South Hill School
Staff Handbook

Name:
Role:

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
Welcome to South Hill Primary School. We hope that you will enjoy working as part of our South Hill Family. We pride ourselves in the commitment we demonstrate a team in ensuring our pupils are happy learners who reach their full potential. We promote a curriculum in which the well-being of our pupils and staff is paramount to ensure we have active and contented learners who become resilient pupils.

School Organisation
South Hill Primary is a two-form entry school with children starting Reception in the autumn term prior to their fifth birthday. The school has 14 classrooms in one linked building. We have a wonderful outdoor space we which endeavour to use as much as possible to support learning.

Ethos and Vision
At South Hill School, we aim to enable our pupils to develop skills and knowledge as independent learners in a collaborative environment in which everyone is valued as part of our school community. We aim to nurture confidence and resilience in all our pupils. Our mission statement is ‘Building Character, Learning Together.’

Safeguarding
Should you be aware of information that leads to you being concerned about the physical, emotional or sexual wellbeing of a child at South Hill School, please make a written record (Record of concern) and pass this to our DSP, Miss Leah Wren or our Deputy DSP, Miss Joanne Wellbelove or in their absence Mrs Jacqui Donley (INCO).

Job Description
You should have a detailed job description referring to your position. If you have any questions regarding this, please speak to the admin team.

Staff Members
You can find a list of staff, staff teams and governors displayed in the staff room.

Please do not hesitate to speak to a member of our team with any further questions you may have that are not answered in this handbook. We are always here to help.

We look forward to working with you at South Hill Primary School.

South Hill School Contact Details
Address: Heath Lane, Hemel Hempstead, HP1 1TT Tel: 01442 402 127
Email: admin@southhill.herts.sch.uk Website: https://www.southhill.herts.sch.uk
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Emergency Evacuation Summary

IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:

- Those discovering a fire or other emergency for which the buildings should be evacuated should **activate the alarm** using the nearest **available break glass call point**. Where possible they should then notify [reception/main office] of the exact location / nature of the incident.

ON HEARING THE FIRE ALARM

- The fire alarm is a **[continuous ringing bell]** and all staff, pupils and other occupants of building must respond to alarm activations.
- Staff will supervise the evacuation of pupils/visitors via their nearest available exit to the designated assembly point(s) listed below.

  **KS1 Tarmac playground**
  Or **(depending on location of fire)**
  **KS2 Car Park Area**
  Or
  **Bottom of the field**

- Pupils should follow the instructions of their teacher, leaving in single file via the nearest available escape route. The last person to leave the classroom **closing the door behind them**.
- **A CALM orderly exit is essential**
- **Walk quickly – DO NOT RUN or stop to collect belongings**
- Those members of staff without direct responsibility for a class / pupils, visitor etc. must leave the building by the nearest exit and report directly to [senior member of staff] at the assembly point.
- Visitors who are not familiar with evacuation procedure must follow their host’s instructions.

Please familiarise yourself with the **Emergency Evacuation Policy** and **Lockdown Policy**.
### Staff List

#### Senior Leadership Team
- **Co-Headteacher**: Miss J Wellbelove & Miss L Wren
- **Assistant Head Teacher KS2**: Mr L Shane
- **Assistant Head Teacher T & L**: Mrs C Farmery
- **INCO**: Mrs J Donley
- **EYFS Leader**: Miss D Sacco (Maternity Leave)

#### Teaching Staff

<table>
<thead>
<tr>
<th>Class</th>
<th>Class Teacher</th>
<th>Teaching Assistant</th>
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<tbody>
<tr>
<td><strong>EYFS Team</strong></td>
<td></td>
<td></td>
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<tr>
<td>Reception Wrens</td>
<td>Miss C Woodger</td>
<td>Miss J Copeland</td>
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<tr>
<td></td>
<td><em>(Miss D Sacco-Maternity)</em></td>
<td>Mrs S Smith</td>
</tr>
<tr>
<td>Reception Robins</td>
<td>Miss R Senior</td>
<td>Mrs N Khan (EYS practitioner)</td>
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<tr>
<td></td>
<td><em>(Acting EYS Lead)</em></td>
<td>Mrs S Smith</td>
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<tr>
<td><strong>Key Stage 1 Team</strong></td>
<td></td>
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<tr>
<td>Year 1 Goldfinches</td>
<td>Mrs J Jackson/ Mrs S Mannering</td>
<td>Mrs F Shah</td>
</tr>
<tr>
<td>Year 1 Sparrows</td>
<td>Mrs K Albery</td>
<td>Mrs S Imrie</td>
</tr>
<tr>
<td>Year 2 Owls</td>
<td>Miss R Van Komen</td>
<td>Mrs J Rollini/ Mrs K Beamish</td>
</tr>
<tr>
<td>Year 2 Kingfishers</td>
<td>Mrs J Connew/ Mrs S Masters</td>
<td>Miss G Ripper/ Ms J Baudains</td>
</tr>
<tr>
<td><strong>Key Stage 2 Team</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 3 Beech</td>
<td>Mrs H Rance</td>
<td>Mrs J Dwight</td>
</tr>
<tr>
<td>Year 3 Ash</td>
<td>Mrs A Lloyd/ Mrs R Ghedia</td>
<td>Mrs R Nash</td>
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<tr>
<td></td>
<td><em>(Miss D Goss-Maternity)</em></td>
<td></td>
</tr>
<tr>
<td>Year 4 Maple</td>
<td>Mrs N Sisulu / Mrs P Storr</td>
<td>Mrs T Woodgate</td>
</tr>
<tr>
<td>Year 4 Holly</td>
<td>Mrs F Tomsa</td>
<td>Mrs J Smith</td>
</tr>
<tr>
<td>Year 5 Oak</td>
<td>Mr T Moore</td>
<td>Miss B Fawcett</td>
</tr>
<tr>
<td>Year 5 Silver Birch</td>
<td>Mrs J Howard/ Mrs D King</td>
<td>Mrs M Conroy</td>
</tr>
<tr>
<td>Year 6 Sycamore</td>
<td>Mrs C Farmery/ Mrs L Claire</td>
<td>Mr P Nicholl</td>
</tr>
<tr>
<td>Year 6 Yew</td>
<td>Mr L Shane</td>
<td>Mrs C Twomey</td>
</tr>
</tbody>
</table>

#### PPA Cover/Leadership Cover
- Mrs C Toms (Music), Mr P Brathwaite (PE), Mrs V Payne (PE), Mr R Burr, Miss F Fawcett, Mrs J Smith
- **SEN Team**
  - Mr P Nicholl, Mrs L Edwards (SEN support), Mrs C Twomey (Play Therapist), Mr P Brathwaite (Learning mentor), Mrs O Rowlands (LS), Mrs T Jones (LS), Mrs R Francis (LS), Mrs F Walsh (LS), Mrs K Clark (LS), Mrs K Nicholson-Smith (LS), Mrs K Hanson (LS)
  - *(LS - Learning Support)*

#### Senior Mid-Day
- Mrs S Imrie **Supervisor**: Mrs J Dwight

#### Mid-day supervisors
- Mrs F Shah, Mrs O Rowlands, Mrs T Jones, Mrs R Nash, Mrs S Knapp, Mrs R Francis, Miss G Ripper, Mrs T Woodgate, Mrs S Tedder

#### Breakfast Club
- Mrs S Imrie, Mrs L Ravenhall

#### Morning Club
- Mr P Brathwaite, Mrs S Tedder

#### Admin: Officer Manager
- Mrs E Weston **Finance Officer**: Mrs J Morrissey

#### Admin Officers
- Mrs S Cogger, Mrs H Edwards, Mrs M Gower

#### School Site Manager
- Mr M Winter **Road Crossing Patrol**: Mr T McDougall

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- Mr M Winter **Road Crossing Patrol**: Mr T McDougall
Mission Statement And Vision

Our Mission Statement “Building character, learning together”

Our School Vision: Our school builds the leaders of tomorrow; young people who are happy, resourceful, reflective, caring and resilient; who develop a love of learning; and who celebrate diversity, collaboration and excellence in all aspects of our school community.

Curriculum

We are committed to ensuring we offer our pupils a curriculum that is creative and tailored to their needs. My role, amongst other headship duties, will be to monitor standards across the school ensuring the curriculum is taught effectively and to a high standard. The Teaching and learning team ensure that high expectations are at the forefront of our learning walks, book monitoring and lesson drop-ins. We aim to ensure that the pupils at South Hill experience a consistent ‘daily diet’ of learning and that they learn in an environment which builds confidence. Our Creative Curriculum is key to building skills and developing curiosity. We want our learners to take risks and learn from errors in order to build resilience and an enjoyment of learning.

Wellbeing

This year our school was proud to achieve the Wellbeing award. We take pride in the pastoral support we offer our pupils and families alike. As well as my headship duties, I will continue to be the Wellbeing lead supporting pupils’ personal development and welfare in order for them to access the curriculum. Our wellbeing team supports and signposts families to services such as Gade support. Through our therapeutic approach to behaviour we actively promote resilience and independence which includes our peer mediation scheme. We want to work in partnership with parents to ensure all our pupils are happy learners here at South Hill.

Our Co-Headteachers

Jo Wellbelove & Leah Wren
Timetable

<table>
<thead>
<tr>
<th>EYFS</th>
<th>Key Stage 1</th>
<th>Key Stage 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pupils enter school/ 1st Activity</td>
<td>8:50am</td>
<td>8:40am</td>
</tr>
<tr>
<td>Registration</td>
<td>8:50-9:00am</td>
<td>8:50-9:00am</td>
</tr>
<tr>
<td>Morning session 1</td>
<td>9:00-9:40am</td>
<td>9:00-10.20am</td>
</tr>
<tr>
<td>Morning Break</td>
<td>9:45-10:55am</td>
<td>10.20-10.35am</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:45-1:10pm</td>
<td>12.00-1:10pm</td>
</tr>
<tr>
<td>Registration</td>
<td>1:10pm</td>
<td>1:10pm</td>
</tr>
<tr>
<td>Assembly</td>
<td>1:15-1:30pm</td>
<td>1:15-1:30pm</td>
</tr>
<tr>
<td>Afternoon session 1</td>
<td>1:30-2:15pm</td>
<td>1:30-2:10pm</td>
</tr>
<tr>
<td>Afternoon session 2</td>
<td>2:15-2:45pm</td>
<td>2:15-3:00pm</td>
</tr>
<tr>
<td>Home Time routine</td>
<td>2:45-3:30pm</td>
<td>3:00pm</td>
</tr>
<tr>
<td>Story Time</td>
<td>3:00pm</td>
<td>3:00pm</td>
</tr>
<tr>
<td>Home Time</td>
<td>3:15pm</td>
<td>3:15pm</td>
</tr>
</tbody>
</table>

Registers: The school uses the electronic system. This has codes for various absences. A member of the admin team may enter a specific code when informed of an arranged absence or appointment. If you are made aware of a child’s absence/appointment or other message, enter the correct code. The admin team normally do this. Early departures will be noted by the office. The child then departs from the main office and the admin team amend the register. This ensures accuracy in case of evacuation from the school building.

Attendance registers: These are a legal document. The register MUST be completed by 9.00 a.m. and saved on the system.

Afternoon registers: To be completed by 1.20 p.m. In the event of the system not working, please complete a paper copy and send to office.

KS2 Dismissal: Each teacher dismissing their class will ask their class to stand by the relevant number on the ground. The adult collecting their child moves forward towards their children’s class line and then the teacher will be able to see the adult and dismiss the child to the adult safely. Year 3 classes will be in a line closest to the building, then year 4, 5 and 6.

Gates: The external gates are locked during the school day to ensure the safety of our pupils. In the morning, the pedestrian gates are opened at 6.55am and locked again by 9.00 a.m. After school, the gates are opened to support dismissal. The gates will be locked by 6.30pm, although some days gates are locked later due to externally run clubs.

Doors: The main entrance door is on a security locking system. Children should not press the release button to exit the building.

Morning Entry/Lateness (Pupils): Children are welcome into classes from 8.40am in the morning. They make their way independently and orderly into their classrooms for their morning task. Doors close at 8.50am and the register is taken from 8.50am to 9am. Children make their lunch choices at this time. Pupils arriving late report to the top office. This is noted via the electronic register with SIMS. EYFS/KS1 parents leave messages with the admin team in the top office. KS2 parents leave messages with the admin team in the top office.

End of School Day: The class teacher or TA dismisses EYFS and KS1 children. Permission must be given if a different adult collects at the end of the day. Older siblings are not allowed to walk their younger sibling home. Please identify the adult responsible for them before releasing them. If you have any concerns about the person collecting a child, please notify the office, Head or SLT.

Breakfast Club: This is based in the school dining hall. It starts at 7.45am. Children make their way to class at 8.40am.

Claire’s Club (After School Club): This is based on site in the school dining hall. The class teacher or TA hands over EYFS and KS1 pupils to the club. KS2 pupils make their own way to the club. Class teachers are informed who attends the club.

http://www.clairesclub.org.uk
Outdoor Play
Teaching and support staff are responsible for supervision on the playground based on a rota. At playtimes, there should be at least two members of staff. If a member of staff is absent and cover has not been arranged, please send a child to the office. Weather permitting, the children can play on field.

Play Time Injuries
Each playground has a first aid bag, which is taken outside by the TA on duty. At lunchtime, a designated MSA takes the first aid bag outside. Any accidents and treatment given should be recorded in the book located in the first aid room. This is dependent upon the type of incident.

Serious Injuries/Emergency Cards
Serious injuries are reported immediately to the top office. Each room in the building has emergency cards. Red for emergency (urgent). The child’s parents are contacted and an ambulance is called if necessary. The SENCO or administration team will inform staff of any children where emerg-

Head Injuries
In the event of a head injury, a slip must be completed and given to the class teacher or put in the child’s book bag so that it can be sent home. Bumped Head stickers are given to KS1 and EYFS children. Please inform the class teacher.

Playtime Snacks/Drinks
We are a healthy school and EYFS and KS1 are offered fresh fruit at break and the option to purchase milk. The children in KS2 are allowed to bring a snack to eat at playtime, which should be a piece of fruit, raw vegetable or cheese. Crisps, chocolate and biscuits are not allowed. KS1 children have fruit from the government scheme.

Lunch Playtime
Both the dining room and the playground are supervised by MSAs. After children have finished their lunch, they will be dismissed and then sent out to the playground. MSA’s will blow a whistle to signal the end of lunchtime. The first whistle signifies stop and that lunchtime is over. The second that each class should line up. KS1 pupils line up at their door. KS2 Teachers collect pupils promptly so that any concerns can be handed over by the MSAs.

Food Allergies: The school is a ‘nut free zone’ as we have learners and staff who have allergic reaction (anaphylaxis). Where required, epi-pens are kept at school and staff are trained to administer them.

Water: All children can bring a plastic bottle of water, with their name clearly on it, to drink in the classroom. Please note that only water is allowed in the classrooms. Fruit juice/Squash can be part of a packed lunch but no fizzy drinks. There is a water fountain allocated near the KS2

Lunchtime
The Leading MSA is responsible for the organisation of rotas and cover for absences. The Leading MSA will also liaise with the HT or SLT if there should be a wet play, where a system is followed. EYFS have their lunch first at 11.45am. KS1 and KS2 classes go out to play initially and then are called for lunch by class. This is on a rota basis. Children are encouraged to show good table manners and levels of independence.

Duties of the MSA’s during a lunchtime include ensuring the safety of the children at all times during the lunch session, supervising the transition from one area to another, dealing with minor injuries and encouraging good behaviour in the school and outside in the play areas.

Indoor Play: The LMSA or teacher/TA on duty is responsible for deciding on whether play is indoors or out and sends a message to other staff.

Severe Weather conditions: If it is raining hard, snowing, very windy or very icy outside the children may have indoor play. Those on duty supervise them in their classes. At lunchtimes, they are supervised by the MSA on duty.
Pastoral Care

Building Character, Learning Together

Uniform and Jewellery

Children should wear the correct school uniform. Persistent offenders should be referred to the SLT. Children should not wear jewellery in school except for stud earrings, these should have tape on them during P.E. and only small studs are allowed. The school will not take responsibility for injury or loss.

P.E.

All children should change for P.E. Spare kit is available for children to borrow if they forget their own. If they consistently fail to bring their PE kit, a standard letter should go home. Children doing outside P.E. in winter may wear a tracksuit. P.E. clothing should be sent home with regularly so it can be washed. See uniform policy for more details.

First aid/First Aid bags

A number of staff have basic First Aid qualifications, updated every three years. All staff are invited to attend this training. There are first-aid bags accessible for all playgrounds. Sick bowls and first aid equipment is found in the Disabled Toilet near the top office and in the first aid room in the KS1 corridor. Mrs Edwards and Mrs Weston are qualified first aiders. Mrs Cogger is available near the KS1 first aid room at lunchtime.

Asthma, Allergies

A list of children with asthma and other conditions or allergies is given to each class teacher and is kept in the staff room with a photo of identified children. Epi pens are in the first aid room or upstairs in first aid box depending on where the child/adult is based. At lunchtime, MSA’s are responsible for dealing with all accidents and completing the relevant forms or they may ask for help from Mrs Edwards or Mrs Cogger.

Medical/Accidents

Staff Accidents should be noted in the Accident Book kept in the office. Pupil accidents should be noted in the books located in the First Aid room. Note time, place, who was on duty and describe briefly, what happened and what action was taken by following the details. A copy is given to the child to take home.

Medicines

Medication can only be administered with written notification by the parent. See the First Aid Policy. There are forms for parents to complete. The medication is usually administered by the Admin team or the class TA. Clearly marked medication is stored in a locked cupboard in the Top Office or fridge. When administering medication the date, time and amount, needs to be recorded by the adult. Each child on long term medication e.g. inhalers or epi-pens

Wetting and soiling.

If a child has an accident and wets, his/her self, spare clothes can be obtained from a spare box in KS1 classrooms or the KS1 disabled toilet. The child should remove the wet clothing him/herself and place it in a carrier bag. The child should take the borrowed clothing home to wash and return it to school once clean. Parents should be informed at home time.

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Staff Communication

A pigeon hole is allocated to new Teachers and TAs. The SLT have their pigeon holes located in the main admin office. Any non-urgent messages will be left here. To the right of the pigeon holes you will find a green folder with Induction policies in. You will also find a wallet folder which contains sheets such as:

- Record of Concern Sheets (ROC)
- Self-Certification sheets (Ask Admin Manager for advice)
- Overtime sheets
- Expenses claims sheets

Signing in Book
All staff should indicate that they are in school using the signing in book located outside the main office. This is for signing out as well.

Leave of Absence/Known absences
When absence is known, (e.g., doctors’ appointments etc.) Please complete a ‘leave of absence form.’ These along with other HR sheets can be found in the staff room. Please copy your appointment too and attach to the absence sheet. If you are a class teacher, please ensure that the class work is emailed or the emergency pack used. If it is a planned absence, clear instructions for the cover teacher are required.

Staff Absence
Please Phone the designated person on their mobile if you are unable to come to school due to illness. Please notify Jo Wellbelove (07377 369 551) before 7:30am so cover can be arranged. Please specify on the text – all duties that will need covering that day. If you are going to be unwell the next day, please notify the school. For sickness, absence lasting more than 4 working days, but not more than one calendar week a ‘Sickness Self Certificate’ needs to be completed. Forms are held in the office and staff room. Absences of longer than one calendar week require a Doctor’s statement. On return to work, please meet with Mrs Weston or the HT to complete a ‘Return to Work form.’

Additional Hours
Extra paid hours should be authorised in advance with the Headteacher and then logged to ensure they are entered onto the system. This log is held in the office. Any queries regarding additional hours should be directed to Mrs Emma Weston as Office Manager.
Use of Staff room
All staff are entitled to use the staff room and its facilities. Governors are entitled to access. Pupils/children of staff, who are of school age, are NOT allowed into the staffroom. Parent helpers are not allowed to use the staffroom except in exceptional circumstances for confidentiality/GDPR reasons. Adult helpers are able to have refreshments in the top office kitchen.

Staff room Notices
Please consult the white board daily and check pigeon holes (All teaching staff and TAs will have a pigeon hole located in the staff room). There is also a weekly bulletin displayed on the board. This is also emailed to staff. There is also a termly planner on the board in the staff room and term dates.

Room Timetables
Timetables for the hall and library and use of Laptops and IPads can be seen on the staff noticeboard. The top office has a timetable of clubs happening after school.

Adult helpers in school
The school welcomes and encourages parents and the PTA of South Hill School to support the children in school. Class teachers enlist the help of parents or volunteers to help with a range of activities including library, cooking, sewing, etc. The school has produced adult helper guidance notes, a Volunteer Handbook for staff and parents use. This is available from the school office. These notes are given to any new helpers that volunteer to help. The adult will be asked to sign when they have read the handbook. Any parent volunteers must speak to the office in the first instance. The admin team will carry out the necessary checks. If needed a meeting with the HT or SLT is arranged, CP induction and a discussion around the volunteers/parents code of conduct. A member of the SLT/Admin are responsible for adult helpers in school. They will also be given information regarding emergency procedures. Adult helpers in school who are working with groups or individual children are required to complete an enhanced DBS disclosure form.

Adults accompanying school Trips
There are separate guidance notes for adult helpers accompanying school trips and these vary dependent on the location of the trip. These should be given to the helpers to read prior to the visits.

Visitors
The school welcomes visitors. Every visitor is required to sign in when they arrive at school, wear a visitor badge at all times and sign out when they leave the premises.

Cleaners Book
There are cleaners on site after school. There is also a ‘Cleaner’s Book’ to report any issues which is found in the staff room.

Caretaker/Site Manager
At South Hill School, Mr Matthew Winter is the site manager. He is responsible for opening the school at 7:30 am and is responsible for ensuring the school is locked at the end of the day. He works a split shift and is on hand in the morning and afternoon to look after the school site and buildings. These times will vary. If you notice a minor repair or something linked to Health and Safety or the building or grounds, please report this to Mr Winter, via the Blue book in the staff room.
School Improvement Plan (SIP)
The School Improvement Plan is the vehicle for improving the quality of learning experiences for pupils in our school. All staff and governors of the school can contribute towards the design and implementation of the S.I.P. It contains:

1. Vision and ethos
2. Evaluation or overview of the subject (where we are now).
3. What we aim to achieve (where we would like to be).
4. Actions for achieving (how to get there) long and short-term goals.
5. Review dates and success criteria

The Plan is written by the Head Teacher(s) and agreed by the Governors in the Summer Term for the new Academic year. The plan is emailed out to all staff when agreed by the GB.

Staff Meetings
Staff meetings are held on a Wednesday from 3.30 p.m. until approximately 5.00 p.m. Staff are given the topic area of the meeting via the termly planner and weekly bulletin. They are planned termly according to the needs of the Improvement Plan or to cover specific issues that arise during the school year. There are standing agenda items at these meetings. Sometimes staff meeting time is dedicated for Subject Leadership time. Support staff are invited to staff meetings where appropriate.

Correction of children's work
We aim to give children feedback on work as it is completed, but this is not always possible. The teacher will use discretion as to how much and what to mark at any particular time. It is undesirable to cover a child’s work with corrections. Comments should be focussed on how to improve and target areas for development. Work can be crossed through with one line, no scribbles. Erasers should only be used for specific reasons and Tippex is not allowed. Pupil self-assessment and peer assessment are also encouraged in KS2 and begins in Year 2. Please read the Marking and Feedback Policy, as this is specific to our school and to the high standards, we want all of our children to achieve. Please also refer to the Presentation Policy.

SEN Provision
South Hill uses the Code of Practice as a framework for working with children with special educational needs. See Inclusion/SEN Policy.
Class teachers identify any children with special educational needs and communicate this to the SENCO. The SENCO is responsible for registering the child’s special educational needs and responsible for co-ordinating the child’s special educational provision working with the class teacher and any other adults supporting the pupil. The child’s progress remains the responsibility of the class teacher. Children with a statement of special educational needs (ECHP) may receive support via additional classroom assistant time depending on the needs of the child.

Annual Reports
The school uses an agreed format for reporting to parents. Core subjects are reported on in detail with shorter comments for Foundation subjects. The reports are completed in June and go home with the children in July. The Head Teacher(s) read all the reports and a personal comment is made. Parents receive SATs results for Y2 and Y6 children as separate information with reports. Reception parents receive EYFSPS in July along with reports
Time is allocated for all Staff to have transition meetings with the receiving teacher to pass on any relevant information.
Curriculum

South Hill Primary School follows the requirements of the National Curriculum. Work is planned to ensure that the children receive a balanced and progressive curriculum of the highest quality. We plan for a Creative Curriculum with the focus on skills and values. We follow Long Term Plans pertinent to each year group to ensure progression of skills and a build-up of learning. Staff ensure that children have equal opportunities to cover all areas of the curriculum regardless of gender, race, religion, culture or special needs.

School Trips/Risk Assessments

School Trips are arranged to support the curriculum. They should be risk assessed and parent helpers should be informed of requirements and expectations of the trip. No child is allowed to leave school without a consent form. Generic paper risk assessments can be found on the teacher server and need to be prepared by the class teacher for local trips. These need to be prepared in advance and a copy given to the Education Visits Officer (Miss Joanne Wellbelove) and signed off, before the trip takes place. The teacher should take the risk assessment with them and contact details of class.

Mrs Sheena Cogger supports planning and communication to parents of outings. There is an expectation for these to take place to support the Creative Curriculum theme for that half term. Please be mindful that it is good practice for teachers to review their trips and perhaps amend a trip, depending on the cohort that year.

Performance Management

This will take place in line with current national requirements. All staff will have two meetings a year with their line manager, to review and set targets. Audits will be completed to assess standards to evaluate performance against pay scales. These are accessible on the server and are part of the PM and Pay policy.

Staff Development/CPD

Staff development is promoted through informal discussion, school directed training, Performance Management and individually chosen courses. There is a limited INSET budget. The INSET co-ordinator, at present, the Head teacher(s), will allocate this money for persons, courses or activities according to the priorities agreed in the S.I.P. Lists of courses are found on The Grid. Applications are made to the Head(s) in the first instance. Staff need to complete a course application form so supply/cover can be arranged. The school already designs much of its own INSET for staff and curriculum development. All staff are expected to contribute, as well as to participate in these activities.

Teacher’s Curriculum Responsibilities. (Subject Leaders)

Subject Leaders are responsible for keeping up to date their file and contributing to the School Improvement Plan. Each subject leader is responsible for completing their termly Action Plan and Review. Subject leaders are responsible for standards in their subject across the whole school and for the resources to support learning. NQTs do not undertake leadership roles but may shadow a subject lead to gain experience. At South Hill, Subject Leads are placed with a subject or area of learning and then in a staff team, so there can be more collaboration between the subjects and members of staff. See Staff list for details of allocated roles.

Evolve – School Trips involving coaches

‘Evolve’ (an online program) should be used when risk assessing any trip involving a coach. Please see Mrs Sheena Cogger for support with this.

INSET days

There are 5 Inset days and 1 occasional day spread across the school year. At least 3 of the 5 Annual Inset Days are school designated. These may or may not be school based. These are usually held on the day before term begins however, they can be placed at any appropriate point. Agendas are distributed prior to each of these days. They may be led by outside agencies, subject leaders or members of the Senior Leadership Team. Support staff may be invited to some of the INSETs where appropriate. Sometimes inset days are distributed as twilight staff meetings. Notice will be given of these staff meetings.

Teaching Assistants/Learning Support Assistants (Specific details can be found in Job descriptions.)

Teaching assistants work under the direction of the class teacher and support learning in any curriculum area. Additionally, they support children’s pastoral needs. It is expected that planning documents are shared with the Teaching Assistants or verbal communication is provided. It is important that there is effective two-way communication. Teaching Assistants work within the classroom; supporting learning of one or more groups at a time, or by withdrawing individuals or groups to follow a specific learning programme or allocated work. All Teaching Assistants are encouraged to undertake INSET, are welcome in staff meetings as appropriate and are encouraged to undertake professional training to benefit both their role in school and their personal development.

All Teaching assistants are included in the annual performance appraisal cycle and will have a dedicated member of the SLT who line manages them. Some Teaching assistants will be asked to cover classes for teacher’s short absences. This will be part of staff’s job descriptions.
Child Protection procedures

Should you be aware of information that leads to you being concerned about the physical, emotional or sexual wellbeing of a child at South Hill School, please make a written record (Record of concern) and pass this to our DSP, Miss Leah Wren or our Deputy DSP, Miss Joanne Wellbelove or in their absence Mrs Jacqui Donley (INCO).

Please use the reference guide below to support a child disclosure or a child protection concern.

You should also familiarise yourself with key information from, The Child Protection Policy, Keeping Children Safe in Education, Safeguarding Slides and Records of Concern. These can all be found in the staff room.

Unidentified Adults.

Please direct, or escort if necessary, any unidentifiable adult unable to give a plausible explanation for their presence in school to the office and notify the Head and/or SLT if felt necessary. All visitors to the school should report to the office where they will receive a visitor’s badge.
This a key element of safeguarding and more information can be found in the E-safety Policy. If you identify an e-safety concern (in or out of school) please alert the HT(s) and the log will be completed. There are certain requirements from all staff and for a classroom.

Acceptable Use Agreement: Staff, Governor and Visitor
Acceptable Use Agreement / Code of Conduct

ICT (including data) and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with Jo Wellbelove.

Ø I will only use the school’s email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed acceptable by the Head or Governing Body
Ø I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities
Ø I will ensure that all electronic communications with pupils and staff are compatible with my professional role
Ø I will not give out my own personal details, such as mobile phone number, personal email address, personal Twitter account, or any other social media link, to pupils
Ø I will only use the approved, secure email system(s) for any school business
Ø I will ensure that personal data (such as data held on MIS software) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Head or Governing Body. Personal or sensitive data taken off site must be encrypted, e.g. on a password secured laptop or memory stick
Ø I will not install any hardware or software without permission of the headteacher.
Ø I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory
Ø Images of pupils and/or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member
Ø Images will not be distributed outside the school network without the permission of the parent/carer, member of staff or Headteacher
Ø I will support the school approach to online safety and not upload or add any images, video, sounds or text linked to or associated with the school or its community
Ø I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Headteacher
Ø I will respect copyright and intellectual property rights
Ø I will ensure that my online activity, both in school and outside school, will not bring the school, my professional reputation, or that of others, into disrepute
Ø I will support and promote the school’s E-Safety and Data Security policies and help pupils to be safe and responsible in their use of ICT and related technologies
Ø I will not use personal electronic devices (including smart watches) in public areas of the school between the hours of 8.30am and 3.30pm, except in the staff room and where there are signs to indicate this.
Ø I understand this forms part of the terms and conditions set out in my contract of employment
Report any dangers of health and safety to the Head teacher, caretaker (or caretakers book) or the office manager.

**Responsibilities of employees**

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Please consult The Health and Safety Policy which can be located in the staff room.

If you have any further questions, please do not hesitate to ask a member of the South Hill team.

We would like to welcome you to South Hill Primary School.

*Building Character, Learning Together*
Mentor/ Line Manager ..............................................................................................................
Job Description ....................................................................................................................
Appropriate Timetables/ Playground Duties etc ......................................................................
Date of last safeguarding training? .............................................................................................
Date of last First Aid Training? .................................................................................................
School Email Address ..............................................................................................................
School Email Password ............................................................................................................
Computer Login Username .......................................................................................................
Computer Login Password ......................................................................................................
SIMS Login username .............................................................................................................
SIMS login Password ..............................................................................................................
Gate Code *(if appl.) ................................................................................................................
Doorpads *(if appl.) ................................................................................................................
Own Email ...............................................................................................................................
Teacher Drive ...........................................................................................................................
Staff Handbook/ Specific Policies ............................................................................................
Order Stock ............................................................................................................................... 
Confidentiality ...........................................................................................................................
Medical Rooms .........................................................................................................................
Store Personal Belongings ....................................................................................................... 
Mobile Phone Use ...................................................................................................................
Order Lunch/ Food ....................................................................................................................
Absence ......................................................................................................................................
Photocopier Code & Use .........................................................................................................
Newsletter .................................................................................................................................
Bulletin ........................................................................................................................................
Resources ....................................................................................................................................
<table>
<thead>
<tr>
<th>Staff Numbers/Emails: Please ensure you have the numbers of the staff members you need to contact.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School Telephone Number:</strong> 01442 402 127</td>
</tr>
<tr>
<td><strong>Site Manager:</strong> 07870 207 096</td>
</tr>
<tr>
<td><strong>Children’s Services:</strong> 0300 123 4043</td>
</tr>
<tr>
<td><strong>Interm IT helpdesk:</strong> 01763 274 727</td>
</tr>
<tr>
<td>The IT Technician visits school on <strong>Wednesday mornings</strong> and is based in the SLT room.</td>
</tr>
<tr>
<td><strong>Technician Email:</strong> <a href="mailto:helpdesk@southhill.herts.sch.uk">helpdesk@southhill.herts.sch.uk</a></td>
</tr>
<tr>
<td><strong>Serious IT concerns (Helpdesk):</strong> <a href="mailto:supportdesk@interm.co.uk">supportdesk@interm.co.uk</a></td>
</tr>
<tr>
<td><strong>Or</strong></td>
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<tr>
<td><a href="http://www.interm/helpdesk.co.uk">www.interm/helpdesk.co.uk</a></td>
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