



Staff Handbook & Code of Conduct 2016 - 17

This handbook provides the framework in which we work happily together with respect for each other. It is also a Code of Conduct that you are contractually obliged to adhere to. Both schools need to run smoothly and this handbook enables everyone to know what procedures are in place, and the high expectations we have in both schools to provide the best possible education we can for the children in our care, whilst valuing and supporting one another. We are very aware of work-life balance, and are committed to working with all staff to get this right. **Breaching the school code of conduct could lead to disciplinary action.**

Mission Statement:

***“Reaching higher than we dreamed, becoming the person I want to be,
doing the best that I can, for the world and for me.”***

School Improvement Focus 2016-17:

For us all to actively follow all school policies and procedures and the Four Pillars of Learning (Reciprocal Reading, P4C, Singapore Maths and Growth Mindset) - ‘Everyone Do’= no exceptions.

Active Learning:

There is an active learning culture in both schools. Learning by doing and nurturing children's curiosity is central to our work. Central to our philosophy of teaching and learning is encouraging children's love of learning; enquiry based learning; basing teaching on the interests of girls and boys; building their learning memory stamina; as well as giving them time to think and vocalise their thinking and support their learning. We all know that high order thinking and open questioning enable better learning and progress.

Art:

Alice and Hayley are the Art & Design and Design Technology subject leader at St Luke's, with Louise holding the same role at Moreland. The school has an art section within the Topic policy and uses the International Primary Curriculum (IPC) through which it ensures that art is taught in a comprehensive and contextual way. The IPC covers the National Curriculum requirements. Art is taught in the classroom and teachers are encouraged to direct children to tidy up efficiently. There is an art cupboard with resources on an as-you-need basis, but teachers need anything additional, they need to consult with the Art coordinator.

Assessment:

The Heads of School have overall responsibility for assessment in both schools. They are responsible for target setting and tracking, and are responsible for the management of assessment within the classrooms and through-out the year, as well as monitoring the assessment files. Due to changes in the National Curriculum starting in Sept 2014, there will no longer be National Curriculum levels. A new system of assessments has been developed using year group 'bands' and steps of progress– see assessment policy. Teachers use 'assessment for learning' techniques in teaching every day. We encourage pupils to assess and evaluate their own work where appropriate which promotes independence- especially amongst older pupils. For data protection reasons, ***Assessment files (and any of the contents therein) must not leave the school premises.***

After school:

Children who are not collected at 3.40 pm should be brought to outside the office and their parents/ carers telephoned by the Laura at St Luke's, and Sandra at Moreland. Late collections should be noted in the late book, which is kept in the office.

Class teachers in Y5 & 6 should have a list displayed, showing which children are allowed to go home alone.

Jenny is the Out-of-hours Coordinator at St Luke's; Celine at Moreland with help from Denise. There is a list in the office showing which clubs are occurring, when, the staff and children involved.

Attendance:

The school has a punctuality and attendance policy which all staff should be familiar with. Anisa is responsible for attendance at St Luke's, Mo at Moreland. There is an attendance team who meet monthly made up of: EHT, LMs & Admin Officer.

An award is given during to the class with the best attendance and punctuality during celebratory assembly on Fridays. Children with 100% attendance are given a gold star,

and those with 98% a silver star. They are expected to wear this all year, and staff are asked to remind children to wear these.

Pupils with poor attendance are placed on the Pastoral Care Register and monitored accordingly. Persistently Absent pupils (PA= below 90%) may now be referred to Children's Services or Families First.

Assemblies (Collective Worship) – Moreland:

All assemblies are planned in advance and the school has a coherent plan, and all are at 9:15 daily:

Monday	Values	- Chris
Tuesday	Dreamcatcher / Mindset	- Lynsey
Wednesday	Class assembly/ Star Writer	- Lynsey / Ann / Emily
Thursday	Singing	- Chiara / Lynsey
Friday	Celebratory	- Ann

All teachers are expected to attend **all** class sharing assemblies.

Assemblies (Collective Worship) – St Luke’s:

All assemblies are planned in advance and the school has a coherent plan, and all are at 9:15 daily:

Monday	Singing	– Fiona leads.
Tuesday	Sharing assembly	– Ann leads.
Wednesday	Dream-catcher	–Jenny leads
Thursday	Worship	– Clergy lead. All staff in please with Ann.
Friday	Celebratory	- Fiona leads.

St. Luke’s is a Church of England School and provides acts of worship which are broadly Christian. A child’s prayer will be read from a prayer book when relevant. All teachers are expected to attend **all** class sharing assemblies, as well as their assembly with the clergy.

Before school:

The breakfast club is run by a minimum of 2 adults from 8.00-9.00 am in both schools. Children are allowed in the playground at 8.50 am. Younger children (year 4 and below) should be accompanied by an adult. The adults are on duty to supervise them. Children are not allowed into the school buildings until the bell rings.

St Luke’s: One tennis ball is allowed in the pitch only to ensure that young children are safe when going into the Junior playground. No child is allowed on any climbing frames before or after school. Lizard Street and Bath Street gates will both be open at 8:50 am. TA’s stand at the main entrances helping children in safely, encouraging parents not to enter the building except if they need to see Hannah or Angie. The bell rings at 9:05am.

Moreland: Classroom doors are kept locked until **8:50am**. Peter, the site manager and **Mo, the learning mentor, stand at the back gate and direct parents to classrooms/ playground. Staff on the front gate help to direct parents to the classrooms and playground. There is a duty rota for the front gate. SLT also have a morning rota for the front gate to help greet and meet children and families. Other staff please cover in their absence.**

All staff are required to attend the morning meeting at 8:45 to get an overview of the day ahead and discuss any pertinent issues.

Booster classes:

These are taught to Year 6 in preparation for the end of year tests, usually any time from October half-term onwards until May. Subject Coordinators and **teachers are paid to provide these before school and after.**

British Values:

Teaching values, and British Values specifically, are central to life in both schools. We teach all children British Values through the curriculum, including RE, PSHE and P4C. We also have planned events through the year where pupils have the opportunity to use the rule of law, democracy, equality and freedom of speech.

All staff should promote the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

Bullying:

Bullying is not tolerated at St Luke's or Moreland by either children or staff. Bullying issues between children should be taken to the class teacher who may refer on to SLT or the learning mentor, and any issues related to staff to the EHT.

Cameras:

Every class has an allocated digital camera, as well as an iPad which also has a video function. **The class ones are to be kept in the classrooms, locked away.** The digital cameras are convenient to use for outings/ events/ evidence of children's work/ performances and **only limited, selected** shots should be printed as the ink is VERY EXPENSIVE. Each class will also have a digital frame to display pictures of the children.

Personal cameras and telephones must not be used to photograph children. Staff in breach of this, and therefore safeguarding procedures, may be subject to investigation and disciplinary action.

Capability procedures:

The Governors have adopted the LBI procedure and a copy is available in the office policy file. This policy is a safe-guard to ensure that all members of staff contribute equally, to a high standard and perform according to their job description. If necessary, the senior management will take action in conjunction with the policy.

Certificates, stickers and effort points:

During celebratory assembly children are given certificates for excellence or improvement including good work, behaviour, consideration for others, following the St. Luke's/Moreland Way etc. Staff may also give out stickers or effort points for instant rewards in class and around the school, as well as verbal praise, a smile and encouragement, (as much of this should be given as possible). Please record those children who receive celebratory certificates as it is important that no child is forgotten and that we are fair. Also, be sure to use stickers on the certificates, making them special.

Child protection:

The Heads of School are the designated child protection officers at both schools. Any concerns you have **MUST** be reported immediately and they are always dealt with immediately. All concerns are logged on the child protection sheet situated in the photocopying room at St Luke's and in the staffroom at Moreland, and are to be given to the HoS . If they are not on site, concerns should be reported to on of the deputy CP leads. In addition, a brief note should be logged in the Class Field Notes book at Moreland, and class notes at St Luke's. **All staff have a duty of care to refer to, and learn from, serious case reviews – weekly updates are circulated from the Islington Safeguarding Board to all staff.**

Cleaning staff:

Cleaning staff are line managed by the Premises managers in both schools. Also, cleaners appreciate cleaning classrooms and areas that are left tidy, where children have picked up pencils etc. Chairs should be stacked at the end of the day in every classroom and they should be stacked in sets of 6 for health and safety reasons.

Code of Conduct:

All staff employed by the school, and all agency staff are expected to be professional at all times, to children, parents and to each other. In the event of a disagreement or dispute, staff are expected to resolve it amicably or to involve SLT if necessary. Conversation in the staffroom and around the school should not be political and that caution and sensitivity is used in sharing views – we live in a democratic society and are all entitled to our own beliefs and opinions which may differ greatly from one another. Some members of staff may know parents outside of school as friends. Regardless, staff should maintain professionalism about colleagues, children at the school, or any matters relating to the school. Failure to do so could be seen as bringing the school into disrepute, and may lead to disciplinary action. Personal contact details should not be shared with children or parents.

Compassionate or special leave:

Applications for these must be made in the first instance to Ann, or in her absence to Fiona or Hannah at St Luke's and Lynsey or Catherine B at Moreland, who will make a decision. There are times when governors need to be consulted (if the leave is extended). All appointments, e.g. doctors, dentists etc., should be made outside of school hours, wherever possible. **Time off for appointments may be refused, depending on the needs of the school and its smooth running.** In emergency situations e.g. broken boiler, please ensure you are absent for no longer than half a day. Payment for such absence is not automatic and is based on individual absence levels. Staff are asked not to just write in the diary if they have an appointment during school hours, but to **ask** first. Once permission has verbally been given, staff are asked to put this request in writing by completing a special leave form from Hannah or Catherine. These should be completed before the special leave and not after, **unless special leave is taken as an emergency, i.e. child sickness.** The school follows LA guidance on these matters. All staff are only allowed special leave for a particular reason or in the event of the sickness of a dependant. **Special leave is usually unpaid, however, leave due to sickness of a dependent may be paid for up to 10 days in a rolling year. See LBI guidance on Special Leave for more details.** No member of staff should be absent without the knowledge of the Executive Head teacher **or Head of School** as this is unauthorised leave and will be treated as misconduct.

Complaints procedure:

For parents, a copy of the procedure can be found on the school websites.

Dance:

Dance is taught on a Wednesday by Simon Fielding who is our specialist dance teacher, with support from other members of Simon's team.

Diary:

The smooth running of both schools is facilitated by the school diary, currently run through outlook via LGFLmail.

ALL relevant appointments, trips, courses, visitors, etc, should be entered in the diary. It is vital that as much detail is included as possible including timings, cover needed, etc. Please check any trips, outings, or days out with a member of SLT before putting them in the diary.

The EHT, HoS, SBM and SAO meet weekly to finalise the diary for the following week. The cut off entering events for the following weeks is Wednesday for Moreland, and Thursday for ST Luke's. Any entries after that point need to go through the Heads of School and may not be approved.

Disciplinary policy:

Governors follow the LBI model, a copy is available in the policy file in the office.

Disqualification by Association:

Both schools follow the 'disqualification by association' under the childcare Act 2006, and staff are expected to inform the EHT if they need to make a disclosure by association.

Display

See Display section in Teaching and Learning policy. Please be aware that chairs and tables may not be used to put up displays or gain height. Both schools have a podium ladder which must be used. The premises manager can help out with any displays which are too high to reach. Displays that become scruffy or untidy should be tidied up at the earliest opportunity, including ripped or tattered borders and straightening loose work.

Dream-Catcher Assemblies:

Harriet Goodman coordinates Dream-catchers across both schools. This is where we invite various members of the public to come in and talk about their job, and how they got there. It is a key part of our 'Learning for Life' vision and is part of how we sow seeds of inspiration.

Dress Code:

All members of staff are required to dress appropriately for working with children and representing the school. Staff are expected to wear clothes which are neat and presentable. Clothing should be worn which covers underwear and midriff fully. Examples of clothing which are not suitable are: spaghetti strap tops, crop tops, strapless tops, low waist trousers which reveal underwear etc. It is also appreciated if tattoos are kept covered up as much as possible. For male members and sports coaches, tops must be worn at all times. Skirts, dresses and shorts should be no shorter than just above the knee in length.

Drugs policy:

There is a drugs policy – please refer to this for more information.

Email:

All staff are issued with a school email account and are expected to use this for any school business, not personal email accounts. Emails can be monitored and should be professional, especially when communicating with professionals outside of the school.

English (aka: Language and Communication)

The English coordinator is Emily at Moreland, and Keith at St Luke's. They are responsible for Reading and Writing, and Speaking and Listening. The school uses the National Curriculum as a base. We follow LBI Grammar guidelines and use their exemplification materials. Both schools use the Alan Peat approach to fiction and non-fiction writing, and we have a rigorous reading system which includes Reciprocal Reading. All staff are expected to follow the agreed systems.

Entry profile:

The schools use their own entry profile to gather information about the new children and their basic skills. New parents are interviewed by the class teacher (or by relevant staff in the case of N/Rec) and the profile completed. They are then stored in the child's file, which is kept in the office.

Exercise books:

These provide evidence of learning and all adults should encourage children to present their work neatly, in accordance with the teaching and learning policy and using the guidelines for presentation. The books are monitored regularly and provide evidence for the teaching and learning at St Luke's and Moreland.

At the beginning of each year, please revisit the St Luke's/Moreland presentation guidelines with the children, ensuring high standards **before** starting the new exercise books. Each year, we keep every child's last English and Maths book which eases transition and sets a high bar as to what we expect in September. Also, please encourage children to take pride in their books, not to scribble on the front, miss pages etc, emphasising the importance of good presentation. It is important that children stick to these high standards throughout the year, and that teachers pick up on low standards of presentation. This teaches children organisational skills and also to have pride in their work. Gold stars are given for excellent presentation.

Fire drill:

A practice fire drill is carried out without prior staff knowledge once a term.

When the alarm sounds it is the teacher's responsibility to ensure that the children leave the building as quickly and as quietly as possible from their nearest fire exit. There are notices in each room to inform everyone where the nearest exits are. Please tell the children to be silent and walk. ALL children should make their way to and line up in silence in the Junior or Infant playground (depending on the class) at St Luke's, and the Top Pitch at Moreland. Class teachers should take the register (brought outside by a member of the admin. team). Any children unaccounted for should be reported to the Head immediately. Teachers will be informed when to return safely with the children to the classrooms. There are designated fire marshals who are responsible for checking the building, and they are trained and managed by the premises manager.

First aid:

All teaching assistants at both schools have received some first aid training and can deal with minor accidents at both. If TA's are unsure, or if the accident is more serious, there are **four** designated first aiders- Janet Johnson, Georgina Bassett, **Sam Pike** and Anisa Lucey who will use their training and assess the situation at St Luke's. At Moreland, Tina, Sam and Denise are designated first aiders. No child should be sent home without the consent of the Executive Head or Head of School. Every accident, however minor, must be recorded in the accident book and a copy sent home with the child. Head injuries must be recorded in the head injury book and the parents must be called and informed.

Foster classes:

On the first day of a teacher's absence, the class (not N, R or Y1) **may** be split, with the TA taking a group. The children in their foster class will be given appropriate work which has been provided by their class-teacher (folder kept in HoS room) and go out to play, have lunch with, their foster class. It is appreciated if the TA could check each class at 1.30 and do the register as well as collect them at 3.20pm, ready for home time.

Growth Mindset:

Growth Mindset is one of the Pillars of Learning for Life. Every member of staff needs to be aware of, and actively promote positive growth mindset regularly. It should be part of daily routine within the classroom and throughout the school.

Health and safety:

Ann Dwulit is responsible for Health & Safety overall with assistance from the Premises Managers and Heads of School. There is a display board with information and guidance next to the staffroom in St Luke's and in the staffroom at Moreland.

Homework:

The Heads of School have overall responsibility for this. Please see the policy, which include home/school contracts that are signed by parents, children and teachers.

ICT:

Fiona is the ICT strategic manager for St Luke's, Lynsey at Moreland, but all subject leaders take on the role of ICT coordinator by promoting and enabling the use of ICT with their subject. Jenny will oversee teaching and learning of ICT at St Luke's, with Chris holding this role at Moreland. A server connects all the computers in the school and classrooms and communal work areas also have access to the internet via the wireless network. There is also a 'Federation' drive which can be accessed from both schools.

All staff and children are asked to print to the main photocopier and that they only print evidence of progression or improved work. Printing to the colour printer in the suite is much more expensive and must be limited.

If staff notice a fault with ANY ICT equipment anywhere in the school, please report this to Janet at St Luke's and Briony at Moreland. Any faults which cannot be dealt with by Janet or Briony, need to be logged online at www.platinum-it.org.uk ; most issues are medium priority (i.e. Dean will deal with these next time he's in) and high priority issues are only to be done through Fiona/Lynsey as these involve a call-out.

Parents signed permission to use the Internet in the entry profile. Children are never allowed to go on computer games or onto the Internet without adult supervision. We follow a scheme of work from September 2014, which is by Islington LA, based on the new National Curriculum. Please make sure you stick to a timetable so that every child has access to computers. There are Interactive white boards in classrooms Years 1-6, 1 in the ICT suite with projectors. There is a Smart-board in Reception and Nursery. There is a set of ipads in both schools, as well as additional laptops for children to use. Janet (TA) has been appointed as our in-house IT technician at St Luke's. She will be supporting Fiona by dealing with minor issues, helping teaching, and generally maintaining the ICT equipment.

Teachers are required to teach children carefully and fully about e-safety at the beginning of each year before starting the ICT curriculum, reinforcing the importance of using the Internet cautiously.

Staff are permitted to use Facebook on school grounds, but **NEVER** while children are present. **All staff must exercise caution when posting on Facebook, or other social media sites, that they do not post anything which brings the school into disrepute.**

Staff should log out during teaching hours. Staff also need to follow the school guidelines in the AUI policy, e.g. no child ever mentioned in FB posts, pupils (past or present) should not be FB friends, nor should pupils' parents.

Illness:

If a child is clearly unwell, or on medication, you should refer the parent/ child to Ann, or the Head of School who will make a decision about whether or not they should be in school. If a child is physically sick, eg, vomiting or diarrhoea, we ask parents to keep them off school for 48 hours.

iPads:

All iPads, including those used by teachers, must be locked away at night and not left around during the day as they are items which are very easy to steal.

IPC:

Many teachers have responsibility for IPC as it covers many subjects: Science, History, Geography, Art and DT. Both schools use the International Primary Curriculum (IPC) across the school. It is a comprehensive scheme of work which incorporates the National Curriculum objectives, blocked into interesting topics. Subjects should be taught in blocks, e.g. 9 hours of science in the IPC would mean 2-3 weeks of science in all topic lessons.

Jewellery, toys etc:

Only ear studs and watches are allowed. Children should not bring toys into school or playing cards. Staff should ask children to remove any other jewellery and send them to the office where it can be locked up until home time. Show-and-tell items are to be kept safely in a tray in the classroom.

Keeping Children Safe in Education:

This is statutory guidance for schools and colleges. Staff are expected to read Part 1 and **Annex A** of this document, at least **once a year**, and should be very clear about their role in keeping children safe.

Learning for Life:

This is a key part of both school's educational vision for our pupils. It involves all aspects of school life, from our classroom approaches (Reciprocal Reading, Growth Mindset, P4C, Singapore Maths); to the varied opportunities we actively seek out for our pupils (Dream Catchers, after school clubs, trips, visits and workshops); to all staff being positive role models for behaviour as well as spoken language; and promoting positive values and attributes in all of our pupils.

Letters home:

All letters that are sent home must be approved by a senior member of staff (EHT, HoS, AHT, SMT) before being sent out. Please make sure children take home their **weekly** letter- read it to older children as it often contains important information. **Please always leave a copy of every letter sent out in the letter file in the office.**

Link Inspectors:

The school's advisor is Anthony Doudle. The LDBS link advisor is Alan McLean for St Luke's, sometimes used at Moreland as well.

Lunch time arrangements:

St Luke's: Reception children are taken to the dining hall at 12.00 by an adult (having washed their hands first). Nursery children eat in the classroom for autumn term, joining reception children in the hall once they are ready. Meals supervisors collect Key stage 1 classes from their rooms by 12.15 pm. Teachers in EYs and KS1 are asked to stay with the children in the hall until 12.30pm to support meal supervisors in teaching children how to hold their cutlery and encourage correct table manners. Junior children go out to lunchtime play at 12.30 pm; please make sure there is an adult outside before allowing the children to leave the classroom.

Playground angels support adults and promote the St Luke's Way, and can be identified by a blue cap. Classes will take a turn per half term to be on the rota of playground angels.

Moreland: Nursery children have lunch at 12:00 in Play Centre. Reception and Year 1 pupils have lunch at 12:15 in the Dining Hall. All other children have lunch from 12:30 and are called into the Dining Hall on a rotation. Please make sure that there is an adult outside before allowing children to leave the classroom.

The friendship squad promote good playground relationships and encourage others to use the Moreland Way. This is organised by Mo.

Both: If it is a wet lunchtime, please stay with the children until a meals supervisor arrives. The children are not allowed to use the computers during wet play. There are wet play boxes for each class. We are all agreed that lunch time should be an enjoyable experience for every child and adult. Please check the lunchtime rules displayed in the staffroom to ensure we are all singing from the same hymn-sheet. It was agreed that lunchtime arrangements must promote good manners and effective speaking and listening.

If a child regularly brings in an unhealthy/ unbalanced lunchbox, a slip will be put into their lunchbox with an attached leaflet giving parents healthier ideas, and a log will be kept of the children who have received one of these slips.

Lunch time- meals supervisors:

Sam Pike is lunchtime coordinator at St Luke's, Denise Sherrell at Moreland. The team of supervisors at both schools take charge of the children during the lunch period and provide a range of activities for the children. All lunchtime supervisors are to be visible to the children in the playground and lunch hall. Food should not be consumed in the playground or standing, for health and safety reasons.

Marking:

Research has shown that the most effective form of marking to move learning on is by marking work with the child. Teachers and support staff are expected to mark as they go as much as possible, e.g. do this in the lesson to move children's learning along. Children should respond to marking (using the purple pens provided) so there is a written dialogue, and teachers must ensure children have corrected their mistakes.

Mathematics:

Bisi is the Maths coordinator at St Luke's; Sally at Moreland. We are in a period of transition to the new curriculum, and to the new Inspire Maths **and Maths No Problem** Schemes of Work.

Medicines:

No medication should be administered to any child without following procedures in the medical policy. See medicines policy for guidance on this. **Medical records for past pupils should be kept for a minimum of 10 years.**

Mobile phones/ ipods:

Staff are asked to use their phones for personal use only. With the exception of Fire Marshals, please leave these in the lockers provided (on silent ☺) unless going on a trip in which case they can be taken in case of an emergency. Fire Marshals should keep their phones on silent, and should only be used in the event of a drill or real emergency. In the case of children bringing in mobiles, they are to be handed in switched off at the office at the beginning of the day and picked up at the end of the day. This should really only apply to Y5/6 as they can come to school without an adult.

Monitoring:

The Senior Leadership Team and subject leaders will carry out a regular programme of monitoring of lessons as well as work sampling, according to the monitoring policy, situated in the teaching and learning policy. Staff will be given sufficient notice and supportive feedback given. There will be a class focus twice a year for each class, in which either the EHT or Head of School will take an informal look at teaching and learning, books, marking, displays, classroom organisation and management.

Monthly up-date:

There is a newsletter sent to all parents/ carers, via the children each month. If you have anything you would like to add, please write this in the book kept in the office at St Luke's and Staffroom in Moreland by the given deadline. Please read the newsletter to children from Year 2 upwards and impress upon them how important it is to give the newsletter to their parent/ carer. Please direct your children to write a report following outings/ workshops with professionals as it keeps parents, Trustees and Governors in

touch with all the opportunities we provide for children to enhance their learning. Please send an e-copy to Laura in St Luke's and Catherine or Sandra in Moreland so it can be pasted into the letter.

Morning meeting:

A daily briefing meeting is held in the staffroom at 8.45 am at St Luke's and 8:40am at Moreland and all staff must attend this. All staff are welcome to speak, bearing in mind that the meeting lasts just 10 minutes. A designated person takes minutes for feeding back any information to members of staff who are not able to attend (e.g. because of breakfast club, opening of gates etc.). Staff not present on the day are responsible for informing themselves about what has been said.

Music:

Chiara/Nim is Music coordinator at Moreland; Miriam at St Luke's. Both schools have links with the LSO who provide some creative music projects. St Luke's employ a music teacher through Bigfoot to teach the music curriculum. Moreland follow Charangra, and have weekly recorder and guitar lessons in Y4 and 5.

Nits/ Headlice:

If a child has nits/ lice a letter must go home to every child in the class alerting parents. A sign will be put up outside the classroom so that all parents are aware of the situation. If a child is found with nits, parents of the child will be politely asked to take the child home to treat the child before they return to school.

Orders:

All orders must be carried out in accordance with School Financial Procedures. There are regulations for use of public funds and a clear audit trail must be evident. Anything that requires payment (including courses, trips and resource orders) must follow the following procedure: requisition form to be completed, approval by budget holder (and Executive Head if over £100) signed on requisition form, requisition form given to admin staff to put on the financial system, a purchase order will be generated and then the order can be placed with the external company – no orders should be placed until you receive the Purchase Order number. All goods received with a delivery note should be checked against the order and returned to the office, signed and dated.

Out of Hours Working:

All staff must declare any additional jobs. No member of staff should babysit or tutor pupils from the school as this conflicts with good safeguarding practice.

Parents meetings:

The school puts a lot of effort into working with parents and carers. There are meetings scheduled in Autumn term and Spring, as well as more informal meetings during the year. The summer meeting is to drop in to receive the school report.

Pastoral Care/Early Help:

There is a Pastoral Care Team who meet half-termly to discuss any concerns about children on the PC register. The team is made up of the Inclusion Manager, Head of School, SENCO, Nurse, Social Worker, CAMHS, HSLW, and an Admin Officer. If anyone has a concern about a child, there is a form in Monica's room or the office at St Luke's & in the staffroom at Moreland. Minutes of meetings are securely emailed around all members of the team, even if they have not been present at the meeting.

Performance management:

As according to the Performance Management Policy, Ann will meet with all staff set targets and for the final review. Mid-year, other staff will review targets with allocated individuals.

Permission slips:

Returned permission slips for outings, after school activities should be kept in the classroom and a record kept of what children have returned them. Local trips, within walking distance of the school do not need a permission slip as parents agreed to these trips when completing the entry profile. The teacher will nonetheless inform the parents of the local trip with a short note or text home.

Petty Cash:

Cash payments of up to £ 20.00 at St Luke's and £ 25.00 at Moreland may be made to individuals on production of a relevant receipt for goods purchased to support T&L. Any amounts over this will be reimbursed as a cheque. **Failure to provide receipts will result in non-reimbursement.** All spending must be authorised by Hannah, Catherine or Ann.

Photocopying:

When printing or using the photocopier, please use black and white whenever possible and keep printing of photographs to a minimum.

Physical Well-being Coordinator:

Chris is Moreland's P.E. Coordinator; **Toby** for St Luke's. There is a timetable for the use of the hall. Children must wear the proper P.E kit and are encouraged to warm up and cool down effectively. They are made aware of the importance of keeping fit and maintaining a healthy life-style, including healthy eating etc.

Both schools have some additional funding from the government to increase children's sporting activity. Both schools have employed **Dee**, a qualified and experienced sports instructor. She will give every class (from Rec – Y6) a weekly PE session. The class teacher should observe this lesson and repeat it in a second session that week. Other specialists will be bought in during the year with the remainder of the funding. **School staff have overall responsibility for pupil behaviour, and consequences for not following the behaviour policy as well as forgotten PE kits.**

Planning:

See Teaching and Learning policy

P4C – Philosophy for Children:

Philosophy for Children is an enquiry based approach to learning, and an established teaching tool which teachers are expected to implement at least once a week. All new teachers will receive training in this.

Play Centre @ Moreland

Play centre is run by Denise at Moreland every day from 3:30 – 6pm with help from Briony. Pupils from both Moreland and St Luke's can attend **for now – St Luke's is setting up its own PPlayCentre**. There are 24 places, and it is currently full. Moreland pupils attending after school club, register first with Denise, and are collected from Play Centre afterwards.

Playtimes:

Playtime is at 11:00am every day.

There is a playground duty rota. Please ensure you are in the playground in good time when on duty and that children are collected promptly from the playground. If it is wet play, please stay with your children until an adult arrives to relieve you. Class wet play boxes should be used rather than class resources. Teachers should wait until an adult is visible before letting the children out to play. Adults are encouraged to keep their voices down when in the playground.

PPA:

Every teacher will receive 10% of their teaching time for planning and assessment. Additional time will be given to monitor subjects if necessary, and the Music and Dance specialist teachers also provide extra time. Teachers must stay in the room with the PE specialist as part of their CPD, as the lesson seen may be repeated later in the week.

Premises manager:

Alan Robinson is the Premises Manager at St Luke's; Peter Owens at Moreland. Any minor repairs should be written in the premises book located in the office. Please see him re: school opening and closing hours.

Alan's on-site hours are from 7-10am and 1.30 – 5 pm, 6.30 – 7pm. Please be sure to leave at 7pm promptly.

Peter's hours are 7- 10:30am and 2 – 6pm.

Professional development:

High priority is given to professional development. CPD is **arranged on a needs basis**. This is all linked to performance management, **statutory requirements and School Improvement priorities**. It is recommended to keep a record of your own professional development. **We try to fairly distribute courses and days out according to roles and responsibilities**.

Progress:

We all take responsibility for the progress children make – teachers and support staff. We check this through the lesson and at the end through marking, by testing and teacher assessments, and in termly Pupil Progress Meetings.

Racism:

Racism in any form whatsoever is not tolerated at St. Luke's or Moreland, and staff are expected to challenge any incidents of racism by anyone, immediately reporting them to the Head of School or Ann. Incidents are reported to London Borough of Islington.

Radicalisation and Extremism:

Staff are expected to be vigilant and watchful for adverse comments or behaviour that could be extremist from children, visitors to the school or members of the school community. **All staff should be aware of the Prevent duty, and complete Channel training.** Any concerns, however slight, must be reported to the Executive Head or Head of School.

Reasonable force:

The school follows DFES and Islington guidance on the use of reasonable force in restraining violent children. Tina and Bobbie have had restraining training at Moreland, and Chris S, Sam and Anisa have at St Lukes'

Reciprocal Reading:

This is another of the Pillars of Learning for Life and is both schools' approach to group reading. It is imperative that this is an integral part of the daily English lesson in every class, and that the foundations begin in Early Years.

Reduce, Re-use, Recycle:

St Luke's & Moreland are trying hard to do their bit in helping the environment. Recycling bins have been organised for every classroom, and the council are collecting the paper regularly. As educators, we have a responsibility to demonstrate good practices to the children. Please ensure that the paper bins are used effectively by both children and adults, and that where possible, excessive waste is reduced in the first place (e.g. using scrap paper, editing the format or font to fit more onto a page when using the computer, photocopying on both sides, or shrinking work to fit 2 pages on one etc). Also, some things can be re-used rather than being thrown away or recycled, e.g. water bottles, glue pots, discarded bits of coloured paper etc. Ink cartridges should not be thrown away: we recycle them for money through a company called **Recycool**. We will be looking into other ways of helping the environment this year.

Registers:

We now use SIMs electronic attendance to register classes. Class teachers are responsible for taking the attendance and dinner registers. As registers are an official record which may even be used for prosecution, it is important to be accurate, follow the codes specified and return to the office a.s.a.p. Please put in time when child arrives late, but not reason for late or absence, unless the parent has spoken to you in person. Children are considered late at 9:10 in Moreland and 9:15 in St Luke's. Registers of after-school activities must also be taken and are retained by Laura at St Luke's, and Denise at Moreland.

Resources:

Each subject coordinator has a budget based on discussion following the priorities of each section of the School Improvement Plan. All orders made must be through using the official order system. All orders over £100 must be authorised by Ann. The resource rooms must be kept clear and tidy, with staff returning all resources used. We also ask staff to return resources not used to the general cupboard so they are all used effectively and no money is wasted. The schools have bought into the Islington Library Service which provides regular resources to fit in with individual classes and topics. Teachers are responsible for ordering the resources in time for their topics, and for ensuring that all resources are returned to the red boxes in good condition. Anything that involves the school's money needs to go through the order system; that includes courses, materials, trips etc.

Safeguarding:

Safeguarding procedures are what all staff must adhere to, and are the main guidance around keeping our pupils safe. This incorporates Child Protection, Prevention of Extremism and Radicalisation and early Help. Staff are expected to keep up to date on arising issues by reading the LA safeguarding updates and follow through on actions and advice given. There will be regular safeguarding reminders and updates in the morning briefing. We all have a duty of care to all pupils, and everyone needs to be vigilant.

Saving:

Money can get tight in schools so please could we all do our bit in helping to keep the running costs down when possible (and in some cases help the environment too):

- Use second class stamps instead of first
- Use internal mail
- Call home phones rather than mobiles
- Use scrap paper for children to scribble on in class instead of using new paper
- Only print the necessary amount of copies, especially when using colour
- Encourage the children to take care of school property, e.g. putting tops on glues and whiteboard pens etc. These habits should be encouraged on a regular basis and become part of the routine in class.
- Reduce photocopies to fit 2xA4 sheets onto one A4 sheet and use *both* sides of the paper when copying, especially for the children higher up in the school
- Turn off lights if walking past empty yet lit rooms/ halls.
- Texting parents instead of sending out letters.

School Health Advisor:

Concerns about children's health should be passed to the school Health Advisor via the book in her pigeon hole.

School Improvement Plan:

This is situated in the staff room, office, and Ann's room. Subject coordinators have their own section. The extended 4-year plan guides staff and Governors in school improvement. It is reviewed **annually** and updated.

School Lunch:

At St Luke's the Trustees subsidise school meals for permanent members of staff at a cost of £1.87 a day. Non-permanent staff pay £3.32. Staff are required to pay Angie up-front at the beginning of the week if they wish to have school dinners, and need to tick the sheet by the latest 10.00 am to order a dinner.

At Moreland there are no trustees. School lunches cost £3.15 – staff will be given a ticket from the office that is handed to the kitchen staff.

School journey:

Year 6 go on a residential trip each year to Osmington Bay for 4 nights. Y5 go to Cardfields for 2 nights.

Science and Technology:

Toby is the coordinator at St Luke's: Emma at Moreland, and we follow the IPC.

Scrap/memory books:

At the end of every year children collect 5 pieces of work (including some handwritten work) they are proud of and stick them in their scrap book- this goes with them up the school and is presented to them when they leave in Year 6. The pieces of work need to be done by the child (no photocopied worksheets), and the children are also given time to fill a page full of memories, trinkets, pictures etc. of their past year.

Security:

The School is concerned for the safety of each child and member of staff. Only members of staff should know the combination for any digipads. All visitors to the school must use the front entrance and sign in and out using the book outside the office. The Governors are not liable for the personal property of members of staff, so please do not leave your valuables unattended. There are lockers in the staffroom, please see Alan/Peter if you need one. Any unknown adults should be challenged but only if you feel safe and supported in such an action. The Headteacher/Head of School should be made aware of the presence of unknown people in the school.

Senior management team:

In the absence of the Executive Head, the Head of School is in charge of the school. In the absence of both the EH & HoS, the AHT and then senior teachers are on call. In addition, Hannah/Catherine are available in case of emergencies.

SEN review:

Monica is the SENCO at St Luke's; Catherine L at Moreland. They meet with the teachers and SMT to discuss children on the SEN register and their progress towards meeting their targets. They manage all the intervention strategies and works with staff in assessing the impact of each programme. Ann monitors under-achievement with the Head of School, Monica and Catherine. Ann meets with Teachers and TA's in rotation to review all target children as a means to support staff and children.

Sex education:

Key Stage 2 follow the recommendations of Islington in the sex education programme in the summer term. In Y6, parents are asked to indicate if they give their permission for their children to follow this course as there may be sensitive matters in this part. Arrangements should be made so that parents that wish to, can look through the resources that will be used.

Sickness – VERY IMPROTANT THAT THIS IS FOLLOWED:

Should you not be able to come to work because of sickness, you must do your best to **telephone** either Ann or the Head of School by 8.00 am. If you cannot get in touch with any of the above, then you may leave a message on the school answer phone; but it is expected you try your best to **contact someone in person first**. If you text, ensure you get a response from the person you have texted to make sure they have received it. Please also avoid contacting staff other than those listed above.

All teaching and non-teaching staff should telephone before 3.00 pm **every day** on the day of their sickness to let us know if they are able to come to work the next day, unless a doctor has issued a medical certificate for pre-determined amount of time. This request is for teaching and non-teaching staff and we ask everyone to do this so that we can be fair on the staff in school, some of whom may be covering for you/ even doing your job.

Upon your return to work, you must complete a self-certification form for the first seven days, and a doctor's certificate for the eighth day onwards– see Hannah or Catherine. The Governors have adopted the **LBI** sickness management guidance, a copy is available in the policy file in the office.

If sickness becomes a regular occurrence, or there is a pattern in the absence, senior managers will take action in conjunction with the policy.

Smoking:

All public buildings and premises in Islington have been smoke-free since July 2007. Staff are required by law to be at least 50 metres from the premises when smoking and not in sight of the children.

Both schools follow Islington council's No Smoking Policy. Smoking is not allowed at any school function or anywhere on the school premises. This includes:

- All school buildings
- All school grounds (including the school playing fields)
- All off-site activities
- All educational and other visits

E-cigarettes

Electronic cigarettes don't contain any tobacco so, technically, they don't breach the Health Act 2006 which prohibits smoking in the workplace. However, they still present a fire safety risk and they may give the public entering our buildings the impression that we are condoning smoking in the workplace. Therefore Islington council decided e-cigarettes are banned in all Islington Council premises.

Social, emotional and spiritual well-being:

Lisa is the coordinator at St Luke's; Celine at Moreland. We follow the LDBS Scheme of work at St Luke's, and the Islington one at Moreland. Both schools use the Islington PSHE scheme of work. Philosophy For Children (P4C) is being implemented across the school and is done on average once a week.

Speaking & Listening:

Every member of staff is expected to model good spoken English, and to continually encourage children to speak correctly from Nursery up to Year 6. We do not accept one word answers; we encourage an explanation.

Staff room:

Staff are not required to pay for tea, coffee, milk and sugar. All staff are asked to contribute to cleaning up etc. Everyone is asked to keep the room tidy and not to leave food out overnight or in the fridge to rot. All lunch plates must be taken back to the kitchen or put in the dishwasher. If the dishwasher is on, please wash and dry up your plate and put it away.

There is a dishwasher rota for both schools. Please stick to this and use the 'dirty/clean' label. Please keep your pigeon hole clear. If you need to store things for a longer period of time, please use your lockers.

School Council:

This is organised by Mo at Moreland, and Lisa at St Luke's. Representatives from Y2-6 meet weekly and discuss issues which will improve our schools, and/or fundraising.

Staff Governors:

Emma (ML) and Toby (SL) are the staff representatives. Sam Pike (SL) Catherine Lawrence (ML) are associate governors. Any matters support staff may wish to raise should initially go through them.

St. Luke's Way/Moreland Way:

This is a code of behaviour that all adults and children are expected to follow. It is displayed all over the school and reviewed each September with the behaviour and discipline policy.

Targets:

Pupils have individual targets in their books. Visual targets should be used for EY/SEN pupils, and all targets should be in child friendly language.

Teaching and learning:

The teaching and learning policy must be followed by everyone. There is a copy in the policies pocket displayed in the corridor.

Toffee park:

This is an adventure playground situated near to St Luke's. A number of children from both schools go there after school.

Trips and outings:

The school policy for trips is that the adult/child ratio is 1:2 in Nursery, 1:4 in Reception, 1:6 Years 1-3, 1:10 in Y4 and 1:15 for Y5 and Y6. If there is space, these ratios could be lower. Please do an on-line risk assessment at least 2 weeks before each trip and follow the 'Trips and Visits Check List'. The on-line RA needs to be sent to the Head Of School for permission, and the check list needs to be ticked and signed off by them too. The RA must be completed by the class teacher.

Trustees of St Luke's:

St Luke's has its own trust fund which is administered by the Trustees for the good of the school. The Trustees use the premises School Improvement plan to guide them in their spending.

Uniform:

Uniform is compulsory, most of which can be purchased from the office - Tues 12.00pm – 4.30pm and Thurs 12.00pm – 4.30pm from St Luke's and any time at Moreland. If any child comes into school without uniform, the TA is asked to give them spare uniform, located outside in yellow bins. Please ensure this is washed after use and that it is collected from the washing machine, located in the Nursery. Nursery children do not have to wear uniform.

Unions and professional associations:

All staff are encouraged to join the relevant trade union or professional association.

Visitors:

Please can we make sure that all visitors are asked to sign in, and display the visitor badges they are given by the office staff at all times. Staff are asked to challenge any stranger without one.

Volunteers:

The school has many volunteers who come to help the children with literacy and maths during lunchtime and school time. All volunteers are police checked. Harriet is the coordinator for lunchtime reading volunteers at St Luke's; Celine oversee this at Moreland. Mo at Moreland and Fiona at St Luke's oversee student placements and other volunteers.

Website:

Both websites are kept completely up to date at all times, and are used to provide information as well as to promote both schools. Janet maintains the St Luke's website with Jenny, and Sandra and Chris the Moreland one.

Working in Isolation:

It is not encouraged for anyone to work excessively long hours at school, or at home. If some additional non-contact time is needed, please see the EHT or HoW. We shall do our best to be fair to everyone. Please tell someone if you are working late or you may be alone in the building.

Whistle-blowing and anti-fraud policy:

See the model policy from Islington which is located in the staffroom and in the school office; an e-copy is also available on the school's web-site.

Work room:

There is a photocopy work room and a work room available for laminating etc. Some subject resources are also kept there. Please keep these rooms tidy. Please be sure to use the correct bins – one for paper only and one for other rubbish. If the photocopier jams, please let someone in the office know – they can arrange a repair if needs be.

Workshops and Visiting Professionals:

Unless specifically arranged, the class teacher is expected to stay in during any workshops, or with any visiting professionals to monitor behaviour and ensure pupils are engaging with the activity. **All professionals should have DBS clearance so please check this at the time of booking.**

Updated by Ann Dwulit, Lynsey Young & Fiona MacCorquodale Sept 2016