

St Mary's Catholic Primary School
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Staff Handbook
2018 – 2019

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INTRODUCTION

This handbook is intended to give staff an overview of the procedures, protocols and ethos of St Mary's Catholic Primary School.

All staff are expected to familiarise themselves with the detailed school policies and procedures and to keep up to date with any changes by attending all staff briefing meetings and relevant training sessions.

All new staff will undergo an induction process which will include Child Protection Training, Safeguarding Information, Health & Safety and Emergency Procedures

VISION STATEMENT

Our vision for our school and our pupils is limitless...Our expectations for them are limitless.

The Vision Statement is key to our ethos so it is vital that all staff are familiar with the full statement which is published in every classroom, on the school website, in the staff room and communal areas around the school.

Staff should ensure that pupils are also fully aware of the Vision Statement as this is our commitment to provide high-quality, inclusive and innovative teaching and learning. By inspiring, motivating and challenging our pupils, we will help them to reach their full potential.

MISSION STATEMENT

At St Mary's Catholic Primary School we strive to create a stimulating environment so that by learning, playing and working together, we openly follow Christ's teachings. We seek to offer every person the opportunity to be a unique and valued individual, sharing and developing belief in the teachings of Jesus through everyday relationships and mutual respect in our dealings with one another.

In order to achieve our mission:

- We stand on holy ground
- We will always open our doors in welcome
- We will always love and care for each other as Jesus taught us
- We will always place the Word of God at the heart of our school
- We will always be witnesses to our faith by following in the footsteps of Christ

SCHOOL AIMS & ETHOS

Our school is first and foremost a Catholic school and it is in this Catholicity that the school finds its identity. We promote the Gospel values and aim to foster a Christian environment in which the love of God is present and allows all members of our community to grow spiritually.

We hope that that the children will learn how to live according to the teachings of Jesus and the good news of the Gospel. In order to achieve this, we seek the support of parents and carers by asking them to show by word and example that they too consider the practice of our faith to be of central importance.

We aim to provide a stimulating learning environment in which each child can fulfil his or her academic potential. Appropriate provision will also be made for the moral, emotional, physical, intellectual and special needs of our children at each stage in their development.

We prepare our pupils to take their place in today's multi-ethnic, multi-cultural society, mindful of the needs of others at home and in the world around us.

We offer a broad and balanced curriculum aimed at developing confident learners with enquiring minds.

We believe in a partnership between home and school and actively encourage parental involvement. A home-school agreement will be sent by Governors after any offer of a place has been made.

EQUALITIES

St Mary's Catholic Primary School takes seriously the responsibility to promote, monitor and review all aspects of school life to ensure we are meeting our duties in respect of the Equalities Act 2010.

The school does not discriminate against staff or pupils of 'protected characteristic' status which includes gender, race, disability, religion or belief, sexual orientation, gender reassignment and pregnancy. Therefore, we may make reasonable adjustments to ensure their learning and social experiences at St Mary's are as positive and inclusive as possible.

FREEDOM OF INFORMATION ACT

The school recognises its duty to provide advice and assistance to anyone requesting information.

We will respond to straightforward verbal requests for information and will help enquirers to put more complex verbal requests into writing so that they can be handled under the Act.

We will inform enquirers whether or not we hold the information they are requesting (the duty to confirm or deny) and provide access to the information we hold in accordance with the procedures laid down in the Freedom Of Information Act school policy.

SCHOOL CONTEXT

St Mary's Catholic Primary School has 278 children aged from 3-11 years on roll. It has between one and two forms of entry with the capacity for up to 60 children per year group.

The following information is based on data at July 2018:

- Attendance for 2017-18 was 95.6%
- 8 pupils have an Education Health Care Plan and a further 35 pupils require SEN Support
- 18% of the school roll claim free school meals, but there are a proportion of parents who choose not to claim their entitlement to this benefit as they automatically receive free meals under the UIFSM scheme
- 80% of pupils from Reception to Year 6 speak English as an Additional Language
- 26 different ethnic groups are represented at the school with the 3 largest groups being Black or Black British African, White (Other), and Asian or Asian British

SCHOOL GOVERNANCE

The full Governing Board meet at least once a term to review academic achievement, approve policies and discuss school business matters such as finances, premises and staffing. Sub-committees also meet regularly to discuss specific issues in more detail.

The current governors are:

Name	Governor Role	Profession
Mr A Frederick	Chair of Governors	Capita Employee
Fr Terry	Foundation Governor	Parish Priest
Mr A Prindiville	Foundation Governor	Secondary School Headteacher
Mrs P Brown	Foundation Governor	TBC
Ms Y Wolde	Parent Governor	TBC
Bridget Pratley	Ex-Officio	Headteacher
Vacancy	Staff Governor	TBC

SCHOOL POLICIES

Policies are reviewed regularly to ensure they reflect current local and national guidelines and legislation. A complete set of school policies are kept by the School Business Manager. A complete set of policies will also be left in the staffroom.

It is your responsibility to ensure you are familiar with the school policies and procedures. You will be informed when key policies are updated and approved by the Governing Board so you can take the opportunity to view the latest version of a particular policy.

PROFESSIONAL CONDUCT

The staff at St Mary's Catholic Primary School must maintain a professional manner at all times during the school working day and also be aware of their conduct in the wider community. We are role models for the children and work in partnership with parents, colleagues and external agencies. Therefore, we must ensure we set high standards and expectations for ourselves, modelling exemplary standards and behaviour which reflects the Catholic ethos of our school and community.

Dress Code

The school has a professional dress code policy which means clothing, footwear, jewellery and hairstyles must reflect our professional roles while taking into account the need for comfort while working and interacting with young children. Examples of clothing and presentation deemed to be appropriate are available from the Headteacher.

The designated PE teacher will be provided with clothing suitable for PE lessons but must adhere to the professional dress code policy during classroom teaching. Staff who actively participate in PE lessons are encouraged to wear appropriate clothing and footwear for the activity and change back into their work clothes at the first opportunity.

Clothing, footwear and jewellery must not pose a health & safety risk to the wearer or to others. Denim and leather clothing must not be worn by staff and we also ask staff to be aware of how their clothing may become more revealing, for example, when stretching or bending.

With ever-changing fashion trends it is not possible to provide an exhaustive list of items which must not be worn at work. Therefore, the Interim Headteacher will inform staff of any items of clothing that will not be permitted as and when necessary. For more details, please see the current Professional Dress Code Policy.

Staff Absence

All staff are expected to attend every day when well enough to do so. If you are not fit for work, you must contact the Headteacher and Deputy Headteacher on their mobile by 7.30am on the first day of absence. You must also contact them on every subsequent day of absence by 7.30am although it is preferable for staff to call on the afternoon of the day before if it is clear you will not be at work the next day. This procedure applies unless you have a medical certificate that means you will be absent for a fixed period.

When returning to work after any period of absence, you must complete a 'Return To Work' form which is available from the school office. Teachers must have this form signed by the Headteacher at a Return To Work interview on the first day back at work. All support staff must meet with the School Business Manager.

Staff must make medical appointments for themselves and/or their dependants outside their normal working hours. Where this is not possible, the matter must be discussed with the Headteacher in advance. It is normal practice for non-emergency absences to be treated as unpaid leave and the final decision on this is made by the Headteacher.

If you need to leave work unexpectedly during the course of the day, you must obtain permission from the Headteacher.

Timekeeping

All staff should be aware of their start time, end time and lunch break times. Staff are expected to arrive at the school so they are ready to commence their duties at their official start time.

Breaks

Lunch breaks should be taken at the notified time but you may be instructed to change your time to ensure there is sufficient supervision of children. Staff will be given a 15 minute morning break which is calculated as part of non-contact time. However, please be mindful that we are always 'on duty' and we will be expected to respond to the needs of the school and children at all times. All staff on playground duty during the children's mid-morning break must go straight back to class afterwards.

Staff are not permitted to take extended lunch breaks during PPA time and this will be viewed as a disciplinary offence.

Professional Relationships

All school staff are expected to model appropriate and professional behaviour towards all children and adults which reflects the Catholic ethos of the school. Staff should be mindful of their conversations and behaviours to avoid causing offense to others with different perspectives. Unprofessional language and behaviour could potentially lead to allegations of harassment or bullying.

Performance Management

All staff at St Mary's will have performance management meetings with a member of the Senior Leadership Team. Targets will be agreed at the beginning of the performance management cycle and reviewed throughout the year.

Communication

All letters must be checked by the Headteacher before being issued. Parents can be sent general messages via text or the weekly newsletter.

The Headteacher relays key information to staff at the weekly briefings.

Staffroom

An area has been provided where staff can take breaks. The staffroom is equipped with drinking water, fridge freezer, microwave ovens, a cooker, crockery and cutlery.

Staff are encouraged to take advantage of this facility but to remember we are always 'on duty' as we can be called on at any time to respond to an incident. Please also ensure that you keep the staffroom clean and tidy at all times.

As with all other areas of the school, the staffroom must not be used for unprofessional conduct such as gossip or using language which could make others feel uncomfortable.

Social Media

Staff must not use any school technology, equipment or their own personal devices to access social networking sites during the working day; the use of social networking sites such as Facebook and Twitter is banned on the school premises. Staff engaging with social networking sites during their contracted hours of work may face disciplinary procedures.

If you choose to use these communication methods on your own equipment and in your own time, you must not discuss any school business. Please also be aware of your general conduct via social networking as this could be easily viewed by parents, pupils and colleagues with whom you have a professional relationship.

Smoking

Staff are not permitted to have a 'smoking break' so must use their lunch break if they wish to smoke during the working day.

Smoking is not permitted directly outside the school gates. Staff choosing to smoke anywhere else in the community should do so discretely to preserve the professional reputation of the school.

Whistleblowing

If you suspect that school procedures are not being followed or that a member of staff is acting in a manner that is unprofessional or illegal, you should report this following the guidelines in the Whistleblowing policy.

If you suspect that a senior school leader may be involved in the malpractice, you should contact the Chair of the Governing Board.

If you also suspect involvement by the Chair of the Governing Board, you should contact the Diocesan Director of Education.

The full policy and procedures are available from the staff room, and the School Business Manager.

CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)

All teachers have INSET or directed time on Mondays from 3.15pm; staff will be informed in advance. The venue for the INSET depends on the training being delivered but is usually in one of the school classrooms. Support staff may also be invited to INSET sessions from time to time.

If you are interested in undertaking training or attending a course to develop your professional knowledge and experience, please discuss this with the Headteacher who

is responsible for the school CPD. You will also have the opportunity to review any training needs at performance management meetings.

The whole staff must attend the Headteacher's briefing meeting every Monday at 8.00am in the staffroom. This is an opportunity to hear about upcoming events and any updates to policy and procedures.

PUPIL SAFEGUARDING & WELLBEING

Child Protection

St Mary's procedures for safeguarding children will be in line with the Local Authority (LA) and the LSCB procedures. The Designated Safeguarding Lead (DSL) is Bridget Pratley, who takes regular training with Brent LA, Graffham Consulting Ltd and NSPCC. The member of staff who will act in the DSP's absence is Susana Marland, Deputy Headteacher or Amita Bajaj, School Business Manager. The Designated Governor is Patricia Brown.

Child Protection training is arranged as part of the induction process for new staff. Thereafter, staff receive regular refresher training but are encouraged to approach the DSL should they require training sooner or if they need further information on a particular aspect of Child Protection.

The Child Protection & Safeguarding Policy details the school procedures for dealing with suspected abuse and / or disclosures. However, all staff are advised to speak with the DSL immediately about any concerns even if they feel the issue is not of great importance.

Pupil Attendance & Punctuality

Children are expected to attend school every day when they are well enough to do so. The Education Support Manager will compile a daily record of reasons for absences and these will be placed in the class registers. If you have any concerns about a child's attendance or punctuality, please see the Admin Officers in the School Office.

Behaviour

The Behaviour Policy is designed to support the way in which all members of the school can work together. It aims to promote an environment in which everyone feels happy, safe and secure. The Behaviour Policy details the rewards and sanctions which may be applied to ensure rules are enforced and followed.

It is everyone's responsibility to correct inappropriate behaviour so the children can see a fair and consistent approach being applied across the school.

Bullying

Bullying is wrong and damages individual children. We therefore do all we can to prevent it, by developing a school ethos in which bullying is regarded as unacceptable.

We aim, as a school, to produce a safe and secure environment where all can learn without anxiety. The Anti-Bullying Policy aims to produce a consistent school response to any bullying incidents that may occur.

First Aid

Nominated staff receive regular basic first aid training so they can assess an injury and take appropriate action. If basic first aid procedures do not resolve the issue, or the injury is serious, please ensure the child receives attention from Maggie McDonagh, Admin Officer, who is based in the Reception Office.

The vast majority of staff have been trained in the use of Epi-Pens which are stored in the Reception area and a number of nominated staff have been trained in using the defibrillator which is located in the Staff Room.

When a child has an accident, this must be recorded in one of the official Accident Books. If the child has an accident where their head is banged or injured in any other way, please inform the Admin Officer immediately. In the event of any accident where a child bangs their head, please ensure the parent is informed at the end of the day even if the child appears to be well and has not needed first aid treatment.

Medication

Medicines are stored in the Reception area so children can take their medication safely. Children are encouraged to self-administer as soon as they are able so they can take responsibility for their personal care. Parents are also welcome to attend the school to administer medicines that must be taken during the school day although we do ask parents to check with their GP if the dosage and/or timings can be adjusted to minimise disruption to the child's learning day.

Intimate Care

There may be times, particularly with younger or disabled children, when adult assistance is required, for example, to help a child with a toileting need or with changing clothes. All staff at St Mary's have enhanced DBS clearance to demonstrate their suitability to help a child in a vulnerable situation.

Where it would not delay the child receiving attention, more than one adult should be present when a child needs personal or intimate care. However, if it is not possible to find another adult promptly, a staff member would be expected to help a child by themselves if such action does not pose a potential health & safety risk. In all situations, the adult should help the child to remain calm and respected by minimising any possible feelings of embarrassment. If you need to attend to a child in this way by yourself, please report this to a senior member of staff at the earliest opportunity so the incident can be noted.

Visitors Procedure

All staff are responsible for challenging any adult in the school who is not wearing a visitors badge.

If you are hosting visitors, please ensure they have appropriate interaction with children and are not left alone for extended periods of time. It would be highly unusual for a routine visitor to need to speak with a child on a 1:1 basis so please inform the Headteacher or School Business Manager or another senior member of staff immediately if such a request is made.

Multi-agency Working

The school works with many external partners and agencies including Social Services, Behaviour Support, Speech & Language Therapy, School Nurse Team and secondary schools.

We share information with our colleagues to ensure the child and family can receive the best support for their situation. Please remember that conversations you have with other agencies may be officially recorded and disclosed to the family of the child concerned.

SCHOOL PROTOCOLS & ROUTINES

Children arriving at and leaving school

All children from Year 1 to Year 6 can arrive from 8.20am to take part in soft start activities. Parents of children in our Early Year Provision may arrive from 8.30a.m. at the EYFS entrance. The school does not take responsibility for any children left in the playgrounds without permission.

The school day ends at 3.00pm. When dismissing children at the end of the day, please ensure they leave with an adult who is known to you as someone who has permission to collect the child(ren). If you have any doubt, do not let the child leave without checking with the school office.

Pupil Registers

The registers should be taken at 8.40am using SIMS. Children who arrive after 9.00am will be marked late by the school office staff.

The registers are also taken immediately after the lunch break.

School Dinners

All children at St Mary's take a school meal but some parents may request permission to provide their children with a packed lunch. Please advise the Headteacher if such a request is made. The children are observed in the school hall by the lunchtime staff to check they are eating their substantial and healthy meal. If you have any concerns with the amount of food a child is eating, please speak with the Headteacher or a senior member of staff.

Uniform

At St Mary's, the children are required to adhere to a simple uniform code to promote a sense of belonging and to ensure clothing does not pose a health & safety risk. All staff are responsible for challenging incorrect uniform which includes shoes, coats, scarves, hats, hairstyles and hair accessories. Please see the School Uniform Policy for more information.

Playtimes

Teachers should escort the children to the playgrounds at break and lunch times and collect them at the end of the break. Children should make their way to and from classrooms in silence and walk in a single line. All staff are responsible for challenging children who are noisy or are running inside the school building.

A break time and lunch time rota is posted on notice boards every term so staff are aware of when they are on playground duty. If you know that you will not be able to fulfil your duty on a particular day, you must arrange cover and inform the Deputy Headteacher or Headteacher.

In the event of wet or extreme weather conditions, the Headteacher will decide if the children need to have their break in their classrooms. A 'wet play' rota is published to show where staff should be located.

Educational Visits

Visits to places of interest are organised to support the learning in the classroom. It is common practice for a whole year group to attend a trip together to share the experience. Please inform the Headteacher **before** making any bookings as the trip must be organised and authorised in accordance with financial and health & safety regulations.

Complaints

If a parent has a concern about their child's learning or behaviour, they should discuss this with the class teacher in the first instance. In most cases, once the parent has received all the information about their child's learning progress or about an alleged incident, the issue is resolved amicably. However, in a small number of cases, the parent may wish to make a more formal complaint. In this situation, please advise them to make an appointment to see the Headteacher

Children's Property

Children are provided with most of the equipment and resources needed for their learning but we do encourage children to bring their own pens and pencils. If children bring personal belongings to school, such as games or mobile phones, these must be confiscated and the parent should be informed. Parents will be expected to collect these from the teacher or school office at the end of the day.

Photography & Recordings

The majority of our parents have signed permission forms so we can take photographs or video recordings of their children taking part in learning or play activities. The photographs may be published in the weekly newsletter and on the school website.

Some parents will not sign the permission form and teachers will know who this applies to in their class. When you are taking photographs, please discretely take some without the children who do not have parental permission so the school can publish them.

TEACHING & LEARNING

Teaching

The new Teachers' Standards 2012 published by the Secretary of State for Education introduce some significant changes in terms of structure, content and application. The complete document can be viewed online at www.education.gov.uk

This document replaces the standards for Qualified Teacher Status (QTS) and the Core professional standards previously published by the Training and Development Agency for Schools (TDA), and the General Teaching Council for England's *Code of Conduct and Practice for Registered Teachers*.

Learning

The principles that we have agreed are fundamental to children's learning and underpin the work we do.

We aim to help children become creative thinkers who are not afraid to take risks and see mistakes as opportunities for learning. Children need good models to evaluate and have opportunity to reflect and improve.

We recognise that pupils are more likely to learn effectively if they are emotionally engaged in their learning. Teachers therefore aim to include children in the process and be as creative as possible in seeking ways of making learning interesting and successful.

Our aim is to maximise every learning opportunity to enable children to be the best they can be at that moment in time.

Definition of Learning

At St Mary's, we have defined learning as:

A memorable experience which leads children to be able to practice developing new skills and committing knowledge to memory

It can be described by the following equation:

Acquiring and practising skills + application of existing knowledge = new learning
(New knowledge is created)

Special Educational Needs (SEN) & Disabilities

The school will have a number of children who have SEN status or a disability which requires some level of additional support. All class teachers will receive information from the SENCo detailing the needs of children in individual classes.

English As An Additional Language (EAL)

The school will have a number of children who have a low acquisition of English requiring some level of additional support. All class teachers will receive information detailing the EAL needs of children in individual classes.

Religious Education

The Headteacher co-ordinates the learning topics for Religious Education and works closely with the Governors to ensure the teaching helps the children to understand their religious history and their ongoing spiritual journey.

The school has good links with the parish and the parish priest. Mass is held regularly in the school, and children take part in important liturgical feasts and occasions, including learning about the Rosary in October and May, taking part in Reconciliation (Year 6), observing Advent and Lent and celebrating mass for Holy Days.

As a Catholic school, Religious Education is not just a stand-alone subject. The values and ethos of our school means that our faith and our relationship with Christ is at the heart of all learning and play experiences.

Sex & Relationships Education (SRE)

SRE is taught at all stages of the school in an appropriate context. The younger children will learn about friendships and aspects such as sharing, resolving

disagreements and being kind to each other. Older children will learn about their body and how it will change during puberty. They will also learn about how to conduct themselves in mixed gender friendships.

Swimming

Swimming lessons are organised for Year 3, Year 4 and Year 5 classes with one year group attending every term. Swimming is a life skill in which children are expected to reach a level of competence before they leave primary school.

Extra-curricular Learning

The school currently offers a wide range of extra learning opportunities both during the school day, before and after school. This includes sports, art and craft, chess, photography, D&T, drama, public speaking and more.

The school operates an After School Club on the school site. Parents enquiring about this facility should see the school office staff for more information.

Marking

Marking should be positive, clear and appropriate in purpose, offering benefits to staff and children with the outcomes fed back into planning. Marking is periodically reviewed at phase meetings and by the Senior Leaders. Please see the Marking Policy for further information and details.

Displays

Good Practices

The devil is in the detail so any little part of a display can let it down. Display and presentation is more an art form than a science. Stand back and look at your display and if it looks right then it probably is. When clearing a board remove all the staples and any other bits and pieces that will detract from the new display. It is in everyone's interests to make the new displays as positive and as effective as possible. It makes it easier for the person doing a follow up display.

Display Purposes

The purpose of display and presentation is to:

- Impart information to whoever is viewing the material
- Acknowledge the children's' efforts and celebrate their achievements
- Arouse curiosity and stimulate a response
- Set standards of quality and raise expectations
- Convey something of the ethos of the school to visitors. Where possible, displays should be interactive and sound buttons are useful for this
- DO NOT use 'working walls'

Mounting the work

- Double mounted work looks best. On A4 work, a 1cm edge looks fine and is easy to accomplish using a cutter, use the guide lines on a cutter to achieve this. Larger pieces should have larger edging
- A4 mounts can be purchased
- Backing of individual pieces should reflect the subject as far as possible

- The balance of space and material is important. Try not to over crowd the board but equally a board with one or two pieces scattered across it looks simply desperate
- It is not necessary to have every piece of work lined up at right angles to the edge of the board. Angling or overlapping can make for an interesting effect. However, overlapping can simply look like an exercise in cramming as much as possible onto a board if care is not taken
- If you are setting the work to line up vertically and horizontally with the edge of the board and with each piece of work then all the lines need to be carefully prepared. Nothing snags the eye quite as quickly as a crookedly placed piece of work, unless of course it is placed at an angle deliberately
- NEVER cut a mount with scissors, unless using 'crazy' scissors
- Don't always think flat, 3D can be very effective even on a vertical board
- Work needs to be named
- Posters should be considered for mounting

Labelling and Lettering

Try to make the lettering reflect the work being displayed, also be aware of the boards in the immediate vicinity

- Lettering can have a huge effect on a display, it pays to spend time on this
- Computer, stencil and freehand. Think about shadowing, reversal, mirroring etc
- Laminated letters are suitable for long duration displays e.g. School council board
- Trays and room signs are equally important these should be laminated and trimmed to equal sizes

3D Display

- Valuables! Check that the article being displayed will not come to harm or go missing
- Freestanding signs can be fixed in place with a piece of blue-tac or sellotape
- Change the height of the models using boxes
- Drapes can make a display look very different and interesting
- Above all, be creative!

Homework

It is school policy to set homework:

Philosophy

Homework should have a purpose and be appropriate to the needs of pupils. Purpose in this context means:

- to supplement classwork and consolidate learning
- to test comprehension and develop and practise skills appropriate to the subject concerned
- to develop an ability to organise private, unsupervised study/research
- to develop the habit of private study

Appropriate in this context means:

- It may arise naturally as a progression from a lesson
- It should suit the abilities and complement the needs of pupils across the ability range, including those pupils with special needs

School Newsletter

This is published every 2 – 3 weeks.

The newsletter is an important communication tool in which we share achievements, messages from the Headteacher, news about upcoming events and reminders about important information. If you wish to publish some information in the newsletter, please inform the Headteacher as early in the week as possible to ensure it makes the next edition.

School Website

The school website is managed and edited by the outsourced IT provider, with content updated regularly. Teachers will be required to provide information regarding their Year Group, Subject or special events to ensure the website reflects the current life of the school.

PPA

The PPA timetable is issued weekly. Where possible, teachers from a particular year group will have the same PPA time to promote consistent and high quality teaching & learning.

Academic Review Meetings

Teachers meet with parents in the autumn and the spring term to discuss their child's progress to date. These take place on specific evenings, with parents stating a preferred date and time, and teachers allocating parents a slot.

Please ensure that all meetings are held in a classroom and that the door is left open. If a private matter needs to be discussed, you may choose to close the door but please ensure you can still be seen through the vision panel and that you are nearest to the door in case you need to leave the meeting promptly.

If you have any reason to feel uncomfortable about meeting a parent, please discuss this with your Phase Leader for advice.

If parents don't attend the Academic Review Meeting, please re-arrange the meeting. If they still fail to turn up, you must let the Deputy Head teacher know so that the parent can be called.

Reports

Pupil reports are issued at the end of the academic year so the school and parents have an official record of the child's achievements and any areas that need to be developed in the next stage of their learning.

Resources

If you require any materials or equipment in order to carry out your role, please check with other staff and your Phase Leader to find out if suitable resources are already in stock on the school premises.

If stock must be ordered, please complete a School Order Form which can be obtained from the Finance Assistant or the School Business Manager. The Finance Assistant will also be able to suggest suitable suppliers for your order. The School Order Form must be signed by the Headteacher before an order can be placed. Staff must not place any

orders without the Headteacher's signed authority and the school will not be held liable for purchases which do not follow the financial procedures.

FINANCIAL PROCEDURES

Financial policies and procedures have been adopted by Governors to ensure all financial transactions are transparent, appropriate and adhere to local and national guidelines. Please see the School Business Manager to view or copy the financial policy documents.

HEALTH & SAFETY

All staff are responsible for their own health & safety in the workplace and for ensuring their actions do not pose a risk to others. You should pay particular attention to activities or situations that could be a risk for young children and take appropriate action to eliminate or minimise the potential risk.

If you have any concerns regarding health & safety issues, please see the School Business Manager who is the Health & Safety Advisor at St Mary's.

Fire / Evacuation Procedures

The fire evacuation (fire drill) meeting point is the Junior Playground. In the event of the fire alarm sounding, you should ask children to immediately stop what they are doing and you should lead them out of the building in silence. When you have reached your meeting point, please check the register (which will be handed to you) to ensure all children are with you or are otherwise accounted for. If a child is missing, please inform the nearest senior member of staff immediately.

Fire Drills

The school will carry out fire drills at least once every term. Some drills will be unplanned to ensure full testing of the procedures.

Fire Marshalls

All staff received Fire Safety Awareness training on a regular basis. Seven staff have been nominated to undertake the role of Fire Marshall and they have received specific training on this.

Fire Risk Assessment

At the beginning of each academic year, the school will undergo a fire risk assessment to ensure it remains compliant with legislation.

Electrical Items

Please ensure electrical items and lights are turned off at the end of the day and during the day when not in use.

Safety

Staff must wear their ID badges at all times while on the premises. The badge also records your start and end time every day so please tap the badge on the reader when you arrive for work and tap out when you leave for the day. If you leave the premises

temporarily during the working day, please sign the book at the main office and sign in when you return.

Always let someone know when you have an appointment and bring a colleague to a meeting if you feel there could be difficulties.

If you are working on the school premises during holiday periods, please ensure the School Business Manager know that you are on the premises.



SCHOOL STAFF 2018/2019	
Bridget Pratley	Head Teacher Day to day leadership, Catholic ethos and Catholic life of school, Teaching & Learning, Assessment, Safeguarding (DSL)
Susanna Marland	Deputy Head Teacher, Religious Education, SENCO
Emma Plummer	Senior Teacher/ Phase leader/Maths Year 2 Class Teacher
Deidre O'Donnell	Year 6 Class Teacher
Grainne O'Carroll	Year 6 Class Teacher
Anna Quigley	Year 5 Class Teacher
Tine Bendtsen	Year 5 Class Teacher
Eddie Grimshaw	Year 4 Class Teacher
Danielle McGee	Year 4 Class Teacher
Amy McAllister	Year 3 Class Teacher
Jake McAllister	Year 1 Class Teacher
Andrea Crowe	Reception Teacher
Kinga Madaraszova	Nursery Teacher
Migna Camara	MFL Teacher
Cover Supervisor	
Laura Fernandez	Year 1
Deidre Sheehy	Cover Supervisor and Phonics co-ordinator
Teaching Assistant	
Sean Sims	Teaching Assistant
Giulana Sartori	Teaching Assistant
Adrianna Scuderi	Teaching Assistant
Esther Ryan	Teaching Assistant
Alberto Montoya	Teaching Assistant
Christina Pimenta	Teaching Assistant
Mary Horan	Teaching Assistant
Bonny Harrington	Teaching Assistant Nursery
Nick Geluk	Teaching Assistant/ Music cover
Ivano Donazzan	Teaching Assistant/ Music cover
Finance & Education Support Staff	
Amita Bajaj	School Business Manager
June Gibson	Finance Officer
Maggie McDonagh	Admin/ Reception
Alicia Farrugia	Site Supervisor
Kitchen Staff	
Jacqueline Weatherley	Kitchen Manager
Mario Bellucci	Deputy Kitchen Supervisor
Carmela Pagano	Kitchen Assistant
Priest	
Father Terry	Priest