



St Andrew's CEP



School Handbook

Academic Year
2021/22

Address: St Andrew's CE Primary School, Springfield Street, Oswaldtwistle, BB5 3LG

Tel: 01254 231279 or 07582584636

School website: www.standrewsprimary.com

Headteacher: Mrs Christina Wilkinson

Assistant Headteachers: Mr P Burns & Mrs Laura Miller

Chair of Governors: Lucy Hamlin

Office email: bursar@st-andrews.lancs.sch.uk

Headteacher email: head@st-andrews.lancs.sch.uk

School Motto:

Respect, Achievement, Fun.

Mission Statement:

We want to look after our children, making sure they do the best they can and celebrate their amazingness. We want our children to be treated as individuals and not to be scared of challenges and to feel part of our family. We want to make them excited about learning and to be creative. We want our children to believe in our core values and to set an example to others.

Values we want for our school community:

1. Respect
2. Trust
3. Friendship
4. Compassion
5. Forgiveness

What is the purpose of our school?

- To create a safe and happy learning environment, providing good role models
- To provide quality teaching and learning
- To get children ready for high school and their future life challenges

Our Vision

Preparing children for life.

School Improvement Priorities for 2021-22:

Priority 1: To improve the quality of education in reading and phonics

Priority 2: To encourage pupils to understand metacognition in order to maximise their learning and take responsibility for their learning behaviours and emotions

Priority 3: To develop personal development by involving the local community in the learning of pupils, creating ambition/aspiration and improving transitions through school and into KS3

Priority 4: To continue to improve curriculum standards, to focus on well-being, Governance and subject leadership

Curriculum Roles and Responsibilities 2020-21

Role	Member of Staff	Responsibilities
Headteacher	Mrs Tina Wilkinson	Child Protection (DSL) Senior Leadership Team
2byTwo Teaching Assistants	Miss Carrie Bennett Miss Louise Archer Miss Anna Florentine	2byTwo Manager Deputy Manager
Pre-School Teaching Assistants	Miss Leanne Connor Miss Joanne Flood Miss Tracey Smethurst Miss Maria Taylor	Pre-School Manager
Class R Class R Leader Teaching Assistants Class Ra Teacher Teaching Assistant	Mrs Emma Shackleton Miss Sophie Hadgett Mrs Michelle Ainsworth Mrs Nicola Entwistle	Foundation Stage Leader Music Science
Class 2a Teacher Assistant Head Teacher Teaching Assistant	Mrs Laura Miller Mrs Jackie Allonby	KS1 Leader PSCHE SLT Deputy DSL NQT Mentor Reading Lead

Class 1 Teachers Trainee teacher	Miss Joanne Richards Mrs Nicole Ashall Mrs Rebecca Kaminsky	SENDCo School Council Worship RE
Class 2 Teacher Teaching Assistant	Miss Katie Webster Mrs Alison Martin	DT Art Teacher Governor Deputy DSL Deputy DSL
Class 3 Teacher Teaching Assistants	Mr Luke Hartley Mrs Annette Standen Mrs Zoe Geary	Deputy DSL
Class 3a Teacher Teaching Assistants	Miss Sarah Szewczuk Miss Danielle Fyles	MFL
Class 4 Teacher Teaching Assistants	Mike Lang Mrs Julie Cain	Computing EVC
Class 5a Teacher Teaching Assistant	Mr Dean Martin Miss Marnie Fox	History/Geography
Class 5 Teacher Teaching Assistant	Mr Adam Jarrett Miss Rachel Green	PE

Class 6 Assistant Head Teacher Teacher	Mr Paul Burns	SLT KS2 Leader Maths Deputy DSL NQT Mentor Student Mentor
Teaching Assistant	Mrs Hannah Proctor	Deputy DSL
Class 6a Teacher	Miss Katie Makey	English
Teaching Assistant	Mrs Janice Lloyd	
Learning Mentor	Mrs Hilary Austin	Deputy DSL
School Office Managers	Mrs Katy Abbott Mrs Val Greene	
Attendance Officer	Mr Neville Wilkinson	Deputy DSL
Site Supervisor	Miss Louise Bryan (Service Alliance)	
School Advisor	Mrs Alison Lloyd	

1. Organisation of the school

The Headteacher/Assistant Head blows the whistle each morning at 8:50am, and children enter the school. Children are then supervised by the class teacher until school officially begins.

9.00am	School starts Assembly (in class)
10.30-10.45am	Playtime (year groups are separate)
12.00- 1.00 pm	Lunchtime
2.15- 2.30pm	Y2 playtime
3.15 pm	School ends

Whenever possible, the children are on the field if it is dry. When this is the case, the children are all together with staff from both Key Stages. Mrs Martin lets staff know if the field is suitable for use each day.

All Staff:

Please ensure you are prepared and on time for the start of each lesson. You should arrive at least **10 mins** before you are due to start work and **leave no earlier than 3.25pm**. Please make sure your classroom is left tidy and ready to be cleaned. The cleaners are not expected to put resources away.

Breakfast Club & After School Club

Breakfast club is available from 7:45am until 8:50am each morning. The Club is held in the hall. Children will be brought to class by the breakfast club staff at 8.50am. Any children attending After School Club will need to be taken through to the hall at the end of the day.

Dinner Duty

A member of the Senior Leadership Team will be on duty in the hall and another one will be available to manage behaviour issues if required. Walkie Talkies are used by staff to contact each other during lunchtime. The rota for the SLT is in the staffroom on the board. Please encourage the children to visit the toilet and wash their hands before sitting down to eat and do not forget our school prayer.

Duties

All staff are on playground duty each week. These times are posted on the Staffroom notice board. The staff on duty should:

- Ensure that the playground gate is closed
- Take a walkie talkie
- Blow the whistle at the end of playtimes for a tidy up and send the children in a class at a time (class teachers wait in classrooms)
- Y2 and Y3 CHILDREN MUST BE ESCORTED ONTO THE YARD (because of the location)

If an emergency arises whilst on duty in the yard, duty teachers should stay with the child and send playground support staff for another member of the teaching staff. Most staff are trained in first aid (there is a list of trained staff in the first aid cupboard in the library area)

Please note that games of 'Bulldog', 'Torture' or performing handstands/cartwheels are not permitted!

Minor discipline problems in the yard should be dealt with promptly.

If a child runs out of school do not chase them. Please inform the Headteacher or Assistant Headteachers immediately and assign a TA to keep an eye on where the child is and what they are doing. The police and parents will then be informed. Chased children only run faster and further away and may not look for traffic if they are stressed.

Children only may collect lost balls from the car park **with adult permission**. Lost balls on the street can only be retrieved by an adult at a time when the children will not be left unsupervised.

Older children are asked not to lift younger children at playtimes.

Fruit and Snack

Fruit is available free of charge for all children on a daily basis, before morning playtime. There is a tuck shop available each morning in the school hall. Items are 20p. Sausage sandwiches are served on Fridays at a cost of 60p.

Lateness

Children are late for school if they arrive after the register has closed (9.30am). If the register has been taken they should report to the School Office to get their mark. This is essential especially if children have a hot school dinner, as failure to report to the office could result in meals not being ordered and if there was a fire, we would not know if they were present in school or not.

Playtimes

Staff are asked to:

- Remind children to go to the toilet on the way out and ensure all children go outside
- At playtimes equipment is available for the children's use. Please make sure it is put away after use

Registration

Children should be marked present in the register with a diagonal stroke (/). Absences of all kinds should be left blank unless the teacher is completely satisfied with the reason given. The Attendance Officer will take appropriate action to update the register with the relevant code for absence following investigation. The class register should be marked at the beginning of the morning and afternoon sessions and sent back to the office.

Absence notes are placed in the class register and sent to the office. If a parent explains the child's absence, teachers make a note of this and return it with their class register. Mr

Wilkinson (Attendance Officer) will follow our absence procedure and contact the parents of any children not in school (see absence policy).

School dinners

A list detailing school dinners is put in the register each week. Pupils' names should be checked **every day** as appropriate.

2. General information

Asthma

This school:

- will encourage and help children who have asthma to participate fully in all aspects of school life
- recognise that asthma is an important condition affecting many school children
- recognises that immediate access to inhalers is vital
- will do all it can to make sure that the school environment is favourable to children who have asthma
- will ensure that other children understand asthma so that they can support their friends; and so that children who have asthma can avoid the stigma sometimes attached to this chronic condition
- has a clear understanding of what to do in the event of a child having an asthma attack (basics=keep calm and reassure the child, give up to 10 puffs of the reliever, monitor for 15 mins and ring an ambulance if there is no improvement, make sure parents receive a note home to say if the inhaler has been given)
- will ensure that there is a list in each classroom of who is asthmatic and where their inhalers are kept

Behaviour for Learning:

Rewards

Our emphasis is on rewards to reinforce good behaviour, rather than being negative and shouting/imposing sanctions. We believe that rewards have a motivational role, helping children to see that good behaviour is valued. The commonest reward is praise, informal and formal, public and private, to individuals and groups. It is earned by the maintenance of good standards as well as by particularly noteworthy achievements. Praise for behaviour and effort are just as important as for work. Payment of St Andrew's money, stickers and being sent to the Headteacher or another teacher are all motivational for the children. Mrs Wilkinson does not mind being disturbed to reward good work/behaviour. She has a box of prizes and puts children on our social media sites when they are sent to her. Certificates are also presented publicly during awards assembly each Friday and texts can be sent home by any adult in school as recognition of good work, effort or behaviour.

Sanctions

Although rewards are central to the encouragement of good behaviour, realistically there is a need for sanctions to register the disapproval of unacceptable behaviour and to protect the security and stability of the school community. In an environment where respect is central, loss of respect, or disapproval, is a powerful punishment.

The use of punishment at St Andrews is characterised by certain features:

- Everyone involved is clear why the sanction is being applied
- Required changes in behaviour are set out to avoid future punishment
- Group punishments are avoided as they breed resentment
- There is a clear distinction between minor and major offences
- It is the behaviour rather than the person that is punished

Agreed Procedures

When an incident has happened the **restorative approach** will be applied:

What's happened?

What were you thinking?

What were you feeling (inside)?

Who has been affected and in what way?

What do you think you need to do to move on/put it right?

What needs to happen now?

(These questions are non-judgemental and no blame is put on the pupils).

Defibrillator

The school has a defibrillator which is located in the hall (wall mounted) to the left of the white board. The school's first aiders are trained to use this, but in an emergency, just get it out and read the instructions. The defibrillator also talks to you as you use it.

Handwriting

The school has high expectations for handwriting and uses a "joined up" cursive style throughout school. It is expected that children use this style at all times. It is also expected that teachers and teaching assistants will use the school style themselves when writing on the board and in children's' books i.e. when marking. There is a detailed policy available in the office. Poor presentation of work should not be accepted. See www.letterjoin.co.uk for more details

Ipads

There are charging trolleys available in the spare classroom and we have 50 iPads in school for use by the children. It is the responsibility of each class teacher to make sure the batteries are charged before the start of lessons. Please return and sign out all equipment to the trolleys as soon as you have finished with it, in order that other staff can easily find it and we can trace where the iPads have been!

Interactive Boards

Interactive whiteboards are installed in each classroom, hall and link. Please make sure you have received training from Mr Burns before you attempt to use these.

Jewellery

The wearing of any jewellery, including earrings and watches, is not suitable for PE or swimming. Children must remove their own earrings.

Letters

Most letters from the school will be found in the register on the day they should be given out.

Letters or texts sent on behalf of the school by teachers **must be approved by the Headteacher** and letters should be on official school letterheads. Please do not send out any letter or text that has not been seen by the Headteacher or Assistant Headteacher.

Milk and drinks

Infant children have a drink of milk before morning play. All children have a water bottle which is kept in the classroom. Children should be allowed ready access to this throughout the day. Please ensure that the filling of water bottles does not disrupt learning.

Mobile Phones (Pupils)

Pupils' Mobile Phones are to be switched off and given to the office at the start of the day until home time when it should be collected by the child.

PE

Children should change for PE and wear shorts and T shirt.

Changing - It is possible for Y6 girls to change in the girl's toilet for privacy if they wish.

For gymnastics children should be in bare feet or wear plimsolls. Trainers or plimsolls should be used for games or athletics.

Not bringing kit is not an excuse for missing PE lessons and spares are available in each class. Texts should be sent home if missing kit is a regular occurrence.

Staff should wear flat soled, non-slip footwear, or have bare feet, when teaching PE lessons. Permanent teaching staff should also wear "PE polo shirts" as supplied by the school.

Children must be supervised when moving PE equipment. All apparatus (even mats) must be carried by at least two children. Teachers must make sure that children do not risk injury by carrying heavy items awkwardly. Do not leave children unattended to put equipment away. The PE cupboard is strictly adults only!

Reading Schemes (Home readers)

Books used for Home Readers are stored in the library area and in the link. Record sheets are kept for each child. It is expected that FS, KS1 pupils and struggling readers in KS2 are heard individually every day. It is not acceptable to say that there is no time for this.

Rules

Class rules and signed charter are agreed by the children and their class teacher at the start of each school year and these should be displayed in the classroom.

Sickness

Children taken ill during the day should be reported to the school office. Parents will be called if it is considered to be in everyone's best interest for the child to be removed from school. Please do not make the decision to send a child home. This is the duty of a member of the SLT.

Snow/Unforeseeable school closures

The Headteacher is responsible for the decision as to whether the school should close due unforeseen circumstances or extreme weather conditions. The decision to close will be communicated via:

1. School text messaging service to parents and staff
2. School Facebook page "Oswaldtwistle St Andrew's Primary School"
3. Local radio stations

Suncream

During sunny weather children need to be able to cover their skin to prevent burning. The school provides suncream but children may bring their own. Creams brought to school must be treated as medicines and given to teachers for safekeeping. Texts are always sent to parents if we are applying suncream.

Swimming Lessons

Year 3 children go swimming once a week. The children are transported to the baths by bus from school to Hyndburn Leisure Centre. They are accompanied by at least two members of staff.

Goggles may only be worn by those children whose parents have given written permission.

Children unable to swim should bring a note to school indicating the reason for non-participation.

Welfare Assistants

During wet lunchtimes a Welfare Assistant is allocated to each class to supervise the children. Rotas for playtimes and wet playtimes are available in the staffroom.

Wet Play

A message from the **teacher on duty** will be sent to classes if the weather is unfit for outside play.

Teachers will take their break as normal and classroom support staff will supervise the children with their "wet play" activities. After break has ended support staff should be allowed to take their normal break time before returning to class.

Children should know where the 'Wet Play Activities' are for use during wet playtimes and should be encouraged to look after these and return them neatly at the end of their break.

At lunchtimes a Welfare Assistant allocated to each class supervises children.

The teacher on duty also makes a decision about whether or not it is fit to play on the field.

3. Staff Conduct

Absences - Staff

Please inform Mrs Wilkinson as soon as possible if you are unfit for work or an emergency arises, so that alternative arrangements can be made. **Mrs Wilkinson can be contacted at any time and is your first point of contact on 07582 584636 or 07855842311 or 01254 671803.**

If you are sick for a long period of time, it is your responsibility to stay in touch with the Mrs Wilkinson to make her aware of your progress.

PLEASE NOTE THAT SENDING TEXTS OR LEAVING MESSAGES ARE NOT ACCEPTABLE WAYS OF CONTACT FOR ABSENCE AS THEY ARE NOT ALWAYS RECEIVED IN TIME FOR COVER TO BE ARRANGED.

Accidents to Staff

Should you suffer any accident or injury whilst on the school premises you must inform the Headteacher or Assistant Headteacher as soon as possible and enter the injury in the staff accident book (kept in office).

Coffee and Tea

Coffee and tea (and soft drinks/snacks) are available free of charge in the Staffroom. We just help ourselves. **Please make every effort to keep the staffroom tidy.** Please do not take cups without lids into the classroom. ***Do not drink from cans in front of the children as this looks unprofessional and goes against our healthy eating policy.*** Cups should not be given to children to carry (empty or full!).

Control of Substances Hazardous to Health

The school follows LCC guidance with regard to the purchase and storage of such substances. **On NO ACCOUNT must staff use substances which may be hazardous to health in school i.e. cleaning fluids brought from home.**

Electrical Equipment

Equipment, which has not been checked, by an LCC approved electrician, **MUST NOT** be used in school.

Staff must not use personal electrical equipment in classrooms unless this has been authorised in the annual check.

Dress Code

Clothing worn for school should be clean, tidy and appropriate, and suitable for the activities being undertaken. Jewellery worn should take account of the situations likely to be encountered, particularly the fact that children may grab dangling or prominent items.

Footwear should not be of flip flop/ toe post style or where feet are generally unprotected and needs to have adequate support so it does not slip off.

First Aid

All staff have responsibility for the care of pupils and each other. A list of current trained first aiders is kept in the first aid cupboard in the library.

Plastic gloves are available for staff when dealing with cuts and should be used. **DO NOT** use any lotions, ointments or antiseptics on children's cuts and bruises because of the danger of allergic reactions.

Cuts should be washed with clean water and cover with a plaster if necessary. Only use antiseptic wipes if the wound is deep.

Bruises should be treated with a cold compress or an ice pack, to be found in the fridge in the library.

All head injuries must be reported to the class teacher in every case, s/he will inform parents personally or by text. All head injuries must be added to the log.

All treatment for minor First Aid must be logged in a First Aid Book (next to First Aid Boxes).

Other procedures and medical issues are sometimes discussed and information posted on the Staffroom noticeboard.

Funerals

Please note that you do not have an automatic right to take time off school for funerals. Please discuss requests with the Headteacher or Assistant Headteacher.

Laminator/Paper cutters

Please ensure the laminator and paper cutters are put away after use. These are dangerous pieces of equipment and should not be used by the children. Return to where it came from and please tidy up after you have finished a job.

Mobile Phones (Staff)

Staff should also make sure that their own mobile phones are switched off/on silent during lesson times and **not looked at or answered in front of the children**. If a member of staff uses their phone in front of the children they are supervising, this will result in a written warning and could lead to dismissal. Mr Wilkinson and the Headteacher/Office Managers keep their phones switched on at all times in case they need to be contacted. **The Headteacher's phone is a school phone.**

Personal mobiles may be used to take photos and videos (ie for Dojo/social media) but please delete them afterwards or save them to the teacher drive.

UNDER NO CIRCUMSTANCES MUST VIDEOS OR PHOTOS BE TAKEN OF THE CHILDREN AND SHARED WITH OTHER PROFESSIONALS WITHOUT PERMISSION.

Parent Helpers

Parents must always act under the instruction of teachers. Teachers have responsibility for children at all times, parents are only to be used as support.

Personal Property

The school accepts no responsibility for loss of personal property. There are lockable cupboards in each classroom and staff/visitors are advised to keep any valuables locked away.

Photocopier

A photocopier is available for regular use. Copying for personal use needs to be agreed with the Headteacher. Toner is situated in the School Office and must only be replaced by adults. There is no limit to the number of copies you use, although please be sensible, especially with colour copies, as they work out at 7p each!! When photocopying a worksheet, consider if it is really necessary for learning.

Social Media (Facebook/Twitter/Instagram etc)

Staff are asked not to have current pupils as friends or contacts on social media sites. Past pupils under the age of 18 and parents are also discouraged. Please do not write or “like” things that could be traced to you as this could result in disciplinary action or even dismissal.

Sexual and Racial Harassment

County procedures apply. Please see the Headteacher for details.

Smoking Area

Smoking is not permitted within the school grounds.

Staff Briefing

Every Monday morning at 9am there is a whole school staff briefing in Year 6. The weekly calendar of events is discussed with staff. The calendar is also accessible through Microsoft Office. Please see Mr Burns or Mrs Wilkinson if you are struggling to access this.

Staff Meeting

Our staff meetings generally take place on a Tuesday from 3:30pm until 4:30pm. All teachers in school are required to attend. EYFS meetings are usually held on a Wednesday after school and all staff are required to attend.

Supply Cover Policy

Supply teachers visiting us for the first time are given a copy of this handbook. Teachers should leave work, ideas and a timetable of the day for the supply teacher. Supply teachers are expected to mark work.

Telephones

There is one telephone available in school in the main office. A telephone is also available in the Head teacher's office. Please ask if you need to use the telephone for private use.

School Office 01254 231279
School mobile 07582584636

Toilets

The staff toilets are at the end of the main office corridor. A toilet for people with disabilities is available on Reception Class corridor and in the link and these are also used by staff.

4. Safeguarding

Child Protection/Safeguarding

If you have any concerns at all about child protection/safeguarding, please talk to the Designated Safeguarding Lead Person (DSP): Tina Wilkinson or Deputy DSPs: Hilary Austin or Laura Miller. If a child discloses any potential child protection issues, please make a note of the disclosure and consult either the DSL or one of the Deputy DSLs immediately. Additional information about school procedures is contained within our Child Protection & Safeguarding Policy, available in the office and on the school website.

Data Protection

Care must be taken in the use of confidential material, photos / images of learners, personal data. In particular:

- When using laptops, staff must ensure that confidential material cannot be read by an unauthorised person
- Laptops should be locked/logged off when not in use to prevent unauthorised access or data breach
- Confidential material must be saved on the school's hard drives, not individual / personal computers
- Delete files that are no longer of use
- Photos / images of learners must not be used on social media without checking if consent from parents has been given

Please see our E-safety and Data Protection policy for more information.

Educational Visits

Educational visits must be carried out within Lancashire Education Authority guidelines. A full risk assessment must be carried out prior to such visits. Further advice regarding this should be sought from the Educational Visits Co-ordinator (Mr Lang).

Emergency Procedures:

You are requested to follow these necessary procedures in the event of fire or accident:

Fire Alarm

On hearing the Fire Alarm (siren in infants, voice in juniors) you must immediately vacate the building taking with you any pupils for whom you have responsibility at the time. You must leave by the nearest exit and proceed to the playground to await further instructions. Procedures and exits are posted in each classroom door. Fire Marshalls are allocated to each corridor and will ensure that no-one is left in their area of the building. Each corridor has a sign stating who the Fire Marshalls are for each area.

On no account must you re-enter the building or use a fire extinguisher.

Fire Drills and Bomb Alerts

The person who discovers a fire presses the nearest alarm and then informs the Office Manager, the Headteacher or the Assistant Headteachers.

The Fire Brigade are alerted by the school alarm and the class registers are brought out from the School Office.

On hearing the alarm children are given the following instructions by their teachers, who act as Fire Marshalls:

Stand up, push chairs under tables, and walk quickly and quietly out of school by the nearest exit to the playground.

The classes line up in designated areas. Class registers are handed out and teachers must check the names of children present. Teachers must report either 'all clear' or names of missing children to the Headteacher or Assistant Headteacher.

You must not enter the building until you are told to do so by a fire officer.

There is a practice evacuation each term to ensure that pupils and staff are aware of the correct procedures. The fire alarm is never sounded without the children completing a drill, as this is confusing to them. All staff on duty in the playground shall, on hearing the fire alarm, gather all pupils together away from the building and ensure no child re-enters the building for any reason. Fire Marshalls will check the toilets and corridors.

Health and Safety

All staff have responsibility for the care of pupils and each other. The Governors have adopted the LCC Health and Safety Policy. Please note the following extract from it:

Employees Responsibilities

All employees have a general duty under the Health and Safety at Work etc. Act 1974 to:

- take reasonable care of their own safety and that of other persons*
- co-operate with the employer on health and safety matters to enable the employer to carry out its own responsibilities successfully*
- to use correctly all equipment provided for his/her safety*
- report any defective equipment to his/her supervisor or the Headteacher*
- report accidents or dangerous occurrences at the earliest possible opportunity*
- be familiar with and observe at all times all safety policies and procedures*
- take reasonable precautions to ensure the safety of all persons in their charge*

Use the step ladders provided- do not climb on furniture

Health and Safety Co-ordination

Issues relating to Health and Safety should be reported to the Office. Defects to the building, fixtures or fittings must be reported to the Headteacher or Office Managers.

Medicines

Please see the full policy for details. All tablets and medicines should be kept in the office or in the fridge in Mrs Austin's office (excluding inhalers). Mrs Abbott & Mrs Greene are the main administrators of medicine. Members of staff who have volunteered to administer medicines must make themselves aware of the school's procedures. The school have an emergency EpiPen for adults and children and an inhaler for asthma.

Policies

A copy of all school policies is kept in the office and key policies are on the school website. Please ask Mrs Abbott or Mrs Greene if you need to see a particular policy.

Security

External doors into the school remain locked all day. These doors operate on a key fob system, which you will receive on your first day at school. Please ensure you have your key fob with you at all times and advise the Office Manager immediately if you lose it.

Special Educational Needs and Disability

For information on the arrangements for children with Special Educational Needs please see the school's SENDCo (Miss Richards). This includes the use of classroom support staff.

Unattended Children

Children must not be left unattended in classrooms at anytime. Children unable to play outside, for whatever reason, should sit in the library where they can easily be monitored. Children left at hometime must be taken to after school club no earlier than 3.25pm. Staff in the club will then keep trying to contact parents. If no contact is made by 5:30pm, other agencies will be involved.

Visitors

All adults on school premises should report to the school office upon arrival and issued with a visitors badge after signing in. Staff should be alert at all times for unwelcome visitors and challenge anyone they don't know.

CHECKLIST FOR NEW MEMBERS OF STAFF :

New members of staff need to have access to the following information at their induction meeting:

- Details of where to obtain a polo shirt
- Key fob
- Handwriting Policy
- Anti Bullying Policy
- Behaviour for Learning Policy
- Child Protection information
- Marking Policy
- Homework Policy
- An up to date holiday list
- Access to emails/calendar

School Email Instructions

<https://login.microsoftonline.com/>

Microsoft Office Online

1. Log on (as above)
2. Sign into your school account
3. Enter your email password (on sheet)
4. You can also click on keep me signed in so that you don't have to log in during the day

5. You will be asked to change your password
6. There is an optional App for smartphones – Outlook

See also One Drive-this online file storage

School Calendar instructions

7. Log on (as above) and sign in
8. Accept an email invitation to the school calendar
9. Click on calendar (2nd word on bar across top of screen)

If you have any further questions, please don't hesitate to ask the Headteacher / Assistant Headteachers.