

Our School rules are:

**Ready
Respectful
Safe**



The full behaviour policy is available on the School's website.

Abbots Hall Primary Academy

Information for Temporary Staff
and Volunteers

***A copy of the Volunteers in School Policy
will also be provided.***



Vision:

We are all academically, socially and emotionally prepared for our own unique journey.

September 2023

Policies and Codes of Practice

The school follows strict codes of practice with regard to Health and Safety, Equal Opportunities, Child Protection etc. Should you have any concerns on any of these matters, you should inform the Headteacher immediately.

Our Health and Safety Policy and Codes of Practice are kept in the Headteacher's office and they are also displayed on the School's website.

Visitors

Visitors are always welcome in school, but should report in the first instance to the office where they must 'sign in using the inventory system'. Please ensure that you give your DBS and identification to the person who signed you in.

Should you suspect an uninvited stranger is on site i.e someone not wearing a photograph I.D sticker, please inform the school office immediately.

HEALTH AND SAFETY

Fire procedures

The fire alarm is a continuous siren.

- Note of the procedures in case of fire is displayed in each classroom
- Escort pupils from class by the nearest safe exit, closing doors and windows behind you if possible.
- Gather in the playground area.
- Count the children in your class to ensure all children are accounted for
- If you discover fire, sound alarm by breaking the glass.
- School operates a 'No smoking' policy.

First Aid

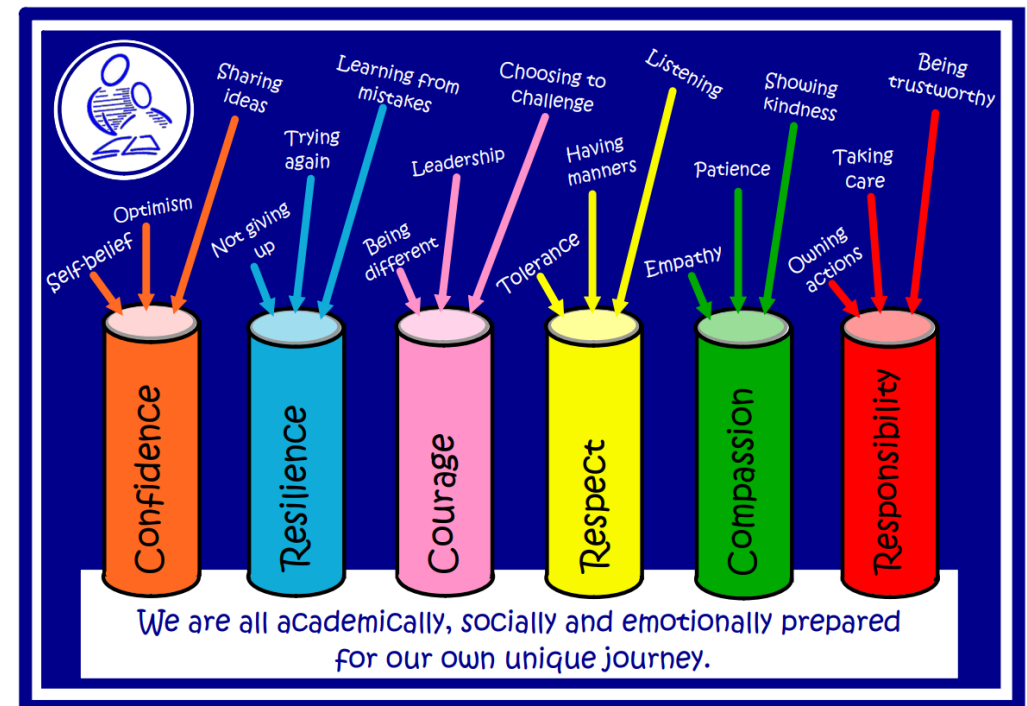
- Pupils who require medical attention during School hours should seek the first aider outside on duty at break times, be dealt with in class or, if deemed necessary be sent to the school office.
- First Aid kits are available for any visits 'off site'.

Accident Reporting

- Should an accident occur, first aiders and telephones are in the office.
- Should the incident need hospital treatment, you may be required to fill in an accident form detailing how the accident occurred. There are separate forms for staff and pupils.
- A member of staff should accompany an injured pupil in an ambulance and parents should be informed as soon as possible.

Hazard Reporting

It is the duty of school employees to inform the Headteacher of any situation which represents a serious and immediate danger to Health and Safety. Should you notice anything you should inform the Headteacher.



STAFF

Mr Jack Arnold
Mr Stuart Holmes
Mrs Jo Adams

Headteacher
Deputy Headteacher
Senco

Mrs Kate Barlow-Kempster
Mrs Susan Tilly
Mrs Gemma Ward
Mrs Jess O'Sullivan
Mrs Angela Phillips
Mrs Georgina Hope-Warwick
Miss Amy Coe
Mrs Victoria Purbrick
Miss Jennifer Wilson
Miss Jade Armstrong
Mrs Claire Robins/Mrs Ami Brodie
Mr Harry Parker

EYFS teacher
EYFS teacher
EYFS teacher
Year 1 teacher
Year 1 teacher
Year 2 teacher
Year 2 teacher
Year 3 teacher
Year 4 teacher
Year 4 teacher
Year 5 teacher
Year 6 teacher

Mrs Carol Foster
Miss Dawn Smith
Miss Katie Digby

Learning Mentor
Family Support Worker
Pastoral Mentor

Miss Jade Calvy
Mrs Tracy Clarke-Wolfe
Miss Louise Edmeades
Mrs Stephanie Hayllar
Miss Canan Kurtulus
Mrs Gemma O'Neill-Scowen
Mrs Mary Parrish
Mrs Elesha Palser
Mrs Sue Poppy
Miss Hayley Sheldrick
Miss Macy Suggs
Mrs Victoria Taylor
Mrs Victoria Williams

LSA
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Mrs Lorraine Cooper
Mrs Jo Forkner
Mrs Treena Moore
Mrs Pauline Serowka

Admin Assistant
Academy Business Manager
Admin Assistant
Office Manager

REGISTER

Register is taken electronically via Studybugs. Leave blank for absent children and the office will complete.

LUNCHTIMES

Hot meals are cooked on site however children may bring sandwiches if they wish. Staff can order lunch via the school office—orders to be received by 9:30 am.

PAYMENT FOR SCHOOL DINNERS and VISITS

All monies are dealt with by the office staff.

WET WEATHER

During morning break children remain in their classroom and are supervised by their teacher/teaching assistant. At lunchtime the children will be supervised by a member of staff in their classroom.

SCHOOL UNIFORM

All children are expected to wear school uniform in the colours of blue and white. Black shoes or plain black trainers, black trouser/skirts should be worn. Children should have a change of shoes for their P.E. lesson.

Children come into school in P.E kit on their P.E. day.

THE SCHOOL DAY

08:40	Doors Open
08:45	Registers
08:45—10:40	Morning session 1
10:40—11:00	Play Time
11:00—11:45	Morning session 2
11:45—12:45	Lunchtimes: EYFS: 11:45-12:45 KS1: 12:00-13:00 KS2: 12:15-13:15
12:45—15:15	Afternoon sessions
15:10	Home time (EYFS)
15:15	Home time (KS1&2)

STAFF

Mrs Tracey Edmeades	Site Manager
Mrs Claire Cadogan	Cleaner
Mrs Lisa Burman	Cleaner
Mrs Sandra Goodwin	Cleaner
Mrs Lisa Burman	Supervisor
Mrs Martine Griggs	Mid-day Assistant
Mrs Alison Robinson	Mid-day Assistant
Mrs Samantha Thompson	Mid-day Assistant

Breakfast Club

Mrs Stephanie Hayllar	B. Club Supervisor
Mrs Sue Poppy	B. Club Assistant

After School Club

Mrs Elesha Palser	Supervisor
Mrs Sue Poppy	Keyworker
Mrs Carly McCaul	Keyworker
Mrs Stephanie Hayllar	Keyworker
Mrs Victoria Taylor	Keyworker
Miss Kalee Palser	Keyworker
Miss Hayley Sheldrick	Keyworker

Nursery

Mrs Claire Jarrord	Nursery Manager
Miss Tina Cooper	Nursery Manager
Mrs Stacey Johnson	Nursery Practitioner
Mrs Nicola Stock	Nursery Practitioner
Mrs Sonia Cox	Nursery Practitioner

SCHOOL

- * Established 1963
- * Admits 60 pupils per academic year
- * 11 classes of mixed ages from '4 to age 11
- 2 form entry school from September 2021

Safeguarding

Dealing With Disclosures:

If a child discloses anything to you please follow these procedures:

- Listen to what is being said without displaying shock or disbelief
- Accept what is being said
- Allow the child to talk freely
- Reassure the child but do not make promises which may not be possible to keep
- Do not promise confidentiality
- Reassure him/her that what might happen is not his/her fault
- Stress that it was the right thing to tell
- Avoid asking direct questions, particularly leading questions as these may jeopardise any future investigation
- Do not criticize the alleged perpetrator
- Explain what has to be done next and who has to be told
- Avoid making assumptions about what the child is saying or make interruptions
- INFORM THE HEADTEACHER, DEPUTY HEADTEACHER OR FAMILY SUPPORT WORKER IMMEDIATELY. They will ask you to report your concern via MyConcern system. Please give any notes you may have written to the person you are reporting it to.

Whistle Blowing:

Whistle blowing is the mechanism by which staff and volunteers can voice their concerns, made in good faith, without fear of repercussion. The school has a clear Whistle Blowing Policy, a copy of which is on the school's website and the noticeboard in the staff room.

Adults should acknowledge their individual responsibilities to bring matters of concern to the attention of senior management and/or relevant external agencies. This is particularly important where the welfare of children may be at risk.

Use of Control and Physical Intervention:

There are circumstances in which adults working with children displaying extreme behaviours can legitimately intervene by using either non-restrictive or restrictive physical interventions. This is a complex area and you should seek further information from the Headteacher if you have any concerns.

Safeguarding

One-to-One Situations:

One-to-one situations have the potential to make children more vulnerable to harm by those who seek to exploit their position of trust. Adults working in one-to-one settings with pupils may also be more vulnerable to unjust or unfounded allegations being made against them. Please ensure that if you are working with a child in a one to one situation that you are always visible by another member of staff and you are NOT in an enclosed area/space with a single child i.e. the library or staff room with the door closed.

Social Contact:

Volunteers should not establish or seek to establish social contact with pupils for the purpose of securing a friendship. Please be aware that it is also inappropriate for you to share information via social networking sites (Facebook and Twitter) with pupils you work within the school. If a pupil attempts to contact you outside of school hours (including through a social networking site) you must immediately report this to the school.

Child Protection is the responsibility of all adults and especially those working with children.