

Hartington C of E Primary School



*"Caring & sharing as part of God's family"
"Loving our neighbour as we love ourselves" - Luke 10:27*

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The Dale
Hartington
Buxton
Derbyshire
SK17 0AS

01298 84254
(info@hartington.derbyshire.sch.uk)

Staff Handbook

SCHOOL PERSONNEL

HEAD TEACHER	Mrs Tracy Blackwell (SENCO)
KS 2 TEACHER	Mrs K Fletcher
IT TEACHER	Mrs J Plevy
KS1/EYFS TEACHER	Mrs T Blackwell
HLTA	Ms M Teeboon
TEACHING ASSISTANTS	Mrs L Robinson Mrs T Donnelly
SCHOOL BUSINESS OFFICER	Mrs K Bartholomew
SITE SUPERVISOR	Mr D Gibbs
SCHOOL COOK	Mrs K White

SCHOOL DAY

Start Time	- In class 8.45 am (to welcome children)
Registration	- 8.55am
Session Starts	- 9.00 am
Collective Worship	- 9.20am - 9.35am
Morning Break	- 10.40am - 10.55am
Lunchtime Break	- 11.55am - 1.10 pm
Afternoon Registration	- 1.15pm
End of Day collection	- 3.30pm

MORNING ROUTINE

All classes begin the day with Collective Worship and morning prayers and have prayers before lunchtime and at the end of the day. A copy of class prayers can be found at the Reflection Area in the school hall.

Children come through the main front door, even when weather conditions are severe, and are met by a member of staff at 8:45am. Coats and belongings are put in cloakrooms and the children will enter their classroom and remain there until registration is taken. Registers are taken at the start of the school day and the beginning of the afternoon session. Children arriving late should be registered by the school office.

COLLECTIVE WORSHIP

There is a daily act of Collective Worship throughout the school week. We also have a twelve annual visits from the MAST Team (Matlock Area School Trust).

SWIMMING DAYS

Mon 10:00am – 11.00am at The Arc in Matlock

Autumn Term 1 & 2 – 10 Sessions in total – Whole School participation

SWIMMING ARRANGEMENTS

The class teacher and support staff, take the Swimming Registers, First Aid Kit, all medications, and a sick bucket for the coach journey. The children are supervised during the coach journey by staff and accompanying volunteers (all volunteers are DBS checked). The school staff supervise the children while they are getting changed. Each swimming session is run by qualified Swimming Instructors, there is a member of the school staff with each instructor, an additional member of staff is available to both groups to deal with any issues that may arise e.g. toileting, injuries etc. We also have one member of staff who accompanies children in the water as required.

SAFEGUARDING

Please mention any suspected concerns to the Mrs Tracy Blackwell (Safeguarding Lead) or Ms Mary Teeboon (Deputy Safeguarding Lead) or any other member of staff. All Safeguarding concerns are recorded on the MyConcern Safeguarding system. **Staff have a mandatory reporting duty**, that requires reporting of child abuse or neglect if you know or have reasonable cause to suspect it is taking place.

Name of designated teacher: Mrs Tracy Blackwell

Name of 2nd designated teacher: Ms Mary Teeboon

Name of Safeguarding Governors: Ms Mary Teeboon & Mrs K Webley

BEHAVIOUR

The Class Teacher deals with any incidents in the first instance. Behavioural concerns should be discussed with the class teacher or Head Teacher. Any behavioural issues are now recorded on the MyConcern Safeguarding system. Parents are kept informed.

FIRE ALARM PROCEDURE

Children exit through classroom doors and assemble on the playground. The Class Teacher registers their class. The Head Teacher/School Business Officer checks all the children have exited the building and confirms numbers with class teachers.

PLAYTIME SUPERVISION

During “wet playtime” children will remain in their classrooms and are supervised by the class teacher. All accidents are logged in the “Accident Book” and parents are informed at the end of the day and countersign the Accident book entry. If a child has any head injury the parents are informed immediately by phone.

PLAYTIME RULES

- The children are allowed to play on the hard-core playground surface and on the surrounding grass verge at the discretion of the playtime supervisor.
- Play equipment is rotated daily.
- All playtimes have “Playtime Buddies” available to support within these sessions, including responsibility for playground equipment.
- All children have access to a healthy snack such as fruit at playtimes.
- Children to stay outside school building during playtime
- “Sick” children remain inside with their class teacher.
- Member of staff informs the children at end of playtime; children then line up at the gate and wait to be told to return to their classrooms.

FIRST AID

Every member of staff is fully trained in Paediatric First Aid. The teacher or staff on duty attend to First Aid and will refer the child, with a buddy, to staff in the building if additional treatment is required. The First Aid boxes are in the office, the cupboard by the kitchen in Class 2 and in Class 1. Any of the First Aid bags can be taken for School Trips. Spare Asthma Inhalers are stored in a locked cupboard within the office (with a spacer if required)

ACCIDENT REPORTING

All accidents are logged in the Accident Book located in the school Office. The relevant details are reported in the Accident Book.

END OF DAY ROUTINE

All classes end the day with prayers. Children are collected from the main front door by parents and carers. Any children who are not picked up as expected, wait in the reception area and parents are contacted. Any messages received by the school office from parents about parents or carers running late are passed onto the class teacher prior to the end of the school day. If children are going home with an adult other than their parent, the school is to be informed before the end of the school day by the child’s parent or children will not be allowed to leave until collection arrangements have been clarified.

HEALTH AND SAFETY

It is the responsibility of all staff, governors, and visitors to the school to take reasonable care for the health and safety of themselves and others and to assist in the creation of a safe work environment.

Staff, governors, and visitors have a responsibility to inform the Head Teacher/ School Business Officer of any medical condition/illness they have which may impact on their

fitness to undertake their duties or on the health and safety of themselves, pupils, other staff, governors of the school.

Any medicines should be kept secure and out of reach of children. Please make the office aware of any medicines taken long term to support any possible medical needs.

PERSONAL POSSESSIONS

All staff, governors and visitors are normally required to place any personal equipment in the office out of the reach of children. Items left out or insecure are left at the owners' risk. Any items capable of photographing children including mobile phones are normally required to be in a locked drawer/locker and such items should not be taken into the classroom. Such personal equipment is not to be used at any time, unless agreed by the Head Teacher, during contact with pupils.

PROFESSIONAL OUTLOOK

All staff in school are expected to present a professional outlook to children, colleagues, parents, and visitors at all times. Please consider confidentiality and views expressed. Staff should ensure they present themselves professionally whilst in school considering suitable professional clothing and footwear. Please also consider your digital presence online through social networking sites. Mobile phones should only be checked during break times and lunch with call taken away from communal areas.

COMPLAINTS

If a parent is worried about something concerning their child at school, they should first ask to discuss the difficulty with the class teacher. Parents can do this by phoning the school, sending an email, or making an appointment to meet the class teacher. It may be more appropriate for a parent to talk with a senior member of staff, in which case parents should be directed to the Head teacher. If, however, having spoken with a teacher or for example, the Head teacher, parents are still dissatisfied they should then request a meeting with a preferred Governor.

EQUALITY

Building on the Equality Act 2010, Hartington C of E Primary strive as a school to eliminate unlawful discrimination, victimisation, and harassment, and foster positive relations between people with a consistent approach to 'protected characteristics' including; Age, Disability, Gender Reassignment, Marriage and civil partnership, Pregnancy and maternity, Race, Religion and belief, Sex, and sexual orientation.

Hartington C of E Primary, as a Church of England school, ensures that equality is embedded in all aspects of school life. We actively promote and live the schools Vision Statement and Christian Values whilst making links to the 'British Values' defined as tolerance and respect for, and interest in, people from different social, ethnic, and religious backgrounds. We

show understanding and tolerance of all beliefs and faiths.

Throughout our school community we emphasise the importance of preparing pupils for life in modern Britain and develop an understanding of what is right and what is wrong, and a respect for the laws of the land.

Furthermore, our school policies, including our Equality policy, Behaviour Policy and Anti-bullying Policy demonstrates that we both prevent and tackle discriminatory and derogatory language.

STAFF CODE OF CONDUCT

All staff follow a staff code of conduct. Details of the policy can be found in the school office and the Policy is on our website.

The general terms and conditions of employment state 'you are to have regard at all times to the Church of England character of the school, and not to do anything in any way detrimental or prejudicial to the interest of the same'.

VISITORS

All visitors to school must sign the visitor's book in the reception area.

All temporary staff and regular visitors will be asked to read this Staff Handbook and sign to say they understand the guidelines given.

DATA PROTECTION

Hartington C of E Primary School is a data controller for the purposes of the Data Protection Act. We collect personal information on pupils, staff, and parents. We hold this personal data to support teaching and learning and to abide by GDPR regulations. Whilst most of the information provided to us is mandatory, some of it is provided to us on a voluntary basis. Any personal information gathered is securely stored in line with GDPR regulations. Under data protection legislation, staff, parents, and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to records, contact either the Head Teacher or School Business Officer.