



# **Staff Handbook 2025/26**

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## **ESSENTIAL ROUTINES AND INFORMATION**

### **FIRE DRILL**

A fire drill will take place every half term. The alarm is a continuous ringing siren. Please read, at your first opportunity, the relevant fire drill notices which are in all classrooms and halls. Please also familiarise yourself with the various locations mentioned on them.

A fire alarm test takes place on a weekly basis after school hours. The alarm will sound for approximately 10 seconds.

All staff must complete fire safety and awareness training at the beginning of the academic year.

### **STAFF ILLNESS AND ABSENCE**

If you are absent due to illness, please **call** Sarah Penny from 7.00am onwards on the first day of the absence. The number to use between 7.00-8.00am is 07947 663 278 or 07846 760 530 and from 8.00am 0121 553 0060. Unless it is impossible to do so, it is important that the member of staff who is ill makes the call, not a relative.

**Texting and emailing should not be used as a means to communicate an absence and will not be accepted.**

If the absence is likely to be two or more days, it is helpful if an indication of attendance for the following day can be given on the previous afternoon, before 3pm. However, it is appreciated that this is not always possible.

If you require time off work for hospital appointments, funerals etc., a Leave of Absence form must be completed and sanctioned by the Head. Where ever possible, medical appointments should be made out of school hours.

### **PROCEDURE ON RETURNING TO WORK**

- On return to work you should always see a member of SLT to arrange a back to work interview and to complete a pick notification of sickness form (to be completed on the day of return). **It is your responsibility to do this before taking up your duties.**
- The first five days of an illness are self-certified. After that a doctor's note is required. If a doctor's note is issued, it must be sent to school as soon as possible in order that it can be processed.

### **COVERING CLASSES IN THE EVENT OF TEACHER ABSENCE**

A first day absence will usually be covered by HLTAs/LSPs. Longer periods of absence will be covered by HLTAs/teachers.

Timetables should be displayed in the classroom close to the teacher's desk.

**Weekly planning must be available on sharepoint. (see expectations under PLANNING section)**

### **MANAGEMENT OF ABSENCE**

It is important that absence is closely monitored and that steps are taken to support staff in the prevention of absence from work. Please familiarise yourself with the school's management of absence policy.

### **SCHOOL TIMES**

#### Nursery

Morning Session: 8.50 am – 11.50pm

Afternoon Session: 12.20-3.20pm

#### Reception

Doors open at 8.40am

Morning Session – 8.50am-12pm

Afternoon Session – 12.45-3.20pm

#### Key Stages 1

Doors open at 8.40 am

Morning Session: **8.50 am – 12.10pm**

Afternoon Session: **12.55pm** – 3.20 pm

#### Key Stage 2

Doors open at 8.40 am

Morning Session: **8.50 am – 12.15pm**

Afternoon Session: **1.00 pm** – 3.20pm

Morning Break: **10.35am – 10.50am** (whole school)

A bell is rung in school to indicate the beginning and end of sessions.

**All staff should be present in classrooms and ready to commence classroom duties from 8.30am**

Children should enter school on their own and not with parents and carers.

On entering the classroom from 8.40am children should begin previously organised basic skills learning during the registration period.

### **ASSEMBLIES**

Thursday 8.50-9.10am            Whole School

FRIDAY 8.50-9.10am            Lower phase (Years 4,5 and 6) Praise Assembly

FRIDAY 9.10-9.30am            Upper phase (Years 1,2 and 3) Praise Assembly

Every effort must be made for classes to be in assembly ready to start at the given time. The teacher taking the assembly should endeavour to arrive first in the hall. Assemblies must finish on time.

The theme for the week will be displayed on the rota. Organisation of music / song words (available on sharepoint) will be the responsibility of the person taking the assembly.

When waiting in the hall at the beginning and end of assembly, children should be sitting quietly listening to music. Staff must accept responsibility for the behaviour of their class during assembly. There should be at least three members of staff present for each assembly and all staff should be present for the Friday praise assemblies (see assembly rota).

All class teachers are required to prepare a class assembly for parents and pupils during the academic year (see assembly rota).

It is essential that all assemblies should have a thought for the day/reflection.

### **USING TOILETS**

Normally: i) on the way out at playtime, dinnertime etc; -

#### **PLEASE EMPHASISE THIS REGULARLY!**

ii) during lesson time known medical problems should always be allowed to use the toilet, otherwise ask "Can you wait/see if you can wait? " **ALWAYS** invite the child to ask again if they need to go.

Early Years and Key Stage 1 children will obviously need a less rigid approach. However, we should work towards these procedures. Children should not be using the toilets during their learning time.

### **BREAKTIME SNACKS**

School is committed to promoting healthy eating and supporting families to ensure that children receive regular, nutritionally balanced meals.

School currently provides free breakfast (toast or bagels) to all pupils at the start of the day. This is prepared by the catering team and is distributed in classrooms by school staff. Any bagels not consumed during allocated breakfast time must be thrown away and children should be encouraged to take it while it is available. (Bagels consumed close to lunch time impacts on children's appetite and therefore food waste and nutrition)

Milk is to be paid for via Parent Pay and is handled by the school office. Milk is provided free of charge to all pupils until the age of 5.

Free fruit is provided for EYFS and Key Stage 1 and is distributed to classes.

Key Stage 2 pupils may bring in fruit or healthy snacks from home for mid-morning break – **please note, these must not be sweets, chocolate or crisps.**

Children should use the seating areas when eating or drinking on the playground and they should always use the bins provided. This should be monitored closely by supervising staff.

**NO DRINKS OR FOOD SHOULD BE DISTRIBUTED OR CONSUMED NEAR COMPUTERS OR DEVICES.**

Litter pickers (ECO WARRIERS) are appointed at the beginning of the academic year. However, it is everybody's responsibility to keep our school clean and tidy and this expectation should be promoted and managed by all school staff.

## **PLAYTIMES**

Mornings:

10.35-10.50am (Whole School)

**Children are escorted out by class teachers** via external classroom doors after collecting coats and using the toilets. **Staff must NEVER send children out to play without first ensuring that there is a supervising adult on the playground.**

### **Playground Duty**

At the beginning of playtime, duty staff **MUST** be on the playground before the children.

The end of playtime will be indicated by the internal/external bell, at which point the children will walk to their line sensibly and line up quietly. All staff must be prepared to help in maintaining this procedure.

The expectation must be that playtime finishes when the bell goes and lining up is a preparation for coming into school to learn.

Class teachers must collect their class from the playground on time at the end of break times.

### **Lining Up**

**The first whistle is a signal for the children to stand still and silently.**

**A second whistle will indicate for the children to WALK SENSIBLY AND QUIETLY to their line.**

Children line up in random order in gender lines. Lines should always be in a reasonable order and quiet. **Lining up appropriately is an important preparation to go into school to learn.**

Children enter school in reasonable lines, via their external door, understanding that they are entering a working environment. To promote this they should leave the playground and enter the classroom in a sensible and orderly manner.

### **During wet playtimes:**

Children stay in own classrooms using class games, scrap paper etc. Staff organise children to visit the toilet in groups. During wet break staff members would not expect a full break but should release each other for comfort breaks. **Children MUST NOT be left unsupervised.**

Children would be expected to be sitting down during wet playtimes.

## **ACCIDENTS / INJURIES / ILLNESS**

**UNLESS THEY HOLD A RECOGNISED FIRST AID QUALIFICATION, STAFF SHOULD ONLY CLEAN/BATHE AN INJURY WITH CLEAN WATER AND APPLY A DRY DRESSING. IF IN DOUBT - GET QUALIFIED HELP.**

Minor injuries to pupils during playtimes are dealt with by the designated first aid trained staff member on playground duty. Minor injuries in other situations may also be dealt with by the responsible teacher, HLTA/LSP/LSAs, or the office staff. If an injury happens in lesson time, the child should be attended to by the staff in that area.

First aid training has been received by **Manjit Rai, Surinder Jeerh, Nikki Duggal, Anna Prejs, John Williams and Carol Lear.**

If there are ANY DOUBTS as to the seriousness of the injury, the qualified first-aiders in the work place: **Manjit Rai, Surinder Jeerh, Nikki Duggal, Anna Prejs, John Williams and Carol Lear.**

If the injury proves to be serious or if there are any further doubts, the Head or Deputy Head must be notified. They will then notify the parents and take whatever action is necessary. **Please consult Amanjit Rai, Family Support Worker in the first instance.**

Class teachers must be notified if a child in their class has been injured and will not be returning to class. **This will be managed by Amanjit Rai.**

**All injuries requiring treatment must be entered electronically on the first aid app on one of the designated ipads.**

**Please note that incidents recorded on first aid slips are scanned before being sent home and are filed electronically. Please ensure that they are given to the school office staff for scanning before sending home.**

**All injuries must be notified to parents using the standard tear-off slip. Whenever possible, it is good practice to notify parents personally about any accident directly at the end of school or by telephone if it is deemed more appropriate.**

### **First Aid continued...**

If a head injury has occurred a courtesy phone call will be made to parents by the person administering the first aid **(Head or Deputy Head will be consulted first).**

When dealing with any incident involving discharge of bodily fluids, always ensure that protective, disposable gloves are worn and procedures are followed. A supply will be kept by first aid boxes.

### **Life Threatening Conditions**

Details of treatment for life threatening conditions, (eg. asthma, diabetes, epilepsy, nut allergy etc.) will also be kept with medication for those children that need it and centrally in the office.

There will be a copy of information for all pupils with medical/dietary needs for meals supervisors, in SEND files and in the staff room.

### **Asthma**

Since asthma is such a commonplace condition, it is important to be specifically aware of our management of it.

Labelled inhalers will be kept centrally in every classroom. Details of treatment will also be kept centrally in classrooms. When children are off site eg swimming, inhalers must be taken by the child.

### **Medicines**

Typically, no medicines (including cough sweets, paracetamol etc) are allowed in school. However, if a child needs to have any form of medication during the school day the parent needs to be directed to the school office where paperwork MUST be completed, the Head Teacher informed and the medicine stored securely. **Under no circumstances should medication be kept in the classroom.**

### **LUNCHTIMES**

The class teacher must always be present during the change-over period. If children are not, for any reason, responding to the lunchtime supervisor in an acceptable manner, the class teacher must intervene and support the supervisor in addressing the situation.

IT IS ESSENTIAL THE CHILDREN UNDERSTAND THAT WE WILL NOT ACCEPT DOUBLE STANDARDS.

Classes will be collected from the playground by class teachers at the end of dinnertime. **Children must be collected on time.**

For wet dinnertimes, the class games/activities should be available in all classrooms.

Children should not use scissors during dinnertimes or wet playtimes unless the class teacher is in permanent attendance and specifically supervising them.

### **SCHOOL PARLIAMENT**

School Parliament representatives are elected by their class once every academic year. Class teachers should ensure that their class have regular Class Council meetings (usually in class assembly times, as directed by Paul Ogden, School Parliament lead) which then feed into School Parliament meetings.

### **BEHAVIOUR**

Children's behaviour should be in keeping with the school's Behaviour policy (see separately).

If in any doubt when dealing with behaviour problems always consult with the SENDCo, Deputy Head or Head Teacher, or refer to the "Behaviour Policy".

In respect of pupil behaviours that are likely to lead to injury to themselves or others, or cause damage to school property, it is important for all staff to have an awareness of the Positive Handling Policy. Trained members of staff for restrictive physical intervention are **Sarah Penny, Rachel Foley, Lisa Brennan, Lucy Dempsey, Carline Prince and Surina Fletcher**. However, in exceptional circumstances if a child is a danger to themselves or others, or they are likely to damage property, any member of staff may use emergency, restrictive measures on a minimum force basis, if a named member of staff is not present or available.

All incidents of physical intervention must be recorded on CPOMS, including the decision making rationale and restorative measures exercised. Pupils with additional behavioural needs should have individual risk assessments, which will be shared with parents and all relevant staff. These will be managed by Inclusion Manager, Surina Fletcher.

### **VOLUNTEER HELPERS IN SCHOOL**

Volunteer helpers are readily welcomed into school and will be co-ordinated by the School Business Manager and Deputy Head Teacher, with all necessary paperwork and clearances completed before start dates are arranged.

Prior to working in school, all helpers must obtain volunteer clearance/DBS check in accordance with Sandwell Policy. Arrangements for this should be made via the School Business Manager.

Parents and all other visitors in school (e.g. delivery couriers) must always be escorted by a staff member. Whilst this occurrence should never arise, any unfamiliar and/or unescorted adult in school not wearing a visitor badge must always be challenged and escorted to school office staff, who will ensure that all signing in procedures have been completed.

**Before starting to help in school all volunteers receive a letter containing a set of guidelines. Please be aware of its contents. Parents should not work in the same year group as their own child.**

### **CHILD PROTECTION**

If a child makes a disclosure to you in respect of abuse, or you suspect abuse of any sort, always **immediately** inform the Head Teacher (DSL) or Amanjit Rai (DDSL), Deputy Head (DDSL) or SENDCO (DDSL), using the appropriate recording process. A noticeboard in the staffroom is dedicated to the procedures which need to be followed if there is a concern. It is a responsibility of all staff to familiarise themselves with all Child Protection Procedures and be aware of their duty of care via the Safeguarding Policy.

Under no circumstances should personal electronic devices (e.g. mobile phones, cameras) be used to photograph pupils. Staff mobile phones should not be used in the presence of pupils and **should be locked away during teaching sessions.**

### **HEALTH AND SAFETY**

The first responsibility of any school is to ensure that the children in their care are safe and secure, both physically and emotionally. Schools also have a similar responsibility towards all staff. Consequently, health and safety is the absolute responsibility of all staff and it is essential that all staff are aware of the key aspects of the health and safety policy.

As employees, we all have legal duties which include:

- **taking reasonable care** for your own health and safety and that of others who may be affected by what you do or do not do;
- **co-operating with your employer** on health and safety;
- **correctly using work items** provided by your employer, including personal protective equipment, in accordance with training or instructions; and
- **not interfering with or misusing anything provided for your health, safety or welfare.**

## **END OF THE DAY**

### **Key Stage 1**

Children collect coats, bags etc. They are only allowed to leave the classroom if a parent or known adult is there to collect them. In the event of a supply teacher being present, then a HLTA/LSP/LSA who knows the children should always assist in dismissing the pupils.

### **Key Stage 2**

Children collect coats, bags etc. They are dismissed under supervision of the class teacher.

It should be normal practice for teachers to go into the playground when dismissing their class to ensure that they leave the premises in a satisfactory manner. This also provides the opportunity to see parents if necessary. However, always be aware of confidentiality issues. If discussing sensitive issues, always invite parents into the classroom.

If any children are not collected (unless prior arrangements have been made) by approximately 3.25 pm, they should be taken to the School Office. External doors must be closed once all children have left the classroom.

## **CONFIDENTIALITY**

Confidentiality on all school matters is extremely important. School issues should not be discussed with anyone outside the organisation, including previous members of staff. This includes discussion via social media sites. All staff have a professional responsibility to familiarise themselves with the school's Confidentiality Policy and adhere to this at all times.

Personal details relating to children should not be passed through an unsecure channel i.e. e-mail.

Incidences recorded on CPOMS should include first names in full, rather than the use of abbreviations or initials.

## **CODE OF CONDUCT**

All staff should:-

1. Put the safety, wellbeing, development and progress of children and young people first
2. Take responsibility for maintaining the quality of their teaching practice
3. Help children and young people to become confident and successful learners
4. Demonstrate respect for diversity and promote equality, always challenging discrimination in any form.
5. Strive to establish productive and positive partnerships with parents and carers
6. Work collaboratively as part of a whole-school team
7. Co-operate respectfully with other professional colleagues
8. Demonstrate honesty and integrity and uphold public trust and confidence in the teaching profession

## DRESS CODE

Staff should dress smartly and professionally at all times (yet appropriate for the role and age of the pupils). Denim of any colour, flip-flops, strapless / sling back sandals, thin stiletto heels, trainers, low-cut tops, vest tops or tops with 'shoe string' straps, leggings (except when worn as tights under a dress), shorts and very short skirts are not appropriate attire. Smart tops, dresses, shirts and ties, skirts, trousers are appropriate attire within any professional organisation and is the expectation at King George V. Track suits/sportswear may be worn for PE but this should only be for a morning or afternoon.

We ask pupils to wear their school uniform on trips/visits out of school and staff should 'dress down' to fit the activities of the day however blue denim should not be worn.

## STAFFING

### 2025-26 staffing

Senior leaders	Area/s of responsibility
S Penny	Recruitment, governors, school improvement and standards, site/building development planning, attendance, designated safeguarding lead, staff development and wellbeing
R Foley/ L Brennan	Teaching, learning and assessment, curriculum, teacher development, deputy safeguarding lead, maths leader, history, geography

Teacher/grade	Class	Area/s of responsibility
S Fletcher	N	SENDCo/Inclusion, Science
V Urso-Iezzi	R	Early Years Leader, Phonics
J Ali	1	Art and DT
K Nahal	2	Language and Literacy leader (Reading, Writing, Oracy, Communication and Language)
E Morgan	3	Pupil Premium, PSHE, RE, SMSC, School Parliament, Personal Development, Behaviour and Welfare
A Taylor (ECT2)	4	PE, Extended services, Opal – playground developments
S Hall (ECT1)	5	N/A
S Kaur	6	Computing

HLTAs	Area of responsibility
E Long (0.4)	MFL
S Tonks	Music Language development support

Support staff	Role
M Rai	LSP – KS2 (Y6)
A Prejs	LSP – EY/Rising threes
S Rani	LSP 1:1 SEND
S Harris	LSA EY
N Duggal	LSA 0.6 Phonics and English/language support
S Jeerh	LSA 1:1 SEND
L Morris	LSA SEND KS2
C Prince	LSA SEND KS1
R Singh	LSA KS2/Maths support
F Boyce	LSA apprentice EY/Early reading support
TBC	LSA apprentice

Admin	Title	Responsibilities
G Crowley	School Business Manager	Finance – ordering/invoicing/cheques HR/recruitment – pre-employment checks, management of absence, management of SCR/GDPR Line manager of office staff Contracts/SLAs Staff training – bookings and invoices Policy compliance
P Mapp	Administration Assistant	General admin, receive order deliveries, parent pay, parent communications
A Rai	Family Support Worker	Deputy safeguarding lead, attendance, family and community liaison/links

Site/Lunch staff	Title
J Williams	Site Manager/Senior Lunchtime Principal
C Leer	Assistant Lunchtime Principal
H Ahmed (maternity)	Lunchtime Supervisor
M Bi	Lunchtime Supervisor
TBC	Lunchtime Supervisor
V Lolou (0.4)	Lunchtime Supervisor

All teachers are contracted to work 1265 hours a year at the direction of the Head Teacher. This time is taken up by contact time with pupils and arranged staff meetings, phase meetings and parents' evenings.

## **MEETINGS**

### **Staff Meetings**

Staff meetings take place on Wednesdays. Meetings start promptly at 3.30pm and last an hour, unless a longer meeting is arranged and communicated with advanced notice.

### **Senior Management Team Meetings**

MLT meetings will normally be held weekly on Monday mornings before school.

In certain circumstances, Senior/Middle Management will be required to attend meetings at other times at short notice.

### **Pupil Progress Meetings**

Pupil Progress meetings will take place on a termly basis with class teachers and subject leaders. They will be used to:

- i) assess the progress of individuals
- ii) identify pupils not making sufficient progress
- iii) Action Plan for pupils (or groups of pupils) who are not making sufficient progress

### **Teacher Appraisal Meetings**

Teacher Appraisal meetings will take place in Autumn 1 with all appraisals being completed by October 31<sup>st</sup>. All appraisals will be conducted by the Head Teacher or Deputy Head Teacher.

The Head Teacher's appraisal will be conducted by 3 members of the Governing Body and an external Adviser.

A mid-term review meeting will take place during Spring 1 to review progress against objectives.

## **LONG AND MEDIUM TERM PLANNING**

Our long and medium term planning is based on the EYFS framework, National Curriculum, and via relevant schemes of work.

### **SHORT-TERM PLANNING** **(Weekly Planning)**

Weekly planning must be based on the objectives outlined within the schemes of work and medium-term plans. Weekly plans should be posted in the labelled class planning folders on Sharepoint weekly. Lesson slides for Monday and Tuesday should be on Sharepoint by 9am each Friday. Planning from Wednesday onwards should be on Sharepoint by 9am each Tuesday morning.

### **TIMETABLING**

All staff must adhere to the weekly timetable for their class which is distributed by the Deputy Head at the beginning of each term.

Timetables should be displayed clearly in the classroom so they can be easily accessed by any staff covering an absence. They will also be displayed on sharepoint and updated termly by Deputy Head Teacher.

Timetables should show the normal activities taking place, however, it is understood that there will also be times when the unforeseen has to take priority and a flexible approach has had to be adopted. Any significant changes to timetables must first be discussed with the Deputy Head before they are agreed.

### **PLANNING, PREPARATION AND ASSESSMENT (PPA)**

PPA will be covered on a rota basis, usually by internal staff. It is an expectation that covering staff and class teachers will make time for a discussion/planning and resource share in advance to ensure appropriate preparation, delivery and continuity.

### **CLASSROOM ORGANISATION**

#### **Equipment and Resources**

All classrooms should have, appropriate to the age of the children, a range of equipment and resources. Children should be positively encouraged to be self-sufficient and as independent as possible in the use of these. It is important that simple yet robust routines are established in every classroom for the use of these.

See classroom environment checklist to ensure that all required classroom areas and displays are present.

Due to limited space, in some instances, the term 'area' is interpreted as a shelf, or ledge, or similar.

The intention must be that we work towards all children knowing where resources and learning support can be found in order that they become as enabled and independent as possible.

#### **Display**

Please refer to learning environment checklist.

Please refer to display schedule.

### **Teaching and Learning**

Please refer to Teaching and Learning Policy

### **Homework**

Please see homework policy.

## **EDUCATIONAL VISITS**

Educational visits occur termly, with classes going on trips as a year group. These visits follow a set programme. The venue and coach will be booked by the office staff following the completion of a trips and visit booking information sheet (*available on SharePoint*).

Visit planning, risk assessments (via EVOLVE) and the organising of staffing of the trip (parent helpers etc) is the responsibility of the class teacher/visit leader.

**All payments are now made by parents directly through Parentpay. Consent and parent letters are managed by the school office. However, it is imperative that checks are made by teachers that all paperwork has been returned BEFORE Evolve applications are completed and submitted.**

## **RESOURCES AND STOCK**

General stationary stock request forms should be completed and handed to the school office. Stock in school will be delivered by the next working day. Otherwise, with the prior agreement of the Head, other specific orders will be placed and delivered to classes on arrival.

A request for an order **MUST** always be discussed with, and signed off by Sarah before submitting to the school office.