



Alban Wood
Primary School and Nursery

Respect Kindness Ambition



STAFF HANDBOOK 2021 / 2022



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INTRODUCTION

This handbook is written for all members of staff and is designed to support new members of staff to settle into the school. We hope it will be a useful source of reference and guidance but do not expect it to answer all your questions. Please do not hesitate to ask for additional information or support from colleagues.

Alban Wood Primary School and Nursery is part of the Agora Learning Partnership. We have 240 children on roll.

At Alban Wood School we believe in the concept of lifelong learning and the idea that both adults and children learn new things every day.

GENERAL INFORMATION

Address: Alban Wood Primary School and Nursery, The Brow, Watford, Hertfordshire, WD25 7NX

Tel: 01923 678240

Website: www.albanwood.herts.sch.uk

Office email: admin@albanwood.herts.sch.uk

Chair of Governors: Mrs Emma Reese (ereese@albanwood.herts.sch.uk)

Executive Headteacher: Mr Paul Sutton (head@albanwood.herts.sch.uk)

Head of School: Mrs Hazel Pinder (hpinder@albanwood.herts.sch.uk)

EYFS/KS1 Leader: Mrs Amanda Harrop (aharrop@albanwood.herts.sch.uk)

KS2 Leader: Miss Zoe Beattie (zbeattie@albanwood.herts.sch.uk)

TEACHING STAFF

Class	Teacher	Teaching Assistant
Nursery	Mrs Sarah Russell	Mrs Caroline Connor Miss Jaimie Bowie
Reception	Miss Weston-Brown	Mrs Emma Sayell
Year 1	Mrs Anna Richards Ms Monika Czaikowska	Mrs Sarah Neighbour
Year 2	Mrs Amanda Harrop	Mrs Jane Stacey
Year 3	Mrs Emma Thomas	Mrs Tessa McCready
Year 4	Mrs Melanie White	Mrs Louisa Walden
Year 5	Mr Connor Severin-Williams	Mrs Linda Bishai
Year 6	Miss Zoe Beattie	Mr David West

SUPPORT STAFF

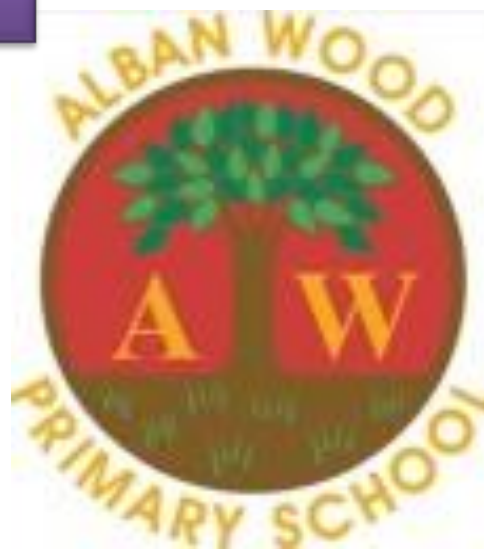
Well Being Staff	
Learning Mentor	Mrs Janice Forbes
Well Being Mentor	Miss Leah McKinney
SEN Support	
LSA	Mrs Simmi Aggarwal
LSA	Ms Kylie Douglas
LSA	Mrs Atia Asghar
Office Staff	
School Secretary	Mrs Rose Murphy
Financial Secretary	Mrs Shirley Joliffe
Site Team	
Site Manager	Mr John Robb
Cleaner	Mrs Tracey Downs
Lunch Time Staff	
Midday Supervisor	Mrs Judy Bowie
MSA	Mrs Maleny Stroud Almeciga
MSA	Mrs Carol Stroud
MSA	Mrs Jane Darwood
MSA	Mrs Rachel Armstrong
Welfare Staff	
Welfare Staff	Mrs Carolyn Grange and Mrs Judy Bowie
Sports Apprentice	
Sports Apprentice	Sean Walker

STAFF RESPONSIBILITIES

Responsibility	Staff Member	Link Governor
English	Zoe	
Mathematics	Amanda	
Science	Gen	
Computing	Lauren	
PHSE	Sarah	
History	Anna	
Geography	Anna	
RE	Sarah R	
Art	Mel	
DT	Mel	
Music	Sue	
PE and Sports Premium	Connor	Carol Stroud
MFL/Spanish	Monika	
Safeguarding	Paul, Hazel	Ben Wilson
GDPR	Hazel	
SEND	Sue	Julian Wolf
Pupil Premium	Hazel /Paul	Carol Stroud
Premises, Health and Safety	John	
Farm	Janice	
First Aid	Carolyn	
Library	Sarah N	
Network Management	Con-Ed (Dinu)	
School Council	Janice	
Website	Paul/Hazel	
Wellbeing	Gen	
Garden	David	
Volunteer/Placements	Hazel	
CPD	Hazel	
Performance Management	Paul	
Assessment	Paul/Hazel	
Early Years	Amanda	
Curriculum	Anna	

THE ALBAN WOOD SCHOOL VALUES

Respect



Kindness

Ambition

AT ALBAN WOOD WE BELIEVE...

- The individual learner is at the centre of all that we do
- Every learner is an individual and is to be respected, valued, and nurtured
- Every learner has a 'voice' and that this voice should be listened to and encouraged.
- We must strive always to make learning successful and we can do this best by skilful teaching, of a relevant, creative, exciting school curriculum, supportive school structures, and by a real partnership with families.

SAFEGUARDING AND CHILD PROTECTION

Our safeguarding statement of Intent...

Alban Wood Primary School is a safeguarding community where:

- Everyone sees
- Everyone hears
- Everyone is responsible

Designated Safeguarding Lead (DSL): Mrs Hazel Pinder

Deputy DSLs: Mr Paul Sutton, Mrs Amanda Harrop, Miss Zoe Beattie

Safer recruitment leads: Mr Paul Sutton, Mrs Hazel Pinder

Governor Safeguarding Lead: Ben Wilson

POLICIES RELATING TO SAFEGUARDING

- Safeguarding policy;
- Child Protection policy,
- Health, Safety policy,
- e-Safety policy;
- Prevent Strategy;
- Behaviour Support Policy,
- Anti-bullying policy,
- Whistleblowing policy,
- Off-site Visits policy,
- Attendance policy.
- Intimate Care policy,
- Attendance policy,
- First aid policy,
- Supporting learners with medical conditions policy,
- Bereavement policy,
- Safer recruitment policy,
- Code of conduct for employee's policy
- Disciplinary Policy and Procedure

All are on the school's website (www.albanwood.herts.sch.uk) or Agora partnership website (www.agoralearning.co.uk)

THE SCHOOL DAY

- The school day starts as a 'soft start' at 08:40, with children coming into classes and getting on with activities set by the teacher e.g. completing moving on comments in books, spelling or grammar activities or fine motor activities etc. depending on the year group.
- The register should be taken through our online system 'Arbor' at 08:50.
- Complete the FIRE DRILL attendance sheet on the door.

EYFS

Nursery

09:00	Busy Fingers
09:10	Registration
09:15	Learning session 1
10:15	Snack and Child Initiated Learning
11:15	Learning session 2
12:00	End of Day

Reception

08:40	Busy Fingers
08:50	Registration
09:10	Learning session 1
09:45	Snack and Child Initiated Learning
11:15	Learning session 2
11:45	Lunch
13:00	Afternoon registration
13:05	Learning session 3
13:25	Child Initiated Learning
14:30	Tidy up and Story Time
15:15	End of Day

KEY STAGE ONE

08:40	Soft Start
08:50	Registration
09:00	Learning session 1
10:15	Break
10:30	Assembly
10:45	Learning session 2
12:00	Lunchtime
13:00	Afternoon registration
13:05	Learning session 3 and 4
15:00	Story Time
15:20	End of Day

KEY STAGE TWO

08:40	Soft Start
08:50	Registration
09:00	Learning session 1
10:30	Assembly
	Y3 and Y4 Break – 10:15 – 10:30 Y5 and Y6 Break – 10:45 – 11:00
11:00	Learning session 2
12:00	Lunchtime
13:00	Afternoon registration
13:05	Learning session 3 and 4
15:20	End of Day

AN A-Z OF INFORMATION

Absence – Learners

If a learner is absent the parent or carer is expected to:

- Notify the school by telephone or email (admin@albanwood.herts.sch.uk) as soon as possible before the start of the school day with the reason
- Give the expected return date.
- Provide, on request, evidence of offsite appointments – such as a hospital or dentist appointment letter/card.

The school will:

- Record the telephone notification of absence. If notification is not received via telephone/in writing by 10am on the first day of absence. School will ring parent/carer and record the outcome of the call.
- Maintain regular contact with parents/carers throughout the pupil's absence.
- Keep written notification from parents/carers on file.
- Write to parents/carers requesting a reason for absence if it has not been provided.
- Record any absences as authorised or unauthorised according to current DfE guidelines.

Absence – Staff

Telephone both Hazel Pinder and your Phase Leader as soon as possible. Hazel will organise supply / cover teacher and the Phase Leader will organise break cover, classroom organisation etc.

School Mobile Phone: (Hazel) 07823 827529

EYFS & KS1: (Amanda) 07719 489728

KS2: (Zoe) 07896 496195

Please continue to call until you get a response. Telling colleagues and / or family members, texting or calling other numbers, using emails, calling the main school number, leaving a message on the school answerphone etc. often means that SLT do not know of an absence in time and are unable to make appropriate cover arrangements.

The same procedure should be followed for lateness.

Unless the school has already received a medical certificate, staff must continue to use the School Mobile Phone number every day of absence.

Absence – Mid-Day Assistants (MSAs)

MSA's must inform the Lead Mid-Day Supervisor of an absence no later than 10.30am.

Absence procedures – Staff

For spells of sickness lasting four to seven days use form SC2 for self-certification. Being sick on a Friday and the following Monday would count as 4 days.

For absence of more than seven days, a supply a “fit to work” medical certificate from a GP or other health practitioner maybe required. Every member of staff must inform the school of the reason for absence on the day they return.

When a member of staff returns to school following any form of absence they must complete a return to work form and hand this to the Head.

Staff returning to work following an extended period of absence must meet with the Head. A risk assessment and support will be discussed.

The Head teacher monitors absence patterns and may arrange a meeting to discuss specific patterns or concerns.

In the event of a member of staff having more than 10 days absence in a 6 month period, they will be asked to meet with the Head.

Appointments

Routine doctor and dentist appointments should not normally be made during the school day unless there is an emergency. For hospital appointments, staff may be asked to bring in an appointment letter and show the office. All details on appointments can be found in the Absence HR policy on the server.

Assemblies

Monday – Whole school assembly 10:30-10:45

Tuesday – Singing assembly 10:30-10:45

Wednesday – KS1 10:30 – 10:45

Thursday – KS2 10:30 – 10:45

Friday – Sharing or learning assembly 10:30 – 10:45

Sharing Assemblies – Please select between 2 – 4 children to discuss a piece of work during assembly. We will alternate between year groups 1, 3 & 5 one week and 2, 4, & 6 the next week. Please stay if your class is sharing work to be celebrated, so that you can question / aid the discussion. All children should have a chance for their work to be celebrated across the year.

Behaviour Policy

Behaviour must be managed with sensitivity and professionalism. Staff should constantly re-examine and reflect upon their own values, attitudes, behaviours and professional training in order to appreciate the messages that they are giving learners.

Staff need to be familiar with clear guidelines and strategies e.g. learner behaviour, support and management plans, to help maintain positive behaviour and discourage unwanted behaviour when it occurs. Staff should be familiar with the Behaviour Policy, a copy of which is available in the office and on the school website.

All class staff at Alban Wood Primary School will receive training in The Hertfordshire Steps approach. This provides guidance for assessment of harm, planning for, monitoring as well as physically supporting young people.

Incidents are recorded using an online tool called Arbor, training and support is available from the leadership team.

If you need support with behaviour issues or have a concern please speak to your Phase Leader.

Blogging

The school uses Wordpress to regularly update parents on the children's learning and experiences in school. This can be done using the Wordpress website or via the Wordpress app on the Chromebooks. Any post made on Wordpress automatically goes to the school website, Facebook and Twitter.

Books

Each subject has its own exercise books. The correct book should be used for each subject. Each piece of work should have the date, learning objective and success criteria at the top of the page. See presentation guides to help. The marking symbols table should be on each piece of work and used when marking.

Breaktime

Break time is from 10:15am – 10:30am (KS1, Y3 and Y4) and 10:45am – 11:00am (Y5 and Y6). A rota is created for both KS1 and KS2 playgrounds.

There should be 2 adults on duty on the KS1 and KS2 playground and they should also position themselves so they can see the entire playground between them. In good weather the field is often in use; there should be at least one adult on the field so they can see all areas of the field.

Children in KS1 are provided with a snack at playtime. KS2 children can bring a healthy snack for break time; this must be a piece of fruit or vegetable and must not be crisps, chocolate or fruit bars etc.

A whistle is blown to signify the end of play, the children stand still and then a second whistle is blown and the children walk into the building. It is important the teacher on duty blows the whistle on time.

Car Parking

The school has limited off road car parking. All vehicles are parked at the owner's risk and the school will not be liable for any damaged caused to vehicles using this area. Ensure the school office has current car registration details.

Chewing gum

Chewing gum is not permitted during school day (unless part of a process relating to giving up smoking – and agreed with a senior member of staff).

Child Protection/Safeguarding

If you have any concerns about child protection/safeguarding, please talk to the Designated Safeguarding Lead (DSL): Mrs. Hazel Pinder; Deputy DSLs: Mr Paul Sutton, Mrs Amanda Harrop and Miss Zoe Beattie.

If a child discloses to you about child protection issues, please record the conversation and tell the individual that you will have to share the information with the designated member of staff.

Please see the Child Protection & Safeguarding Policies, available on the school website or on the Teacher's shared drive.

Community Links

The school has strong links with other schools, church and community groups. Opportunities to develop further links are always welcomed. If you have any details or suggestions for developing links please discuss these with the Head of School.

Curriculum

At Alban Wood we follow the National Curriculum, using the Essentials Curriculum, by Chris Quigley. Anna Richards is Curriculum lead and any questions or queries should go to Anna in the first instance.

Our learner-centred approach promotes active engagement in learning to enables the development of skills and behaviours they need to enable them to enjoy the best possible quality of life.

Our curriculum provides opportunities which are meaningful, accessible, motivating, contextualised, in which learners are engaged and empowered to achieve.

Our personalised approach supports a balanced and creative range of stimulating contexts for learning through different experiences, themes, subjects and settings.

EYFS

EYFS follow the EYFS curriculum which follows a thematic approach using the characteristics of learning. Children's progress is documented through observations which are carried out on an online platform called Tapestry, this is accessible for parents to add to their child's Tapestry account as well; see the EYFS/KS1 leader for more details. Observations and children's work are kept in learning journals which parents can access frequently.

Mathematics

Maths in KS1 and KS2 is planned for following White Rose. Children should experience varied fluency, problem solving and reasoning. The long and short term planning for each group can be found on the server under planning.

English

English in Years 1 to 6 is planned for following The Write Stuff Approach. The long and short term planning for each year group can be found on the Jane Considine website.

Data Protection - GDPR

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

- When using computers, staff must ensure that confidential material cannot be read by an unauthorised person.
- Confidential material must be saved on the school's hard drives not individual / personal computers.
- Delete files that are no longer of use
- Memory sticks should not be used.
- Computers must be logged off at the end of use to prevent unauthorised access.
- Photos / images of learners must not be used on social media (see e-safety and data protection policy)
- You must at all times adhere to the Agora Learning Partnership MAT GDPR privacy notice found on the staff server in policies. This document also provides all the information you need on GDPR.

Defibrillator

The school has a defibrillator which is located outside the Head's office on the wall.

Displays:

Each classroom should make use of their display boards and regularly update them. An English and Maths working wall should be present in all classrooms and used to aid teaching. In EYFS and KS1 there should be a Phonics wall.

Dress Code

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

Clothing should be worn that maintains staff dignity and does not cause embarrassment to others.

Clothing should not fall loose & expose cleavage or midriff, hips or underwear, and bra straps and underwear lines should be well covered i.e. dress for work, not the beach. T-shirts with suggestive logos are not suitable. Staff are allowed to wear smart shorts.

E-safety

Staff must take care when using social media and ensure that they do not bring themselves or the school into disrepute. Staff must not share photos / images of learners on social media or discuss the school (See e-safety policy).

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment and shall report to Carolyn and John any damaged electrical equipment or wiring. The technician is responsible for arranging repairs to said equipment. Portable Appliance Testing is undertaken annually.

Any electrical items brought into school must be reported to Carolyn and John for testing prior to use.

The use of multi-adaptors is to be avoided, as is the use of extension leads unless they are fully unwound and correctly protected. The school encourages staff and learners to conserve energy at all times. All appliances should be switched off and unplugged before going home at night.

Email

Email is the most efficient method of communication in school. All staff should have an email address given to them when they start. Staff are encouraged to check their emails regularly for information and should respond appropriately.

Please be careful when sending emails regarding pupils and always remain professional at all times. If we receive a Subject Access Request (SARs) we have to give a copy of ALL documents and correspondence including the child's name.

If you need to email a parent please use the Communications button in Arbor, not your own school email address.

Equality

Alban Wood Primary School is an equal opportunities employer. Behaviour displayed by staff believed to be against the spirit of equal opportunities whether for reasons of age, disability, ethnic origin, gender, religion or sexual orientation will be unacceptable and should be brought to the attention of the Head of School and Executive Head Teacher.

Alban Wood's Equalities Policy and Plan is available on the school website and

covers the following protected characteristics: Race; Disability; Gender & gender reassignment; Pregnancy & maternity; Age; Religion and Belief; Sexual Orientation; Special Educational Need; Community cohesion.

Facebook

The school has a public Facebook Page – search for: ‘Alban Wood School’. Staff should not be commenting on this page from personal accounts.

Fire Procedures

There are detailed instructions in every classroom about the nearest fire exit point and signs indicating those exit points. Each classroom has an assembly point in the Key Stage 2 playground. Please familiarise yourself with the evacuation details for your classroom and the nearest call point should you discover a fire.

In the event of an alarm, please assist your learners to evacuate; do not stop to collect personal possessions, you do need to take the ‘fire engine’ detailing any absentees. The Head or Phase Leaders will give permission for learners and staff to re-enter the building. The school has a Fire Safety Risk Assessment, which is available in the school office.

There will be a fire drill at least once a term, which is recorded by the caretaker. Testing of the alarm bells is undertaken on a regular basis.

First Aid

School has a named qualified person who co-ordinates a team of first aiders. Injuries to staff should be treated by a qualified first aider. Staff who have completed the Appointed Persons Training for Emergency Aid have their names displayed around the school, including the staff room.

Food Allergies

The school is a ‘nut free zone’ as we have learners who have severe allergic reaction (anaphylaxis). Where required, epi-pens are kept in the medical room and staff will be trained to administer them.

Friends of Alban Wood

The FAW supports the work of the whole school providing resources. Events are held throughout the year and they ask for staff support to enable these events to run.

Health & Safety

All staff in school have a personal responsibility for the health and safety of themselves, their colleagues, learners and visitors. It is also the duty of every member of staff to report any unsafe conditions to the Head teacher.

Each member of staff has a responsibility for drawing the Head of School's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. All staff have some health & safety responsibility and will be expected to have knowledge on what to do if an accident or incident occurs, know the fire and first aid procedures and understand the basics of infection control and manual handling.

A copy of the Health & Safety policy is available on the school's website.

Urgent matters relating to health and safety should be raised immediately with the Head or member of the SLT.

Homework / Home learning Homework should be set on a weekly basis. You could send out a homework grid with a variety of tasks covering Maths, English, science and several creative/humanities subjects, with opportunities to use/develop skills learned in class. The expectation is one task per week and one week as a 'Family Week' allowing for weekends away etc. In addition to reading every day and spellings / times tables practise. If you feel this is not the best approach for your class, discuss this with your phase leader.

A termly curriculum letter must also be sent at the start of each term, outlining the topics to be covered in the term, and any changes to PE/library days etc.

Houses

Kelly Smith	(Yellow)
Anthony Joshua	(Green)
Victoria Pendleton	(Red)
Gareth Southgate	(Blue)

Illness (learners)

If a member of staff is concerned about the health of a child, they should consult the Welfare Support Assistant and then they can make arrangements for the child and telephone parents if the child needs to be collected.

Illness (staff)

If a member of staff feels ill during the day, they should inform a colleague. If they are not able to continue working they must ensure that a member of the SLT has been informed.

Learning outside the Classroom

Learning outside the classroom does not have to involve leaving school grounds where additional learning activities are to be encouraged.

Teachers planning an educational visit should include a risk assessment (stored in the Teacher Drive) and submit to Hazel Pinder for approval before talking to learners or informing parents. The risk assessment form should state the suggested ratio of learners to staff, which can only be varied subject to approval by the Head of School. Risk Assessments are required before learners can be taken off site. Trip letters should be approved by the office prior to being sent home to ensure costings are accurate. Once approved a copy is also required by Finance secretary.

When a form is returned with approval, permission request and funding details (if appropriate) can be sent to parents. Approval is required for regular activities such as swimming. Please also ask a member of the office staff to record details in the school diary.

Please remember to let other classes know if the absence of the teacher, assistants or members of the class affects the activities of other classes. If classes are out for whole school day, the kitchen and office should be informed 2 weeks prior to visit, in order for lunches to be cancelled or packed lunches ordered.

Links with Parents

We consider contact with parents to be a vital part of the work at Alban Wood School. Teachers may wish to discuss issues with parents. Teachers can also communicate with parents through email via Arbor.

Lunch time

EYFS 11:45-12:45

KS1 and KS2 12:00-1:00

Lunch times are managed by our MSAs, with Judy Bowie our lead MSA, currently covered by John Robb. MSAs have incident books to record incidents which occur on during lunch. They will give teachers a copy of their notes and may need to explain the situation. We try to limit the time this takes by using the incident notes.

In KS1 a whistle is blown at the end of lunch by the teacher on duty that day and the children stand still then a second whistle is blown for the children to begin to line up.

For KS2 whistles are blown by the MSAs and the children walk into the building.

Please be in your class ready to receive the children at the appropriate time.

Lunches – staff

Adults can only order a full meal. If the meal is eaten in the dining room with the children, it will be classed as a 'Duty Meal' and therefore free. School meals not eaten in the dining room with the children are £2.50.

Marking and Feedback

- Please mark in **RED** pen.
- Use a **PINK** highlighter to show the positives aspects of the work/learning.
- Add 'Moving on' comments, edits etc. in **GREEN** pen.
- Children should also self-assess each piece of work using a red/yellow/green pencil in the assessment box.

Mobile phones

The school allows staff to bring in personal mobile phones and devices for their own use. The school is not responsible for the loss, damage or theft of any personal mobile device. Personal mobile phones should be switched off, or placed on silent and kept out of sight during work times – unless specific arrangements have been agreed with a member of the SLT.

The following guidance from the Agora Learning Partnership MAT must be followed:

- The sending of inappropriate text messages between any member of the school community is not allowed
- Unless under exceptional circumstances permission should be sought before any image or sound recordings are made on these devices of any member of the school community. Such images must be deleted from the device as soon as possible and must not be shared on an iCloud.
- Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device
- Never use a hand-held mobile phone whilst driving a vehicle.

Medication

Every class teacher and teaching assistant should be familiar with the medical needs of each learner in their group. A list of learners who take medication is kept in the medical room.

If the child is out of school on an educational visit, the class teacher or responsible adult according to guidance will administer medicines provided.

Medication given to learners shall be recorded in the medication record folder kept in the medical room.

If the child is likely to have an anaphylactic reaction the classroom staff must have epipens within close reach at all times.

Planning

Planning should be kept up to date on the server so that SLT and subject leaders can monitor the different subjects. This also makes covering classes in the event of an absence easier.

Although the schemes are there, they should be used as a starting point. Teachers should be adapting and modifying the planning to suit the needs of their class. However in KS1 and KS2 there should be long, medium and short term planning for English, Maths and Theme lessons. All the proformas are available on the server in the planning files.

Planning, Preparation and Assessment (PPA)

PPA is time set aside for teachers during their timetabled teaching day to allow them to carry out planning, preparation and assessment activities.

PPA is a 10 % of teachers' timetabled teaching time but not of other directed time. In most full time cases this entitlement will correspond to approximately 2 hrs 15 mins per week.

The School Teachers' Pay and Conditions Document specifies that in order for the time to be meaningful 'it should not be allocated in short blocks, for example ten to twenty minutes'. Alban Wood Primary School PPA is allocated in blocks of no less than 30 minutes.

The teaching timetable of an Early Careers Teachers (ECT) should not exceed 90% of the time. ECTs +1 are entitled to

Part-time teachers are entitled to a minimum of 10 % of their timetabled teaching time for PPA in the same way as their full time colleagues.

The position of supply teachers depends on the nature and duration of their engagement.

Temporary members of staff whose work includes preparation, planning and assessment of the classes which they take, should receive PPA time on the same basis as permanent teachers. Teachers are entitled to PPA. In the event of PPA being cancelled (due to staff cover requirements) the senior leaders will ensure that this time is made-up where possible.

Personal Injury

In the event of a sustaining injury at work it is essential that it is recorded on the day of the incident in the incident book and appropriate form.

In the event of someone being bitten, and the skin broken, the person must seek treatment from appropriate medical facilities (A&E/ GP) immediately. The Head is responsible for notifying Herts County Council and the Health and Safety Executive if required.

Personal Possessions

Personal possessions should not be left unattended. The school will not accept

liability for loss or damage to personal possessions brought onto the premises or taken on school outings.

Playground Supervision

External play equipment should only be used when supervised. Staff should check equipment before use for any apparent defects and for contamination by animals. Any defects should be reported to the site manager.

Staff must ensure the safety of learners and must be vigilant when supervising in the playground, positioning themselves in the playground to allow for maximum supervision.

Reporting / Recording Accidents to staff

An accident is regarded as a non-deliberate event. All deliberate events are regarded as incidents (see reporting / recording of incidents). All accidents to staff must be recorded in the accident book. This document is kept in the medical room. Staff can access this at any time.

The Head or a member of the SLT will ensure that all serious accidents are reported to the LA as well as the Health and Safety Executive (HSE).

Reporting / Recording Accidents to learners

All accidents to learners must be reported using the safeguarding and child protection software for school's system (CPOMS).

Volunteers and staff can ask for a member of the SLT to support them to use CPOMS.

The Head or a member of the SLT will ensure that all serious accidents are reported to the LA as well as the Health and Safety Executive (HSE).

Accidents to adults should be recorded in the Accident Book (located in the medical office).

Notifying the Local Authority and Health and Safety Executive

In the event of someone sustaining a significant injury the Head or member of the SLT will notify the Local Authority, via the on-line recording procedure as well as notifying the Health and Safety Executive (this can be done on line or via a telephone call).

Resolving Issues between colleagues

When so many people are working with learners pressures and tensions are inevitable. In order to support colleagues to resolve issues and disputes in a professional manner a structure has been put in place. In the event of a colleague feeling aggrieved, angry, concerned or upset they can choose to: Inform their class teacher; or inform a member of the Senior Management Team (SLT).

The decision as to who to inform is up to the individual but it is important that the person who has a concern or issue talks to someone.

Safety out of School

Staff taking children out of the school grounds should be sure that risk assessments have been completed before taking learners off site. Staff should also bear in mind the following points:

- Learner's physical safety must be given priority over all other considerations.
- The behaviour of learners cannot always be predicted. Staff must keep each child in view.
- Please remember individual medication requirements for learners.

Safety Rules for Staff when working with learners

- Learners should never be left unsupervised
- If faced with a difficult parent in the classroom, staff should ask them to see the Phase Leader. If they refuse someone should be sent to fetch the Phase Leader.
- Craft tools must not be left unattended.
- Heavy items of equipment should not be moved by learners unless an adult is supervising.
- Sharp scissors and knives must be locked away.
- No children should be sent to or left in the playground unsupervised.
- Staff supervising the playground should remain vigilant at all times.
- Staff should position themselves around the playground to allow for maximum supervision.

School Diary

The school has an electronic diary which can be accessed via electronic devices. Please check the school diary for events taking place in school and to keep up to date with scheduled meetings that may affect you. Every member of staff ensure should ensure that any appointments or activities they are involved in are recorded in the school diary.

School Fund

Any monies collected for outings/activities etc. must be passed to the school office. Expenditure can be re-claimed using a form available from the school office. Expenditure over £10 should be pre-authorised using a form available from the school office, which is then submitted with proof of purchase for reimbursement. A valid VAT receipt must accompany all claims for reimbursement.

School Resources

Stationery is kept in stock cupboards near the school office. Please use items as required but advise the person responsible for ordering if stock is running low.

Subject leaders are responsible for ordering and organising storage for their subject equipment. Please check with the subject leader where resources are stored. Any items borrowed should be returned and stored tidily after use. An interactive whiteboard/screen is installed in each classroom.

Teaching staff have access to laptop computers / ChromeBooks (please ask Con-Ed). All equipment of value must be security marked and recorded in the asset register kept by Carolyn. No equipment should be removed from school premises without prior approval and recording of the loan.

Staff should be aware that items used outside school premises such as laptops / ChromeBooks may not be covered by the school insurance and that claims against personal insurance may be made in the event of loss or damage to school equipment.

Photocopiers are available in school. Please keep personal use to a minimum.

Paper tissues, paper towels and spillage rolls are supplied. Please do not use paper towels or wipes for cleaning or spillages.

Security

All adults at Alban Wood must wear a lanyard at all times. Members of staff will be issued a personal lanyard, featuring a photograph. Visitors who are able to show a current DBS certificate will be issued with a sticker. Those who do not have a DBS certificate should under no circumstances be left alone with learners.

Entrance to the school is carefully controlled and monitored. Visitors are required to sign in and receive a temporary pass. It is staff responsibility to record when they exit the building during the school day.

There are combination padlocks around school grounds. The code numbers may change, please ask in the office or check with the Site Manager.

No one should be on site without permission and staff should be aware of unidentified people around the school and be prepared to challenge them or report their presence to the Head of School. The school has a CCTV system.

Severe weather conditions

It is impossible to have one policy to cover the wide range of potential adverse weather conditions that may affect our school. However, the factors that will inform decisions are clear:

- The safety and welfare of learners, staff, other professionals, parents and visitors
- Responsibility to provide an education service

The Executive Headteacher is responsible for the decision as to whether the school should close due to severe weather conditions. This decision is made in consultation with members of the Leadership and site team. In the event of a

closure the Head must inform the Chair of Governors and Local Authority (LA). The decision to close the school will be communicated via:

- Parent Mail,
- The school website,
- School answer phone.
- Public School Facebook page 'Alban Wood' @albanwoodschool

There will be occasions when the level of snow fall is so great that decision will be that the building and site will closed to all staff (including the caretaker). On such days all contracted staff will be paid. Teachers will be expected to undertake planning and preparation work at home.

There will be other circumstances when the snow fall in Watford will not be as great as in other parts of Hertfordshire and although it is possible for colleagues living close to the school to get to work, it would be difficult for others, especially those living in rural areas. Trust is an important element of working in a setting such as Alban Wood. Therefore, colleagues are expected to make their own decision based on their own particular circumstances. In line with the policy of the MAT those colleagues who can get into school will be expected to do so.

On such days' staff are expected to work their usual hours (it is probable that late staff meetings and after school clubs will be cancelled). There is an understanding that colleagues who have long and / or difficult journeys may arrive later than usual.

Please see a member of the SLT if you have any questions regarding this guidance.

Smoking

Smoking is not permitted anywhere on the premises of Agora MAT. Smokers must not to smoke in front of the school. It is recognised that vaping and e-cigarettes are very different from smoking. However, some people find the cloud that e-cigarettes emit unpleasant. In line with Agora MAT policy, e-cigarettes must not be used in school, including the staff room.

Staff who wish to bring their own children into school

Staff are expected to make alternative arrangements for the care of their own child in the event of their child's school having a planned closure e.g INSET. These guidelines seek to ensure the safety of all concerned and reduce possible impact on learning.

- Staff are only able to bring their child into school at the discretion of a member of the Senior Leadership Team (SLT).
- Staff must gain permission from a member of SLT before they bring their child into school.
- Staff are responsible for their own child at all times.
- Staff must ensure that their child is under their supervision at all times

- Staff are responsible for the behaviour of their child.
- Staff must ensure that they are still able to fully fulfil their working duties when their child is with them.
- Staff must ensure that their child does not go into the staff room.
- Staff must ensure that their child does not attend briefing meetings (and they should wait with their child in the classroom whilst these are taking place).

It is important to note that there may be classes where it would more be difficult to accommodate a visiting child than others and this will inform the decision of the member of staff. Only under exceptional circumstances can a member of staff bring more than one child at a time into school.

Only under exceptional circumstances would a child under the age of 5 be permitted to be in school for the whole day.

Staff Meetings

Teachers, have scheduled meetings each Wednesday from 3.30 to 5.00 pm and a school briefing on a Friday at 8.20 am.

Staff Room

The staff room and staff toilets are located near the school office. Hot and cold drink making facilities are available where you can bring in and make your preferred beverage. A microwave, toaster and fridge are also available. The staffroom is for everyone, whatever their role. Students and visitors may use the staff room. Learners from secondary schools undertaking work experience placements should have their dinner / breaks with our learners; children of staff visiting the school (under the age of 16) should remain with their parent and not come into the staff room.

Students on placement

The school is asked to support students from local schools and colleges who need placements in a Primary school. The class teacher will support the student and organise their work. If the student requires more support for their work the Phase Leader will arrange additional discussion sessions with the student.

If a class teacher is concerned about the student, a member of the leadership team should be consulted. Students should never be left alone with learners or allowed to take learners out of the school building by themselves.

Tattoos

Facial tattoos, tattoos that are racially or politically provocative, as well as tattoos that are sexually explicit are not permitted.

Uniform (for children)

Uniform is outlined in the uniform policy; if a child is not wearing the correct uniform teachers should speak to parents. Jewellery should not be worn except for stud earrings. These should be taken out during PE or tape applied over

them.

Use of the Internet

The school has email facilities and a website. Staff must ensure that sites accessed have appropriate content and that learners are not left unsupervised if accessing the Internet. Each adult PC user should read and sign and adhere to e-safety guidelines.

Staff are able to use search engines for personal use but must ensure that they are not accessing inappropriate sites or downloading material or accessing sites that may endanger the integrity of the computer system.

Staff must not download software and must consult the IT technician before installing software. Personal use of computers should be restricted to a reasonable level at appropriate times and be in line with the school's policies.

Visitors

The school welcomes visitors. Every visitor is required to sign in when they arrive at school, wear a visitor badge at all times and sign out when they leave the premises. They will also be given information regarding emergency procedures. Members of staff should inform the secretaries if they are expecting visitors and write details in the school diary. They will be given an ID sticker to wear.

Volunteers

The school welcomes volunteers who can bring additional expertise into the school. Any regular volunteer work should be for agreed specified periods and for specified areas of work. The Head of School will assess any applications and invite the volunteer into the school for a discussion.

References will be taken up and a satisfactory DBS Check in place before any volunteer can assist in school. The volunteer would work under the direction of a class teacher or member of the leadership team. All volunteers must receive safeguarding training.

Volunteers should never be left alone with learners or allowed to take learners out of the school building by themselves. If there are any concerns about a volunteer the Head of School should be consulted. Confidentiality about the learners should be observed at all times.

Water

Children are encouraged to bring in water bottles; these should be kept in class. There are several water fountains around school and children are encouraged to visit these in their own time, break time/lunch time.