



# Staff Handbook

*Welcome to our school*

# Russell Hall Primary School

'Developing Lifelong Learners'

## Our Vision

To have a support culture of openness and honesty, where great minds discuss ideas and all talents are recognised and pursued. To aspire to be exceptional at everything not just academically, with confidence at the core, inspiring the talent within. To create and develop the best in everyone; where every child is respected and valued.

**At Russell Hall we are developing young people of the future who will have the skills to enable them to be 'lifelong learners'.**

Each of the puzzle pieces represents one of the learning behaviours below, which will be at the heart of everything we teach the children. The arch is representative of the architecture of our building and it's beautiful arched windows. The people are adults and children working successfully together as a community. We have even managed to keep the heart in recognition that we are still proud to be at the 'heart of the community'.



**Collaboration**  
**Respectful**

**Curiosity**  
**Resourceful**

**Perseverance**  
**Reflective**

# School Day - September 2014

School Day 8.50am - 3.10pm

Nursery School Day 8.45am - 3.15pm

## AM Playtime (all school)

Monday to Friday 10.15am - 10.30am

## PM Playtime (Class 1 and 2)

Monday to Friday 2pm - 2.15 pm

## Lunch Times

Classes	Lunch Times
Nursery	11.45am - 12.15pm
Reception	11.45am - 12.45pm
Class 1	11.45am - 12.45pm
Class 2	11.45am - 12.45pm
Class 3	12.15pm - 1.15pm
Class 4	12.15pm - 1.15pm
Class 5	12.15pm - 1.15pm
Class 6	12.15pm - 1.15pm

## Nursery Times

AM Sessions Start 8.45am - 11.45am

PM Sessions Start 12.15pm - 3.15pm

## FIRE PROCEDURE

Please familiarise yourself with position of fire extinguishers and follow the green man signs to exit the building if the alarm sounds.

Fire **alarm points** are situated adjacent to all external doors, outside small upstairs classroom (the "Loft" classroom) plus link bridge to hall.

Please evacuate building in single file without running.

Children will line up against wall and the class Teacher will count them.

Registers will be brought to you by office staff to check that all children are present. Teachers must indicate to the Headteacher when all children are accounted for.

Evacuation practice is held once every term.

The fire alarm will be tested every Friday at 3pm.

## ASSEMBLIES

Monday	10am	
Tuesday	10am	
Thursday	10.00am	Singing assembly.
Friday	2.30pm	Celebration assembly.

The member of staff responsible for the children will ensure the children walk into the Hall quietly and behave appropriately. The role of other staff present is to monitor the behaviour of children and to encourage a positive attitude through their own example.

Once per term classes will produce a class assembly to showcase work that they have been doing. Parents will be invited to these and they take place on Wednesdays at 2.30pm.

## DINNERS

Staff Dinners can be ordered from the office before 10.30 am. A menu and prices are available in the office.

## HEALTH & SAFETY

All reasonable steps will be taken by all members of staff to provide a safe working environment. See policy in *Policies folder*.

## LOST PROPERTY

Lost property is kept in the Library.

## ELECTRICAL EQUIPMENT

Electrical equipment from home should not be used, for safety reasons, unless it has been passed safe by the named electrician at the annual checks.

## COFFEE MONEY

A charge of 25p per day for **temporary members of staff** and **students** covers this cost. (Please see the office). **Permanent members of staff** see the office to pay termly. **Guests** are provided with coffee from central funds.

## FIRST AID & ACCIDENTS

- **Asthma inhalers** are kept in the Office.
- Should a child complain of **illness** and not respond to the usual 'class teacher's sympathy' s/he should be sent to the office.  
See Policy for details.
- A list of First Aiders can be found displayed in each classroom.
- **Bumped heads** must always be reported and then a letter sent to parents.
- First Aider at **lunchtime** is Mrs Moore.
- **First Aid boxes** are kept in the Office and Dining Room.
- Please report **staff accidents** to the Office Manager, Mrs Kenny.

## CHILD PROTECTION

All staff should be familiar with the Child Protection Policy.  
Named person in school is the head teacher, Mrs Grist. Please discuss concerns with him/her. The second named person is the Assistant Headteacher, Mrs Hudson. See the action flowchart in the staffroom.

## TELEPHONES

Situated in **Office (to call out)**

**Head teacher's Room (to call out)**

Kitchen

Outside classrooms

Nursery

Kids Club

Dial 9 for an outside line.

## **DOOR SECURITY CODES**

The main doors in school are protected by security codes. A member of staff will let you in each time you need to enter as the security codes are only given out on a need to know basis and are kept hidden from pupils. If you are given the security code please make sure it is used discreetly and pupils cannot see you entering the code.

## **CONFIDENTIALITY**

Confidential information relating to pupils or staff including names discussed in classrooms, staffroom etc should never be disclosed out of school. You are expected to treat information in a discreet and confidential manner. If in any doubt about sharing information please seek advice from a member of staff.

## **PROPERTY AND BEHAVIOUR**

An individual's behaviour, either in or out of the workplace, should not compromise her/his position within the work setting.

This means that adults should not:

- Behave in a manner which would lead any reasonable person to question their suitability to work with children or act as a role model.
- The use of mobile phones/personal wireless devices (ie Ipads) or personal cameras are not permitted.

## **DRESS AND APPEARANCE**

A person's dress and appearance are matters of personal choice and self expression. However staff should consider the manner of dress and appearance appropriate to their professional role which may be different to that adopted in their personal life. Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake.

This means that adults should wear clothing which:

- Promotes a positive and professional image.
- Is appropriate to their role (eg tracksuits for PE).
- Is not likely to be viewed as offensive or revealing.
- Does not distract, cause embarrassment or give rise to misunderstanding.
- Is absent of political or otherwise contentious slogans and is not considered to be discriminatory.

## STAFFROOM

*It is in all our interests to maintain the staff room in the best possible condition.*

The staff room can be used by -

- All permanent and temporary members of staff on the school payroll.
- Those not actually employed *by* the school but who work in and around the school on a regular basis.
- Occasional visitors to be 'hosted' by a member of staff.

Members of staff need to be aware of issues of confidentiality. Whilst all groups using the room will be reminded of their responsibilities in this area, the major impact on retaining confidentiality will be for colleagues to be circumspect in discussions regarding children, parents, colleagues etc. Discussions of a sensitive nature will be best held elsewhere or during 'non-recreation' periods.

It is important that class based members of staff, are aware of the ends of playtimes, lunch breaks etc, and leave sufficient time *to be in the classroom* to greet the children following these breaks.

In order that the room can remain a comfortable and restful environment all users are asked to take whatever steps they can to preserve it in its most ordered condition. e.g.

- Cups, plates etc. should be washed after use.
- Bags etc. should be kept underneath work surfaces.

As with the rest of the school the staff room is a No Smoking area. 

*Please consult the diary each day.*

*Daily notices on staff whiteboard - please ensure you keep up to date.*