All staff must be vigilant about any helpers in school being DBS checked.

IT IS THE RESPONSIBILITY OF ALL STAFF TO CHECK THAT THEY ARE ON THE DBS LIST.

DIRECTED HOURS

Directed hours are 8:30-3:30 (08:15-3:15 depending on year group), plus one staff meeting for 1 hour per week and a planning meeting for 1 hour. This leaves the directed hours totalling less than 1265. "Additional hours shall depend upon the work needed to discharge the teacher's duties."

Staff are expected to be in school in the morning with reasonable time to set up and be ready to welcome the children when they arrive with a non-negotiable 'Meet and Greet'. The start and finish times vary with each year group:

From September 2026 start and finish times will be as follows:

	Entrance	Start	Exit	End
EYFS	Parkers Road small pedestrian gate Doors OPEN 08:40 – 08:50	08:50	Parkers Road small pedestrian gate	3:05
Y1	Orchard gate Doors OPEN 08:35 – 08:45	08:45	Orchard gate Children to come out through Y1 door by Forest School	3:15
Y2	Parkers Road small pedestrian gate Children to go through the playground across to the Y2 door Doors OPEN 08:35 – 08:45	08:45	Parkers Road small pedestrian gate Children will exit through Year 2 door to playground	3:15
Y3	Mablins Lane pedestrian gate Children to walk down the path to the Y1 link door and in to school Doors OPEN 08:35 – 08:45	08:45	Parents to enter via Orchard gate and wait in playground near to the Y1 link door.	3:15
Y4	Orchard Gate Walk across the playground and enter through Y4 door Doors OPEN 08:30 – 08:40	08:40	Orchard/Parkers Road Gate. Walk across the playground. Children will exit through Y4 door.	3:10
Y5	Mablins Lane pedestrian gate Children to walk down the path to the Y1 link door and in to school Doors OPEN 08:30 – 08:40	08:40	All classes will exit through the Y1 Link door on to the playground. Parents to enter the playground and wait near to the Y1 Link door.	3:10

Y6	Mablins Lane pedestrian gate Children to walk down the path to the Y1 link door and in to school Doors OPEN 08:30 – 08:40	08:40	Children to exit through the main entrance.	3:10
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DINNER MONEY

We encourage parents to send any money electronically, not direct to school where possible. Each class has a zippy bag for any money and any letters which should be sent back to the office with the register sheet each morning.

Any change required will be organised by Admin and sent back to the class in the zippy bag. Please check the zippy bags so that communication is not missed.

Meals are ordered on School Grid by the parents at home, so money should not be sent to school for meals. (Staff taking school lunches should order and pay **in advance** on SchoolGrid as the children have to.)

DRESS CODE

All staff should dress smartly and in **appropriate clothing** for the workplace. It is important that we set an example for the children who we expect to wear a smart uniform. Vest tops are discouraged, along with revealing tops and short skirts/shorts. Jeans **MUST** not be worn for any school activity. Staff may come to school in appropriate Sports kit on the day of PE. Staff T Shirts and sweatshirts have been made available for this purpose. If staff are using the 'Outdoor Learning Area' then suitable outdoor clothing such as waterproofs can be worn. If hosting a theme day or attending an out of school visit it may be necessary to wear alternative clothing eg walking trousers and boots for a hike. If the activity or visit requires the pupils to wear their uniform then staff should also apply the dress code. If pupils are asked to wear other clothing then staff may 'dress down'. Shoes should also be comfortable but appropriate. Unless teaching PE trainers are discouraged. Flip-flops/open sandals are worn with the liability of the wearer and not the school.

DUTIES

Staff on duty should wear one of the high-viz vests to be found in each year group area. All current rotas have been organised by Team Leads for their year group. The organisation should facilitate flexibility and fairness to all in terms of 'breaks' and 'duty'. If a member of staff is on a course or attending a meeting it is **their responsibility** to swap their duty with another member of staff, in consultation with their team lead. Supply teachers will undertake the duties of the teacher they are covering.

Staff must be PROMPT out on to the playground for supervision

Staff must be PROMPT out at the end of break times to collect their classes

FIRE PROCEDURES

If the fire alarm sounds please refer to the school's "fire plan" located in all doorways/areas and leave the building by the nearest exit. Supervise children in your care if appropriate. Muster on the orchard/main playground ensuring you have accounted for all the children in your care. Remember to take the coloured paddle out to the muster point to indicate to the marshals that you have accounted for everybody. Team leads should also account for staff members in their department and be ready to pass this information on to the fire marshals. Do not re-enter the building until instructed to do so.

FIRST AID AND MEDICAL NEEDS

We can all record injuries on Medical Tracker, but a qualified first aider must administer the first aid. Medi-wipes/plasters and other first aid resources can be located in the identified First Aid areas for each year group. Should a child receive a 'head bump' they should be given a sticker and Medical Tracker must be completed. If unsure about a head bump, then always contact/get the office to **CALL** the parent straight

away. At lunch time the identified first aid Midday Assistant is in the 'First Aid Shed' and is able to administer first aid to minor injuries.

Should a child have an accident that requires attendance at hospital or the doctors a PRIME form will need to be completed and submitted to Cheshire East. Please notify Mrs Wagstaffe, complete the relevant form and then pass to the office who will upload the information on to the PRIME system.

Please see latest First Aid list in your department for current qualified staff. (This is updated on a half termly basis.)

CHILDREN WITH MEDICAL NEEDS

All children with significant long term medical needs should have a Medical Health Care Plan – this is written with the parents and signed annually. This is now kept electronically on Medical Tracker. ALL staff are expected to familiarise themselves with these children's specific needs. Please see Paula Morgan for more information.

INHALERS

All inhalers must be kept in classrooms and a label kept on the wall next to the light switch to say where the inhalers are. Any inhaler used must be recorded on a medical consent form.

CONSENT FOR MEDICATION

If a child requires medication to be administered during the school day parents must complete the standard consent form which is available on request from the main office. Only prescription medicines can be administered by the office staff/SLT. Non-refrigerated medicines are stored in a locked drawer and are stored with the consent forms. Refrigerated medicines are stored in the fridge in the main office with the consent form. Staff administering medicines now log this on medical Tracker. This logs that the medicine has been administered and this must be witnessed by another member of staff.

ALL children having any medication must have a consent form, this is filled in by parents. Children should NEVER be allowed to self-administer, unsupervised.

FOREST SCHOOL

We benefit from a large Forest School area, pond and outdoor classroom. A timetable facilitates shared use over the year. Jenny Wagstaffe (DHT) liaises with the 2 Forest School leads to establish the timetable. Adjustments are made as required due to the weather and ground conditions. PLEASE DO NOT just take your class to the outdoor area even if there are no children there. Times are set aside for maintenance, grass cutting etc and it may be dangerous for the children/staff.

During timetabled sessions children and staff should come suitably dressed. Wellingtons are advised in the winter months. The school has a stock for those children who may not have their own pair. The school also holds a small stock of waterproof coats and trousers. Any item of clothing should remain in school and should be returned promptly. It is the responsibility of staff members to ensure that this happens.

PLEASE – attend sessions promptly to maximise the use of the facility.

HALL TIMETABLE

An up-to-date timetable is available via Team Leads.

HANDWRITING

All displayed writing in classrooms should be in the 'HFW Cursive' font. Staff should follow the 'Spectrum' handwriting guide at pupil's own individual levels. The handwriting model should be clearly displayed in all classrooms. At Mablins Lane, we have high expectations of presentation and this should be reflected in pupils' high level of presentational skills in their books. Staff should ensure that marking is at the appropriate level for the year group, for example, year 4/5/6 marking should be clear, joined style as a sound model for pupils.

HEADLICE

If a child is discovered to have headlice via observation NOT checking – the office is informed and the child will confidentially and discretely need to go home. Half a day absence only is permitted for the treatment of Headlice. There is a letter which will be sent via email to each class member when an incident of headlice occurs. This letter is also sent out to all pupils if a parent informs the teacher or school that their child is absent and being treated for headlice.

HOMEWORK

Homework is given out on a regular basis. The type and amount varies dependant on the year group. Please refer to the updated Homework Policy.

HEALTH & SAFETY

All staff are required to take reasonable health and safety and risk assessments whilst at work. Detailed guidance is in the Health and Safety Policy. All employees must receive the following information.

1. ADMIN: (a copy of safety policy including appropriate working procedures, any applicable risk assessment or shown location of staff copy).
2. FIRE: (explanation of emergency evacuation procedures and type of alarm sounded. Shown location of assembly point).
3. WELFARE: (shown location of toilets/staff room/washing facilities, made aware of the no smoking policy and explain break and lunch arrangements).
4. PERSONAL PROTECTIVE EQUIPMENT: (if applicable, made aware of mandatory requirements for wearing protective equipment in an area of work and checked that they are equipped as per requirements).
5. MACHINERY AND EQUIPMENT: (if applicable, made aware of the appropriate use and limitations).
6. LIFTING / HANDLING: (made aware of procedures re. manual lifting and handling. If applicable, shown correct use of available lifting equipment, e.g. trolleys).
7. COSHH: (if applicable, made aware of procedures for storage, use and disposal of chemicals. Shown safe procedures for usage including use of appropriate protective equipment. Shown assessment records and their location).
8. ESTABLISHMENT SPECIFICS/COMMENTS: (depending on the post, explain establishment procedure for issues such as educational **visits**, minibus use, hiring out the premises, reporting faults to equipment, etc.)
9. EMPLOYEE RESPONSIBILITIES:
(Shown that the HSAW Act places a duty on employees to take care of themselves and others who may be affected by their acts or omissions and to co-operate with employers to meet statutory requirements).

INDOOR PLAYTIME

Children may need to stay indoors for break times if it is wet, extremely hot, or extremely cold. Staff are expected to remain with the class unless supervised by another member of staff. Staff on duty that day decide on the suitability to go out or remain inside and will ensure that all staff are aware of the decision.

INDUCTION STATEMENT

The New Employee/Workplace Induction Checklist below will ensure that all new members of staff receive all the information they require during their first term.

New members of staff will always, where possible, prior to employment starting

- receive some period in school shadowing a member of staff.
- receive appropriate negotiated contact time with co-ordinator, key stage leaders, head and deputy, who this will be with and when will be tailored to each appointment.

Once employed, members of staff should expect to have:

- a programme of opportunity to speak to all co-ordinators about their subjects and curriculum/stock content.
- a copy of the staff handbook offering advice on many aspects of the school organisation.
- planning procedures and assessment procedures should be explained to staff prior to starting however they will be re- explained over the first few weeksthe new staff should prioritise teaching & organisation
- an allocated performance manager

Early Career Teachers (ECT's) should expect the appointment of an ECT induction tutor who will adhere to current requirements of that post and report directly to the head/deputy.

Induction Checklist – Please see Appendix 1

KIDS PLANET

A nursery runs on site operated by Kids Planet. Timings are between 09:00 and 3:00. Children access the building via the door near to the main hall. The nursery have use of part of the Quad for their outdoor learning.

LABELS

All coat pegs, trays and displays are clearly labelled in 'HFW Cursive font, or if handwritten display labels are used it is in school handwriting policy script. Please ensure that all cloak room peg labels are on, tidy and neat.

MOBILE PHONES

Mobile phones **MUST NOT** be used during lesson times or on the playground/field. Staff should keep personal phones in a bag/safe place when children are on site. They should not be used as cameras. If staff are using their phone to check emails then this should be done away from the classroom/children during a break period or off-site. ALL phones must be password protected.

MID-DAY ASSISTANTS INDUCTION INFORMATION (MDA)

Regular Mid-day assistant meetings are held to ensure that there is regular communication and consistency of approach. Mid-day assistants follow the behaviour policy and procedures, reporting to Jenny Wagstaffe (line manager). All teaching and support staff have copies of the behaviour policy that relates to lunch time supervision. Points raised at both staff briefings and mid-day assistant meetings are relayed to both parties.

Wet Lunchtimes - MDA supervise children in classes.

PARENTS

Parents are encouraged to contact school to keep communication with staff as open and positive as possible. Obviously this should be before or after the teaching day. Parents are requested to make an appointment via the school office to see a member of staff. Chatting to parents at the start of the day is strongly discouraged as this can impact on teaching time. A telephone call or email should be encouraged, and an appointment made as necessary.

PHOTOCOPIER

All staff are issued with an individual code for printing. All printing should be directed to the main printer situated in the hallway. Printing and copying should be kept to a minimum and queues at the copier are discouraged. If printing/copying can be planned and sent to the main office in a timely manner, this would be helpful. Any copies can be placed in staff pigeon holes for collecting by the office staff.

CHILDREN ARE NOT TO USE COPIERS under any circumstances

PPA (Planning, Preparation and Assessment)

All teachers receive 10% PPA time. Staff should remain on site during their PPA. (This includes arriving later than the start time at the beginning of the day.) A space will be made available for the purpose of PPA close to each year group area. There is also an allocated room next to the staff room with adequate space. Where appropriate, Staff working part time may accumulate their PPA and take as one block if this meets the needs of the children and the team.

POLICIES

Policies when updated are recorded and the log is held electronically. They are statements of practice. Key policies are published on the school website.

Staff will be asked to sign to confirm that they have read some key policies such as safeguarding.

PLANNING

Planning formats have been agreed by all staff and are monitored by SLT/subject leaders. ALL planning MUST be placed on 'staff share' so that it is accessible.

SLT attend weekly planning meetings to provide support and advice. A monitoring record is completed for reference. Planning is discussed a week in advance to allow for full coverage and preparation of materials. Planning has to be flexible and may need to be amended slightly at the start of the week if there has been an exceptional circumstance.

PE

Staff and pupils must wear appropriate clothes for PE. Teachers may remain in PE kit all day but this should be smart and appropriate kit.

All PE equipment is kept in the 2 sheds. Staff are responsible for keeping the sheds tidy. Children are **NOT** allowed in the PE sheds.

RAINBOW ROOM

The school operates an Enhanced Maintained SEN Provision (EMP) called the Rainbow Room. Pupils with an EHCP or significant SEN/SEMH needs will have timetabled access to the EMP. Pupils will be escorted or collected by members of support staff when timetabled to access the room.

A sensory room is also part of the EMP. Pupils will have access to the sensory room as appropriate.

REGISTERS

Registers are taken electronically using the SIMS programme.

From September 2026 start and finish times will be as follows:

YEAR 5/6		Register	YEAR 4		Register
08:30 – 08:40	Doors open	08:40	08:30 – 08:40	Doors open	08:40
08:40 – 10:30	1hr 50mins		08:40 – 10:55	2hrs 15mins	
10:30 – 10:45	Break 15mins		10:55 – 11:10	Break 15mins	
10:45 – 12:20	1hr 35mins		11:10 – 12:20	1hr 10mins	
12:20 – 1:20	Lunch 1hr		12:20 – 1:20	Lunch 60mins	
1:20 – 3:10	1hr 50mins		1:20 – 3:10	1hr 50mins	
Daily teaching	5hrs 15mins		Daily teaching	5hrs 15mins	
Daily total	6hrs 30mins		Daily total	6hrs 30mins	
Weekly teaching	26hrs 15mins		Weekly teaching	26hrs 15mins	
Weekly total	32hrs 30mins		Weekly total	32hrs 30mins	
END OF THE DAY	3:10PM		END OF THE DAY	3:10PM	
YEAR 3		Register	YEAR 2		Register
08:35 – 08:45	Doors open	08:45	08:35 – 08:45	Doors open	08:45
08:45 – 10:55	2hrs 10mins		08:45 – 10:10	1hr 25mins	
10:55 – 11:10	Break 15mins		10:10 – 10:25	Break 15mins	
11:10 – 11:55	45mins		10:25 – 11:55	1hr 30mins	
11:55 – 12:55	Lunch 1hr		11:55 – 12:55	Lunch 1hr	
12:55 – 3:15	2hrs 20mins		12:55 – 2:15	1hr 20mins	
Daily teaching	5hrs 15mins		2:15 – 2:30	Break 15mins	
Daily total	6hrs 30mins		2:30 – 3:15	45mins	
Weekly teaching	26hrs 15mins		Daily teaching	5hrs	
Weekly total	32hrs 30mins		Daily total	6hrs 30mins	
END OF THE DAY	3:15PM		Weekly teaching	25hrs	
			Weekly total	32hrs 30mins	
			END OF THE DAY	3:15PM	
YEAR 1		Register	EYFS		Register
08:35 – 08:45	Doors open	08:45	08:40 – 08:50	Doors open	08:50
08:45 – 10:10	1hr 25mins		08:50 – 09:50	1 hr	
10:10 – 10:25	Break 15mins		09:50 – 10:10	Break 20mins	
10:25 – 11:50	1hr 25mins		10:10 – 11:45	1 hr 35 mins	
11:50 – 12:50	Lunch 1hr		11:45 – 12:45	Lunch 1 hour	
12:50 – 2:00	1hr 10mins		12:45 – 2:15	1 hr 30mins	
2:00 – 2:15	Break 15mins		2:15 – 2:30	Break 15 mins	
2:15 – 3:15	1hr		2:30 – 3:05	35 mins	
Daily teaching	5hrs		Daily teaching	4 hrs 40 mins	
Daily total	6hrs 30mins		Daily total	6 hrs 15 mins	
Weekly teaching	25hrs		Weekly teaching	23 hrs 20 mins	
Weekly total	32hrs 30mins		Weekly total	30hrs 55 mins	
END OF THE DAY	3:15PM		END OF THE DAY	3:05PM	

Please note the 'Registration Time' and when the register closes for your year group. All children in your class should be in school by this time. If a child arrives and the register has closed for your year group then

please record N in the register. Any child arriving after 9.00am must be sent to sign in at the main office. Teachers should only use the following codes; / present, N no reason. If parents give a reason teacher uses a red flag (right click the session and add comment) for the admin staff attention.

Fire registers need to be completed for each session. Ensure the correct date and a dot against the name of any child absent.

For new EYFS children and those who may be operating on a reduced timetable the register will be completed either in class at the start time 09:30 / 12:30 (EYFS) or by the main office (reduced timetable pupils).

RESOURCES/STOCK

All staff are responsible for keeping the resource cupboards tidy. General capitation orders, i.e. books or pens etc. will be ordered by the main office. All orders must be signed by the headteacher or deputy headteacher in her absence.

Please do NOT bypass SLT when ordering stock/equipment.

SITE MAINTENANCE

Any jobs requiring attention should be written on the whiteboard on the Site Manager's Office Door, or in the maintenance log book which is in the 'Pigeon Hole' outside the Site Manager's office. Any serious problems should be reported directly to the Site Maintenance Manager ASAP.

SNACK

Pupils are encouraged to bring in a healthy snack for morning break. No crisps or fizzy drinks are permitted. The school is a 'nut free' school. They may bring in money to purchase a snack from the 'Snack Shack' on the playground.

SECURITY

The school gates are unlocked at 08:30. The school doors are opened at 08:30 by a member of staff wearing a high visibility jacket according to the rota. Pupils are encouraged to enter the building as soon as the doors open. This is not a playtime and pupils should not be playing on the playground. The doors and gates are closed and locked at 08:55. Pupils arriving after this time should report to the main office where they will be signed in. The school gates are reopened at 15.00 by the site team and locked at 15:30.

All staff must sign in and out when entering and leaving the building by using the photo-board outside the SLT offices. Staff should wear their identity badge at all times for safeguarding purposes and to allow access to the building.

All visitors should report to the main office to sign in where they will receive a visitors badge.

SEN

All teachers must ensure that they save all information about pupils in their class onto TEAMS so that it is accessible to relevant staff.

All teachers must write and review PDRs termly and carry out meetings with parents (and where appropriate involve the child).

All teachers need to update the school SEN trackers on a regular basis so that information about the children is current (at least half termly)

All teachers must write and review PDRs and/or Boxalls termly and carry out meetings with parents (and where appropriate involve the child).

All teachers must implement and review actions from external agencies such as SaLT, EP, CEAT and these must be incorporated in to the child's PDRs

STAFF COLLECTIONS

Protocol for collecting monies for donations for staff special events such as weddings/babies/significant birthdays. Any team member can coordinate a collection. Staff should be informed by email. Collections MUST be placed in a named envelope which can be stored securely. It is not advised that staff arrange bank transfers to other staff accounts as this breaches the protocol set out in the manual of internal financial procedures.

STAFF MEETINGS

Staff meetings are held each Wednesday and last approximately one hour. The starting time is 15:30. Staff meetings are intended for Curriculum development and School development matters. Staff meeting programmes are published termly.

STAFF ROOM

The main staff room is available for general access. All staff are responsible for ensuring that the staffroom remains **clean and tidy**. Please wash and put away cups etc. do not leave on the tables or draining board, or in the classroom/corridor areas. Please respect the main staff room and leave it clean and tidy.

SUPPLY TEACHERS

We always try make contact with supply teachers 24 hours before they teach. In cases of cover for illness this is obviously not possible. Where possible though, it is good for staff to liaise.

We request that all marking is completed and any work-related comments left for the teacher.

Any behaviour or work 'incidents' should also be left for the teacher's information - either verbally or by note.

TIMETABLES

All timetables (main hall, playtime, duties etc) have been coordinated in association with Team Leads. Any changes to the timetables which could affect other year groups should be brought via Team Leads.

TRIP POLICY AND OUT OF SCHOOL EDUCATIONAL VISITS

ALWAYS:

- Discuss initial ideas thoroughly within the year group and consult SLT
- Cost up the visit to ensure that it is affordable for all pupils
- Complete a full risk assessment before any visit
- Include risk assessments for individual pupils where necessary
- Use the Evolve system to record any school visit and risk assessment

CHECKLIST....Before the trip:

- Visit the trip destination
- Risk assess visit
- Confirm required adult ratio with Head Teacher
- Discuss coach requirements with the office who will obtain quotes and book the most cost-effective option
- Send letter to parents with at least 4 weeks' notice
- Let the kitchen staff know of any trips as they affect lunches
- Inform parent volunteers if they are needed or not and outline their role in writing in advance of the day and include pupil groupings
- Please be vigilant over any helpers in school being DBS checked
- The office will record all consent forms and monies paid

On the trip:

Take phone – which must be password protected and have the 'What 3 Words App' downloaded, epi-pens, first aid, thermal blanket, sick bucket (and bags), inhalers, wipes, tissues, pupil contact numbers and school number.

Consider: lunches, reading books, spare clothing, stickers and all consent forms.

COUNT PUPILS REGULARLY!

Mobile phones should not be used to photograph children.

WET PLAYTIME

Staff are expected to remain with the class unless supervised by another member of staff. Staff on duty that day decide on the suitability to go out or remain inside and will ensure that all staff are aware of the decision.

Appendix 1

MABLINS LANE COMMUNITY PRIMARY SCHOOL **NEW EMPLOYEE / WORK PLACE INDUCTION CHECKLIST**

Name of new employee:	
Name of Inductor:	
Date:	

INDUCTION ITEM	DESCRIPTION	TICK or indicate N/A
H & S POLICY	School Health & Safety Policy	
SECURITY SIGNING IN & OUT	Discuss security measures and signing in/out procedures and register for all pupils, staff and visitors	
STAFF HANDBOOK	Copy of Staff Handbook issued discuss where specific information can be obtained e.g. H&S Handbook, Child Protection.	
SAFEGUARDING POLICY	Safeguarding policy ensuring protection of all children.	
EMERGENCY EVACUATION PROCEDURES	Informed new employee of emergency procedures, responsibilities and where designated assembly points are.	
FIRST AID	Informed new employee of first aid provisions, responsibilities, who first aiders are and where they can be found.	
WELFARE	Location of staff room, toilets, washing facilities etc.	
INCIDENT REPORTING	Procedures for reporting accidents and incidents (including violent incidents) have been explained.	
OTHER PROCEDURES	Discuss any other procedures pertinent to the new employee's position.	
PERSONAL MEDICAL REQUIREMENTS	Any details of pre-existing medical conditions that may impose working limitations, which may need to be considered in order to ensure a safe working environment have been disclosed.	
OTHER	Informed new employee where any other queries should be directed e.g. Head Teacher, Line Manager or Mentor	

I confirm new employee received a Health, Safety & Welfare Induction and accept my responsibilities with regards to all items.

Print Name..... Sign