



**Carterhatch
Junior School**

Staff Handbook

2022 – 2023



School details

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Headteacher	Helen McGovern
Chair of Local Governing Board	Alex Monk

Introduction

Welcome to Carterhatch Junior School. The staff handbook contains the necessary information to ensure you are familiar with the organisation and systems within the school. Consistent and proper implementation of these systems will ensure a safe and happy school where pupils learn and progress.

Values

We are proud of our trust values, which are firmly embedded in all our schools. We feel these underpin the success of our ethos.

They are:

- Resilience
- Respect
- Responsibility

Code of Conduct (see Policy)

The Board of Trustees expectations are that all pupils receive the highest possible quality of teaching and learning within a positive and respectful environment. It is important, therefore, that employees and workers understand that their own behaviour and the manner in which they conduct themselves with their colleagues, pupils, parents and other stakeholders sets an example and affects the school environment.

The Board of Trustees recognise that the majority of employees and workers always act in an appropriate, professional manner and treat others with dignity and respect. However, we consider it important to make clear the standards we expect so that breaches, misunderstandings and/or misinterpretation of rules are kept to a minimum. This Code is intended to set out our expected standards of conduct, our rules and values. It applies to all employees and workers, regardless of status. It is not an exhaustive compilation of what employees and workers can and cannot do but it is hoped that it will ensure everyone is clear about what is acceptable and what is not.

The Code is binding on all Trust employees. It is expected also that other workers deployed within the Trust who are employed by external Agencies or the London Borough of Enfield will adhere to its principles. Similarly, volunteers are also expected to adhere to the principles set out in the Code and should consider themselves to fall into the category of 'worker' whilst with the Trust for that purpose. Breaches of the Code and the standards expressed within it may result in disciplinary action against employees, including dismissal for serious offences. We hope, of course, that such action won't be necessary and that all employees and workers will ensure that they read the Code and act in accordance with its requirements, standards and expectations at all times.

It should be noted that it is the normal practice of this Trust to require all employees and workers to sign, on a regular basis, a declaration to confirm that their criminal record is unchanged, that there are no investigations or charges pending and, in relevant circumstances, that they are not disqualified from working in certain roles and/or provision under the Childcare Act 2006. The declaration also includes a requirement to confirm acceptance of the Code of Conduct and the rules contained within it. You are also signing to confirm that you agree to abide by the Trust policies.

In addition to the policy, it is expected that staff will follow the expectations set out in the current staff handbook, in particular:

- There will be mutual respect between all members of staff
- A no touch approach – many pupils may have issues around personal space and being “touched” by adults
- Due regard to staff wellbeing will be a priority of the Trust
- There is an expectation of 100% attendance and punctuality for the school day, meetings/events in which staff presence is required. (Apologies will be given to lead if unavoidable absence/lateness.) Staff are required to be in their work place position by their start time
- Verbal communication is preferable to email. Where emails are sent and require a response, they will be responded to within 2 working days
- GP / Dentist appointments will endeavour to be made outside of school/meeting times. Request for leave forms for appointments must be completed at least two weeks in advance and put in the HR tray
- Staff will keep in touch daily with the DHT during illness, unless agreed otherwise. DHT to be notified of non-negotiable medical appointments as soon as known for cover to be arranged. Daily contact by 2pm must be made by all staff
- Staff will show support for school events (Teachers essential, Support staff desirable)
- Dress code is smart professional
- Internal radios will be carried through the day by designated staff and used discreetly
- Staff will follow the requirements given in this staff handbook

School Organisation & Routines

Staff arrival/departure from school

All staff must sign in/out of school using the computerised system and be ready to work in the classroom or playground by their start time.

Before School

Packed lunches are placed on trolleys at end of the corridors.

Start of the school day:

8:30 am Playground unlocked and supervised by support staff/ PSA
8:35am Teachers in classrooms doorways. Doors open for pupils to enter
8:40 am School begins /Gates locked
8:45am Registers taken

Sessions:

8:30-8.40	Gates open
8:45 – 9:00	Registration
10:15 - 10:30 10:30 - 10:45	Break Year 3/5 Break Year 4/6
12:00 - 1:00 12:30 – 1:30	Lunch Year 3/4 Lunch Year 5/6
3:00	End of the day

Assemblies

Assemblies recognise and celebrate the school values and make an important contribution to the development of pupils' spiritual, moral and cultural development.

Monday	8:45 - 9:05	Whole School Success assembly in hall (All staff in attendance)
Tuesday	8:45 - 9:05	RE/PSHE/Values in class
Friday	8:50 – 9:10	Year 3-5 Class assemblies in hall (All staff in attendance)
Friday	2:30 – 2:50	Year 3-6 Class showcases in the hall (Spring/Summer terms)
Friday	Times tbc	Year Group Assemblies

Registration

Registration is a legal requirement and an important feature of good health and safety in school. Consequently, accurate and **timely registration** is an expectation of all staff and failure to comply could lead to disciplinary action. Registration accuracy is monitored daily and anyone found failing to comply will receive a professional conduct interview.

Registers are marked electronically and submitted to the office by 9:00am and after lunch by 1:15/1:45 pm.

Using the electronic register system (ScholarPack), the register is called at the beginning of the morning and afternoon sessions, changing the pre-marked symbol from present to absent if pupils are absent.

Pupils who arrive late enter by the main reception where their attendance is recorded.

After 9:00 late pupils are marked as late (L). At 9:15am when registers close, pupils are marked with an unauthorised late (U).

- Parents are expected to contact the school on the first day of absence
- There is a first day of absence phone call from the office for families who have not contacted the school
- If teachers have any concerns about attendance, they should alert the Attendance Officer
- “Requested absences”, of any duration, can only be authorised by the Headteacher

Class Plastic Zip Wallet

Plastic zip wallets are collected before the start of the school day by the class teacher from the office. Wallets to be checked daily as they may contain correspondence which needs to be sent home.

All correspondence for the office is placed inside the plastic wallet intended for this purpose. Monies from pupils are placed inside an envelope (pupil's full name, class, total amount and what the money for) before being sent to the office.

End of the Pupil Day

Teachers escort their class to the playground ready to be collected at 3:00, respecting the needs of parents and our requests for parents to be punctual. Pupils inform the teacher of the adult collecting them. Pupils are not allowed to go home by themselves unless the teacher has seen written permission Year 6 only (which has been passed to the office) or has been given verbal permission by the school office. If anyone other than the parent / carer is collecting the pupil, check the class file to ensure they are a contact and are allowed to collect. If not, please send them to the school office.

Suffolks Tea Time Club

Pupils are collected daily and walked over to Suffolks by a member of Junior school staff. Parents apply directly to Suffolks.

End of the Teacher Day

Teachers must leave the premises by 5:45 pm. There will be opportunities to stay later on “late nights” tbc.

Before leaving the classroom at the end of the day teachers ensure that:

- The classroom is tidy, including surfaces, book corners, teacher’s desk and pupils’ tables. (Pupils must start each day in a highly organised, tidy, stimulating learning environment)
- Windows and external back doors are closed
- Projectors, lights and electrical appliances are turned off
- Any dirty cups in sinks are taken back to the staffroom and placed in the dishwasher

Playground Duty

- Duty staff are accountable for ensuring proper supervision of the pupils
- Duty staff wear high visibility vests
- Proactive playground duty is essential, anticipating problems before they happen. *The priority is to keep pupils safe and not be distracted by conversation with colleagues*
- Pupils are not allowed inside at break times, unless supervised by an adult. They are told to take their coats and snacks with them so there is no reason to return to the classroom. Snacks and packed lunches are kept separately and pupils do not go to their packed lunches until lunchtime

Morning Break

- Duty adults are on the playground before the pupils come out
- Class teacher leaves classroom 3 minutes before playtime starts with class if on duty
- Pupils are led out to the playground by the teacher
- At the end of playtime a member of staff on duty blows a whistle as a signal for pupils to re-enter the school

Wet Break

- SLT determine whether it is too wet to go outside and inform the school through the internal siren. The wet play signal is 3 short buzzes. Staff stay in classrooms during wet morning breaks, taking turns with support staff for comfort breaks
- If it rains during playtime when pupils are already outside, pupils keep dry under the playground canopy and do not return into school unless directed by SLT. Each classroom has a supply of wet play games and some scrap paper for use during wet breaks. Rules on what behaviour is appropriate during wet play are displayed and known by all

Lunchtime

- Pupils are supervised by an adult to the playground/dining room/hall at lunchtime
- Pupils are not allowed inside at lunchtime except to have their lunch. They are to take their coats, so there is no reason to return to the classroom
- At the end of lunchtime a member of staff on duty sends out the yellow flags as a signal for pupils to re-enter the school

Wet Lunchtime

SLT communicates to all classes when it is wet lunch via the internal siren – 3 short buzzes.

- Lunchtime staff take responsibility for the class from teachers at 12:00/12:30. Teachers stay in their classes until this time. ***AHTs oversee their respective corridors to ensure good supervision and order.***
- Pupils stay in their classes until a member of lunchtime staff comes to collect them for lunch
- Lunchtime staff ensure that the pupils are ready to engage in learning again at 1:00/1:30 when the teacher returns
- Each classroom has a supply of wet play games and some scrap paper for use during wet breaks. Rules on what behaviour is appropriate during wet play are displayed and known by all
- If it rains during lunchtime, pupils keep dry under the playground canopy and not return into school unless directed by SLT or lead TA

Playground Rules/Procedures

- Personal tennis balls / trading cards are only allowed *if* played with sensibly. SLT will make the decision not to allow if this becomes a problem
- Games that involve pushing, kicking, “play-fighting,” “wrestling,” or the pulling of clothes are not allowed
- Pupils are not allowed any ball games on the playground before / after school
- Pupils are not allowed to climb a fence to retrieve a ball

“The Cage”

- Used by rota at playtime and lunch time
- At lunchtime, activities are overseen by an adult
- Training shoes/plimsolls are worn in the “cage”
- Football is only allowed in the cage as a supervised activity

Medical/First Aid

- Pupils are only to be sent to ‘First Aid’ when there is strong evidence that further assistance is needed
- During the school day, ‘First Aid’ is provided by any member of support staff
- Playtime: A member of the support staff on duty oversees First Aid
- Lunchtime: A member of the support staff on duty oversees First Aid

- If there is a serious medical incident, the nearest member of staff ensures that the individual concerned is safe and comfortable and sends to the office for assistance
- Medicines are kept locked in the welfare room, accompanied by written information from parents.
- Each class has a first aid bag which is regularly checked
- Inhalers and Adrenaline Auto-Injectors (AAI) are kept in classrooms in labelled boxes with a copy of the pupil care plan.
- All medicines will be checked out and checked in for school trips or off-site activities
- All staff are responsible for checking expiry dates of medication. This is overseen by the welfare officer

Moving around the School

- Pupils are expected to move around the school in silence. Adults are expected to remind pupils who are not doing this of the appropriate conduct
- All adults regularly check the conduct of their class whilst moving around the school
- Pupils are expected to hold doors open for adults and let the adult come through the door first

Entry/Exit Doors to Playground

Year 3: Hall

Year 4: Maya Angelou door

Year 5: Playground door next to staff room

Year 6: Playground door at end of Year 6 corridor and opposite recycling area

Leaving the Classroom During Learning Time

Pupils do not leave the classroom during learning time, unless for good reason. If they need to give a message or drop belongings off at the school office, they do this either before school or at playtime lunchtime.

Pupils are **strongly discouraged** from using the toilets during lesson time. Pupils are told to ask again in 5 minutes if they really need to go. They are permitted the second time of asking.

Staff are to monitor whether there are any incidents when their class go to the toilet and if necessary a member of the support team will walk down the corridor with pupils if there are regular incidents.

Behaviour Management (see Behaviour for Learning policy & Behaviour Guidelines)

Positive behaviour is encouraged through positive relationships, understanding pupils needs, good teaching and an engaging curriculum. Adult will lead by example and model good practice across the school.

Recording Unacceptable Behaviour (see Behaviour for Learning policy & Behaviour Guidelines)

- Staff are responsible for recording incidents on scholarpack
- Serious Incident Forms (SIF) are recorded by the member of staff who witnessed/investigated the incident
- SIF are dealt with by AHTs and shared with headship
- Persistent Level 1 behaviour should be escalated to Year group AHTs
- The levels 1,2,3 should be referred to when giving possible consequences
- Teachers should communicate with parents when necessary recording communication on scholarpack

The Quiet Signal

All adults in the school use the quiet signal when getting the attention of a small or large group of pupils. *Staff do not shout at pupils.*

An adult raises their hand and gives a short count down. Pupils are expected to do the following:

- Raise their hand
- Stop what they are doing and focus on the adult
- Give non-verbal signals to other pupils who may not have seen the signal

Parents

Where there are incidents of unacceptable behaviour, it is the **class teacher's responsibility** to communicate with the parent of the pupil on a daily/weekly basis in order to inform the parent of progress in relation to behaviour. Records are kept on Scholarpack, home-liaison book / pupil behaviour log depending on the nature of the problem. Minutes of meetings with parent are filed in Pupil Record file. In particularly serious cases, SLT may become involved.

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Physical Intervention (Refer to the Physical Intervention Policy)

Our commitment to positive behaviour management means that physical intervention is used very rarely, and only as a last resort when all other preventative methods have proved ineffective. We have a number of staff trained in the 'Approach' technique of physical intervention.

Section 93 of the Education and Inspections Act 2006 affirms the lawful right for a member of staff to use reasonable force. It says, "School staff may use such force as is reasonable in the circumstances to prevent a pupil from doing, or continuing to do, any of the following:

- committing any offence (or for a pupil under the age of criminal responsibility, what would be an offence for an older pupil)
- causing personal injury to, or damage to the property of, any person (including the pupil)
- engaging in any behaviour prejudicial to the maintenance of good order and discipline at the school, or among any pupils receiving education at the school, whether during a teaching session or otherwise"

Following the theme of looking after pupils with SEND, the use of reasonable force is emphasised in KSCIE, as something that we really need to be cautious about.

There are some circumstances when reasonable force be a possibility or it might be part of a strategy to deal with an incident of very challenging behaviour but this guidance along with previous comments from Ofsted, is very much about creating individual plans in order to minimise the likelihood of challenging behaviour and when it does occur, that there is less use of physical restraint and other restrictive methods.

Trained staff: Sabina Ceglaz-Abdol and Claire Newton.

Bullying, Racial and Equality Incidents (Refer to Behaviour for Learning Policy)

These incidents, are considered to be extremely serious and are treated with zero tolerance. All staff who become aware of an allegation of bullying, racial harassment, gender issues or radicalization must refer to the school's Anti-Bullying and Anti-Racism Statement.

Incidents should be reported to SLT and recorded on a Serious Incident Form.

Serious incidents are reported to the Local Governing Board termly for each school.

Child Protection (See Safeguarding and Child Protection Policy)

If a member of staff is concerned that there is a child protection issue they should complete an incident log on CPOMS. They should also inform a member of the safeguarding team. See Policy for more information.

Mobile Phones

Pupil mobile phones are only permitted with the written permission of the Headteacher.

Adult phones are switched to 'silent' during lesson time and stored in a safe place in a cupboard or staffroom locker until the end of the working day including staff meetings. Adults do not use or show their personal mobile phones /personal cameras or take pictures of pupils at any time.

Security

Mobile technology e.g. laptops, are stored in the ICT secure storage room. Class Ipads/Chromebooks must be locked in secure storage rooms at the end of each day. Staff members' personal bags/personal belongings must be stored in a safe place in the staffroom or classroom.

Sustainability

- Projectors are switched off when not in use for longer than 30 minutes
- Visualisers are switched off when not in use
- Lights are switched off at the end of the school day
- Photocopying is kept to a minimum, is used only where it will enhance learning and is double sided where possible. Colour photocopying is kept to a minimum

Staff Absence (See staff Absence policy)

If staff are unable to attend school for any reason, the Deputy is contacted as soon as the absence is known and **between 7 am-7:30 am** on the day of absence.

Staff must speak directly to the Deputy. Tel: 07903 241 548. They must state the reason for absence and any other relevant information, e.g. priority tasks needing attention, any duties/cover etc. A message must not be left on the school answering machine.

Staff must make contact with the Deputy daily whilst away, **by 2 pm**, via DHT mobile or school office, so that the leadership team can make the necessary arrangements for the next day.

Returning staff must meet with DHT before starting work on the first day back.

If an employee is unable to return to work after 7 calendar days (i.e. including Saturday and Sunday) s/he must obtain a 'Statement of Fitness for Work' from the Doctor, i.e. on the 8th calendar day. This must be forwarded to the Headteacher without delay. If the absence continues, further Statements must be forwarded, as required, to cover the duration of the absence on a continuous basis (Inc. holiday periods).

Staff who need to leave the school during the school day for any reason e.g. illness/family emergency, must request permission to leave from the HT/DHT.

Any 'requests for leave' must be made, in writing, to the Headteacher, **giving at least 10 working days' notice**. Forms are available on the Google Drive/Forms. You will receive a response, in writing, within 5 working days. All requests will be considered on merit, taking into account the contents of the policy. Forms are available in the staffroom.

Staff Lunches

Any member of staff who requires a school meal must create an account with the Pantry. Meals must be ordered in advance via your Pantry account.

Staff Room

The staffroom contains a number of notice boards and information pick up points.

1. The main board with the main events, rotas, timetables and any important memos and health and safety information
2. The daily information board (white board). Staff **should check their emails before 8:40 am** for any updated information
3. Staff personal lockers. (For health and safety reasons, lockers are kept shut and locked)
4. All staff take responsibility for keeping the room tidy and organised, with a year group rota for the dishwasher. If the dishwasher is full staff load the plastic container and do not leave dirty crockery on the table/side

ELT Vacancies

Jobs within ELT can be found on their website.

Equipment and Resources

Rooms are kept tidy and all centrally stored items are collected/returned **by adults**.

General stationery	Each class is given a termly allocation
Geography/History/	Phileas Fogg (Year 5 corridor)
Science and general exercise books	Phileas Fogg (Year 5 corridor)
Electronic equipment	Alan Blumlein (Main corridor)
Maths resources	Charles Darwin (Main corridor)
Art and DT resources	Barbara Hepworth (Main corridor)
PE resources	Katarina Johnson Thompson (PE Sheds)
English resources including phonics	Jim Cummins (Year 5 corridor)
English as an Additional language	Jim Cummins (Year 5 corridor)
Teacher resources/planning	Philip Pullman (Main corridor)
Music resources	Ludovico Einaudi
Learning mentor room	Maya Angelou
SEN resources	Inclusion office

Clubs

To encourage pupil engagement and development of a wide range of interests, the school runs a variety of clubs, run by volunteers, staff and private organisations.

Allotment

The allotments are overseen by the member of staff responsible for outdoor learning.

School Parliament

- Carterhatch is proud to have their very own School Parliament! This is an opportunity to hear the views of all pupils through a democratic process. The Parliament plays an important role in the life of the school providing a forum for: pupil voice, the opportunity to learn skills in speaking and listening, democracy at work, team work, enterprise, and pupil involvement in school improvement and sustainability
- Each class has a Class Councillor. The councillors are responsible for collecting the views and issues raised in their classes. In Year Six, instead of councillors, each class has two MPs (Members of Parliament) who lead their council in meetings. They take minutes and chair the meeting, supported by SLT. These councils are arranged in Carterhatch Family groupings
- The MPs from each Carterhatch Family then meet with the Headteacher each half term
- A special 'Polling Day' takes place to vote for the councillors and MPs - pupils visit the school hall to vote on ballot papers and enter into a box

SEND files

Provision Map is used to co-ordinate SEND information and interventions. Each pupil with SEND, either on School Support or with an EHCP, has an individual folder containing relevant information on their needs and provision. Every member of staff has a login for Provision Map so that this information can easily be shared and updated.

Uniform

To help promote a sense of pride and positive attitudes towards school and learning, pupils are expected to wear school uniform. High standards in learning are reflected in high standards of appearance.

Uniform	
White shirt or blouse	
Grey trousers or skirt	
Grey or white socks or grey tights	
Navy blue sweatshirts, fleece or cardigan	
Plain grey shorts (not athletic)	
Black shoes or trainers	
Plain headscarves	
PE Kit (all to be kept in a PE bag)	
Black Shorts	
Plain white T- shirt	
Plimsolls & trainers	
Spare socks	
Hair band for longer hair	
For outdoor games	
Black tracksuit	
The following are not allowed:	
T-shirts with slogans	High heeled shoes
Low cut blouses	Jeans
Hooped or dangling earrings (only ear studs)	Scanty tops
Beach Wear	Cycling shorts
Leggings	

Meetings

Tuesday	3:30-4:30	weekly	Staff meeting: Teachers
Thursday	3:30-4:30	weekly	Staff meeting: Teaching Assistants
Year group	3:05 – 3:25	Fortnightly	Team Meetings

Parent/Teacher Meetings: Formal meetings are arranged each term for parents and teachers to discuss pupil progress. Dates and times for these afternoons will be given out at the start of each term. All meetings with parents should be recorded.

Local Governors' Meetings: Local Governors' meetings take place once a term. Governor visits will take place regularly. Alex Monk is the Chair.

Staff Calendar: Accessed through Google. Password and User name available from the School Office. *All staff are responsible for checking and keeping the calendar up-to-date.*

Health and Safety

- Pupils are only permitted to wear a watch and plain stud earrings. Staff confiscate any non-permitted jewellery and return at the end of the day. Religious jewellery is only permitted with the permission of the Headteacher
- To take part in PE and games pupils need to have their PE kit in school on the correct day. If pupils have incorrect PE kit, they watch and learn
- Pupils do not bring anything of value into school
- During the school day, pupils do not leave the school without permission and are “signed out” by the parent/ carer at the office

Visits out of School (see policy and guidance)

- Trips are used to enhance learning and to give the opportunities to learn from real life experiences that the pupils may not otherwise have. They should be planned towards the beginning of a topic, to ensure that they are worthwhile learning experiences. Ideally there should be one trip per term
- Risk Assessment must be completed and signed off at least the night before. No phone calls will be made on the morning of the trip to parents by the office. Pupils with no permission on the day of the trip cannot participate in the trip

Emergencies

Fire

On hearing the fire alarm, (continuous ringing sound) classes leave the school building by the nearest exit and assemble in the playground (see plan). Teachers are responsible for carrying out a head count of their pupils and to check against the evacuation register given out by office staff. Pupils stand in “**register order once outside**”. No-one re-enters the building until instructed to do so by a member of the senior leadership team.

Learning Environment (See checklist)

Classrooms are learning spaces and are kept tidy and free from clutter. They must be safe, inspiring places that promote curiosity. They are inviting and celebrate quality pieces of work on the walls. They have:

- **DO NOT stick posters etc on any walls (classroom or corridor) using blu tac as it damages the paintwork**
- An inviting, organised book area which promotes a love of reading
- Classrooms should be kept tidy - teachers setting good examples to the pupils. (All finished with resources should be returned)
- Accessible whiteboards, stationery, maths resources
- Clearly labelled resources
- High quality examples of pupils' work displayed on the display boards. Rooms are 80/20 with pupils' work displayed
- Classrooms should celebrate the diversity in the classroom (language vocabulary, dual language books, pictures etc.)
- Classrooms should have centres of interest linked to topics with key questions and a chance for pupils to respond to them
- Exercise books easily accessible and stored neatly
- Classroom doors are kept clear from posters

Displays

Pupils work is displayed to celebrate learning and should be of a high standard of presentation, reflecting the best from each pupil.

- Each classroom has "working walls" where pupils may refer to help with their learning e.g. key vocabulary, spelling rules, fraction to decimals displays, language and structural for writing etc.
- Boards are backed and bordered. Backing paper should match the purpose of the display - with carefully matched boarders
- Titles for displays should reflect the topic not the subject
- Work is at least single mounted and cut with straight/even edges. Care must be taken to ensure that mounting is even
- Unless deliberately putting something on an angle, all efforts are made to place the work so that it is level
- Displays, especially the corridor ones, are maintained by the year group team/each teacher
- Teachers review their room weekly to ensure a "non-cluttered" / "too busy" look
- Pupils' names must be clearly visible on displayed work
- All art work on display should be undertaken by the pupils
- Classroom and Corridor displays are changed termly
- Working walls must be up to date and relevant to the topics/ genre/ maths skill currently being studied
- Displays of models and work on lockers must be neatly displayed with names, and information about the learning that has taken place