



**SACRED HEART**  
CATHOLIC PRIMARY  
SCHOOL & NURSERY

## **Staff Handbook 2023-2024**

*This is our school.*

*Together we worship; Together we learn; Together we belong.*

*With the love of God, our dreams and ambitions come true.*

**Date September 2023**





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CATHOLIC PRIMARY  
SCHOOL & NURSERY

## **SAFEGUARDING STATEMENT**

“Sacred Heart Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment”.

### **Mission Statement**

*This is our school.*

*Together we worship; Together we learn; Together we belong.*

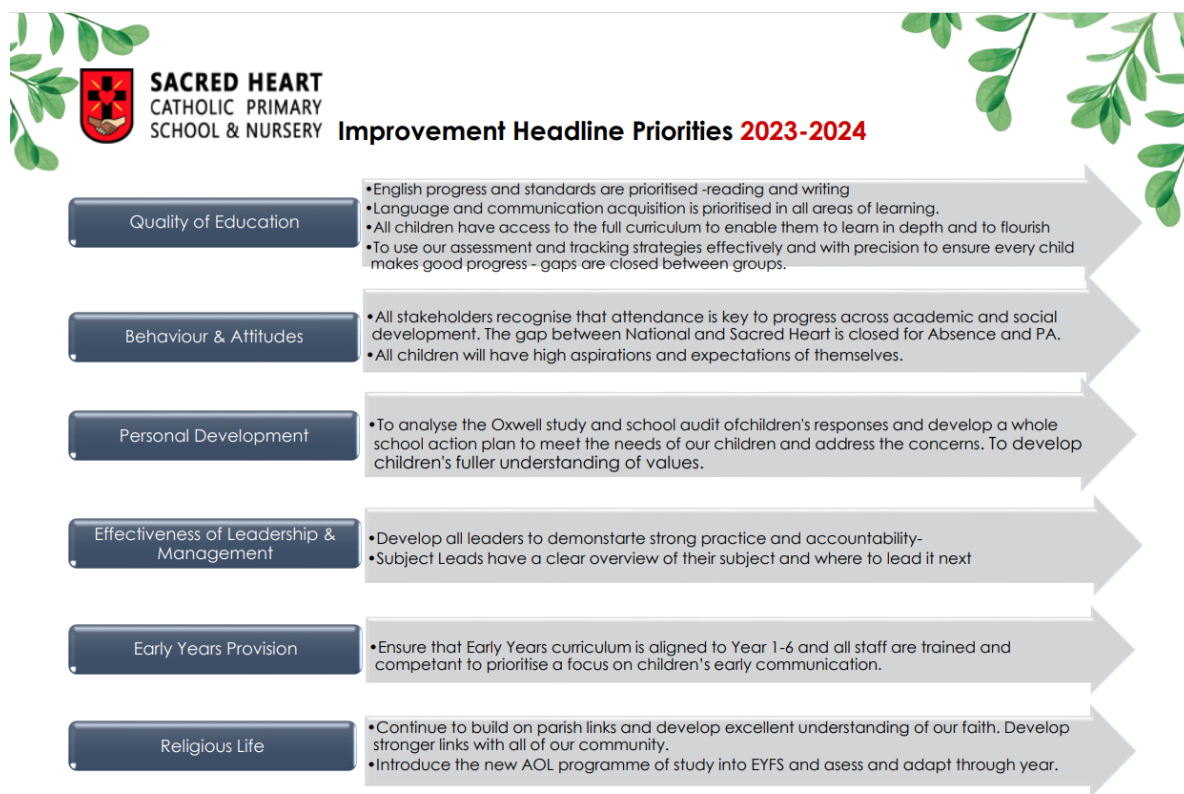
*With the love of God, our dreams and ambitions come true.*

The purpose of the Staff Handbook is to give clear guidance to staff as to our expectations for staff behaviour and professionalism at work. It is intended that staff use it in conjunction with other key documents and policies including your contract of employment.

## ETHOS and VISION

In our school we put Christ and the teachings of the Catholic Church at the centre and the children at the heart of all that we do. We are a community where the spiritual, moral, social and cultural development form the roots from which grow our values, motivation and aspirations that inform our choices and actions as people. Our vision is to create a school where every child achieves through a relentless focus on high quality teaching and learning

Ensuring all children make good or better progress in reading, writing and maths will be one of our core purposes. All staff will consistently and energetically use the most effective methods for teaching these basic skills. High quality training, from leading experts in literacy and numeracy teaching, will equip them to do so. Each year our school priorities will be shared with all stakeholders and underpin the actions and targets in all areas. This year our priorities are:



Underpinning this will be:

- Knowing and understanding each child
- outstanding day-to-day assessment, feedback and marking of children's work
- tracking, identifying and ensuring children's progress
- an exciting, relevant and inspiring curriculum that is well matched to our context and needs, well sequenced and purposeful.
- excellent support for the needs of every child to achieve their potential.

Classrooms will be inspiring, calming, supportive and welcoming. They will be full of children motivated by positive, well-paced and purposeful lessons and these lessons will be delivered by staff that are passionate about the children's success.

Every parent/carer will be able to feel proud of their child's/children's progress and achievements and will know exactly what these are. Clear guidance will be given about the best ways to support children out of school.

All of this will be done because the children and their education will matter more than anything else. Every child will have the best possible start in our school.

## GOVERNORS

<b>Name</b>	<b>Type</b>
Mrs Gloria Latham	Chair - Foundation
Mrs Sue Robinson	Vice – Chair
Mrs Joy McCallum	Head teacher
Mrs Anxhela Syziu	Parent
Mr Jerome de Alwis	Parent
Mrs Gill Smith	LA
Mr Terry Kirwan	Foundation
Mr Palmieri	Foundation
Fr Arthur Fitzgerald	Foundation
Mr Ryan Owens	Staff Governor
Vacancy	Foundation
Jen Jordan & Jen Sim	Associate Governors



Class	Teacher	Teaching Assistant	SLT
Nursery	Ellen McGahan	Kate Holt Alan Connolly 1:1	Joy McCallum – Headteacher Jen Jordan – Deputy Headteacher (SENDCo) Jen Sim – Assistant Headteacher (EYFS Lead)
Reception	Beckie Fayne	Liz Delaney 1:1 Natalee Daley	Administration & Finance...
1	Martin Howarth (KS1 Lead)	Jane Mulholland	Jess Mercer – Admin & Finance Lead (Inc Health & Safety)
2	Lauren Aucutt	Rosie Hargreaves	Kim Donnolly Admin Officer
3	Chelsea Reid	Jackie Parkinson	Designated Safeguarding Leads
4	Hope Brough Bradbury	Nadine Paneitescu Paul Hampton 1:1	McCallum –DSL Jen Jordan – DDSL Jen Sim – DDSL
5	Ryan Owen	Hannah Boyd /Sarah Barrett	
6	Andrea Kayayan (KS2 Lead)	Gill Porter (HLTA	
PPA, ECT, SL	Kate Hunter / Gill Porter/Jenny Sim and Jen Jordan		

## SCHOOL POLICIES

You also need to be familiar with a range of key school policies. These are on the school website. You will be asked to confirm that you have done so at your Appraisal Review each year.

We recommend you prioritise reading the policies as follows, seeking clarification if you are unclear from the relevant member of staff:

- Child Protection and Safeguarding policy and documents/policies related to child protection and medical needs
- Fire Evacuation & Lockdown Procedures
- Arrival & Discharging of Pupils Policy
- Staff Code of Conduct
- Positive Handling Policy



- Teaching and Learning Policy
- Feedback Policy
- Individual Subject Policies
- Risk assessments
- Health and Safety Policy Whistle blowing Policy
- Behaviour Policy
- Allegations against adults in schools
- On-line Safety Policy
- Relationships and Sex Education Policy
- GDPR Policy and related acceptable user policy
- Subject Leader Policy
- Staff Mental Health & Well-being Policy
- Staff Absence Policy
- Complaints Policy
- Disciplinary Policy
- First Aid Policy

**It is vital that you are familiar with our Equality Statement and are fully committed to our Equality Policy and compliance.**

## **THE SCHOOL DAY**

EYFS 8.45am – 3.10pm

Key Stage 1 and 2 – 8.45am - 3.15pm

Playtime KS1 and KS2 10.45-11am

Nursery & Reception lunch 11.30am – 12.15pm

KS1 12.00pm – 12.45 pm

KS2 Lunch 12.15pm – 1.00pm

Teaching staff in Key Stage 1 should take children to the hall from 12.00 children will be supervised by the members of dinner staff. The Nursery & Reception teacher to supervise 11.30-11.45

Teaching are given a lunch, paid for by school, if they eat their lunch in the hall with the children. It is expected that adults eating with children support them as necessary throughout this period.

Please speak to the staff member on duty and they will advise you where to sit to eat lunch. All staff and visitors to pay the cost of £2 if eating separately from the children, which may be subject to increase at any time as agreed with governors.

### **The start of the school day**

The gates open at 8.45am. Pupils are sent straight into their classes. If parents want to see a teacher urgently, they should make an appointment with the office. Teachers and teaching support staff are to be waiting at their classroom with activities ready for children to start as they enter the class. One Member of the class is to be greeting at the entrance and one member of the teaching staff in the classroom to support children with first activity.

The gates will be locked at 9am and then pupils with parents/carers must enter school and sign in via the front office.

Registers' must be taken by 09.15am. Any late children need to be marked in and the register updated immediately. The admissions team (K.Donnolly) will call to check any children marked absent by 09.30am.

## **Playtimes**

All staff are timetabled for playground duty. It is essential that staff are not late for duty and do not leave their allocated role during a duty. If for some reason you cannot do a duty (e.g. course, educational visit) it is your responsibility to organise a substitute and inform Andrea Kayayan (KS2) or Martin Howarth (KS1). If you are absent on the day of a duty, please inform us when you telephone your absence in to JMcCallum as per absence policy and process.

Staff are positioned on the playground to ensure that children are supervised in each area of the playground and staff must adhere to this. TAs on duty that are first aid trained will deal with any first aid incidents and follow school policy by recording accidents in the accident book and informing the class teacher.

If a child receives an injury to their head, then Joy McCallum or Jen Jordan/ Jenny Sim in her absence must be notified straight away and usual procedures for head injuries must be followed. K. Donnelly or JMercer in her absence will call the parent/carer to let them know of any head injury whether treatment/ immediate medical action required or not. Two teachers are on duty on the main playground and if a TA needs to leave their area to administer first aid, then the teacher should supervise that area until the TA returns. Children must not be accompanied by other children to the office if an injury has taken place. It must be a staff member.

Please ensure that the teacher collects the children from the playground, unless this is during PPA time and that staff are prompt collecting children.

## **The end of the school day**

Children in EYFS, KS1 and Year 3 must be collected by an adult at the end of the school day. If a parent informs staff that another person will collect their child the please ensure that you let office staff know. If a person, other than one who would normally collect the child, is collecting the child (but staff have not been notified) then they must not let the child leave school with them and immediately speak with office staff who will contact parents.

Children in Years 4,5 & 6 may leave school at the end of the day alone if they have their school walking home pass. Year 3 children may be given passes by special arrangement with the head teacher. No child must be allowed to leave school alone without showing this pass. If a child has forgotten it then staff must speak to office staff who will contact parents. If a child repeatedly forgets their walking home pass, then the class teacher should speak to the child/parent about this.

All children will be dismissed from their classroom door or from the external door for Year 2 and 3 as agreed by teachers and SLT. Children must be handed over to the parents/carers as seen by a member of staff. They must not be left to leave in groups.

Late children should be kept in the classroom until 3.25pm then taken to the main office. Mrs Donnelly or Miss Mercer must be notified when children haven't been collected and the class teacher should supervise the child until they are collected.

Children attending extra-curricular clubs should get changed in their classroom if necessary (there must always be at least 2 members of staff present and children must get changed themselves in KS1 or KS2) then taken to the hall where the member of staff leading the club will register them. Children attending After School Club should be taken into the hall and Mrs Chaba notified. It is the responsibility of the staff member leading the club to ensure that children go home safely at the end of the club or supervise them until they are collected.

## **Parents/Carers**

Parents/carers should make an appointment with office staff to speak to school staff. A quick chat at the start of the day to pass on a message is appropriate but if a parent needs to discuss something in more detail please send them to the office to make an appointment.

We do not tolerate rude or aggressive behaviour from parents/ carers to any member of staff and this will be dealt with severely following the parent code of conduct. If you are spoken to in such a way, then you must report this to Joy McCallum immediately or Jen Jordan/ Jenny Sim in her absence. If you need to speak with a parent and are concerned about their reaction then please speak to SLT, prior to the meeting, who will support you during this meeting.

No one (except for staff) must enter the school premises through any entrance other than the front entrance to the School Office . All visitors must sign in and sign out.

They will be given the appropriate lanyard – Red if they do not have a DBS so must be accompanied at all times or Green if they have provided evidence of a DBS.

## **Wet Playtime**

It is the responsibility of the teacher on duty to decide if playtime will be indoors or outdoors. If it is raining, then the teacher on duty should send a message to all classes in KS1 and 2 to inform them. The TA working in each classroom will supervise the children in class during wet play and children should stay in their own classroom. If it rains during playtime and children are outside, then the teacher on duty should send a message to all TAs in KS1 and 2 for them to return to their classroom and continue with the duty in their classrooms.

## **Playtime Snacks/Drinks**

As we are a healthy school, children are offered fresh fruit at breaks. Children are not allowed to bring their own snacks into school unless through prior arrangement with SLT. Any sweets/gum brought into school should be confiscated until the end of the day (if this is a reoccurring issue then SLT should be informed). If children have not had breakfast then a cereal bar, cereal or toast may be offered to the child on arrival.

## **Water**

Although all children have access to water we have found that the children do not drink enough. All children will be asked to bring in a water bottle which they can fill up and drink in the classroom. Please note that only water can be drunk in the classrooms.

## **Breakfast Club**

Breakfast Club is for children and open between 8.00am and 8.50am, children are provided with a healthy breakfast for a charge of £1.00 per session. Mrs Chaba lead's the breakfast club and a daily attendance register must be completed and kept in the school office.

## **Kids Club**

There is an after school club kids club which runs until 5.30pm (Mon-Thurs) and 5pm on Friday, run by Mrs Chaba. It is the classteacher's responsibility to hand children over to the staff supervising the after school clubs.



## **Uniform and Jewelry**

Children should wear the school uniform, PE and swimming kit. Staff should encourage this and speak to parents/carers of children who persistently do not wear the appropriate uniform. Children who repeatedly do not have the correct uniform should be referred to the SLT.

Children should not wear jewelry of any kind in school except for stud earrings and a watch. If a child wears earrings other than small studs, then teachers should speak to parents/carers. Children who repeatedly wear inappropriate earrings should be referred to the SLT. Children are not to wear smart watches.

Please speak to Joy McCallum if you feel that a child is vulnerable and doesn't have appropriate uniform so that we can arrange additional support for the families.

## **STAFF ABSENCE**

### **Absence through ill health**

Should ill health prevent attendance at school then the following procedure must be followed.

Phone Joy McCallum, Head teacher by 7.30am to advise her that you are unwell. Staff should phone in person unless you have been hospitalised or there is an emergency. Please make sure you have her number – 07584 571 665.

You must phone Joy McCallum by 2.30pm on the day you have been away to let us know whether you will be returning to work or not the following and if not, why not.

You should keep the school informed daily if you continue to be absent unless you have been signed off by your doctor.

If your absence goes into a fourth working day you must obtain a self-certification form. Once absence extends to seven working days a sick note from your GP is required.

After any absence, staff are required to have a 'return to work' interview with either Joy McCallum (Teaching staff), Jen Jordan (Teaching Assistants) or Susan Kelly (Office, MDA's and cleaning staff). This is standard absence management practice. On the day of your return to work you should request an appointment for this interview with the relevant member of staff.

### **Informing the Head teacher for absence of planned absences from school**

Staff are expected to give us as much notice as possible about absences from school. The Head teacher and Governors can authorise other absences as paid or unpaid depending on the type of absence. This authorisation is discretionary.

Planned absences include:

- medical appointments that cannot be made out of school time;
- meetings at other schools (not arranged by SLT);
- other special leave.

An absence request form needs to be completed and given to Joy McCallum, prior to the absence, for authorisation. It is the responsibility of the member of staff to ask Jess Mercer for the form and give it to Joy McCallum.

## **Appointments**

Routine doctors and dentist appointments should not normally be made during school hours unless there is an emergency. For appointments such as hospital appointments staff should show the appointment card, complete an absence request form and hand this to Joy.

## **Absence for other reasons**

Such cases might include:

- personal/family reasons; compassionate leave;
- attending a wedding of a member of immediate family; attendance at a religious ceremony or graduation.

It is essential that staff give us as much notice as possible and try to avoid absence wherever it is not a danger to health.

Staff are advised that absence is monitored as part of the LA's Absence Management Framework.

It is agreed that staff may take 2 incidents of appointments or days leave for other family members as paid leave per annum. This will be unpaid for all other occasions.

## **Severe weather**

If we ever experience severe weather overnight, staff are expected to do their utmost to get into school, so there is little likelihood of a school closure due to severe weather. This includes making alternative travel arrangements if necessary. Staff will be contacted by phone call if the school is to close through severe weather or unusual circumstances.

## **Recording and monitoring staff absence**

The school is required to record and monitor all staff absence. Absence is recorded on Oracle and all such information is confidential. Staff can find their attendance record on Oracle. The information held is used to monitor attendance and as basis for comments on staff attendance and fitness for work in staff references.

## **Punctuality**

Support staff have clear starting and finishing times according to the hours they are paid for. Staff are expected to be in school and ready to work at the time their day starts. Punctuality will be monitored and poor timekeeping will be managed under the Attendance Policy. Staff must be available to undertake their role for the full time e.g. If 8am – 3pm then this does not include any travel time or settling in time.

### **Children with appointments**

Please ensure that all parents who inform the class teacher of their child's appointments are referred to the school main office. Any child with an attendance rate below 90% (PA) will automatically need to provide medical evidence for any days absent.

### **Class Registers**

Class registers should be completed at the beginning of the morning and afternoon. In the morning the register closes at 9.15am. Admin staff will question parent and child about lateness and they must enter school through the main entrance, not through the classroom door and be signed in on the InVentry screen.

### **Staff covering a class must ensure that the register is completed.**

Registers for smaller group trips should also be recorded; if leaving the premises for activities, such as a competition then a register must be available to the admin team for safeguarding and monitoring purposes. Classes leaving school for a trip or swimming etc. must leave through the main entrance and admin staff informed.

Gaps should not be left for any child in the register.

### **Monies**

Any trip money should be collected by the office. Teachers should not take in money unless absolutely unavoidable. If a child gives a member of staff money for a trip, they must hand it over to the office staff as soon as possible. It is not acceptable for teachers to keep trip money for any length of time and to do so exposes the teacher to a potential conduct enquiry.

### **SAFEGUARDING**

As a caring school with direct responsibility for children, our first concern must be for the children's welfare in all its aspects and therefore there may be occasions when we have to consult other agencies, particularly in relation to Child Protection/Abuse concerns. The procedures we have to follow are statutory and have been set out by Liverpool Local Authority. The school's safeguarding policy must be read and all staff should familiarise themselves with the procedures if a child discloses information to you that you need to pass on.

You must record all concerns and disclosures using the school recording system CPOMS. For non-school staff, you will find this procedure on the staff Safeguarding notice boards. Joy McCallum is the Designated Officer for child protection. Jenny Jordan and Jenny Sim are the deputy Designated Officers. All staff have a responsibility to ensure that they follow school safeguarding procedures and if they are unsure then they must seek advice/ support from Joy McCallum, Jen Jordan or Jenny Sim.

### **Procedure for reporting Child Protection**

If a child you come into contact with says something that concerns you/not sure about, then please enter an incident on CPOMS using the words of the child. If the concern is serious and the child is possibly in immediate danger, you must immediately inform Mrs McCallum or Mrs Jordan or Mrs Sim in her absence. Please be reminded that disclosure forms are kept in the school office and staff room should the staff member not have access to CPOMS.

## Health & Safety

It is the responsibility of all staff, governors and visitors to the school to take reasonable care for the health and safety of themselves and others and to assist in the creation of a safe work environment.

Staff, governors and visitors have a responsibility to inform the Head Teacher of any medical condition/illness they have which may impact on their fitness to undertake their duties or on the health and safety of themselves, pupils, other staff, governors of the school. Those who are elderly or smoke are more vulnerable to Legionella which is monitored both internally and externally through professional services.

Any medicines should be kept secure and out of reach of children. Please make the office aware of any medicines taken long term in order to support any possible medical needs.

## DBS Checks

Permanent staff, staff that are on a long term contract and companies working within the school will need to be DBS checked by our school.

Any staff who work in the school on a short term basis (agency workers and companies or individuals working with the children) will need to ensure that they produce a DBS disclosure and photo I.D. on arrival at the school. Under no circumstances can an individual work in the school, alone with children without these details. Visitors who do not have a DBS must be supervised at all times during their visit to school. Staff will be informed of any visitors who do not have a DBS. Visitors with appropriate DBS checks will be issued with a **GREEN** lanyard and those who do not have a DBS and **MUST** be supervised at all times will be issued with a **RED** lanyard.

## GDPR

The GDPR is a piece of legislation that will set the rules on:

1. How organisations, including schools, process people's personal data and keep it safe
2. The legal rights people have over their own data

Any changes are intended to protect sensitive or confidential information about people, including school staff members and the pupils in their care.

## DATA PROTECTION

Sacred Heart Catholic Primary School is a data controller for the purposes of the Data Protection Act. We collect personal information on pupils, staff and parents. We hold this personal data to support teaching and learning. Whilst the majority of information provided to us is mandatory, some of it is provided to us on a voluntary basis. We also share personal information which we inform about through our data protection notices. Under data protection legislation, staff, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to records, contact Miss Jess Mercer – School Admin and Finance Lead.

## Privacy

The school respects users' privacy. Email content will not be routinely inspected or monitored, nor content disclosed without the originator's consent. However, under the following circumstances such action may be required:

- When required by law
- If there is a substantiated reason to believe that a breach of the law or school's policy has taken

place

- When there is emergency or compelling circumstances.

Employees have a responsibility to make sure sensitive information is used and stored securely. They should:

- Make sure filing cabinets are kept locked when unattended
- Make sure sensitive information is not left on desks or the photocopier/printer
- Make sure papers are not left lying around at home. If confidential materials or paperwork are taken away from the school, precautions must be taken to ensure they are not accessible to third parties
- Make sure confidential paperwork is disposed of correctly

## **EQUALITY**

Building on the Equality Act 2010, Sacred Heart community strive as a school to eliminate unlawful discrimination, victimisation and harassment, and foster positive relations between people with a consistent approach to 'protected characteristics' including; Age, Disability, Gender Reassignment, Marriage and civil partnership, Pregnancy and maternity, Race, Religion and belief, Sex and sexual orientation.

Sacred Heart's school, as a Catholic school, ensures that equality is embedded in all aspects of school life. We actively promote and live 'British Values' defined as tolerance and respect for, and interest in, people from different social, ethnic and religious backgrounds. We show understanding and tolerance of all beliefs and faiths. We show intolerance against beliefs which go against British Values and promote hate of beliefs and faiths.

Throughout our school community we emphasise the importance of preparing pupils for life in modern Britain and develop an understanding of what is right and what is wrong, and a respect for the laws of the land. Furthermore our school policies, including our Equality policy, Behaviour Policy and Anti-bullying Policy demonstrates that we both prevent and tackle discriminatory and derogatory language.

Staff have a responsibility to make sure computer data is used and stored securely. They should:

- Make sure computer data is not left exposed to others' view when unattended, or when using computers for sensitive data where other employees may have sight of such data – screen locks should be used where appropriate
- Make sure machines are switched off or screens locked when leaving the room
- Not disclose passwords to colleagues
- Make sure sensitive data is not stored on public folders
- Be familiar with the security of email/internet systems
- Not use non-password protected portable computer hard drives or USB sticks to store pupil information or other sensitive school information

## **Storing and Using Images of Children**

It is important for school employees to understand how to safely make and share photographs of children showing awareness of child protection and safeguarding issues:

- Do not use children's names in photograph captions. If a child is named, avoid using the photograph.
- Check parental permission form to see if consent has been obtained for a child to be

- photographed or filmed before photographing or filming the child
- Only use images of children in suitable clothing to reduce the risk of inappropriate use. Some activities, for example swimming and drama, present a much greater risk of potential misuse.
  - Address how images of children on the school website or school social media can be misused. Images accompanied by personal information, such as the name of a child or their hobby, could be used to learn more about a child prior to grooming them for abuse.
  - Images or video recordings of children must be kept securely. Hard copies of images should be kept in a locked drawer and electronic images should be in a protected folder with restricted access.
  - Images should not be stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones.
  - Do not use any personal equipment to take photos and recordings of children and use only cameras or devices belonging to the school or organisation.

## **Confidentiality**

### **Social Networking**

The school cannot stop individuals from using social networking sites at home in their own personal time, therefore all employees need to understand the implications of inappropriate and improper use of these sites at home. This may still result in disciplinary action being taken.

### **Posting inappropriate comments**

It is unacceptable for any employee to discuss or share images/video or written materials regarding pupils, parents, work colleagues or any other member of the school community on any type of social networking site. Reports about oneself may also impact on the employment relationship, for example if an employee is off sick but makes comments on a site to the contrary.

### **Discussing pupils, parents, work colleagues or any member of the school community**

It is unacceptable for any employee to discuss pupils, parents or incidents or procedures which occur in school with parents or any other individual outside of school. This includes verbal comments, photographs, video footage or written materials.

### **Social interaction with pupils (past and present)**

Employees should not engage in conversation with pupils or families on any personal social networking sites and should be circumspect in personal network contact with former pupils, particularly those under the age of 18 years. This would also apply to individuals who are known to be vulnerable adults. Individuals working in the school should ensure that personal social networking settings are set to private.

### **Cyber bullying**

The school will not tolerate any form of cyber bullying by employees. Any such behaviour will result in disciplinary action, up to and including dismissal. Cyber bullying may include but is not limited to:

- Offensive emails including joke emails which may offend other employees
- Email threats
- Leaving offensive or inappropriate comments on blogs or networking sites
- Offensive comments sent by text, email or posted on social networking sites

- Sharing another person’s details/personal information online without appropriate consent
- Employees who feel they are the subject of cyber bullying must notify their line manager at the earliest opportunity

<b>Email Good Practice Guide</b>	
Evidential record	Never forget that electronic conversations can produce an evidential record which is absent in a telephone conversation. Comments made by an employee during the course of an exchange of e-mails could be used in support, or in defense, of the school’s legal position in the event of a dispute.
Legal records	Computer generated information can now be used in evidence in courts. Conversations conducted over e-mail can result in legally binding contracts being put into place.
Context	E-mail in the right context. Care should be taken to use e-mail only where appropriate. There may be occasions when a telephone call or a face-to-face meeting would be more appropriate.
Forwarding e-mails	Consideration should be given when forwarding certain e-mails, particularly long email threads. They may contain information that should not be passed to someone else. It is recommended to start a new email rather than forward a thread.

## **Collective Worship**

It is a statutory requirement in a Catholic school that children receive Collective Worship on a daily basis. This equates to 1 minute per year of the age of the child each day.

EYFS/ Key Stage 1 and Key Stage 2 will have a shared collective worship every Friday or as arranged and staff are timetabled to lead this.

A timetable and further information about this will be given to staff.

The RE Lead Andrea Kayayan will lead an assembly every Friday focusing on the Gospel reading from the previous Sunday.

## **ASSEMBLIES**

Joy McCallum will lead a celebration assembly every Monday at 10.15 this will also include a focus on the week’s news, a British Value, protected characteristic and PSHE focus. It will be linked to our Catholic values. Teachers will be asked to choose children to receive the ‘Star of the Week’ certificate and inform Kim Donnelly on the Thursday evening prior to assembly. It is expected that all children will receive this certificate at least once during the school year so please try to ensure that this does happen.

Each class will lead **at least** one class assembly per school year. Parents/ Carers and families are invited to a class assembly, where children showcase some of the work done in class. These assemblies are based on current learning. Further information about this is available from the headteacher.

## MEETINGS FOR STAFF

There is a briefing at 8.30am every Tuesday or Friday morning for Teachers and teaching staff and the week ahead will be discussed. Please be on time for this meeting to make sure that you are fully aware of the diary and events for the week ahead.

### Staff Meetings:

- On Wednesdays from 3.30pm (the day/time may vary depending on other commitments)
- Teachers must attend, support staff are very welcome and will be directed to attend when SLT feel that it is particularly relevant.
- Key Stage meetings are held as timetabled and EYFS meetings will be held weekly

### Leadership team/admin/senior management meetings

Timetabled and dates will be given to relevant staff.

## COMMUNICATION

**The school diary** -The diary is key to school organisation. All staff must read the diary and are expected to know what is happening in school every day and to appreciate the implications of the various events, appointments etc.

**E mail**- All long term agency/permanent staff need a @sacredheart.liverpool.sch.uk email. Please ask Mrs Mercer if you need a staff email setting up. Please check your work email daily to ensure you do not miss any cover/daily arrangements etc.

**Website** -The various websites associated with the schools are a crucial source of information and all teaching staff are required to update their class pages regularly. This should reflect current learning.

**Key Action Plans** -This is a termly outline of all routine events/topical events. It is closely linked to the SDP. All staff need to ensure they adhere to the deadlines outlined in the APs and all subject/ KS/SLT leads are responsible for ensuring staff do so.

### Telephones

The telephone in the main office should be used for any calls to parents and under no circumstances should personal mobile phones be used to contact parents. If you anticipate receiving a phone call, then you must speak with the headteacher about this prior to the phone call. Mobile phones are not allowed to be used in classrooms or in front of children. If you do need to use your mobile phone during school time, please speak to the headteacher about this prior to use.

## MEETINGS/INFORMATION FOR PARENTS AND CARERS

	Curriculum Letter	CCP's	Parent/Teacher meeting	Annual report	Subject specific curriculum meeting	Newsletters Fortnightly
Autumn	•	•	•		•	•
Spring	•	•	•		•	•
Summer	•	•		•	•	•



### **Parent/Teacher Meeting**

A ten-minute individual meeting during which parents/carers and teacher discuss how well the child has settled in the class and comments on the child's work in key areas. Individual pupil targets are reviewed and new targets agreed. The progress report is signed by teacher and parent. During the Summer Term the child's annual report will be sent out to parents.

### **Class curriculum booklet**

Curriculum outline booklets will be shared with parents/carers each term and will outline the key learning which will take place that term. This must be sent home but also have a copy on the class pages of the website.

### **Contacting Parents**

If parents would like to see teachers in addition to the above, they should ask you for an appointment or phone the school office and ask for an appointment. Other information can be communicated by letter or a quick word.

If teachers wish to communicate additional information to parents, they can do this via phone or a short letter. Text messages can be sent as a reminder to parents/carers. Should you want to send a text message to parents in your class, please speak to a member of the admin team. Any letter which is going to be sent out to parents must be discussed with Joy prior to it being sent out.

It is not good practice to give your personal mobile number to parents/carers and for your own safety we would ask that you do not do so. We also advise that you do not befriend any parent's/family members on social media and that you use the appropriate privacy settings for your own protection.

If teachers are unsure and would require further assistance, they are urged to seek guidance from the SLT. From time to time, parents are unsure and unhappy about action taken by the school. Staff are advised to seek the support of SLT when dealing with these issues.

### **Special Educational Needs Meetings**

If a child is on the SEN Register, CCP's are written and shared with parents termly. All other SEN meetings are planned according to need. For some children this can mean several meetings a term.

### **Other parent meetings**

Throughout the year we hold a range of meetings for parents and carers about different topics. For example, awareness session about head lice, meetings about SATS, meetings about helping children at home with literacy and numeracy.

Members of staff with curriculum responsibilities and class teachers will be expected to lead sessions for parents/carers informing them about how we teach that subject at school.

## Guidance for volunteers in school.

We welcome a variety of adults into school as volunteers. These may be parents, grandparents and other relatives of children in school, family friends, members of the local community and people who have a particular talent, expertise or interest which is linked to a class or school-based topic. If you would like to invite volunteers into school please speak to Joy McCallum about this, prior to arranging the visit.

## Safeguarding

All helpers who have contact with children will be asked to complete a form in order for them to obtain DBS clearance.

Staff should also ensure that volunteers wear a visitor's lanyard containing their sticker at all times.

Staff will be informed of visitors who do not have DBS clearance and they will be given a red lanyard, WITHOUT a school fob. They must be supervised by a member of staff at all times and will not be allowed to work with children unsupervised.

## STAFF DRESS AND CONDUCT

### Professional conduct

All staff have a duty to be professional at work and to ensure that they always demonstrate a high degree of respect for the all members of the school community. Staff should be mindful of the language they use when talking to and about the children and families we work with. This applies to all public spaces, e.g. the staff room or in public places, as there may well be relatives or family friends present who could be offended by flippant or inconsiderate remarks.

### Staff dress

The dress code is to help you manage the impression you give to parents/carers, children and the public when you meet them on the school site.

All staff are to be smartly dressed, presenting a **positive and professional image** of Sacred Heart at all times. Staff will be expected to dress modestly and appropriately.

Unless medically required, staff must not wear –

- Low cut tops and tops that reveal midriff and/or have slogans on them or thin straps
- Vests or bandeau style tops
- Jeans and/or fashion tracksuits or shorts (unless P.E. lesson)
- Leggings in place of pants/trousers
- Trainers/Converse style pumps
- Above the knee shorts/skirts/dresses
- Sunglasses or hats/headgear inside
- Clothes should not be distressed or ripped
- Sliders or flip flop shoes that have no back if working with the children

### Mobile phones

All staff are reminded that mobile phone must be kept on silent throughout the school day and that they should not be used during teaching time. Neither is it acceptable for staff to talk on phones

walking around the school building during the normal school day. The exception to this rule is the Premises Manager or SLT.

Staff should take care to keep their mobiles and other personal possessions safe as the school cannot take any responsibility for any losses.

### **Online Safeguarding and Protecting your Professional Reputation**

It is extremely important that you protect both the children in your care and yourself when it comes to using online devices. Please take note of the following points:

1. Never give your personal phone number or personal email address to parents of children you work with. If you need to ring a parent, use a school phone so that there is a record of the call.
2. Never interact with a pupil on social media. If a pupil contacts you, do not reply and notify a senior leader.
3. Keep all school-related conversations focused on school, teaching and learning.
4. Make sure that your mobile phone has a password on it and is kept hidden away in your classroom and is set to silent. It must not be used to take photographs, video or record children.
5. Log out of emails and lock classroom doors.
6. Be professional on the internet - including Facebook, Twitter and any other social media networks.
7. Don't post anything inappropriate, including comments or photos which might embarrass yourself or the school.
8. Remember, there is potential for anything you post online to be copied and distributed. Bear this in mind every time you post.
9. Be aware of your privacy settings.
10. Never take a photograph or video of a child using your mobile phone or personal device. School mobile phones have been purchased to use during school trips and to take photographs of children. These are available from the school office. Staff must take a school mobile phone with them each time they take a group of children out of school.
11. All staff will be required to sign an acceptable use policy at the beginning of their contract.
12. If any incident does occur, notify a senior leader as soon as possible.

### **HEALTH AND SAFETY**

Health and Safety is the responsibility of everyone in the school. All perceived hazards should be reported immediately to Jess Mercer and the Site Manager or a member of the senior leadership team in their absence. Health and Safety concerns should be reported verbally and then written into the Premises Maintenance Register which is found in the main office. The date should always be logged.

Staff will not use the kitchen as a short cut into either school halls and should not enter the school kitchen without the permission of Karen Games.

### **GUIDANCE ON THE FIRE DRILL**

Fire drills will happen once every term. Please ensure you and your class are familiar with the fire procedures for all the room which you work in.

## **FIRST AID**

Every member of staff is trained in administering First Aid and should deal with minor accidents such as a scrape to the knee. If staff are not familiar with the procedures for dealing with an accident which requires first aid to be administered, then they must seek guidance from the SLT. Jess Mercer is fully trained in First Aid and Administering Medicines. All first Aid Boxes/Packs or medical equipment must be clearly labelled and signage must be obvious to indicate where this is kept – e.g. Classrooms, office etc.

### **Procedure for dealing with illnesses and accidents**

If it is serious, send for SLT immediately.

The child must be seen by a First Aider as soon as possible.

### **Less serious illnesses or accidents**

If the accident is less serious than either send the child to the main office with a note explaining the problem or keep the child in class and monitor the situation carefully. Should anything change, please send the child (with another child) to the school office.

All classes should have a First Aid kit- please see the office if there are any items missing. Playtime accidents should be dealt with in the following manner:

Child reports accident/illness to member of staff;

Member of staff either refers the matter to the member of staff on First Aid duty or comforts the child and monitors the situation carefully.

The TA First Aider on duty will be available during playtime.

All incidents must be recorded in the Accident Book. This book is kept in the office. Children who are seen by First Aid staff must take a note home that evening, explaining to parents/carers what has happened and how it has been dealt with. It is the responsibility of the first aider dealing with the incident that the person handing over the child has a clear understanding of the incident.

## **Head injuries**

Any head injury must be reported to Joy McCallum and the office staff immediately at the time of the incident. This includes any incidents that happen on trips. In her absence it must be reported to Jess Mercer, Jen Jordan or Jenny Sim.

Any child who has received an injury to their head must be taken to the main office if this is safe to do so and first aid administered. The staff member dealing with this must report this to Kim Donnelly or Jess Mercer who will contact the child's parent and asked if they would like to take their child home. If a child is staying in school, then the adult in charge of the child should monitor the child's behaviour carefully to ensure that there are no worrying signs of deeper injury/concussion. If there are any concerns, then please notify Joy McCallum or SLT straight away. This must be recorded on CPOMs.

Children who return to class must have a 'head bump' sticker so that the adult in charge of that child is aware

of the incident.

Permission to send a child home for any reason will only be given by SLT. If staff feel that a child should be sent home, then they should seek the advice of Joy McCallum prior to parents being contacted.

Children who are seen by First Aid staff because of a head injury must take a note home that evening, explaining to parents/carers what has happened and how it has been dealt with. Staff at After School club must be informed too.

Signs of concussion may include:

- Scalp wound
- Brief period of impaired response or unresponsiveness
- Headache or a feeling of pressure in the head
- Confusion, dizziness or loss of memory
- Ringing in the ears
- Nausea
- Vomiting
- Slurred speech
- Loss of balance or difficulty walking
- Double vision
- Delayed response to questions
- Leakage of blood or stained watery fluid from the ear or nose
- Unequal pupil size

## **Cleaning up body fluid spills-universal precautions**

Spills of body fluids: Blood, Faeces, Nasal and Eye Discharges, Saliva and Vomit, must be cleaned up immediately. This must be immediately reported to the Site Manager/ Office staff. Wear disposable gloves. Be careful not to get any of the fluid you are cleaning up in your eyes, nose, mouth or any open sores you may have.

## **Vulnerable children**

Some children have medical conditions that make them especially vulnerable to infections that would rarely be serious in most children. Such children include those being treated for leukemia or other cancers, children on high doses of steroids by mouth and children with conditions which seriously reduce immunity. Usually schools or nurseries are made aware of such children through their parents or the carers or the School Health Service. These children are especially vulnerable to chicken-pox or measles. If a vulnerable child is exposed to either of these the parent/carers should be informed promptly so that they can seek further medical advice as necessary.

## **Female staff in school – pregnancy**

If a member of staff becomes pregnant then they must inform the headteacher as soon as possible so that we can ensure that the correct support/ risk assessments will be carried out.

Some infections if caught by a pregnant woman can pose a danger to her unborn baby.

## **Animals in school permanently and visiting**

Animals may carry infections, especially gastroenteritis, and guidelines for protecting the health and

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safety of the children should be followed. Animal living quarters should be kept clean. All waste should be disposed of regularly. Litter boxes should not be accessible to children. Young children should not play with animals unsupervised and children must wash their hands after handling animals, cleaning cages, etc. Particular care should be taken with reptiles as all species can carry salmonella

## **SCHOOL TRIPS**

We actively encourage teachers to organise trips for their classes. We have a rich resource in terms of museums and galleries. If you are planning to travel further away, the admin staff can obtain quotes for coaches for your trip on your request. Every class is expected to go on at least one trip to a museum in connection with a history topic and also to undertake one practical geography fieldwork trip. It is the responsibility of the class teacher in charge to organise each aspect of the trip and ensure that safeguarding and school policies are followed. If staff need any support, please speak to Jen Jordan (Educational Visits coordinator) or Jess Mercer.

Please speak with Joy McCallum about any trip prior to booking and staff should link them to current learning in class. Staff should obtain all of the relevant information about costs, purpose of trip and then speak with Joy to gain permission to book the trip. Risk assessments must be completed on Evolve. at least three weeks before the trip using the Evolve system for day trips or six weeks for residential visits. Trips will not be authorised if the risk assessment hasn't been completed on time as insurance with the LA will be void.

At the beginning of the year a universal permission slip will be signed by parents which gives permission for any trip within Kensington. Please speak to Jess or Kim about a text message being sent to parents to uniform them of such visits. Parental permission for trips outside of Kensington must be sought at least 1 week prior to the trip and NO child will be allowed to leave school without parental permission being given. Office staff will not be able to ring parents/ carers on the day of the trip to gain permission.

Jen Jordan is our school's Educational Visits Officer and will approve risk assessments before they are sent to Joy McCallum. Once JMcCallum has approved them then they will be sent to the LA for approval. The teacher in charge of the trip should also speak with Kim Donnelly who will organise packed lunches and undertake any admin required. The risk assessment must reference children with SEN and medical needs. Staff accompanying the trip must be familiar with care plans that children with medical needs have. Copies of the care plan and any medication must be taken on the trip.

Children must be formally registered on leaving and returning to the school. A copy of the leaving register must be given to the office so that we are clear which children are on and off site.

### **Adult/pupil ratios**

In 'Safekeeping a good practice guided for study support' (DfES October 2000) the following statement is made about adult/pupil ratios:

It is useful to remember that in a care setting a ratio of 1:8 is laid down for under 8s. In most local authorities, a recommendation of 1:10 is made for older children.

### **Our guidance is:**

KS2 - 1:15 (1:10 if public transport is involved) KS1 - 1:8 (1:6 if public transport is involved) Reception – 1:4 Nursery 1:2

## Petty Cash

If staff wish to be reimbursed for school purchases, then the receipt must be kept and given to Jess Mercer. Receipts should not have personal purchases on them. Petty cash limit is £50 and the LA advises that **purchases should be made with cash, not card**. Staff will only be able to be reimbursed if Joy McCallum has authorised the purchase. If you do want to order anything for class/ school, please speak to Joy about this.

The office staff need to know who is in the building, please continually remind children they are not allowed to open doors except to school staff.

## Electrical equipment


Electrical equipment from home must not be used unless PAT tested.

Each class has a class I-Pad for everyday use. When not in use, they must be kept in a locked drawer. The school also has class sets of I-Pads. All I-Pads must be signed out and returned and signed back in to their trolleys. Never send children to collect or return I-Pads. When I-Pads are in your classrooms, they must be locked away in drawers unless in use. No I-Pads (except the class iPad) should be kept in classrooms overnight. I-Pads and I-Pods are not permitted to leave the school building.

## Classrooms and Displays

Classrooms should be kept tidy and clutter free. If you do not have enough storage space please let your Key Stage Lead know. Displays need to be updated termly and reflect the current Learning focus. These displays should be added to as the term progresses and as the children respond to the key questions. Core curriculum displays need to be working walls and active display that can be used as teaching tools. Subject leads and Key Stage Leaders can provide support with display expectations.

## 2023-2024 Key Driver Curriculum Overview 2023-24

 <b>SACRED HEART</b> CATHOLIC PRIMARY SCHOOL & NURSERY						
Curriculum Key Driver Questions 2023-2024						
Whole School Topic	AUTUMN		SPRING		SUMMER	
	Wonderful Me!					Caring for my Wonderful World
Nursery	Who am I?	'Happy Birthday to You'	Who put the Colours in the Rainbow?	'Old MacDonald Had A Farm'	Fairy tales and pirates	'All Around the World!'
Reception	Who am I?	Where do I belong?	What makes a hero?	'Tickets Please!'	Would a lion make a good pet?	Why am I incredible – why is the world?
Year 1	How am I making history?	What is it like here?	How have toys changed since the Victorian era?	What is the weather like in the UK?	How is life different in India? How have explorers changed the world?	Is any place on earth too hot or too cold for animals to live?
Year 2	Why am I amazing? Would I prefer to live in a hot or cold place?	How was school different in the past?	How is the world wonderful?	Could we fly round the world in 90 days?	What is a monarch?	Who wants to live by the seaside? Why should I Treasuring our world?
Year 3	Why do people live near volcanoes?	Would I prefer to live in the Stone Age, Iron Age or Bronze Age?	Are settlements all the same?	Why did the Romans settle in Britain?	How different are the beliefs in Ancient Egypt?	Who lives in the Antarctica? What is the problem with our world?
Year 4	How have children's lives changed?	What are rivers and how are they formed?	How hard was it to settle in Britain? Anglo Saxons & the Vikings	Where does our food come from?	Were the Vikings raiders or peace-loving settlers?	Why are rainforests important to us?
Year 5	Why is it important to explore Space?	Who won the Space race?	What is it like to live in Africa?	Why do people migrate?	What did the Greeks do for us?	Would you live in the desert? Why do our oceans matter?
Year 6	Why does population change?	WW2 – How did it impact -Our country, Our World?	Where does energy come from?	What does the census tell us about Liverpool?	Why did the Benin civilisation decline so quickly?	How do we help the world we live in to be more environmentally friendly?

## Term Dates 2023-2024



**Sacred Heart Catholic Primary School and Nursery**  
Term Dates 2023-24



September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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22	23	24	25	26	27	28
29	30	31				

November 2023						
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December 2023						
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24	25	26	27	28	29	30
31						

January 2024						
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28	29	30	31			

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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25	26	27	28	29		

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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31						

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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28	29	30				

May 2024						
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June 2024						
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23	24	25	26	27	28	29
30						

July 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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28	29	30	31			

August 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- INSET Day School Closed
- Children Return to School
- Bank Holidays – school closed
- School Holidays

### Start of Academic Year for 2024-2025

Monday 2<sup>nd</sup> September will be an Inset Day to be attended by all staff