

The Oval School



Staff Handbook

2016/17

Aims

At The Oval School we aim to provide children with opportunities to prepare them for adult life.

We create an ethos and curriculum which provide *maximum learning* for each individual child. To suit all pupils' needs we:

- provide the *structure* for a broad, exciting and interesting curriculum
- provide the *environment* to develop physically, creatively and spiritually
- encourage everyone to *strive for success* and become numerate and literate
- help pupils prepare for life in a modern democratic Britain and a global society and to prevent extremist behaviour
- help people appreciate the *world around us*, to learn the part we need to play in protecting our environment particularly within our own local area and community

Mission Statement

The mission statement for The Oval School is:

'Together we are achieving success'

We provide a safe environment in which pupils can develop:

- *socially* by showing respect for others and their beliefs
- *academically* by achieving our potential
- *with our partners* by developing partnerships within the community and across the UK

List of School Staff and Classes 2016/17

Headteacher: Mrs Rachel Chahal
Head of School: Miss Joanne Harris
Head of School: Mrs Dawn Williams

Assistant Headteachers: Miss Debra Hollis – Inclusion Manager
Mrs Manju Chadda – Early Years
Mrs Jenny Foulds – Years 3 & 4
Mrs Claire Mason – Years 5 & 6
Mrs Sarah Poulson – Years 1 & 2

Lead Practitioners: Miss Lucy O’Grady
Mrs Louise Roberts

Chair of Governors: Mr Chris Hayes

Chair of Finance Mr Richard Paton-Devine

Age range: 3 – 11 years
Number on roll in school: 694 (78 in nursery)

Other Support Staff

Strategic Business Manager Miss Julie Gouldbourn
Senior Office Manager Mrs Tina Clarke
Senior Secretary Mrs Gaynor Hopcraft
Receptionist Mrs Diane Doyle
Admin/General Assistant Mrs Fatim Willshire
Strategic Data Manager Ms Maria Bottle
Site Manager Mr Clive Murphy
ICT Operations Manager Mr Keith Lennon
Attendance Development Officer Mr Tom Moran
Grounds Maintenance Mr John Coleman

Additional Teaching Assistants

Behaviour (Nurture, Social Skills
Anger Management, ASC) Miss Clare Burns
ADHD, Parent Support Miss Chanelle Thomas
EAL Intervention Miss Claire Lees
Early Years Support Mrs Anna Murphy

| Classes | Class Teacher | Teaching Assistants |
|---------------------------|--|--|
| Robins/Sparrows (Nursery) | Miss Sophie Stephans | Miss Zoe Hopkins Miss Michelle Richardson Supply TA |
| Rabbits | Miss Helen Walsh | Mrs Nosheen Anwar Mrs Hudda Saleh (Tues) |
| Squirrels | Mrs Teresa Martin | Mrs Sharon Randhawa |
| Hedgehogs | Mrs Ruth Nicholls | Miss Kerry Poole |
| 1.1 | Miss Lisa George | Mrs Rehana Afridi |
| 1.2 | Mrs Emma Craythorne | Mrs Karen Pickersgill |
| 1.3 | Miss Katie Glover | Mrs Emma Roberts Mrs Hudda Saleh (Wed) |
| 2.1 | Miss Gemma Queen | Mrs Julie Homer |
| 2.2 | Miss Sarah Harris-Watkins | Miss Kim Taylor |
| 2.3 | Miss Georgina McGough | Mrs Margaret Marshall (am) |
| 3.1 | Miss Bethany Bovan | Mrs Nasireen Atkhar Mrs Ann Horrocks Mrs Maureen Madden (am) Mrs Julie Miller Miss Kelly Palmer Supply TA |
| 3.2 | Miss Jade McFetridge | |
| 3.3 | Mrs Kim Roberts | |
| 4.1 | Miss Victoria Ward | |
| 4.2 | Mrs Jenny Foulds | |
| 4.3 | Miss Claire McIntyre | |
| 5.1 | Miss Anne McHenry | Mrs Harriet Dearn Mrs Maureen Madden (pm) Mrs Tina Porter Supply TA Supply TA |
| 5.2 | Miss Lucy O'Grady | |
| 5.3 | Miss Rorie Jolly | |
| 6.1 | Mrs Lucy McGearry | |
| 6.2 | Miss Katie Moore | |
| 6.3 | Mrs Louise Roberts | |
| PPA Cover | Mrs Angela Wallace Mrs Susan Millington Mrs Katherine Curtis | |
| SEN | Mrs Pamela Gayle | |
| Food Technology | Mrs Camelia Paton-Devine | |
| MFL Teacher | Mr Sean Sullivan | |
| English Lead | Miss Abbie Horan | |

List of School Governors

| <u>Name</u> | <u>Governor Status</u> |
|--------------------------|------------------------|
| Mr Chris Hayes (Chair) | Co-opted |
| Miss Joanne Harris | Co-opted |
| Mrs Dawn Williams | Co-opted |
| Mr Denis Ramplin | Co-opted |
| Mr Richard Paton-Devine | Co-opted |
| Ms Sarah Hewitt-Clarkson | Co-opted |
| Mr Imran Hanif | Parent |
| Mrs Emma Manders | Parent |
| Mrs Shazia Abbas | Parent |
| Mr Adam Aucutt | Parent |
| Mrs Rachel Chahal | Staff |
| Miss Debra Hollis | Staff |

The School Day

| | |
|------------------------|---------------------------------|
| Nursery (Mon/Tue/Wed) | 8.45am – 3.20pm (Mon and Tues) |
| | 8.45am – 11.30am (Wed am) |
| Nursery (Wed/Thur/Fri) | 12.45pm – 3.20pm (Wed pm) |
| | 8.45am – 3.20pm (Thurs and Fri) |
| Key Stage 1 | 8.45am – 12.00pm (morning) |
| | 1.00pm – 3.20pm (afternoon) |
| Key Stage 2 | 8.45am – 12.15pm (morning) |
| | 1.10pm – 3.30pm (afternoon) |

Teaching Assistants open the doors at 8.45am for children to go into their classes. They are able to take messages from parents at this time as well. All staff go outside for 10 minutes at the end of each day to see children safely off the premises. Lunchtime supervisors/Playworkers, under Clare Burns supervision, look after the children during lunchtime.

The management of the school day

- In nursery, the sessions are 15 hours per week per child split across two full days and one half
- In Early Years and key stage 1, teaching time is 22 hours and 40 minutes weekly
- In key stage 2, teaching time is 24 hours and 50 minutes weekly

This excludes time for daily act of collective worship, registration, lunch and playtime breaks.

Duties and Supervision

Duty staff members are responsible for the safety and care of all the children during the following times:

KEY STAGE ONE

08.45am – Supervise entry into school

Break times to be arranged at staff discretion.

1.00pm – Supervise entry into school

Break times in the afternoon at staff discretion

3.20pm – Supervise and dismiss children

KEY STAGE TWO

8.45am – Supervise entry into school

Break times at staff discretion

1.10pm – Supervise entry into school

3.30pm – Supervise and dismiss children

Registration Time

Between 8.45am and 9.00am class teachers/teaching assistants must complete the following;

- SIMS register
- Attendance record on classroom door
- Collection of money for dinners, toast, milk, trip etc.
- Completion of money in tins sheet (returned to office)
- Send toast list to the kitchen
- Send children to collect milk and fruit

Do not leave money unsupervised either in the class room or in the office at any time.

Snack Time

The Oval School is a HEALTHY SCHOOL. We serve milk, fruit and toast daily to pupils for morning break. Milk and toast is paid for half-termly and fruit each Monday. Children in nursery and reception are entitled to free fruit and milk. Pupils who bring a snack from home instead are requested to bring healthy food as per the guidelines above.

School Dinners

With effect from September 2008, The Oval School is a flagship school for 'Food For Life' campaign striving to further improve school meals and the dining environment and school is now proud to have been awarded the **GOLD** award following its **SILVER** and **BRONZE** awards. Dinners are available at the school and these are cooked on site at school's new state-of-the-art cooking kitchen. Pupils have a wide and HEALTHY choice of both main courses and desserts. Sample menus are displayed in the dinner halls. Free school meals are provided for pupils whose parents are in receipt of income support, job seekers allowance and a certain level of child tax credit – application is made via the link on school's website and details of this are available from the school office.

From September 2014 the government introduced Universal Free School Meals, this entitles all children under 7 to a free school meal. At our school this means that no children in EYFS and KS1 bring packed lunches.

Pupils in KS2 may bring a healthy packed lunch if they do not wish to have a school cooked meal and parents are asked to provide food in accordance with school's healthy eating policy. Drinks need not be supplied from home as school provides ALL pupils with a drink at lunchtime. Only **one** unhealthy item is permitted – any more will be returned home and pupils offered

school fruit instead. Pupils may go home for lunch providing parents can ensure they will return promptly for the start of the afternoon session of school.

Healthy drinks permitted in school are water, milk, pure fruit juice, yoghurt or milk drinks with less than 5% added sugar and smoothies also with less than 5% sugar. Fizzy drinks are not permitted to be brought into school. Healthy snacks are fruit (which is freely available for all Early Years and KS1 pupils and available to KS2 pupils for a small charge), yoghurts without chocolate, cheese or cheese snacks and cereal bars without chocolate. No chocolate bars, biscuits, flapjacks, crisps or sweets are permitted in school.

Staff may order a school meal before 9.00am via the school kitchen. All staff meals must be paid for at the time of collecting.

School Office

Staff to make work requests to the office preferably via email (this serves two purposes - one as a record that the work has been requested and then completed and also it cuts down the footfall into the office)

Direct all initial calls to 4 5426 (Diane Doyle/Fatim Willshire).

Speak directly to Tom Moran (58834) on attendance / register matters

Parent/School Contact

1. Parents must raise all queries in the first instance with the CLASS TEACHER either *at the end of the day or telephone school on 464 3248 for an appointment*
2. The next step would be to see a senior teacher:

| | |
|-------------------|-----------------------|
| Mrs Manju Chadda | for Nursery/Reception |
| Mrs Sarah Poulson | for year 1 and 2 |
| Mrs Jenny Foulds | for years 3 and 4 |
| Mrs Claire Mason | for years 5 and 6 |
3. Only if the query cannot be sorted at step 1 or 2 above (*and it is a general school issue*) parents are advised to contact the parent governor as follows:
Mr Imran Hanif - i.hanif@theoval.bham.sch.uk

Communication with parents

A regular newsletter is sent to parents containing general information; contributions from staff are very welcome.

Messages

As a general rule only urgent telephone calls/messages will be passed on during timetabled teaching, non-urgent messages will be recorded and sent via email. Messages concerning arrangements for children to be collected will be given at the end of the session. Mobile phones should be turned off during teaching times and during staff meeting / training.

Charging Policy FOR TRIPS/VISITS ETC

As required by the Education Reform Act 1988. There are many experiences that are enriching and exciting for the children, but which the school could not afford to provide without parents' support. We do ask for an **appropriate voluntary contribution** from parents for certain school activities particularly curriculum visits and school trips. Visits may be cancelled, however, if not enough funds are collected to cover the cost of the transport / visit. **Discretionary charges** may be sometimes made for articles such as finished work in art, needlework and technology which parents wish their children to bring home. We may also ask for a contribution towards the cost of any loss or damage to school property caused by pupil misbehaviour.

Accidents and First Aid

Any accidents and any first aid administered must be recorded in the first aid record book. Please see separate First Aid Procedures.

General first aid guidelines are:

1. Know your limitations as to your skills as a first aider.
2. Ensure that you only clean wounds with water only.
3. DO NOT apply any creams or lotions.
4. DO NOT administer any medicines unless the school has written authorisation from parents. All medicines are to be kept locked away in the school office. Completed medication forms are kept in the school office (black file).

Designated members of staff for first aid are Ann Horrocks, Michelle Richardson, Clare Burns, Fatim Willshire and Tom Moran.

Medicals

Our school nurse is always willing to help with any problems concerning a child's health. Parents of reception children are asked to attend a health interview with her during the first term in school. On the advice of the school nurse, medicals may be carried out by the school doctor in the presence of parents at school. Parents may also ask at any time for their child to have a medical examination. Vision, hearing, height and weight checks are carried out in school by representatives of the school health service. Our school nurse can be contacted on 0121-465 1603.

Any teacher who has concerns about a child's medical well-being should bring it to the attention of the Inclusion manager. The Inclusion Manager is – DEBRA HOLLIS.

Medicines

Special provision is made for children who have asthma, diabetes or epilepsy which require daily medication during the school day. Parents of a child diagnosed with any of these conditions are asked to discuss their child's needs with the teacher responsible for health and safety who may, if necessary, talk to the child's doctor. If prescribed medicines need to be taken during school time, adults are asked to complete a form in the school office and follow school's medical policy.

Medication can only be administered if a doctor has prescribed it and the medication form has been completed.

For further information please refer to the Administration of Medication Policy.

Illness

Child – If a child becomes unwell Class teacher to inform Tom Moran or the school office to enable the parents of the child to be contacted.

Staff – If you or another member of staff are unwell please refer to the Head Teacher or Heads of School.

Infectious Diseases

Please refer to the policy guidelines in the school office

Fire Drill

IF YOU DISCOVER A FIRE:

1. Operate the fire alarm immediately.

ON HEARING THE FIRE ALARM:

1. Line up your children and direct them out of the building.
2. Check the classroom is clear and CLOSE THE DOOR.
3. Assemble pupils in the main playground.
4. Registers will be given out and class cards.
5. Check class register and report to SSBM.
6. Supervise class and await dismissal by SSBM.

All staff should make themselves and their pupils aware as to the locations of fire alarms, fire exits, extinguishers and hose reels.

Child Protection /Safeguarding

The Designated Senior Person (D.S.P) is DEBRA HOLLIS; if this person is not available please contact Heads of School – DAWN WILLIAMS or JOANNE HARRIS or Headteacher RACHAL CHAHAL, TOM MORAN Attendance Officer. Please refer to our Child Protection Policy.

Behaviour Management

The Behaviour Coordinator is Clare Burns (HLTA). We follow the Good to be Green behaviour code. All classes have a behaviour folder, which should be updated as necessary. See separate behaviour policy.

School Rules

1. Finish your work in the given time. Allow everyone to do the same.
2. Do as you are asked first time.
3. Respect everyone. Treat everyone as you wish to be treated.
4. Play safely, be careful not to hurt others.
5. Keep your hands, feet and other objects to yourself.
6. Report all problems to an adult so they can be dealt with.
7. Arrive at school and to lessons at the right time.

Pupils should know and understand the rules, rewards and sanctions of the discipline policy.

Each class writes its own Class Charter which is a reflection of how children should behave, linked to the UNICEF Charter.

Bullying Statement

There is to be no bullying of any sort at The Oval School. If this occurs, parents of both parties will be contacted immediately and asked for an appointment with a senior teacher. School will then put strategies in place to help both bully and victim. The situation will be closely monitored and recorded and further action taken as necessary in line with school's discipline policy. Please see school's anti-bullying policy which is on our website.

There is to be no incidences of racial or homophobic behaviour of any sort at The Oval School. This will be dealt with as described above. All incidents of racial or homophobic behaviour are to be recorded in the orange folder in the Head teacher's office and a letter sent home (first incident) or an exclusion given (repeated incident). Intervention groups will be put in place to support pupils, please refer to Clare Burns or Debra Hollis.

Tackling extremism. HM government documentation states the following:

"The UK deplores and will fight terrorism of every kind whether based on Islamist, extreme right-wing or any other extremist ideology."

At The Oval School we will not tolerate extremist activity of any sort which creates an environment for radicalising individuals and could lead them on a pathway towards terrorism. Fundamental British values such as freedom of speech, democracy and equal rights will be preserved at The Oval School – to this end we successfully support and plan projects which bring our community together.

The school has a comprehensive behaviour policy, the main pillar of our behaviour management is to *praise and reward* good behaviour and apply sanctions as necessary. At all times children should be aware of our expectations. Each class devises a code of conduct at the start of the school year. Serious incidents of misbehaviour must be reported to a senior member of staff; a written report may be requested.

Staff Dress

We expect a professional/smart dress code (i.e. NO jeans/denim skirts, strappy/ low cut tops, unsuitable footwear) staff are role models and, as such, should give careful consideration as to how they dress and act. All tattoos should be covered at all times.

If children are required to wear their school uniform on a school visit, staff are expected also dress in a professional/smart manner.

Staff Conduct

Teachers will:

1. Set appropriate boundaries for children's behaviour.
2. Show empathy and understanding of children.
3. Listen to children.
4. Show respect and understanding to everyone in the school community.
5. Provide feedback in an informative way to children.
6. Use positive consequences to encourage the learning of appropriate behaviour.
7. Use negative consequences to discourage the learning of inappropriate behaviour.

Link the personal attributes to seals themes or acts of collective worship to encourage whole-school reflection of positive behaviours.

It is expected that teachers will maintain a professional relationship with children at all times and conduct themselves in an appropriate and acceptable manner. Teachers must exercise judgement in deciding upon the difference between open, honest, friendly and caring involvement with children based upon trust and good humour as against over familiarity may lead to a breakdown of what is universally accepted as correct teacher/pupil relationships.

At times an adult may need to make physical contact with a child when dealing with first aid matters or when comforting a child who is in distress, the school accepts this as normal practice; however, teachers **MUST NOT** place themselves in a position where accusations of improper conduct could be made against them. The parent/s of a child may be called upon, if necessary, to carry out an examination of a child who is hurt. Teachers need to exercise extreme caution in placing themselves in any situation involving children where accusations of improper conduct could be made.

Staff Absence

If you are unable to attend School, please contact the Head Teacher or Joanne Harris by 07.30am. Please give a reason for absence. If on the expected day of return to work you are still unable to attend please inform the office no later than 3pm the previous day. A medical certificate is only required after an absence of 7 days, absences between 3-7 days will require a completed self-certification form. For other staff absences, the procedures are outlined in the notes for guidance on teaching staff file.

Leave of absence

Leave of absence will be granted in accordance with the city directions and any governor directions. For leave of absence permission must be requested from the Head teacher. For further information please refer to the policy document.

School Uniform

Correct school uniform is as follows:

- School jumpers / cardigans to be **ROYAL BLUE** only (NO grey or black)
- School blouses / shirts to be white or light blue only
- Trousers / skirts / pinafores to be GREY only
- Girls' tights to be white or grey only
- Headscarves to be plain and in royal blue, white or black (short styles only for health and safety)
- Sensible school shoes in black only (no heels, strappy sandals or flip flops)
- Ugg boots are not suitable school wear
- During inclement weather boots can be worn to walk to and from school but shoes will be needed to change into for wearing in school during the day

Correct PE kit is as follows:

- royal blue tee-shirt
- royal blue shorts / jogging bottoms
- black pumps
- change of socks

The Curriculum

Staff responsible for key curriculum areas:

| | |
|---------------------|------------------------------------|
| English | Teresa Martin (letters and sounds) |
| English | Abbie Horan |
| Maths / Early Years | Manju Chadda |
| Computing | Jenny Foulds |
| Science | Lucy McGeary |
| NQTs | Lucy O'Grady |

Marking Policy

See marking policy

Homework

The whole school is given homework each week, the handing out and returning depends on the year group. Each homework pack has a piece of literacy and numeracy work plus spellings. Children are also expected to read at least three times a week at home and learn times tables.

Layout of work

Children should be encouraged to take care over the presentation of their work. Praise should be given where necessary and awarded. Children should always be made aware of their working on comments and completed at the beginning of the lesson.

Special needs

For information on special needs please refer to the special needs policy and guidelines.

Home use of school equipment

School equipment may be used at home during the holidays/weekends, under the following conditions;

- The Head teacher has given approval and is aware of what is being taken away from the school
- No equipment must ever be left unattended in a car
- No electrical equipment to brought in from home and used in school

IT equipment

Laptops should be disconnected and transported to and from school with extreme care to avoid damage to cables and connectors. Teachers should ensure that school I.T equipment is used under their direct care and supervision at all times. Equipment must not be tampered with in any way for example, opening up plastic casings or attempting any internal adjustments or repairs. All faults should be reported to the Computing co-ordinator on return. The ICT co-ordinator is – JENNY FOULDS. Children's photos must be up loaded on the website immediately NOT stored on your computer or taken home in anyway.

Staff to sign and adhere to the acceptable user policy.

Identity Passes

All staff will be issued with an identity pass that must be worn at all times whilst in school. Staff must swipe in an out of school:

- On arrival in the morning
- If leaving the premises at lunchtime or during school hours
- As they leave at the end of the day

All visitors are issued with red lanyard visitor passes which also must be worn at all times whilst in school.

Parking

All staff can park in the school's main car parking spaces and former nursery car park site off Deepmore Road. No member of staff is to park outside the front of the school building; these spaces are for disabled parking and emergency services only. Cars are left at own risk.

Severe weather conditions

The decision to close a school at times of severe weather conditions will be taken by the Head teacher or Heads of School.

The Authority expects all its employees to make every effort to attend their place of work. Staff who are unable to reach their school should telephone the Head teacher and report the reasons at the earliest instant. Staff will be sent a text via Tucasi Communications. Please ensure you check your phones.

Staff meetings

Staff meetings are held every Tuesday morning at 08.30am and every Monday after school at 3.45-4.45pm. A prompt start is important in order to finish on time. Extra staff meetings may be arranged when necessary. A staff meeting guide is on our staff system to be viewed. If you miss any meetings or work part-time, please ensure you are able to get updates with any developments or changes.

Staffroom

Staffrooms are situated in Key stage 1 and Key stage 2 (see school plan)

Tea, coffee, sugar, milk and hot chocolate are provided by school.

There is also a water machine, sandwich toaster, cooker, fridge and microwave for staff to use.

Photocopying

There is one photocopier in each staff room. Please use paper wisely and where is necessary. When using worksheets always question if it is the most effective or productive means available.

Work areas

Work areas for PPA times are available in the staff room. Internet connections are available. The computer suite is also available if necessary.

Location of resources

All books are kept in the store cupboard in the washroom next to the year 4 classrooms. Please speak to subject leaders for details of where to find other specific resources.

Keys

All school keys remain the property of the school and should be returned to the office when a member of staff leaves the school. Please take care of any keys in your possession and report and loss immediately to the office. School keys should not be taken off the premises and should be left in the school key cupboard in the lower school staffroom.

Smoking

The school has adopted the city policy on smoking. The school operates a Non-smoking policy anywhere on the school site including the use of E-cigarettes.

Staff Development

Staff can apply for training courses they require at CPD interviews times and by seeing PM leaders. Please make sure that the courses you require are in line with the school development plan or are required to address areas for development, as outlined in your appraisal of job description.

Equal opportunities

The school takes positive action to provide equal opportunities for all regardless of gender, race or creed. The school has a policy for ensuring equality of opportunity and inclusion in line with the local council and national guidelines.

Policies

A copy of all policies can be found on the school website.