



# Ashton West End Primary Academy

## Staff Handbook

Approved by:	The Full Governing Body	Date: 8 <sup>th</sup> December 2021
Last reviewed on:	December 2021	
Next review due by:	December 2023	

**School's mission Statement:**

**'Today I am proud of my school, tomorrow  
my school will be proud of me.'**

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**Staff details:**

Principal: Miss Pizuti		
Assistant Principals: Mrs Beswick, Ms Barnett and Miss Donnellon Miss Cooper EYFS lead (January 2022)		
	<b>Teacher</b>	<b>Teaching Assistants</b>
Nursery	Miss Parker	Miss S Steadman (HLTA)
Reception	Mrs Wright Miss Price (up to Christmas 2021) Miss Cooper from January 2022	Mrs R Naz Miss A Imran Miss A Akhtar
Year 1	Miss Mistry Miss Vallow	Miss I Azam Mrs Y Hussain (HLTA) Miss M Almond Miss N Akbar
Year 2	Miss Lumb Mr Nowak	Ms D Merrington Mrs Y Jackson
Year 3	Mrs Coyne Miss Bi	Mrs J Millington Mrs S Seedat
Year 4	Miss Pearson Mr Hanley	Ms Higginson (Learning Mentor)
Year 5	Miss Fallows Mrs Hardy	Ms A Shad
Year 6	Mrs Green Miss Taylor	Mrs R Mahmood

<b>Senior Management Team</b>
Miss Pizuti. Principal Ms Barnett. Assistant Principal (SENCO & DDSL) Mrs Beswick. Assistant Principal (DDSL) Miss Donnellon. Assistant Principal Miss Cooper. EYFS Leader Mr Lenhan. Academy Business Manager

<b>School office</b>
Business Manager: Mr Lenhan School Administrator: Mrs Smith School Secretary: Miss Sheeran, Mrs Scarsbrook-Warroll, Miss Pomfret

<b>Site Team</b>
Site manager: Mr Watson Assistant Site Manager: Mr Barnes

<b>Catering Team</b>
Mrs S White - Kitchen Supervisor Mrs M Appleby- Assistant Cook Mrs J Wild- Catering Assistant Mrs T Brady - Catering Assistant Mrs S Ali- Catering Assistant Mrs D Quinn – Catering Assistant

<b>Welfare Assistants (lunchtime)</b>
Miss Pomfret (Supervisor) Miss Mather Mrs Chowdhury Mrs Jackson Mrs Mahmood Mrs Shafiq Miss Parker Mrs Kausar Mrs Akhtar Mrs Smith Mrs Naz

<b>Area/ subject</b>	<b>Staff leading</b>
DSL:	Miss Pizuti
DDSL:	Mrs Beswick Ms Barnett
SENDCO:	Ms Barnett
Curriculum:	Miss Donnellon
EYFS:	Miss Cooper
KS1:	Ms Barnett
KS2:	Mrs Beswick
English:	Miss Donnellon Miss Lumb
Maths:	Miss Taylor
Science:	Mrs Beswick
History:	Mrs Green
Geography:	Mr Nowak
RE:	Miss Fallows
PSHE:	Mrs Green
Art:	Mrs Coyne
D & T:	Miss Parker
Music:	Mrs Beswick
Computing:	Mrs Hardy
PE:	Miss Pearson
MFL:	Mrs Coyne
Read, Write, Inc	Miss Coghlan and Miss Cooper

<b>Board of trustees and members</b>
<b>Miss Kim Pizuti</b> Principal
<b>Mrs Sue Jones</b> Chair of Governors
<b>Mrs Angela Etchells</b> Vice chair of Governors
<b>Mrs Bukky Ayoola (Member)</b> Co-opted Governor
<b>Mr Ben Jones (Member)</b> Co-opted Governor
<b>Mrs Katherine Forster</b> Co-opted Governor
<b>Mrs Eleanor Beswick</b> Staff Governor
<b>Miss Zoe Fallows</b> Staff Governor
<b>Mrs Huma Rasheed</b> Parent Governor
<b>Mr Nabeel Rehman</b> Parent Governor
<b>Mrs Elina Mahmood</b> Parent Governor
<b>Mr Nathan Charnock</b> Member
<b>Mr Sigurjon Kristjansson</b> Member

### **School context:**

On the 1st March 2015, the school converted to a standalone academy. Since conversion, the academy has grown in size and has made improvements in pupils' achievements and progress, raised standards across the academy and has improved the quality of provision.

Since converting, there have been many improvements to the academy building in order to improve the learning and teaching environment. In 2015, we increased the Pupils Admission Number from 45 to 60 to accommodate the demand for places in the academy. Since then the number of pupils in the academy has increased and we are oversubscribed in some year groups.

We have had extensive work undertaken to improve the external and internal areas of the academy. There are now 15 classes with a total intake of 465 (September 2021).

In the academy, pupils try hard to achieve their best. "Achievement is good. Pupils make good progress across the school from their starting points". (Ofsted). "The staff and pupils enjoy working in this friendly and caring environment in which pupils are friendly, polite and considerate". (Ofsted Feb 2018). Our pupils enjoy coming to school, they like learning and they all try their very best.

### September 2021 Data (Including Nursery pupils)

Pupils on roll:	465
FSM	196 42%
PUPIL PREMIUM	178 38%
EAL	388 83%
SEN	52 11%

### School aims:

At Ashton West End Primary Academy we undertake to:

- Raise levels of attainment for all pupils, enabling them to achieve their personal best.
- Develop confident, disciplined and enquiring learners, able to make informed choices.
- Foster a love of learning.
- Foster self-esteem and personal responsibility, linked to respect for the needs and feelings of others.
- Facilitate considerate and positive relationships between all members of the academy community.
- Ensure equal opportunities in relation to gender, race, class, special needs and belief.
- Value and respect all cultures.
- Provide a safe and happy work place.
- Promote a thoughtful attitude towards the immediate and wider environment.

### School organisation

The school day			
	Nursery	KS1	KS2
First session:	08:45 -11:45	08:55 – 10:30	08:55 – 10:30
Second session:	12:30 – 15:15	10:45 – 12:10	10:45 – 12:20
Third session:		13:15 – 14:15	13:15 – 14:15
Fourth session:		14:15 – 15:15	14:15 – 15:15

The start and finish of each session, is indicated by an electric bell. There is also an extra bell at 0850hrs each morning by which time you should be ready to receive the children.

Assemblies	
Monday – 9:05	Whole school assembly (KS2 hall)
Tuesday – 9:05	Collective worship (KS2 hall)
Wednesday – 9:05	Singing assembly (KS2 hall)
Thursday – 9:05	Class assemblies – teacher or class lead (Ks1 and Ks2 halls)
Friday – 2:30	‘Good work’ assembly (KS2 hall)

### Registration and dinner money:

Registers are marked electronically by the class teachers and are kept in the office. If pupils are absent and do not bring a note, these need to be chased up in order to avoid them being marked down as unauthorised absence. Anyone frequently absent or late should be reported to the office. Dinner numbers need to be totalled each day. Please do not mark registers before

0855hrs and those children who arrive between 0855hrs and 0900hrs should not be marked late.

Dinner money is collected on a Monday morning and this should be sent to the office with the dinner register. Any dinner money arriving on other mornings should be taken to the office by an adult, where a receipt will be issued. Please keep a note in the morning of how many children will require a school dinner that day. Dinner registers should be returned to the office at 0930hrs. If you would like a school dinner, could you please inform the office before 1000hrs.

Children in KS1 are provided with fresh fruit each morning. These are given out at playtimes.

Please ensure that the absent registers are completed and remind children to bring in absent letters/notes if they have time off due to illness etc.

### Playtimes:

All children should be sent outside to play providing the weather is fine and they have not been detained by a member of staff. There are two playgrounds – one for the KS1 children and one for the KS2 children. There is one member of staff on duty on each playground and this person should be outside as soon as the children are out.

In the KS1 area, the children continue to play until the whistle is blown and then line up, the class teachers come and collect them.

In the KS2 area, the children continue playing until the whistle is blown. Pupils form up in their respective lines and walk quietly to their classrooms. K.S.2 Teaching Assistants will be available on the playground to deal with minor emergencies.

If the weather is raining the person on duty in each Key Stage will decide if it is fit for the children to be out or not. If not, a message is sent round to the other teachers in that Key Stage.

In Key Stage One and Two, during wet playtimes children stay in their own classrooms to eat their snacks and are supervised by their own teacher.

A member of the SMT will let you know which day is your duty day. On your duty day, you need to watch the children in the relevant playground before school as well as at playtimes, from 8.45 a.m. until the second bell. The children are then observed coming into the school.

### Staff meetings:

- Staff meetings are held on Tuesdays, from 3.30 p.m. to 4.50 p.m. The 20 minutes which is not used is subject leader time.
- Management Team meetings are fortnightly on a Friday morning
- Staff briefing will be emailed to all staff on a Sunday ready to read on a Monday
- Other Key Stage or working group meetings are held by arrangement, as and when necessary.

### Directed time:

1265 hours, made up as follows:

- 190 contact days: 6 hours 10 minutes. x 190 = 1171 hours 40 minutes.
- 8.40 – 3.35 with 45 minutes lunch break
- Inset Days: 6 hours x 5 = 30 hours
- Staff meeting: 1 hr 20 minutes x 38 = 50 hrs 40 minutes
- Parents' evenings: 2 hours 30 minutes x 3 = 7 hrs 30 minutes
- A Curriculum evening: 2 hours 30 minutes x 1 = 2 hrs 30 minutes
- Contingency = 2 hours 40 minutes

= 1265 hours

### **Site safety and administration:**

#### Fire evacuation:

Please read the evacuation procedures posted in each room. You must also read the Health and Safety and Fire Safety policy.

#### Security:

All external doors to the school are kept locked. Any visitors should be directed to the front door, where they can speak to someone in the office via an intercom before being allowed into the building. Once into school, all visitors have to sign in and are given a visitors' badge to wear. Pupils are not to let visitors into school building this must be done by an adult.

#### First Aid and accident reporting

Each classroom has a small basic first aid kit. In addition, there is also a kit by the door to the KS1 playground, another by the door at the main entrance (for KS2 playground), and one in the office. The two kits which are kept in the office and in KS1 are major first aid kits containing a larger range of bandages and equipment. There are 23 qualified first aiders in school:

Miss Pizuti  
Mrs Beswick  
Ms Barnett  
Miss Steadman  
Miss Imran  
Mrs Ayaz  
Mrs Naz  
Miss Mistry  
Miss Taylor  
Miss Pearson  
Mrs Green  
Mrs Hardy  
Mrs Wright  
Miss Fallows  
Miss Akhtar  
Mrs Millington



Miss Azam  
Miss Merrington  
Mrs Seedat  
Miss Pomfret  
Miss Y Jackson  
Mrs Mahmood

Any first aid incident should be recorded in one of the two files which are kept by the playground first aid kits.

Any major accidents (more than the average graze or bruise), should be recorded on an accident form. Copies of these are available from the office. Once completed, these forms are returned to the office and the principal should be informed.

#### Removal of equipment from the school's premises:

Members of staff wishing to borrow or use equipment off site must first seek the permission of the Principal. If the Principal is not available, then permission must be sought from the Assistant Principals. Books and other materials which are required to be used off site for the planning and preparation of lessons does not need consent, however for certain resources the co-ordinators must be informed. All items must be returned to the school when they are no longer needed to undertake the original task.

#### Planning procedures:

Subjects are planned from Long Term Plans and Medium Term Plans. Individual subject co-ordinators are the best people to speak to about these.

Weekly planning must be available at the start of each week. Teachers must leave their planning in their classrooms in case they are absent from school and another teacher has to take their class. All weekly planning is sent to the Principal and Assistant Principals.

#### Behaviour management:

In the Foundation Stage children are given stickers for good work, trying hard etc. In Key Stage 1 and 2 children are awarded house points for good work and behaviour. Across the school, the behaviour management is consistent, and we use a yellow and red card system. Please see the behaviour management policy for full details.

#### Letters home

Copies of all general information letters which are sent home are kept in the school office.

**Letters to parents must first have the approval of the Principal.**

#### Safe conduct:

- Confidentiality

In the course of their role, members of staff are often privy to sensitive and confidential information about the school, staff, pupils and their parents.

This information will never be:

- Disclosed to anyone without the relevant authority
- Used to humiliate, embarrass or blackmail others
- Used for a purpose other than what it was collected and intended for

This does not overrule staff's duty to report child protection concerns to the appropriate channel where staff believe a child is at risk of harm.

### Staff/pupil relationships

Staff will observe proper boundaries with pupils that are appropriate to their professional position. They will act in a fair and transparent way that would not lead anyone to reasonably assume they are not doing so.

If staff members and pupils must spend time on a one-to-one basis, staff will ensure that:

- This takes place in a public place that others can access
- Others can see in to the room
- A colleague or line manager knows this is taking place

Staff should avoid contact with pupils outside of school hours if possible.

Personal contact details should not be exchanged between staff and pupils. This includes social media profiles.

While we are aware many pupils and their parents may wish to give gifts to staff, for example, at the end of the school year, gifts from staff to pupils are not acceptable.

If a staff member is concerned at any point that an interaction between themselves and a pupil may be misinterpreted, this should be reported to their line manager or the headteacher.

It is not unusual for pupils or, sometimes, their parents to develop infatuations towards members of staff. All such situations must be responded to sensitively to maintain the dignity of those concerned. Staff should also be aware that such circumstances carry a high risk of words or actions being misinterpreted and for allegations to be made against staff. Any indications of an infatuation towards yourself or another member of staff must be reported to your line manager.

### Physical Contact with Pupils, 1:1 situations and offsite visits:

- There are occasions when it is entirely appropriate and proper for staff to have physical contact with pupils, but it is crucial that they only do so in ways appropriate to their professional role. A 'no touch' approach is impractical for most staff and may in some circumstances be inappropriate. When physical contact is made with pupils it should be in response to their needs at that time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background.
- Where feasible, staff should seek the child's permission before initiating contact. Staff should listen, observe and take note of the child's reaction or feelings and, so far as is possible, use a level of contact which is acceptable to the child for the minimum time necessary.

- It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one child in one set of circumstances may be inappropriate in another, or with a different child. Staff should therefore, use their professional judgement at all times.
- Staff should be aware that even well-intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described. Staff should never touch a child in a way which may be considered indecent. Always be prepared to explain actions and accept that all physical contact be open to scrutiny. Staff must not engage in rough play, tickling or fun fights with pupils.
- Extra caution should be exercised where a child is known to have suffered previous abuse or neglect. Such experiences may sometimes make a child exceptionally needy and demanding of physical contact and staff should respond sensitively by deterring the child through helping them to understand the importance of personal boundaries.
- Staff supervising PE and games or providing musical tuition should demonstrate the use of a particular piece of equipment/instrument on another member of staff if possible. However, they may be required to initiate physical contact with pupils to support a child to perform a task safely, to demonstrate the use of a particular piece of equipment/instrument or to assist them with an exercise. Contact under these circumstances should be done with the pupils' agreement, for the minimum time necessary and in an open environment. Staff should remain sensitive to any discomfort expressed verbally or non-verbally by the pupils.
- Physical contact must never be secretive, for the gratification of the adult or represent a misuse of authority.
- If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be reported to your line manager, recorded and, if appropriate, a copy placed on the child's file.

### Child in distress

There may be occasions when a pupil is in distress and in need of comfort as a reassurance. This may include age appropriate physical contact. Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation. Such incidents should always be recorded and shared with your line manager. If you have a particular concern about the need to provide this type of care and reassurance, you should seek further advice from your line manager.

### Showers and changing

Pupils are entitled to respect and privacy whilst they are changing or showering after PE/games or swimming. However, there needs to be an appropriate level of supervision in order to safeguard young people, meet health and safety requirements and to ensure that bullying does not take place. The supervision should be appropriate to the needs and age of the pupils and sensitive to the potential for embarrassment. Staff should be vigilant about their own behaviour and announce their intention of entering a changing room. Staff must not change or shower in the same place as children.

### One to one situations

Staff working individually with pupils should be aware of the potential vulnerability of pupils and staff in such situations. Staff should manage these situations with regard to the safety of

the pupil and to themselves. Individual work with pupils should not be undertaken in isolated areas or rooms where there is no external viewing panel. Where it is necessary to close doors for reasons of confidentiality, a colleague should be made aware of this and asked to remain vigilant.

### Transporting pupils

In certain circumstances it may be appropriate for staff to transport pupils offsite. For example: sports fixtures, swimming lessons or other out of school activities. A designated member of staff should be appointed to plan and provide oversight of all transport arrangements and to respond to any difficulties that may arise. Staff should ensure that the transport arrangements and the vehicle meets all legal requirements. Staff should ensure that:

- the driver has the appropriate license for the vehicle
- the vehicle is roadworthy, has a valid MOT certificate and is appropriately insured
- the maximum capacity is not exceeded.
- the driver is not distracted while the vehicle is in motion for any reason other than an emergency
- all passengers are wearing correctly fastened seatbelts.

Staff should never transport pupils/students while under the influence of alcohol or drugs. Prior to transporting pupils offsite consent must be obtained from pupil parent/guardian and staff should be aware that the safety and welfare of the pupils/students is their responsibility until they are safely passed back to their parent/carer.

### Communication and social media

School staff's social media profiles should not be available to pupils. If they have a personal profile on social media sites, they should not use their full name, as pupils may be able to find them. Staff should consider using a first and middle name instead, and set public profiles to private.

Staff should not attempt to contact pupils or their parents via social media, or any other means outside school, in order to develop any sort of relationship. They will not make any efforts to find pupils' or parents' social media profiles.

Staff will ensure that they do not post any images online that identify children who are pupils at the school without their consent. At Ashton West End Primary Academy, we do not post pictures online of children's faces. All photos posted online will be from a distance, the back of children's' heads or just of the work that the children have created.

Staff should be aware of the school's online policy.

### Acceptable use of technology

Staff will not use technology in school to view material that is illegal, inappropriate or likely to be deemed offensive. This includes, but is not limited to, sending obscene emails, gambling and viewing pornography or other inappropriate content.

Staff will not use personal mobile phones and laptops, or school equipment for personal use, in school hours or in front of pupils. They will also not use personal mobile phones or cameras to take pictures of pupils.

We have the right to monitor emails and internet use on the school IT system.

### **Safeguarding:**

Safeguarding and promoting the welfare of children is everyone's responsibility. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centered. This means that they should consider, at all times, what is in the best interests of the child. Ashton West End Primary Academy recognises its moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a sympathetic, caring and safe welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow the Academy's procedures to ensure that children receive effective support, protection and justice.

Our safeguarding policy can be found on our school website, available on the school's public drive or provided by a member of SLT.

### **Staff code of conduct**

This document can be found on the school website, in the staffroom and provided by the senior management team.

### **Policy and procedure:**

#### **Sickness procedure:**

In the event of being unable to work due to sickness, please telephone the school by 08:00 hrs on the first day of absence and then on subsequent days (Teachers to phone Miss Pizuti before 07:30am). If you do not telephone school about a subsequent day of absence, an assumption will be made that you will be back in work.

You are able to self-certify sickness for up to five sequential working days. Anything longer than this requires a doctor's sick note. You are also required to surrender a sick note if you are ill in the days leading up to a school holiday, even if you have not been absent from school for the full five days, in order to ascertain the day you would have returned to work if it had not been a holiday period. Please read the Managing Attendance Policy.

Sick notes should be sent into school.

#### **Dress code:**

All staff are required to dress appropriately for work. Staff should set the standard for pupils and therefore should be smartly dressed for work, jeans are not allowed with the exception of certain educational visits and training days.

#### **Grievance, disciplinary and capability procedure**

Information on all these subjects is available for viewing on the school website and hard copies are available in the staffroom.

### Pay policy

The pay policy is also available on the school website and in the staffroom.

Please find the following policies/ information available on the school website, on the school's public drive or from a member of SLT:

- Capability, disciplinary and grievance procedures
- Continuing professional development (CPD) and performance management information
- Cross-curricular policies
- Curriculum subject policies, schemes of work and notes
- Educational visits and visitors
- Equal opportunities policy for staff and pupils
- Health and safety rules and policy
- Marking policy
- Reporting to parents and carers: written reports and consultation events
- SEN and inclusion policy
- Teaching and learning policy



