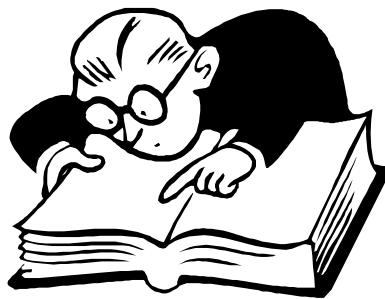


Sandness Primary School

Staff Handbook

2006/2007



Sandness Primary school

Introduction

You are warmly welcomed to Sandness Primary School. We hope your time in our school will be a happy, rewarding time of learning for you and for your pupils.

This handbook has been compiled to provide you with the necessary information for our school procedures. The School Handbook is also available for all staff and reading is recommended. Staff should also refer to Sandness Policy Folders in the staffroom/office, that contain copies of Sandness's policies in a number of areas.

If any of this information is unclear, or if we have missed out anything you need to know, please ask us. Don't feel any question is too trivial or silly. What you tell or ask us will enable us to improve this Staff Handbook for future staff. Your perspective as a new staff member is vital in this process.

The school day

P1 - P7

Monday - Friday	9:15 am - 10:45am
	11.00 - 12:10pm
	1:30pm - 3.15pm

SCHOOL STAFF

Head Teacher	Mrs Lyn Boxall
Principal Teacher	Mr Stephen Renwick
Visiting Learning Support Teacher	Mrs Maggie Macdonald
Visiting French Teacher	Mrs Marsali Taylor
Visiting Music Teacher	Miss Dawn Smith
Visiting Knitting Instructor	Mrs Jenny Bradley
Visiting Fiddle instructor	Ms Debbie Scott
Visiting Music Instructor	Mrs Diane Garrick
Clerical Assistant	Mrs Carrie Alderson
Kitchen Supervisor	Mrs Lavinia Moncrieff
Cleaner	Mrs Adele Peterson

PUPILS

Pupils Entering and Leaving School

- Pupils are asked to arrive at school no earlier than 9.00am.
- They may play in the class or corridor until 9.15am when the teacher calls them to class and begins the day.

Pupil Absence

- Pupil absence should be noted at the start of the morning and checked after lunch.
- At 9.30, if children are missing and the school has not been informed of their absence, parents must be contacted to ascertain whether or not they set out for school.
- All pupils should bring a note explaining absence. If a child does not bring an absence note and parents have not notified the school office, the teacher should contact parent to establish reason for absence and amend the register as necessary.

Pupil Accident

- **All staff must use gloves** when cleaning wounds or dealing with body spillages.
- Pupil accidents, incidents and near misses should be reported immediately on a PIN (Personal Injury Notification form) and passed to the Head teacher
- Parents must be immediately informed of significant injuries. Parents should be contacted in the event of all head injuries and warned of significant symptoms that might occur.

Pupil Illness/Medication Arrangements

- Pupil who are feeling unwell may spend some time sitting quietly in class.
- If symptoms persist or worsen parents should be advised to come and collect child. A list of alternative contacts is available for each child.
- Only prescription medication can be administered in school.
- **NO CHILD SHOULD BE GIVEN MEDICATION IN SCHOOL WITHOUT A MEDICATION FORM BEING COMPLETED.**

- Each class has a Medication Log. If a child has permission to self medicate, each instance of self medication (including inhalers for asthma) should be recorded in the Medication Log by a member of staff.

Lunch Arrangements

Currently all children stay in school for lunch and do not leave the playground afterwards.

Adverse Weather Arrangements

In adverse weather conditions children will stay in the classroom where they will be monitored by the playground/lunchtime supervisor.

Behaviour

Sandness Draft Behaviour Support Policy is in the Sandness Policy Folder held by each class teacher. All staff should make themselves aware of the approach to Behaviour in the Draft Behaviour Support Policy.

Working in partnership with parents to support pupil learning and behaviour is key to Sandness's approach. All staff should endeavour to develop positive, mutually respecting relationships with parents as a priority. Parents should be regularly consulted about any learning or behaviour issues their child has. Good parent - teacher relationships allow children to feel supported in school.

All staff are encouraged to talk to the Headteacher or Principal Teacher regarding any difficulties with pupils. In August, each class agree behaviour rules, rewards and sanctions with their class teacher. These are displayed in class.

Each class has a Behaviour Book, where teachers should note unacceptable behaviour. This is helpful in building evidence indicating patterns of pupil difficulty.

Incidents of racism and bullying are considered seriously and must be referred immediately to the Headteacher who is the Anti-Racist/Bullying Co-ordinator. In her absence, refer to the Principal Teacher. Each incident is investigated, recorded and parents are informed when such incidents have taken place, whether the child is the perpetrator or victim.

Homework

There is a homework policy in school, which is shared with parents in a school leaflet annually. The policy can be read in the Sandness Policy Folder. Teachers on short term supply need not give out homework.

Pupils Leaving School during School Day

No pupil is allowed to leave the school during the school day without authorisation. Parents must come to school to collect their children.

Staff Absence

Staff should inform the Headteacher before 8.00am by phone if they intend to be absent from work and should indicate as early as possible if they will be absent at any other times. Please inform the school as early as possible regarding returning to work. It is especially helpful for the school to be informed of further absence by 2.30pm. This gives time to ask Supply Teachers to return the following day.

A self-certificate form requires to be completed for absences up to 7 days (including weekends). Thereafter a Doctor's certificate is required.

To help management or supply staff cover classes for short term absence, it would be helpful if class teachers left daily class diaries on tables.

Meetings / Communication

Sandness staff meetings usually take place on a Tuesday morning before school. On other occasions the PT joins the staff at HH for cluster meetings.

All staff are welcome to approach senior staff at any time to discuss concerns.

The office diary gives information about forthcoming events. The HT's timetable is on the office wall.

A newsletter goes to parents twice a term.

Collegiate CPD times are agreed at the start of the year and appear as an appendix to the School Development Plan.

Parental Consultation and Reports

Parental consultations are in November and early June. Parents are regularly invited into school at other times to discuss pupil progress and to participate in class workshops. Formal reports are sent to the parents before the June consultation meeting.

Staff are encouraged to engage with parents through home school diaries, notes, phone calls etc but should consult with HT before sending any general letter home to all parents in the class.

School Policies

The Sandness Policy Folder is in the office. It contains the following policies.

Reading Policy

Writing Policy

Talking and Listening Policy

Maths Policy

Environmental Studies Policy

Citizenship and Education for Work Policy

Sex Education Policy (draft)

Drugs Education Policy (draft)

Health Education and Promotion

RME Policy

Art and Design Policy

ICT Policy

Learning and Teaching Policy

Assessment Recording and Reporting Policy

Homework Policy

Library Policy

Learning Support Policy
Collective Worship Policy
Behaviour and Discipline Policy
Equal Opportunities Policy
Anti-Bullying Policy
Partnership with Parents Guidelines (draft)
Complaints Procedures.
Administration of Medicines Policy
Quality Assurance Policy

Planning a School Visit

All school excursions and visits off site must be discussed with the HT.

Thereafter Class teachers are responsible for ensuring that risk assessments, permission slips, and transport arrangements are in place. Kitchen staff and auxiliary staff must also be informed. Mrs Alderson the school secretary will assist with booking arrangements, requesting packed lunches and preparing permission slips and the PT or HT will be happy to assist with risk assessments. A mobile phone, pupil contact list and first aid kit must be taken on all trips outwith school.

MISCELLANEOUS

Fire Drill

Fire procedures are displayed throughout the school. There is a fire drill each term and the fire alarm is tested every Friday at 3.30pm.

First Aid Boxes

There are two first aid boxes. One is outside the kitchen door. The other is in the main corridor. Mr Renwick is the qualified first aider.

Updates

We hope this has been a useful document. Inevitably there will be changes through the year. If you spot information that is wrong or out of date please bring it to the attention of the school secretary. This is a working document and we value your input.

Lyn Boxall HT Aug 2006

Date:

Dear Parent / Guardian

_____ of class P _____ has:

- suffered a head knock*
- suffered an injury*
- been feeling unwell*

We have observed and attended to your child.

Following careful consideration, we advise that it would be wise to observe your child and seek medical attention if required.

Thank you for your help and support.

Yours sincerely

Lyn Boxall
Head Teacher

Signed by member of staff

Print Name _____

* Please delete as appropriate.

APPENDIX 2

The most up-to-date copies of all SIC Corporate Policies are available on the intranet. A list of these policies can be seen below. If you require further information on any of these policies please look at the intranet or ask the school secretary to download a paper copy.

- Policy on Employment Breaks
- Policy on Preparation for Normal Retirement
- Supplementary Arrangements for Schemes of Flexible Working Hours
- Flexible Work Hours Policy Framework
- Managing Stress in the Workplace
- Policy on Violence to Employees at Work
- Control of Smoking at Work
- Code of Conduct on the Use of Electronic Communications
- Recruitment and Selection Policy Framework
- Equal Employment Opportunities Policy
- Occupational Health and Safety Policy Statement
- Policy on Eye and Eyesight Testing For Display Screen Equipment
- Salary / Pay Advance Scheme for the Purchase of Public Transport Season Tickets
- Policy on Leave for Family Care Purposes
- Policy on Honoraria Payments for Overtime
- Policy on Payment for Overtime for Job-Share and Part-Time Employees graded AP5 and below
- Policy on Fair Treatment at work
- Assisted Motor Cycle and Moped Purchase Scheme
- Policy on the Use of Bicycles by Employees
- Performance Management Policy Framework
- Employee Development and Training Policy Framework
- Further and Higher Education Scheme
- Policy on Absence Management
- Long Service Award Scheme
- Death Benefit Scheme
- Policy on Time off Work for Trade Union Duties and Activities

- Policy on Early Retiral and Voluntary Severance
- Policy on Compulsory Redundancy

Appendix 3

The following Schools service policies are also available on the intranet or as paper copies in Sandness school office.

Gdfhgjkh;l'