

# Well Green Primary School

## Visitors' Handbook



*March 2024*

# Contents

<b>School Details</b>	<b>3</b>
<b>Governors</b>	<b>3</b>
<b>Staff</b>	<b>4</b>
<b>Introduction</b>	<b>5</b>
<b>Safeguarding children</b>	<b>8</b>
<b>Child Protection Procedures</b>	<b>8</b>
<b>Equality</b>	<b>9</b>
<b>The School Day</b>	<b>9</b>
<b>Registration</b>	<b>10</b>
<b>Playtime Supervision</b>	<b>11</b>
<b>Playground equipment</b>	<b>13</b>
<b>Lunchtime supervision</b>	<b>14</b>
<b>Moving around school</b>	<b>15</b>
<b>Absences</b>	<b>15</b>
<b>General</b>	<b>15</b>
<b>Assembly</b>	<b>16</b>
<b>Physical Education</b>	<b>16</b>
<b>Accidents</b>	<b>17</b>
<b>Money</b>	<b>17</b>
<b>Discipline</b>	<b>17</b>
<b>Homework</b>	<b>18</b>
<b>Marking Work</b>	<b>18</b>
<b>School Administration</b>	<b>19</b>
<b>Curriculum Recording &amp; Reporting</b>	<b>20</b>
<b>Support in School</b>	<b>21</b>
<b>General Staff Information</b>	<b>21</b>
<b>Supporting Children with Medical Conditions</b>	<b>21</b>
<b>Staffroom and Teachers' Workroom</b>	<b>23</b>
<b>Health and Safety</b>	<b>23</b>
<b>Additional Information</b>	<b>24</b>
<b>Parental Assistance in School</b>	<b>25</b>
<b>Resources and Equipment</b>	<b>25</b>

**School Address;**

**Well Green Primary School  
Briony Avenue  
Hale  
Altrincham  
Cheshire  
WA15 8QA**

**Tel: 0161 980 3976  
Fax: 0161 980 8683**

**e-mail: [wellgreen.admin@trafford.gov.uk](mailto:wellgreen.admin@trafford.gov.uk)**

**Governors**

**Vice Chair – Cllr Patrick Myers (LEA)**

**Chair – Mr David Sutcliffe (community)**

**Mrs Kate Markham (Headteacher)**

**Miss Rosie Shaw (staff)**

**Mrs V McNamara - (co-opted)**

**Mrs Nicky Dunne – (coopted)**

**Mr Gareth Thomas – (parent)**

**Mrs Rachel Faulks- (parent)**

**Mr Clare Waxman – (co-opted)**

**Mr Simon Cook – (co-opted)**

## Staff at Well Green Primary

### Teachers

Mrs Kate Markham	Headteacher
Miss Rosie Shaw	Year 3, Deputy Headteacher, English Leader, PSHE Leader, Inclusion Leader
Mrs Sarah Burnham	Year 6, KS2 co-ordinator, Mathematics Leader, Curriculum Leader, History and Geography Leader (with Mrs Al-Hassani)
Mrs Jenny Bell	Year 2, KS1 Co-ordinator, Assessment Leader and Computing Leader
Mrs Rosie Simon	Year 4, PE leader and MFL leader
Mrs Angela Al-Hassani	Year 1, History and Geography Leader (with Mrs Burnham)
Ms Sharon Van Cook	Nursery, Equality, British Values, Music and Forest School Leader
Mrs Wendy Parsons	Reception, Eco leader and Foundation leader,
Mrs Elaine Armstrong	Year 5, Design Technology Leader and Science Leader
Mrs Heather Berry	SENCo
Mrs Charlotte Oldham	RE Leader, MFL leader (with Mrs Simon) PPA teacher KS2

### Teaching Assistants

Lucy Crabtree  
 Anthea Grice  
 Michelle Emery  
 Nadia Cookson  
 Ann Moorehouse

### Other Staff

Christopher Ayers	-	School Business Manager
Micheal Garside	-	Administrator
Steve Johnson	-	Site Manager
Joanne Powell	-	Cook
Matthew Sorbie (AGBS)	-	IT support

## Welcome to Well Green Primary School

Welcome to our school, whether you are a new teacher, a new classroom assistant or mid-day, a student joining us on teaching practice or a volunteer. We hope you enjoy being a member of our team.

This staff handbook is intended to help you familiarise yourself with our routines and our expectations. It contains a variety of information which we hope you will find useful. We recognise that these vary widely from one school to another. We hope that, beyond the use of this handbook, you will find us approachable and friendly. Please ask if there is anything you wish to know.

### **Code of Conduct**

- Regular attendance – or notifying staff if going to be absent
- Punctuality – arriving in plenty of time to undertake the activity
- Respect for others – children and other adults
- Appropriate behaviour – towards all children and adults
- Ability to listen and act on feedback and advice
- Maintain an appropriate standard of dress and appearance
- Carrying out reasonable instructions
- Maintain confidentiality at ALL times

*'Effective schools are educationally inclusive schools'*

### **Objectives**

We are committed to developing a learning environment which is:-

- **Happy**
- **Safe**
- **Caring**
- **Creative**
- **Inclusive**
- **And full of opportunities**

Well Green Primary School is dedicated to pursuing excellence through:

- **A stimulating and well-resourced environment**
- **Enthusiastic and committed staff**
- **The development and encouragement of everyone at Well Green**
- **Raising self-esteem and awareness of others**
- **Encouraging respect**
- **Developing academic, creative and sporting ability.**

We aim to deliver an exciting and relevant curriculum by:

- **Excellent and enthusiastic teaching**
- **Innovation**
- **Encouraging reflection and thinking skills**
- **Providing a creative approach to the curriculum**
- **Encouraging and supporting every child to reach their full potential in all areas of the curriculum**

**Volunteer rules**

<b><u>Please do</u></b>	<b><u>Please don't</u></b>
Be punctual.	Handle the children.
Be positive and praise the children.	Shout, ridicule or criticise
Advise office/class teacher as soon as possible if you not going to be in school.	Discuss incidents/behaviour with any other parents/carers.
Treat all children equally and with respect and expect to be treated with respect	Enter the toilets without another adult being present.
Report any potential child protection issues or even concerns, to Mrs Markham, who is the Child Protection Officer.	Be alone with a child. Promise to keep a child's 'secret'
Refer any behaviour management issues to the class teacher.	
Speak to class teacher if you have any general concerns. If you have finished what you have been asked to do, please ask what you can do next – there will be plenty!	
If you have any whole school issues, please speak to the Headteacher.	
Enjoy working and playing with the children.	
Report any Health and Safety matters to the Headteacher. Be aware of our Health and Safety Policy and follow the procedures.	

**Remember that you may be exposed to confidential information. Never discuss individual children or staff with anyone.**

## Behaviour and Bullying Policies

Please refer to the Behaviour Management Policy for details.

### Responsibilities

All members of the school community – teaching and non-teaching staff, parents, pupils and governors, work towards the school aims by:

- Providing a well-ordered environment in which all are fully aware of behavioural expectations,
- Treating all children and adults as individuals and respecting their rights, values and beliefs,
- Fostering and promoting good relationships and a sense of belonging to the school community
- Offering equal opportunities in all aspects of school life and recognising the importance of different cultures
- Encouraging, praising and positively reinforcing good relationships, behaviours and work,
- Rejecting all bullying or harassment in any form.
- Helping to develop strategies to eliminate undesirable behaviour both within and outside the classroom, and applying these consistently
- Caring for, and taking pride in, the physical environment of the school
- Working as a team, supporting and encouraging each other

## **SAFEGUARDING CHILDREN**

### **You must wear your issued ID badge at all times.**

All members of staff will be asked to complete a School Application form and written references will be sought. All appointed staff in school would be subject to an enhanced Disclosure and Barring Service check (DBS). Every member of staff or visitor is responsible for creating and maintaining a safe learning environment for our children. We are committed to maintaining a Safer Culture and promoting the welfare of children and protecting staff. All adults in school are role models to our children and therefore, we expect the very highest of standards in behaviour, attitudes and interactions. Mrs Kate Markham is the Designated Safeguarding Lead.

All teacher laptops or ipads must be 'locked down' when you are not in the room. Ipads can only be taken into classrooms when a member of staff is present. No child

may work on a computer/ipad unaccompanied by a member of staff, whether in the classroom or suite.

## **CHILD PROTECTION PROCEDURES**

As a new face to the children, you may be in a position where a child discloses sensitive information to you. You have a duty to pass this on and there are 'golden rules' to follow:

- Listen to the child and do not interrupt him/her.
- Do not ask any leading questions.
- Do not promise that you will keep it a secret.
- Go immediately and directly to the Child Protection Officer to inform them of what the child has said. In her absence report to Miss Rosie Shaw, deputy headteacher
- As soon as possible write down what the child has told you in his/her words.
- Do not speak with anyone else about what the child has disclosed to you.

Please refer to the Safeguarding and Child Protection Policy for detailed information.

**No visitor should ever share their own personal contact details, telephone number or emails with any child. Work experience students must ensure they follow this rule.**

**Work experience students are not allowed to go out with the children at playtimes/lunchtime unless under the direct instruction and supervision of a member of staff.**

**No visitor, including work experience student should ever be with a child or small group alone, such as in the library, unless under the direct instruction and supervision of a member of staff.**

**Any violation of this rule will result in consequences and could mean you are reported your line manager or school for breach of safeguarding standards.**

## **EQUALITY**

As an inclusive school we are committed to ensure that staff, children, parents and the wider community can participate fully and equally in the life of our school. This requirement is central to the work of the school who share this responsibility.

## **THE SCHOOL DAY**

Nursery	9.00 – 3.10pm (full-time)
	9.00 – 12.00pm (part-time mornings)
	12.10 – 3.10pm (part-time afternoons)
Key Stage:	8.50am - 11.55 am
One	1.00pm - 3.20 pm



Key Stage: 8.50 am - 12.10 pm  
Two 1.00pm - 3.20 pm

### Playtime

Key Stage: Morning - 10.30- 10.45 am  
One Afternoon - 2.10 - 2.20 pm

Key Stage: Morning - 10.30 - 10.45 am  
Two Afternoon - 2.10 - 2.20 pm

Children leave school promptly at 3.20 pm by the side gate.

All children are allowed to enter their classroom 5 minutes before the bell. This gives them time to settle in a less crowded and congested cloakroom. The children will commence Early Work when they enter.

Key Stage One children are met in the classroom by the teachers. If children arrive at school earlier than this time they wait outside in the playground and are allowed in school when the teacher to receive them opens the door from their class.

Key Stage Two children are met in the classroom by the teachers. They enter the school using the fire exit door.

Children are told never to leave the school premises if an adult has not collected them at the end of the school day. The child must come back inside and report to a class teacher who will try to contact the parent/carer. Any child taken out of school to attend an appointment during the school day must complete the register in the school office. Children are to be reminded not to make their own arrangements during the school day with friends and must only go home with their appointed person.

### Wet mornings

The junior children are allowed into the classrooms on arrival. The duty teacher should supervise from 8.40 am onwards.

### **REGISTRATION**

Registration should be carried out at the beginning of morning and afternoon sessions. The register is delivered to each class by a YR6 pupil and teachers return their registers via one of their own pupils. Children who are absent must bring a letter of explanation from their parents, which should be retained by the class teacher for the school records. The registration system involves the completion of the SIMs, online register. If there are any further queries please discuss with Head or Secretary as available.

If you are ever concerned that a child is not in school, please alert Mr Ayers or Mrs Markham for further investigation.

The **Dinner Register** should be marked by the teacher **each day in pen**. Record a 'M' for 'meal' in the correct column, a slash for packed lunch and a circle if the child is absent. The teacher does not count the money; it is sent, in a container, to the Secretary. Most parents pay for meals using 'Parentpay'.

Parents wishing to take their child/children out of school for a family holiday need to gain permission by confirming the holiday dates, in writing, to the Headteacher, at which point a holiday slip will be returned to the parents outlining details.

Children with packed lunch boxes store these in the designated trollies but not in warm places or in direct sunshine.

## **PLAYTIME SUPERVISION**

### **Purpose:**

Procedures to ensure the safety of all children at the various break times.

### **Responsibilities:**

All staff (teaching and non-teaching) timetabled to supervise the children have a responsibility to ensure their safety. Details of supervision within the nursery setting are detailed in the Early Years Policy under Organisation of the School Day.

### **Procedure:**

- duty teacher to be out on time with their own class;
- children escorted into playground by class teacher;
- if no one is out on duty when their class goes out then the class teacher must stay with them;
- **Key Stage One** playground - teacher on duty positioned at the bottom end of the yard. Infants to play in Infant playground only.
- **Key Stage Two** playground - teacher on duty positioned at the top end of the yard.
- teacher brought drink by other member of staff when positioned in the yard.
- all **KS 1** children to play on the hard surface only in their own yard, NOT behind the shed or garages or on the steps around the fire exit door for YR4 classroom or the steps into the cloakroom;
- all **KS 2** children allowed on their own playground or field, NOT BOTH. (In the summer children with hay fever to stay in Infant playground while others are on the field);
- class teachers to ensure all their children leave the classroom;
- all children instructed to stay in at playtime must be supervised;
- children kept in for misbehaviour to stand in the corridor near the staffroom;
- make sure children do not climb on the Nursery fence;
- when minor accidents occur child reports to the office;
- *when a major accident occurs send for First Aider (see Accident Procedure);*
- First Aid equipment to be kept in the disabled toilet.

KS2 are encouraged to change into 'playing out' shoes/trainers for playtimes the whistle to be blown punctually at the following times: -

<u>Juniors (KS2)</u>	<u>Infants (KS1)</u>
8.50 am	8.50am
10.45 am	10.45 am
1.00 pm	1.00 pm
2.20 pm	2.20 pm

- at the end of morning and afternoon playtimes send a child to the staffroom to inform the staff there that the whistle is about to be blown;
- for **KS2** children, when the whistle is blown they must stand still and wait to be sent in by class;
- for **KS1** children, blow the whistle, children stand still, and second whistle, walk to form class lines;
- **KS1** staff to bring their own class in at the end of playtimes;

**KS2** - Teacher sends in child to see if teachers are waiting in the corridor. Children sent in one class at a time supervised by teachers on junior corridor.

If teacher on duty wishes to go to the toilet at the end of playtime, a teaching assistant will cover the class in the **KS1** and, if no spare member of staff is available in the **KS2**, then the teacher in an adjacent classroom will be asked to supervise two classes.

Children must bring a container of water into school each day and are allowed access to it when they are thirsty. There will be a central area in the class to store these.

Free fruit is available for all reception and KS1 children, snacks to be eaten in the classroom (morning play only). No sweets, gum, crisps or chocolate, healthy snacks are encouraged.

## **NEVER LEAVE YOUR PUPILS UNATTENDED**

### **Procedure for Wet Playtime:**

- duty teacher to decide whether children stay in;
- all classrooms must have a range of 'wet play' equipment and games, etc.
- teacher sets up wet playtime equipment before leaving the class. (No sharp pencils or scissors). All children seated or sat on the carpet to play a game.
- duty teacher to patrol the corridor and classrooms;
- YR6 'Prefects' to supervise each class;

## **PROCEDURE FOR PLAYGROUND EQUIPMENT**

### **Key Stage 2**

1 football (Playground) for YR5 & YR6;

- 1 football (Playground) for YR3 & YR4;
- 1 netball (Playground) for YR5 & YR6;
- 1 netball (Playground) for YR3 & YR4;

A range of outdoor equipment is stored in the shed. Designated children may enter the shed and take the equipment outside at playtime. This must be returned to the boxes and neatly returned to the shed.

- if any equipment is damaged/lost e.g. on roof, NOTIFY the Class teacher who will decide if replacement is to be issued.
- children to play in designated areas: -  
YR5 & YR6 football - end third of Netball Court;  
YR3 & YR4 football – middle third of Netball court near the Hall;
- no children to enter the PE store unless given specific instruction by a teacher;
- all children allowed to play football/basketball/netball if they wish;  
children not to enter the premises of the Nursery, staff will open and close the nursery gate.
- children not allowed to bring any PE equipment of their own to school;
- Senior Midday Assistant to monitor the use of lunchtime PE equipment set aside for KS1. Any problems to be reported to Class teacher.

### **Field playtime**

Key Stage One/Two children escorted onto the playgrounds. Teacher on duty then escorts children onto the field. Children stay within marked area. One member of staff patrols the far side of the field and one at the yard edge to supervise 'toilet goers'.

At the end of playtime - **infant** duty teacher escorts children onto the playground to line up ready for individual teachers to escort them into school.

Junior duty teacher escorts children back into school. **Junior** staff waiting in corridor to supervise children back into classrooms.

Year 6 children are allowed to use the field during the winter months at Mrs Markham's discretion, providing they wear a spare pair of trousers, old jumper and trainers.

## **LUNCHTIME SUPERVISION**

### **Key Stage 1**

- children line up in classroom after toilet and washed hands;
- three midday's take children into the hall;
- each midday is assigned to a particular class;
- children eating in hall not allowed down to the toilet unless an emergency;
- as majority of children finish lunch, one midday takes them down to classrooms and out to play;
- as other children finish lunch, YR6 monitors escort children down to classrooms and out to play;

- when most children have finished, the last midday goes into playground also;
  - middays on duty at the top and bottom of the playground to ensure full supervision;
  - children taken in and first aid administered by midday's. Weekly rota for this;
  - First Aider or Head contacted if serious injury;
  - Children are brought into class by midday assistants and are sitting on the carpet ready for register;
- Children who want to use the toilet must collect a band from a midday assistant. On returning to the playground the band must be given back to the midday assistant.

### Wet Lunchtime

- all children into the hall as usual to eat;
- when lunch finished, all children into one class with one midday until other middays can split them into individual classrooms;
- no sharp pencils, scissors or missiles.
- Year 6 monitors to go to classrooms to help.

## **MOVING AROUND SCHOOL**

Children are encouraged to walk quietly, in single file, down the corridors at all time. This may need reinforcing on a regular basis. Children are not allowed to wear items of outdoor clothing whilst in school, such as hats, scarves or gloves.

## **ABSENCES**

All absences should be reported to the school office on the first day.

Children who have been absent MUST have a letter from home explaining the reason for the absence when they return to school. The letters are kept together by the class teacher in the register for our records. We have absence request forms; Mr Ayers can provide parents with this. Class teachers mark the Dinner Register each day. As soon as registers are marked, send them down to be put outside the office. Children who are frequently absent, late or a member of staff is concerned about will be telephoned on the first day of absence (see Attendance Policy). All children attending school after the register is taken must report to the office and have their names recorded in the 'Late Book' and on the electronic system.

## **GENERAL**

The FIRE EXIT door should be unlocked at the beginning of each day and locked at the end of the day. Familiarise yourself with fire escape drill. (The school Health and Safety Policy has details of fire drill procedures.)

Computers should be unplugged and covered up at the end of each day and, interactive whiteboards switched off. Empty the water containers of toys and water each night, for hygiene reasons, and tidy up the sand containers. Train the children

to brush up any loose sand off the floor. Paint brushes should be kept clean after each session. Encourage children to return crayons and pencils to their containers and to pick them up off the floor (see Teaching and Learning policy).

Cloakroom areas are not to be used to play in, coats, pump bags and school bags should be hung on the pegs and children should not keep going into the cloakroom areas. Children do bring small toys to school, but discourage larger and precious items. The toys are the child's responsibility to look after. No footballs from home should be brought into school.

## **ASSEMBLY**

**Assembly (10.10am - 10.30 am)**

Monday – Key Stage assemblies

Tuesday - Whole School Assembly (Headteacher)

Wednesday – Music assemblies in Key Stages

Thursday – Whole School Assembly (DHT)

Friday – 2.45pm Whole School Special Assembly – Award Pupil and Citizen of the Week, and announce house points.

A short classroom assembly should be held when there is no school assembly.

After registration children line up (mixed boys and girls) and walk down to the hall without talking. The children sit, with their own class, starting with Reception Class at the front, in class order, to YR6 at the back. At the end of Assembly children walk back to the classroom in an orderly manner.

## **PHYSICAL EDUCATION**

Children must change for PE. See the school PE Policy. KS1 children wear a school blue/yellow T shirt and navy shorts, KS2 children may wear navy shorts and plain white tee-shirts. KS1 PE is usually done in bare feet. Please supervise the children putting the equipment away properly at the end of the session. If anything is in poor condition, please let the PE Leader know. Earrings, watches or any other items of jewellery must not be worn. If a child is wearing earrings, these must be removed by the child or covered with tape, which the child should provide. If a child does not have their kit for any reason parent/carer should be notified using the standard letter. All children must participate in PE/Games unless they have a letter from home requesting abstention. A file with gym floor plans for each year group is kept in the hall for your convenience.

Safety Issues in PE:

Teachers are solely responsible for pupils when participating in PE.

- Ensure supervision of pupils at all times;
- Ensure safety regulations of suitable clothing and no jewellery;
- Ensure appropriate footwear is worn;
- Expectation according to teacher's view of their ability;
- Taught how to carry apparatus correctly, 2 or 4 pupils per mat;

- 4 or 6 per bench/box;
- Teacher to check apparatus is set up and fixed together correctly;
  - Teacher aware of illnesses within the class e.g. asthma – ensure inhalers are present.

## **ACCIDENTS**

Please look at the Health and Safety policy for details. All office staff and teaching assistants are our First Aiders and can be told of any major incidents. Minor bumps, scratches or cuts may be dealt with by the Class teacher but if you are not sure about anything then inform the nearest first aider (or whoever is on duty) or Headteacher. Any incident which requires attention should be written in the Accident Book immediately and a bump note sent home with the child. First Aid equipment is located in the disabled toilet. If in doubt seek another opinion.

If you need immediate assistance, send a child with the HELP card which can be found in each classroom, to the main office, Head's office or staffroom.

## **MONEY**

From time to time it is necessary to collect money in the classroom. Dinner money is collected in and sent down to the office in the container that it has been brought in. They should be labelled. Money collected for school trips needs to be checked off by the class teacher and a record kept of children who have paid. Recorded money may be sent to the office for counting and safe keeping until the whole amount has been collected in. In some circumstances school may be able to help to pay for school outings where the family may have some difficulties. Seek advice from the Headteacher, **Do not leave money in the classroom**, it needs to be locked away.

## **DISCIPLINE**

We have a positive behaviour policy which encourages good behaviour in school at all times. There are, however, times when a child may need speaking to about something that may have occurred in the classroom or playground. This may be another member of staff or the Headteacher, depending on the seriousness of the incident. A KS1 teacher may bring a child to the Head or Deputy Head. Similarly, if a child has achieved something really well, then he/she may be sent for a word of praise or a 'sticker'. (See Behaviour Policy for further details.) We firmly believe in the importance of appropriate praise and encouragement. KS2 children are awarded House points and KS1 children awarded smiley faces for good work.

## **HOMEWORK**

We have a separate 'Homework Policy' which gives full details of the expectations we have for each child. In brief, all reception and KS1 children will receive reading, spellings and a piece of numeracy and literacy each week. The details of all homework must be recorded on a sheet for the child and parents to read.

KS2 children receive spellings, reading and up to 2 pieces of homework each week. This will vary depending on if children are currently working on a longer project. Pupils record their homework task in a Homework Diary. They also write into this diary their marks for spelling and mental maths tests plus a grade for any written piece of homework from A – very good, B – good, C- satisfactory, D – unsatisfactory. Please see our Homework Policy for full details.

## **MARKING WORK**

Marking must be prompt, positive, encouraging and help children to improve their work by referring to the learning objective. It should also help staff in deciding about the level a child is working at. The criteria used for marking depends on the purpose of the work and this should be made clear to the child. Marking gives the teacher opportunities to identify strengths and weaknesses for future action.

### **English**

#### **Reception and KS1**

##### *Writing and Language work*

Green pen is used for marking and the children should be present whenever possible (more detailed marking for a level description may be done later.) Any piece of work in a book should be commented on but not every single mistake needs to be marked.

##### *Reading*

Children's individual reading records are dated and a comment put in the 'home reading book' as to how they have read the book. A record is kept in the 'Reading File'

#### **KS2**

##### *Writing and Language work*

Work is marked in a green pen by the teacher. If any work is marked by the children it should be in a different colour to that of the work. All work is to have a mark or comment to show that it has been seen by the teacher.

Class teachers will make their class aware of their marking symbols at the start of the year.

##### *Reading*

Individual records are kept and filled in by the teacher and dated when the child has been heard to read. A comment may be made.

Reading records, showing which books have been read will be overseen by the teacher and checked at least every two weeks. This will ensure children are reading at the correct level, reading at home, are able to read aloud with confidence and can demonstrate an understanding of meaning. KS2 teachers complete the guided reading record and R & KS1 teachers complete the 'Reading Record' log.



## **Maths**

### **Reception and KS1**

Work is marked in a coloured pen with children present as far as possible. Lines, circles or boxes will be used instead of crosses.

Number investigations need a comment to show they have been seen by the teacher. Rubbing out of mistakes must be closely monitored by the teacher.

### **Key Stage 2**

Work is marked by the teacher in a green pen. If children mark their own work it must be overseen by the teacher. Some marks need to be recorded for future reference, e.g. mental arithmetic tests and multiplication tables tests, these results are sent home to parents using the Homework Diary.

## **SCHOOL ADMINISTRATION**

### **Security**

All visitors and adults helping in the school should sign in using the electronic system outside the office door wear the visitors' badge at all times. On your departure, ensure you sign out using the same system. Should an emergency occur, we will then know who is in the building.

Children are not allowed to open the front door – even if it is someone they know.

### **Telephone**

Staff may use the office telephone and fax for their own personal use. They should record any personal calls in the book provided in the office and put their money in the envelope provided.

### **Ordering Resources**

Each Curriculum Leader is given an allowance annually for purchase of resources. Requests for resources for particular curriculum areas should be made to the relevant subject leader or Mrs Markham. All stock is ordered on standard forms and authorised by the Headteacher.

## **CURRICULUM RECORDING AND REPORTING**

### **Curriculum Planning/Record Keeping**

Weekly plans must be saved on the Onedrive, in the correct folder for each year group. To inform your planning you should consult the school policy documents, the school schemes of work and the National Curriculum documents. A copy of the 'letter to parents' is uploaded to the website.

Weekly plans are scrutinised by the Head on a weekly basis. All weekly planning must be saved on the Onedrive.

## **Parent Evenings**

Parent Evenings are held once in each term. Before the consultation, a letter of invitation is sent out to parents stating a date and time which is negotiable. Each individual teacher draws up their own timetable liaising with the teacher of any siblings. There will be one late evening to accommodate all parents. An 'Interim Report' is released to parents with test results at Christmas, Easter and end of year.

The three evenings a year each have a different purpose:

The **Autumn** session allows teachers to explain the classroom organisation. It also provides the opportunity for parents to inform teachers of relevant factors affecting the child, and for the parents and teachers to give mutual feedback relating to the initial year settling in period.

The **Spring** session will allow for a verbal progress report. The children's books are on display for the parents to examine thoroughly.

End of year progress reports are written about each child in accordance with statutory requirements and sent out to parents before the **Summer** consultation. There is an open evening when although no formal appointments are made parents may discuss their child with the class teacher. The children's books are available for parents.

## **SUPPORT IN SCHOOL**

### **Special Educational Needs**

Please speak to Mrs Charlotte Oldham about any children you are particularly concerned about. Mrs Oldham will work with you to decide a suitable course of action. Copies of Provision Maps or other professional reports must be sent to Mrs Oldham for her records.

Mrs Oldham works with TA's to determine levels of class and individual support.

### **Classroom Assistants**

These members of staff are funded through the school budget or through the Language and Learning Support Service. If the latter, they have a specific brief, which is to support a child with identified special needs. If the former, they have a general role to support the work of the classroom. Please ask them individually about their defined roles.

Resources are available in the Teachers' workroom.

## **GENERAL STAFF INFORMATION**

### **Staff Appearance**

It is expected that all staff will be of smart appearance, jeans, low cut tops or clothing which reveals underwear is not acceptable. Please wear appropriate footwear for PE/Games lessons.

## **Mobile Phones**

**Under no circumstances may staff use or receive phone calls or texts etc during lesson time.** You must not share or receive children's emails, telephone numbers or other online details in order to communicate.

Mobile phones must be switched off and only used at break or lunchtime, not during duty times. Mobiles phones should be stored out of sight in your bag or stock room. You must never use your phone or any other electronic device, such as an iPad, to take photographs or recording of the children, only use school equipment and check the children who cannot have a photograph taken.

## **Absence**

All medical or other appointments must be made for out of school hours, unless exceptional circumstances when prior consent from headteacher must be obtained. If you are unwell and need to take time off school please phone the H/T as soon as possible at the earliest opportunity, preferably the night before TEL 07990582046 before the start of the school day. Do not rely on someone else to pass on the message to the headteacher on your behalf. Do not text without first trying to speak directly to Mrs Markham.

## **Planning Preparation and Assessment time (PPA)**

All teachers are entitled to PPA time each week. This time is to be used in school for school /class-based activities. It may not be used for private or personal use.

## **Drinks and Food in Class**

Teachers may have a glass of water for use during lesson time, no fruit drinks or other drinks or food may be consumed during lesson time. **No hot drinks to be taken into classrooms during lesson time.** When on duty an insulated cup must be used to prevent an accident with hot drinks.

## **Working from Height**

Please use steps or small ladders when working from height, do not climb on furniture. Working at height should be avoided if possible. Please read all Trafford's guidelines available in the school office if you are working at height.

## **Trips and Visits**

Children should have permission to leave school for trips and visits. A Risk Assessment (RA) must be completed prior to any visit and approval sought from the headteacher. All volunteers must see and sign the RA before the trip.

## **Changing children after accident or washing**

Two adults must be present whilst a child changes and at least one must be a member of staff.

## **STAFFROOM AND WORKROOM**

The staffroom is for all of the school staff and volunteers/visitors and should be a place where staff can relax. General school information will be displayed on the whiteboard

in the Workroom and some notices in the staffroom. Such matters and any discussions with staff should be treated with confidentiality.

You are welcome to have a drink and we kindly ask that you pay 20p for this leaving money in the labelled tin.

We would ask is that you please help to keep this room tidy.

Remember never repeat the content of any conversations you may hear pertaining to staff or children, confidentiality is of paramount importance. Failure to do this may result in your visits being stopped.

## **HEALTH AND SAFETY**

A full and detailed Health and Safety policy produced by the Local authority and one produced especially for Well Green Primary School is available and should be read. There are Risk Assessments for many aspects of school life and again you should make yourself familiar with these for your safety and that of the children in school.

All volunteers/visitors should read the Health and Safety Policies and must ensure that they follow the statements, advice and guidelines set down.

### **First aid procedures**

Any incident where a child is hurt should be referred to one of the trained first aiders. Copies of the trained staff are displayed around school. Report any incident in the first instance to the class teacher or teaching assistant. If you are injured the first aider MUST also be notified and the details of your injury recorded in the log book. If you are uncertain always ask a member of the Senior Management Team or Mr Ayers.

First aid is only administered by qualified members of staff. Any questions relating to First Aid or medical issues should be directed to Mr Ayers or in his absence Mrs Markham or Mrs Grice.

### **Medicines in school**

No child is to keep medications in their possession with the exception of self-administered inhalers. All other medication should be sent to the office. This should be clearly marked with the child's name and instructions for administration by the office following the school policy. School does not routinely administer medicines, only in exceptional circumstances.

### **Fire Procedure**

Fire notices are displayed in every room in the school and all volunteers are expected to familiarise themselves with the procedure and evacuation procedures. Volunteers should know the site of the extinguishers. A fire practice is held termly. Ensure you know where safe routes and emergency exits are located. In case of fire there is a continuous siren where upon hearing it, you must leave by the quickest route and assemble on the school field.

## **Security**

***'Our aim is to make Well Green Primary school safe, happy and welcoming for everyone'.***

### **Volunteers and other visitors**

- All volunteers to come to the main office entrance, report to the receptionist, sign in the visitor's book and wear an identification or visitor's badge.
- We ask and encourage volunteers to think carefully about their own safety.
- All volunteers must ensure that people trying to gain entry to the school enter via the main entrance and sign in and are known to staff.
- We ask volunteers to let us know if they see anyone acting suspiciously near our school at any time.
- Volunteers to contact the School Office or a member of staff in an emergency.
- All external classroom doors should be closed during break times or when the classrooms are empty.
- The doors should be locked when the building is empty.
- Staff based in school are the only people who should be aware of the combination to the side door or nursery.
- We ask everyone to be patient – good security can be frustrating.

## **SUPPORTING CHILDREN WITH MEDICAL CONIDITONS**

All adults should familiarise themselves with the needs of children who have medical conditions. A list of children is retained inside the 'Teacher's File' which is on the teacher's table. A medical box is kept in every storeroom containing inhalers for asthmatic children. Never accept medicine from a parent to administer in school without asking them to go to the office where they must complete a Request form. Children must NEVER share medicines. Please refer to the 'Supporting children with Medical Conditions Policy' for more information.

## **ADDITIONAL INFORMATION**

### **Carparking**

Car parking on the premises can be rather tight and we would request you avoid using the car park if at all possible. Please park on the roads near school avoiding parking outside driveways, on grass verges and drive DOWN Briony Avenue towards Grove Lane to keep traffic flowing. The school gates are closed each day during school hours.

### **Energy saving**

In order to save energy and set a good example staff should ensure that:

- Hall lights are turned off when not in use
- Turn off the air-con in the computer suite
- PCs and projectors are turned off
- no taps are left dripping.

- Paper, pens and ink cartridges to be recycled
- Printing is kept to the minimum and no printing is wasted

### **Photocopying & Laminators**

Photocopiers are situated in the staff room and in the staff corridor. Please ensure that full training has been given before using the machines.

## **PARENTAL ASSISTANCE IN SCHOOL**

Parents' help in the school is most valuable, whether they are working with a group of children or in an administrative capacity. If a parent is working with children, it is essential that both the teacher and parent are very clear about what the parent is to do with the children.

Most parents will approach their child's teacher if they feel able to volunteer, and are usually found to have a special interest which they can share with a group of children. Quite often, we do not encourage parents to help in their child's class, although this depends very much on the dynamics of the relationships involved.

All helpers are required to apply to Disclosure and Barring Scheme prior to commencing work in school, subject to the number of hours you spend with the children. **YOU MUST NOT WORK IN A CLOSED ROOM ALONE WITH A CHILD.**

## **RESOURCES AND EQUIPMENT**

All classrooms have an excellent range of text books and teacher resources appropriate for the year group. Each classroom has an interactive whiteboard. All teachers have a laptop to aid planning and teaching. New exercise books are kept in the storeroom opposite the ICT suite; loose paper is kept in the cupboard outside the school office.

### **PE and Games**

The P.E. store contains a good range of equipment neatly organised into labelled boxes. This room must be kept neat and tidy. The hall has large apparatus – please return to the correct place indicated by the label on display. Children must not enter this room, equipment must only be taken out by the teacher before the lesson and tidied away by the teacher.

### **Science Equipment**

There is a cupboard on the corridor outside the staffroom with some equipment and a drawer unit in the entrance containing more equipment.

### **Design Technology**

There is a cupboard on the corridor outside the staffroom with some equipment and a drawer unit in the entrance containing more equipment.

The year 3 classrooms, has pieces of wood and there is a 'Tech Trolley' outside Year 3 for cutting and sawing. A small transportable cooker is kept in the chair store in the hall. Read guidance for working with heat before using the cooker. Year 3 has larger pieces of wood, etc in the store room.

### **Mathematics Resources**

A good range of photocopiable books are kept in the teachers work room. The cupboards down the KS2 corridor contain practical equipment. All classrooms have text books appropriate for the age group. Years 1-4 use 'Maths No Problem', Reception use 'Power Maths'. Years 5 and 6 use 'White Rose' and 'Classroom Secrets'.

### **Non-Core Subject**

The teachers work room has labelled resource boxes containing books, drapes and resources for non-core subjects.

### **Art materials**

Paper and display paper are stored in the room opposite the IT suite. A large cupboard to the right of the store contains paint, batik making equipment, etc. Pencils, pastels, etc are stored in the two cupboards near the office. Large paper and more display paper is stored in the units kept in the hall.

### **Computer Suite**

The Computer suite has 32 networked computers, laptops and ipads for curriculum usage. A scanner, printer, digital cameras, camcorder and data projector is kept in here. All ipads MUST be signed in and out of the suite.

Ensure that computers are correctly 'shutdown' and the room is left clutter free at the end of every lesson.

### **Music**

Two well-equipped music trolleys are kept in the school hall. Cupboards contain music books and other equipment. Peripatetic teachers come into school to give music lessons.

