Blaenavon Heritage Voluntary Controlled Primary School



Staff Handbook

Author: Mrs Jane Howells

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Ratified: 10 April 2019

CoG:

INTRODUCTION

It is important that all personnel involved with the school have a clear understanding of our policies and procedures. If common policies are not adopted by all, serious consequences could arise which might, for example, jeopardise the well-being and safety of those on the premises.

The purpose of this handbook is to provide a useful source of information to staff in all aspects of the day-to-day running of the school. It is hoped that the format of the handbook will make it quick and easy to read.

The contents of this handbook are updated on an annual basis to ensure that the information provided is both up to date and relevant. The Staff Handbook, read in conjunction with the school's policy documents, should provide guidance towards a consistent approach throughout the school.

If you have any queries, please contact the Acting Headteacher. The school has adopted Torfaen's Grievance Procedure for School Based Employees: in the first instance any problems should be discussed with the Acting Headteacher.

THE SCHOOL

The school was opened in April 2012 after the closure of Hillside Nursery, Hillside Primary School and St Peter's Primary School. Our catchment area comprises Blaenavon and its surrounding areas, including Forgeside and Garn-yr-Erw, serving the most northern area of Torfaen Local Authority.

Our school caters for pupils of 3-11 years old. The nursery provision caters for 130 pupils (65 fulltime equivalent) and a 450 place primary provision catering for pupils aged between 4-11. The school teaches Welsh to all pupils as a second language and, therefore, is categorised as school type A by Welsh Government.

In September 2018, the school is organised into Nursery AM and PM, in addition to 6 Foundation Phase classes, 8 Key Stage 2 classes and one mixed Foundation Phase/Key Stage 2 class.

Foundation Phase pupils have secure outdoor play areas. All pupils have access to the playground and outside areas.

Our school leisure facilities include a large sports hall, fitness suite, dance studio and changing facilities.

SCHOOL ORGANISATION

There are currently 15 classes plus 2 nursery classes (one in the morning and the other in the afternoon). Currently, the majority of classes are straight Year Groups, with 2 mixed classes. The admission number is 450 in the primary school, excluding 128 in nursery = total 578.

DAILY PROCEDURES

8.45 am – 9.00 am	Children arrive on site
8.50 am – 9.05 am	Nursery pupils arrive on site
9.00 am – 9.30 am	Registration period
9.30 am – 10.15 am	Session 1: Foundation Phase
10.30 am – 11.45 am	Session 2: Foundation Phase
9.30 am – 10.35 am	Session 1: Years 3 & 4
10.50 am – 12.15 pm	Session 2: Years 3 & 4
9.30 am – 10.40 am	Session 1: Years 5 & 6
10.55 am – 12.30 pm	Session 2: Years 5 & 6
11.20 am – 11.35 am	Nursery AM Pupils collected
11.45 am – 12.30 pm	Foundation Phase Lunch
12.25 pm – 12.35 pm	Nursery PM Pupils arrive
12.15 pm – 1.00 pm	Years 3 & 4 Lunch
12.30 pm – 1.15 pm	Years 5 & 6 Lunch
12.30 pm – 3.10 pm	Session 3: Foundation Phase
1.00 pm – 3.10 pm	Session 3: Years 3 & 4
1.15 pm – 3.10 pm	Session 3: Years 5 & 6
9.15 am – 9.45 am	Whole School Worship (Monday)
2.30 – 2.50 pm	Whole School Worship (Friday)
	Tuesday – Thursday: In Class Worship At a time suitable to the Teacher.
2.50 pm	Nursery PM Pupils collected

- Each class participates in the Daily Mile at different times.
- Designated staff are on gate duty in the mornings between 8.45 am and 8.55 am.
- All LSAs are on duty at break times, apart from one in each Year Group, together with one Teacher from each Year Group.
- LSAs follow a duty rota for lunchtime supervision.
- If it is raining at break time, staff supervise children in their classrooms.
- At lunch time, supervision is undertaken by LSAs.
- All teachers must be available from 8.45 am to receive the class as they enter the school.

REGISTRATION

Dinner registers should be completed by 9.30 am and taken to the dining hall. The child's choice should be clearly indicated on the sheet provided, highlighting whether or not they have a home lunch or require a hot or cold dinner provided by school. Payment of lunch money and tuck is only accepted online (no cash payments).

Registration is completed electronically on SIMS and checked by the EWO and office staff. Please report any concerns you may have, eg children having days off when they are not ill, or a pattern of lateness or absence. All absences require parental/carer notification either verbally or in writing. Please note: it is a legal requirement that the teacher ensures registers are completed for both morning and afternoon session. Absence sheets should not be taken to the office prior closing the register at 9.30 am.

ASSEMBLY

Assemblies are at 9.15 am on Monday and 2.30 pm Friday. In Class Worship is held Tuesday to Thursday.

Years 5&6 organise bench seating for Year 6 pupils and chairs for staff. Digital Leaders from Years 5&6 organise use of electronic devices.

All teachers/LSAs should bring classes into the hall and sit at the end of their class row. Where necessary, staff may need to sit some pupils at the end of the row close by. In some cases, it may be beneficial for staff to sit amongst the children. Children should be encouraged to walk into and out of the hall quietly and in an orderly manner. Staff remain with classes during assembly.

On Fridays there is a Celebration Assembly where pupils receive Acting Headteacher's Awards and are given the opportunity to share achievements which may have been received outside of the school environment. Birthdays are also celebrated during this time.

Assemblies are Christian in nature, but other faiths are celebrated. If pupils of other faiths are withdrawn from assembly they are supervised by staff.

BREAKTIME – Foundation Phase

Breaktime for Foundation Phase pupils is 10.15 am – 10.30 am.
The canteen staff operate a healthy tuckshop selling fruit snacks. Children are encouraged to bring healthy snacks for their morning break. During wet break times children are supervised in the areas outside the classrooms where they eat their snacks.

BREAKTIME – KS2

Breaktime for Years 3 & 4 is 10.35 am – 10.50 am.
Breaktime for Years 5 & 6 is 10.40 am – 10.55 am.
Snacks – as above.



During wet break times children are supervised in the areas outside the classrooms where they eat their snacks.

For safety reasons, staff should ensure they use a travel coffee cup, with a lid.

INJURIES

Children who sustain injuries will be dealt with by a First Aider, in the first instance.

First Aiders are:

NAME	LOCATION	NAME	LOCATION
Karen Beacham	Key Stage 2	Michaela Page	Foundation Phase
Suzie Challenger	Foundation Phase	Julian Smith	Staff Room
Jo Daley	Nursery	Val Sweet	School Crossing
Cariad Davage	Key Stage 2	Ruth Tattershall	Foundation Phase
Yasmin Gedney	Nursery	**Andrew Turner**	**Key Stage 2**
Shan Hart	Caretaker	Kim Rogers	Foundation Phase
Lesley Holland	Foundation Phase	Ruth Rusby	Foundation Phase
Julie Jones	Foundation Phase	**Nikki Westwood**	**HLTA Cover**
Cheryl Lewis	Caretaker	Justin West	Studio
Loran Tanner	Discovery	Jo Yemm	Nursery
Vacant	Discovery	Julie White	Discovery
Gemma Jones	**Foundation Phase**		

Those highlighted are also Health & Safety at Work Officers: call for higher level first aid.

If you suspect an injury is serious, do not move the pupil, unless absolutely necessary.

Head injuries are especially dangerous. As some children cannot be relied upon to take a note home we will always 'phone parents to inform them that their child has had a bump and ask them to come into school to check the injury if we feel it necessary. If the injury is not felt to be serious, a 'bump text' will be sent advising parents of the incident and stating a bump note will be sent home.

Staff involved with head injuries, or other serious injuries, must make 'phone calls home themselves to inform parents of how the incident occurred. SLT advice should be sought in advance of making the 'phone call.

Further, if there are instances of a relatively serious nature in which a telephone call has not been made, or a text sent during the school day, staff must speak to parents/carers at the end of the day to advise them of the incident.

LUNCHTIME

From September 2018, LSAs will supervise pupils at lunchtime according to the rota. All teaching staff should be on the yard, ready to collect children from the playground at the end of lunchtime.

Pupils in all shared areas must be supervised by staff. All pupils should go outdoors to play wherever possible (eg light showers) in appropriate clothing. In case of extreme bad weather, children can be supervised indoors.

END OF DAY

- At the end of the day designated members of staff will collect bus pupils from their classrooms at the end of the day.
- If a regular bus-child is not going on the bus there should be a message received by school. If a message has not been received, the child should go on the bus (always double check with the office).
- Nursery pupils are collected from the Nursery door at 11.20 am or 3.05 pm.
- Parents of pupils in Green, Blue, Purple and Pink classes collect their children from their class door.
- Pupils in Orange and Yellow classes are dismissed from Door 3 where they are handed over to their parent/carer.
- All pupils walking home without a parent/carer are dismissed from Door 2. Parents must sign an authorisation for pupils to walk home.
- Foundation Phase pupils with younger siblings are dismissed from the youngest sibling's door, except for Nursery.
- Key Stage 2 pupils with younger siblings are collected separately from their class exit.
- Year 3 & Discovery Class pupils are dismissed from the bottom of the stairs (Door 4).
- Years 4, 5 & 6 pupils are dismissed from the Dining Hall.
- Pupils attending Busy Bees after school are collected from their classrooms (internally) by Busy Bees' staff.
- Pupils attending After School Clubs should be accompanied to the Hall by a member of staff.
- Parents/carers should inform school about any changes to the person collecting child if that person is not listed as a contact on SIMS. **DO NOT ALLOW A CHILD TO LEAVE SCHOOL WITH ANOTHER PARENT OR ANYONE DIFFERENT IF THERE HAS NOT BEEN A PHONE CALL TO SCHOOL**. If in doubt, double check with the office. If a 'phone call has not been received, or the person collecting the child is not listed on SIMS as a contact, the office staff will 'phone home to discuss arrangements with parent/carer.

Extra vigilance must be taken when children are released from school at the end of the day. Staff should stand at their designated external door to dismiss their class and ensure they are handed over to a parent/carer, unless they have permission to walk home.

ADMISSION

Parents must ask the LEA's permission before their child can start or be transferred to the school.

NEW INTAKE

Nursery pupils are admitted in the term following their 3rd birthday. Parents are invited to meet with the nursery staff prior to their child's start date. Following this meeting (at a future date), pupils come into nursery for a one hour taster session, before their start date.

For pupils in Foundation Phase and Key Stage 2, as well as those moving from Nursery into Reception, a Meet the Teacher session is organised towards the end of the summer term.

Moving Up Day is held on a Wednesday at the beginning of July where pupils from all classes move up to spend time with their new teacher. Year 6 pupils also have the opportunity to transition in advance of their secondary school start date.

POLICY DOCUMENTS

Policy documents cover a range of curricular and non-curricular areas: all staff should have access to policies. All policies are available on the school website. All staff are provided with timetables at the start of the academic year.

PASTORAL CARE

The school is responsible for the health and safety of the children whilst on the premises. Guidance is given in the Health and Safety Policy.

FIRE DRILLS

Fire drills will be practised at least once per term.

FIRE EXITS

Nursery: into top of MUGA	Coity 1 (Year 3): leave via Jacob's Ladder staircase through doors at bottom of stairs
Blue Class (Reception): leave via class door	Coity 2 (Year 3) leave via Jacob's Ladder staircase through doors at bottom of stairs
Green Class (Reception/Year 1): leave via class door	Blorenge 1 (Year 4): leave via Stairway to Heaven, then onto yard
Purple Class (Year 1): leave via class door	Blorenge 2 (Year 4): leave via Stairway to Heaven, then onto yard
Pink Class (Year 1): leave via class door	Ty Godwith (Year 5): leave via Jacob's Ladder staircase through doors at bottom of stairs
Yellow Class (Year 2): leave via Green Class or Door 4	Gauts Gate (Year 5): leave via Jacob's Ladder staircase through doors at bottom of stairs
Orange Class (Year 2): leave via Blue Class	Keepers (Year 6): leave via Stairway to Heaven, then onto yard
Discovery Class (Years 2-5): leave via Jacob's Ladder staircase through doors at bottom of stairs	Garn-yr-Erw (Year 6): leave via Stairway to Heaven, then onto yard

If the alarm sounds when the class is not in their own room, you should use the nearest convenient exit and walk pupils around the outside of the building to their assembly point.

Children should go straight to the nearest exit point if they are in another part of the building. Pupils are lined up in the playground and registers checked. All teachers need to bring a current class list out to meeting point for their class. This is the responsibility of all teachers, as registers are electronic. Walkie talkies should also be taken.

All staff must sign in and out every day.

If staff are working with children in a different area: leave the building through the nearest exit and proceed around outside of building to the class meeting point.

In the event of a fire:

☹ No-one should re-enter the building.
☹ Visitors should be advised to make their way to one of the assembly points

Other Important Issues:

- If children are ill, a member of Senior Leadership Team (SLT) should be informed so that parents can be contacted.

- Serious accidents to pupils and staff are recorded.

- If staff suspect that children are having difficulty with hearing or vision they should initially inform the Class Teacher who will advise the ALNCO (Miss Louise Padfield).

- Concerns regarding a pupil's lack of progress or persistent behaviour problems should be made to the Deputy/SLT/HT.

- Staff must not check children for head lice. If a child is reported as having head lice, a text is sent to parents of the class by office staff. If you have concerns over repetitive cases, contact the Acting Headteacher.
- If children need to take long term medication, the parent/carer must complete a Medication Form which is then passed, together with the medication, to the class teacher. Short term medication (eg antibiotics) cannot be given by school staff and the parent/carer must come into school to administer. Staff are instructed not to clean children after toilet accidents or sickness without an additional member of school staff being present.

- The Behaviour Policy must be followed by all staff. School rules are displayed throughout the school. It is the responsibility of all staff to ensure that school rules are enforced and followed.

CHILD ABUSE

(Guidance from All Wales Child Protection Procedures 2008):
The LEA's guidelines are available for inspection, ask the Acting Headteacher or Deputy. Generally, 'Abuse'…physical or emotional ill-treatment or neglect. "staff may seek information with tact".

If you suspect that a child is being abused in any way, you must tell the:

Child Protection Co-ordinator – Jane Howells;
Alison Coombs - Deputy CPC; or
Claire Crew in their absence.

In addition to their duty and responsibility to make referrals there are other ways in which everyone who works with children and families can contribute to the safeguarding of children.

- Treat the child's welfare as paramount.
- Be alert to, and aware of the risks which individual abusers, or potential abusers, may pose to children.
- Recognise when a parent or care-giver has compromised parenting capacity, that is, problems which may affect their capacity to promote effective and appropriate care, or which may mean they pose a risk of harm to the child.
- Be aware of the impact and effects of abuse and neglect on children.
- Share and analyse information so that an informed assessment can be made of the child's needs and circumstances.
- Contribute as required to provide help for a specific service to the child or a member of their family as part of an agreed plan and contribute to the reviewing of a child's progress
- Contribute as necessary at all stages of the child protection process.
- Contribute to regularly reviewing the outcomes for the child against specific shared objectives.
- Work co-operatively with parents, unless this is inconsistent with the need to ensure the child's safety.
- Be committed to fully co-operating with all other agencies in the interests of safeguarding children.

All professionals working with children have a duty to report any concerns.

- **If you have a concern about the conduct or behaviour of a member of staff then you must report immediately to the Child Protection Officer (HT).**
- **If your concern is about the HT, then the Chair of Governors, Mr Gareth Davies must be contacted. Details can be obtained from the School Clerk/PA to Head.**

PARENT VISITORS

There are certain procedures which parents must follow:

- Parents should always report to reception.
- If, at any time, a parent becomes abusive or aggressive, terminate the conversation and seek help from the Acting Headteacher or member of SLT.
- If a parent asks to see a class teacher straight away, the Acting Deputy/Acting Headteacher will first try to assess the situation and try to deal with the issue themselves.

Parents are only authorised to be in the foyer. If staff see a parent/carer in any other part of the school, they are to ask the adult to report to main reception.

Start of day - the Acting Headteacher will arrange cover so that a teacher can speak to the parent if it is deemed necessary.

End of day – unless otherwise committed, staff should be available for ten minutes.

OUT of SCHOOL HOURS LEARNING

Extra-curricular activities are an established part of school life, they include:

Football
Rugby
Netball
IT
Board Games
Walking
Story Telling
Science
Let's Get Physical; and
Choir

All Clubs finish by 4.15 pm.

Staff are encouraged to try something different if they so wish. Parents must give permission for children to take part. Staff in charge of clubs must provide permission letters. If there is an issue with any child during an after-school club, staff must report this to a member of SLT on site BEFORE the club ends or the child goes home.

SCHOOL VISITS

Staff are encouraged to take pupils to places of interest. All staff must use the EVOLVE system when planning a trip/visit. All risk assessments must be carried out through Evolve. All children must return routine visit forms to the office at the beginning of a new school year. For assistance in using EVOLVE, see Charlie Booth.

Please note:
Evolve reports must be submitted to Charlie at least one week before the visit. Pupil contact details can be amended up until the day of the trip.

Staff need to ensure that:

- a pre-visit to any new venues has been made;
- you have listed all pupils who do not have photographic permission;
- individual risk assessments/handling plans are included for pupils to whom this applies;
- any amendments on the day of the trip should be added as a note;
- all paperwork is handed into the office prior to signing out and leaving for the trip.

Only ONE TRIP is permitted per class per year.
NO TRIPS MUST TAKE PLACE WITHOUT INPUTTING DETAILS INTO EVOLVE.

STAFF ABSENCE

Staff should inform the Acting Headteacher (or Acting Deputy) personally via 'phone and as soon as possible if they intend being absent, providing the reason for absence, and the likely duration. The Acting Headteacher and Acting Deputy Headteacher can be contacted by mobile. Messages can be left but it is the member of staff's responsibility to ensure that a member of office staff has also been notified if the Head or Deputy cannot be contacted.

If staff absence is planned, work should be left for the class. Staff should return any planning information to school unless there are copies in school. The school should be kept informed regarding the return date.

SELF CERTIFICATION

Up to five days	Self certification (no doctor's note required)
5+ days	Doctor's note & self-certification needed

A Return to Work interview will take place on the day of return with the Acting Headteacher or Acting Deputy.

SCHOOL MANAGEMENT & STAFF DEVELOPMENT

Staff meetings (with Teachers and HLTAs) are held on Mondays at 3:30 pm. SLT meetings follow staff meetings at 4.30 pm for one hour.

Staff must inform the Acting Deputy/Acting Headteacher if they are not available to attend a planned staff meeting AT LEAST 2 days before the meeting.

SLT meetings are held every morning at 8.30 am which concentrate on the day's activities. Messages from this meeting are passed onto staff in classrooms by nominated SLT members.

Teaching staff have a representative on the Governing Body: the representative is elected and serves for four years. The current representative is Adam Cornes. Each member of teaching staff has responsibility for one or more curriculum areas and, as such, are expected to carry out the duties of a curriculum co-ordinator and contribute towards the School Development Plan. Support staff may have responsibility for an area of school life, eg Mrs Westwood manages Forest Schools and Eco, Mrs Roberts has responsibility for the School Council, Mrs White is involved in community links (eg World Heritage Day).

Teaching staff are entitled to PPA time in accordance with national regulations. Staff may swap their time allocation for whatever reason providing other staff and cover staff are in agreement – this must be agreed the week prior to changes.

SCHOOL COMMITTEES/GROUPS

The School Council and Eco-Committees are elected by pupils at the beginning of the autumn term, along with Criw Crymraeg, Digital Leaders, Values Team and Sports Ambassadors. The Head Boy, Head Girl and Prefects will be elected by pupils (with input from staff).

EXTERNAL LINKS

The school regularly mentors students from training colleges; staff must have training to act as a mentor. Staff who are currently Student Teacher Mentors are Alison Coombs, Claire Crew, Steph James, Jenni Burgess, Kerry Hughes, Louise Padfield and Melissa Calder-Matthews.

The school takes part in the training of LSAs and childcare workers; some visit for a block experience, one day each week or alternate weeks.

Parents are welcome to act as class helpers - if you have anyone in mind, contact the Acting Headteacher prior to asking the parent.

We have been pleased to welcome visitors to the school who have enriched the learning experience. Staff are encouraged to continue this practice. If costs are involved, please contact the Acting Headteacher prior to bookings. This also applies to visits to places of interest.

RESOURCES/ORDERING RESOURCES

- Major spending is aligned with the School Development Plan.
- Curriculum leaders are responsible for conducting an audit of resources within their subject area(s) before ordering materials, as necessary.
- All deliveries are checked against orders by Angela Davies before being distributed to relevant areas.
- Any orders need to be authorised by the Acting Headteacher prior to ordering.

The stockroom key can be obtained from Miss Wilson or Mrs Davies for staff only. If you need anything urgently and it is not in stock, please see Julian Smith (Facilities Manager). You should not leave your class unattended to get something from the stockroom.

Pupils are not allowed to move large items of equipment.

Staff are reminded that the photocopier, laminator and printer should not be used unnecessarily. Photocopiers are located in Foundation Phase and KS2. The admin photocopier must only be used by office staff, Facilities Manager, Acting Headteacher and Deputy Acting Headteacher.

ICT RESOURCES

All laptops and iPads used in the day MUST be placed back in a charging trolley at the end of day and units MUST be locked. It is the responsibility of all staff to ensure that ICT equipment is replaced daily.

PROFESSIONAL CONDUCT

The success of the school depends upon the professional conduct of staff at all times. The staff create the ethos of the school and, as such, should be good role models: this includes being punctual, enthusiastic, adopting a sensible dress code (smart dress, no jeans), speaking correctly, having high expectations of the children and relating well to children and with each other. Staff are also role models in the way they behave towards all other members of staff and must do so with respect at all times.

Staff must always address each other formally (as Mr…., Mrs/Miss……) in front of children.

USE OF MOBILE PHONES BY STAFF

In accordance with the GDPR Act, personal mobile phones MUST NOT be used in school or on the yard in front of pupils. An exception to this may be made, eg when checking bloods for a diabetic pupil.

Any photos to be uploaded to TWITTER must be taken using a school iPad or camera. Staff should not have any photos of pupils on their phones.

USE OF WHAT'S APP

The Acting Deputy Headteacher controls the staff What's App as a means to communicate school information as appropriate.

FACEBOOK

The publication of information regarding the school, its activities and staff on social networking sites such as Facebook without agreement with the Acting Headteacher is forbidden.

TWITTER

All staff are encouraged to post updates to Twitter on a regular basis.

DRESS CODE

- Jeans/jeggings and other denim items are not to be worn, except on school trips, non-uniform or INSET training days. They should not be worn on PPA days or before After School Clubs.
- No strapless/thin strapped vest (no bra or midriff showing).
- Smart, but suitable footwear should be worn, allowing the wearer to complete day-to-day activities safely.
- Wellies/suitable flat shoes should be worn for outdoor learning activities (weather appropriate).
- PE kit must be worn for PE lessons and extra-curricular sporting activities. An appropriate PE kit and trainers to be worn by staff taking a PE lesson.

Staff must ensure all new staff/placement trainees are aware and adhere to this code. We are professionals and role models in our school and need to be smart, yet appropriately dressed, for the job.



2018/19

Acting Headteacher	Mrs Jane Howells **SLT**
Deputy Head teacher	Mrs Alison Coombs **SLT** **ARR/Curriculum Lead/Pioneer Schools**

Year Group- Dosbarth	Teacher	Curriculum areas
NURSERY	Mrs Claire Crew	Foundation Phase Lead ICT/DCF SLT
RECEPTION: Glas	Mr Adam Cornes	Wellbeing
RECEPTION/YEAR 1: Gwyrdd	Mrs Stephanie James	Literacy
YEAR 1: Porffor	Mrs Jane Antony	Behaviour
YEAR 1: Pinc	Mrs Leanne Jones	Health & Wellbeing
YEAR 2: Oren	Mrs Laura Sutton	
YEAR 2: Melyn	Miss Heidi Wilson	Maths SLT
YEAR 3: Coity 1	Miss Emma Davies / Mrs Laura Smith	Music
YEAR 3: Coity 2	Mrs Kerry Hughes	
YEAR 4: Blorenge 1	Mrs Jenni Burgess	Literacy
YEAR 4: Blorenge 2	Mr Charlie Booth	Digital Leaders
YEAR 5: Ty Godwith	Mr Peter Phillips	Science
YEAR 5: Gauts Gate	Mrs Melissa Calder-Matthews	Welsh
YEAR 6: Garn-yr-Erw	Miss Rhiannon Williams	RE
YEAR 6: Keepers	Mrs Michelle Hall	MAT/Interventions
YEARS 2-5: Discovery Class	Miss Louise Padfield	ALNCo
Part-time Teacher (3 days)	Mrs Claire Cox	PPA/Management Time Cover

Support Staff	
Mrs Joanna Daley	Class support
Mrs Yasmin Gedney	Class support
Mrs Joanne Yemm	Class support
Miss Gemma Jones	Class support
Mrs Ruth Rusby	Class support
Mrs Michaela Page	Class support
Miss Kim Rogers	Class /1:1 support
Mrs Suzie Challenger	Class support
Mrs Julie Jones	Class support
Mrs Louise White	Class support – Interventions - HLTA
Mrs Lesley Holland	Class support – Interventions
Mrs Ruth Tattershall	Class support – Interventions
Miss Cariad Davage	Class support – Interventions
Mr Andrew Turner	Class support – Interventions
Mrs Nicola Price	Class support – Interventions
Mrs Angela Davies	Class support – Interventions
Mrs Sally Thomas	Class support – Interventions

Mrs Karen Beacham	Class support – Interventions
Miss Loran Tanner	Class support – Interventions
Mr Kevin Windmill	Class support – Interventions
Mrs Julie White	Class support – Interventions
Mrs Nikki Westwood	Forest School Lead/Eco Council - HLTA
Mrs Hilary Roberts	PPA/Management time Cover/ School Council – HLTA
Mr Justin West	Technology Rich Technician

Governors	
Governor Type	**Governor Name**
LEA Appointed CHAIR	Councillor Gareth Davies
VICE CHAIR Community	Mrs Ann Morgan
Acting Acting Headteacher	Mrs Jane Howells
Teacher Representative	Mr Adam Cornes
Staff	Mrs Nichola Davies
Parent	Mrs Michelle Jones
Parent	Mrs Sarah Weaver
Parent	Mrs Sian Weeks
Parent	Mrs Bethan Wright
Community	Mr Lewis Evans
Ex-Officio	Rev Philip Godsell
LEA Appointed	Mrs Sharon Ford
LEA Appointed	Councillor Alan Jones
Foundation	Mrs Dawne Llewellyn

Ancillary Staff	
Facilities Manager	Mr Julian Smith
School Clerk	Miss Tara Stanley
School Clerk/PA to Acting Acting Headteacher	Mrs Kath Whitcombe
Cook	Mrs M Beale
Canteen staff	Mrs J Brown Mrs P Gallagher Mrs S Matthews Mrs V Watkins
Caretaker	Mrs Shan Hart Mrs Cheryl Lewis
Cleaners	Mrs A Bath Mrs S Browning Mrs A Jones Mrs L Mealing Mrs A Seward Mrs L Wathen
School Crossing Patrol	Ms V Sweet

Directed Time Summary

A teacher employed full-time must be available for work for 195 days, of which:
a) 190 days must be days on which the teacher may be required to teach pupils and perform other duties; and
b) 5 days must be days on which the teacher may only be required to perform other duties; and those 195 days must be specified by the employer or, if the employer so directs, by the Acting Headteacher.

A teacher employed full-time must be available to perform such duties at such times and such places as may be specified by the Acting Headteacher for 1265 hours, those hours to be allocated reasonably throughout those days in the school year on which the teacher is required to be available for work.

In addition to the hours a teacher is required to be available for work, a teacher must work such reasonable additional hours as may be necessary to enable the effective discharge of the teacher's professional duties, including in particular planning and preparing courses and lessons; and assessing, monitoring, recording and reporting on the learning needs, progress and achievements of assigned pupils.

School Teachers' Pay and Conditions Document.

Total directed time allocation is 1265 hours per year. A year being 38 weeks, not including holiday periods. Approx weekly hours = 1265 ÷ 38 = 33.28 Hrs (5 Training days included below)

Total directed teaching time per week is made up of 5 hours 20 minutes per day.
10% PPA time per week to deduct = 2 hours 40 minutes. Please note: PPA is taken as a full day (5 hours 20 minutes) every 2 weeks.

The following breakdown is a guide to directed time. At some point during the school year some activities may not occur and therefore, it is necessary for a flexible approach to be undertaken by all

Weekly Activities:

Morning Preparation (8.35 – 8.45) (10 mins x 5 = 50 mins)
Morning Supervision(8.45 – 9.00) 15 mins x 5 = 1 hour 15 mins)
Break time Supervision/Preparation (15 mins x 5 = 1 hours 15 mins)
Weekly planning meetings (50 mins)
End of day supervision (10 mins)
Staff Meeting Time (1 hour)

Yearly Activities:

Parent Consultations (15 hours) (3 hours x 5 sessions)
Meet the Teacher (1 hour)
After School Activities (Such as Discos, Fetes) (4 hours)
INSET – Training Days – 5 = 30 hours.

When all weekly and yearly-directed activities are added to the directed teaching allocation, the total of directed time per year should total 1265 hours.

WEEKLY: 5.33 x 38 = 202 hours

ANNUALLY: 50 hours

TOTAL: including directed teaching time =

1013 + 202 + 50 = 1265 hours

ELECTRICAL EQUIPMENT

Pupils are not allowed to use the photocopier or laminator without adult supervision.

Pupils are allowed to collect printed work from the printer but must not open the components to clear paper jams etc.

Staff should ensure that all computers/electrical equipment are shut down at the end of the day in their rooms.

PE RESOURCES

The PE equipment should not be used for break times unless agreed by the PE Coordinator (Mrs Leanne Jones). It should always be put back neatly into the designated area.

GENERAL TIDINESS

Staff should ensure that any equipment used is put away neatly and rooms and resources areas are left clean, neat & tidy.

'Shared areas' are those that are used by all classes, ie Foundation Phase and Key Stage 2 Atriums. All staff are responsible for tidying these areas at the end of a session and to ensure that children take responsibility for clearing away.

CLOAKROOMS

Staff should ensure that pupils take responsibility for items left on their pegs, from an early age. Bags and coats must be hung on coat pegs and lunch boxes should be stored on the appropriate trolleys or in the designated areas.

Pupils should be reminded to take items home at the end of each day. (NB: PE kits should remain in school).