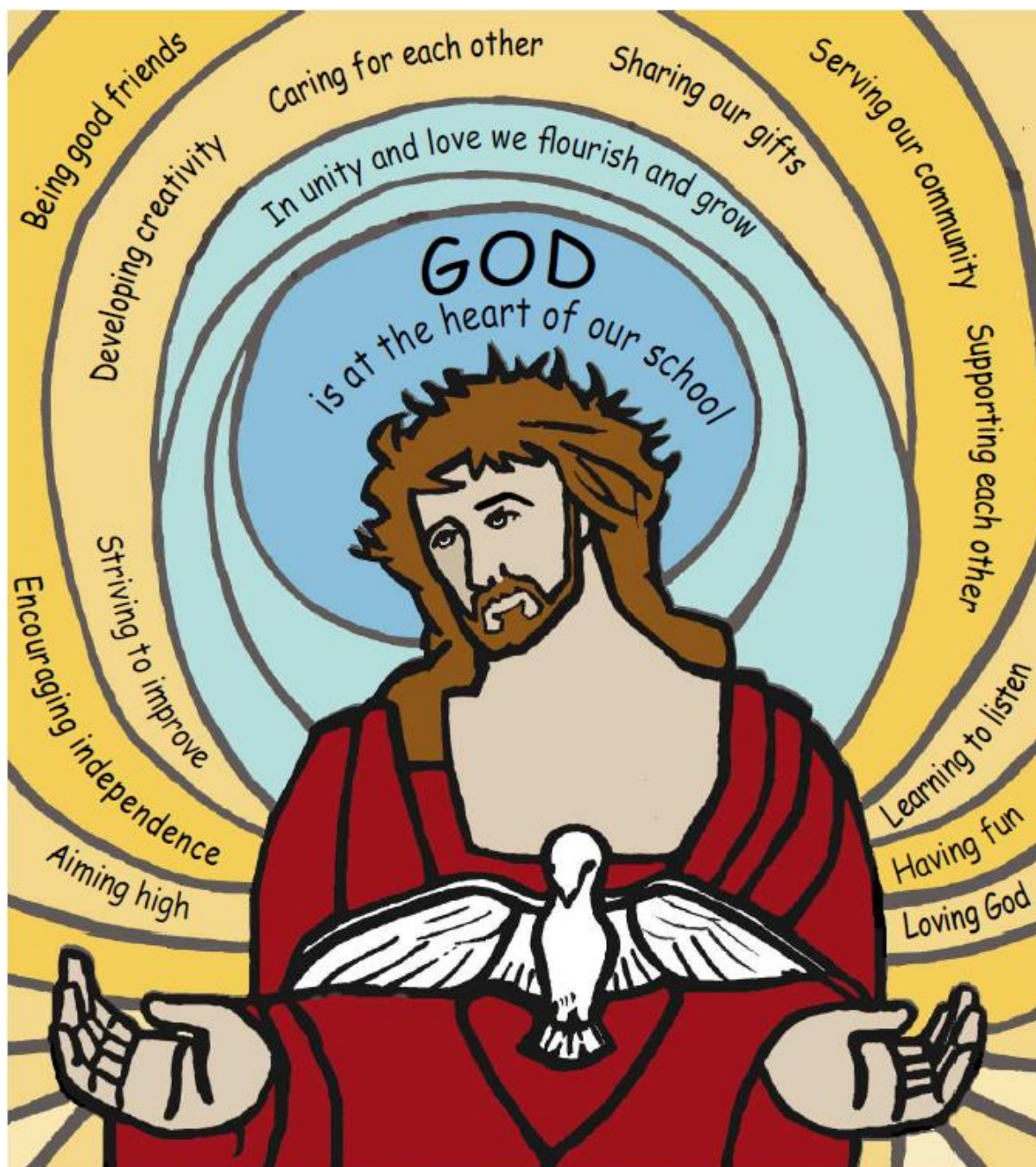


Saint Peter's Catholic Voluntary Academy  
Part of the Thomas Aquinas Multi-Academy Trust

# Staff Handbook



'God is at the heart of our School'

## Initial induction

Arrangements will be made for new staff to be inducted into the school immediately after appointment. A named point of contact will establish communication and begin induction procedures. Newly appointed support staff will be inducted by the relevant class teacher. During induction new staff will be given a school email address and access to MS Sharepoint in order to facilitate access to policies named in this document.

## School context

We are a member of the St. Thomas Aquinas Catholic Multi Academy Trust (CMAT). We are one of 21 schools belonging to the trust which is based at their headquarters in Cossington.

<https://www.aquinas-cmat.org/>

We have (updated 20/09/23):

- 206 children on roll
- 46% are boys
- 54% are girls
- 12.6% are eligible for free school meals
- 11.7% are on the SEN register
- 10.7% EAL
- 0.5% Looked after children
- 17% Pupil Premium

## Documents referred to in this handbook

- **Policies** can be found on the school website  
<https://www.stpetersprimary.org/policies/>  
**It is essential that you read the policies marked in red.**
- **Appendices 1,3, 4 and 5** - You will be given hard copies of these documents during induction as they have to be signed and returned to your line manager. They can also be found in the Google shared drive named 'Staff handbook'. **Appendices 2 and 6** - We do not need hard copies of these documents but please sign your 'induction checklist' when you have read them.

## School values

- Prayer is central to the life of the school. We are a Christian community with values which are rooted in the Catholic faith.
- Please see the school website for our vision, aims and mission statement.
- Behaviour
  - Pupils - Please see our **behaviour policy**  
<https://www.stpetersprimary.org/policies/>
  - Staff - see **Appendix 1 - 'Staff Code of Conduct'**
- Dress code
  - Pupils - details on our website
  - Staff - see **Appendix 1 - 'Staff Code of Conduct'**
- Bullying - please see our **anti-bullying policy**  
<https://www.stpetersprimary.org/policies/>
- SMSC (spiritual, moral, social and cultural development) is addressed primarily through our school mission statement 'God is at the heart of our school'. We use the Catholic teaching scheme 'Come and See' which provides the backbone for SMSC and the foundations for our ethos. We also have a well established RSHE

(Relationship, sex and health education) program which is delivered through a scheme called 'Ten ten'. This content is enhanced by our family support worker, who provides focused care and support for children with additional needs.

- **Our school day**

7:45 - 8:45	Breakfast club is run by dedicated staff in the hall. Places are booked and paid for via the school office.
Timed bells 8:35 - 8:45	A member of the SLT will cover the gate and parents are free to leave their children on the playground. Teachers collect classes from the infant playground at 8:45. Children who are late are required to enter school through the main entrance and report to Mr. Phillips who monitors attendance.
8:45 - 9:00	Registration is carried out electronically via a SIMS link on each classroom computer. Registers close at 9:05 in accordance with our attendance policy.
9:00 - 9:30	Lesson 1
9:30 - 10:30	Lesson 2
10:30 - 10:45	Morning break
10:45 - 12:00	Lesson 3
12:00 - 1:00	Lunch
1:00 - 3:05	Afternoon session for infants
1:00 - 3:15	Afternoon session for juniors
3:05 - 3:15 staggered dismissal	<ul style="list-style-type: none"> <li>• A bell will ring at 3:05 to signify dismissal for infant children and a reminder for juniors.</li> <li>• A member of SLT will cover the gate from 3:05 until the last child leaves.</li> <li>• Yrs R and 1 are dismissed from the classroom external doors and Yr 2 from the gate by the Reception building.</li> <li>• Yrs 3 and 4 teachers walk the children to the infant playground where they are released to parents.</li> <li>• Yrs 5 and 6 teachers walk the children to the 'middle gate' where they are released to parents.</li> </ul>
3:15 - 5:15	After school club is run by dedicated staff in various rooms across the school. Places are booked and paid for via the school office.

## Communication

- £ We are a Microsoft school and all files are created and shared within the Sharepoint system.
- £ We operate a shared Outlook calendar which can be accessed from mobile devices.
- £ Staff communicate through MS Teams both inside and outside of the school day.
- £ There is a parent calendar on the school website which is updated by our office manager.
- £ All classrooms and some communal areas have a phone line which is able to access both internal and external lines.
- £ Parents can be contacted via phone, email, ClassDojo or text using the website system.
- £ Staff meetings are held every Wednesday from 3:00 - 5:30 p.m. Staff who wish to lead meetings can do so via the shared calendar after consultation with the SLT.

## Playground rotas

- Staff are required to cover both the infant and junior playgrounds during morning break. A rota is displayed in the staffroom. If a member of staff has a planned absence, they should ensure that their duty is covered in advance by arranging a swap.

## After school activities

- Sports clubs are run by teachers or specialist sport staff.
- Maths and English booster classes for years 5 and 6 run after school.

## Staffing

- Teaching staff:

Mrs. Helen White	Head teacher, Designated Safeguarding Lead
Mrs. Jan Coghlan	Assistant head teacher with responsibility for T&L and assessment, Deputy Safeguarding Lead, Design Technology and Computing co-ordinator
Mrs. Jane Moreton	SLT, SENCo, Reception teacher, Deputy Safeguarding Lead
Mrs. Caroline Carter	SLT, Curriculum lead, Reception teacher, phonics lead, curriculum lead
Mr. Stuart Wright	Year 1 teacher, R.E. and RSHE co-ordinator
Mrs. Marianne Woolman	Year 2 teacher, Maths co-ordinator
Mrs. Karen Pagliari	Year 2 teacher, Art co-ordinator
Mrs. Laura Moore	Year 3 teacher, Science co-ordinator

Mrs. Natalie Charity	Year 3 teacher, Humanities co-ordinator
Mrs. Katie Fincham	Year 4 teacher, P.E. co-ordinator
Mrs. Katerini Johnson	Year 5 teacher
Miss Rachel Pritchett	Year 6 teacher, Literacy co-ordinator, Educational Visit Coordinator

- Learning support assistants:

Mrs Michelle Power	Reception LSA
Mrs. Emma Dewis	Reception LSA
Mrs. Ruth Smith	Year 1 LSA
Mrs. Sharon Knight	Year 2 LSA
Mrs. Anne Hewitt	Year 2 LSA
Mrs. Trina Kilgallan	Year 3 LSA
Miss Samantha Roper	Year 4 LSA
Mrs. Sarah Purser	Year 5 LSA
Mrs. Melanie Hill	Year 6 LSA
Mrs. Carole Leadbetter	Year 6 LSA
Mrs. Nancy Collins	PPA and intervention, MFL coordinator
Mrs. Lorna Atkins	Dedicated Pupil Premium LSA

- Non classroom based, administrative, catering and cleaning staff:

Mrs. Nicki Mitchell	Office manager
Mr. John Farrell	Premises officer
Mr. Paul Phillips	Family support worker, Deputy safeguarding lead
Mrs. Jean Connor	School chaplain
Mrs. Anita Hitchins	School meal supervisor
Mrs. Tracey Watson	School meals supervisor and playground support
Mrs. Louise Ball	Lunchtime supervisor
Mrs. Gail Vesty	Cleaning staff
Mrs. Carole Pateman	Cleaning staff

- Governing body:

Please see <https://www.stpetersprimary.org/governors/> for details of our governing body.

### **Health and Safety:**

- First aid: All relevant staff are trained by an external agency and a list of first aiders is displayed in the first aid area. The first aid point is at the bottom of the stairs where all equipment is kept. Parents must be informed using a 'bumped head letter' if a child has a head injury and all incidents MUST be recorded in the folder at the first aid point. The letter should be signed by a parent, returned to school and filed. The letter should also be scanned and added to CPOMS. A&E cases must be described in detail to the head or assistant head teacher who will report it to the relevant external body. The decision to send a child home during the school day due to illness must be made by the teacher in charge of the class - children are not allowed to approach the office manager directly in order to access the phone.
- Accessibility for disabled staff and pupils: The main entrance, leading to classes 2,3,4,5 and 6 can be accessed via the ramped path round the outside of the Reception building. The hall, library and Class 1 can be accessed via the hall external door. The male toilet is equipped for disabled access.
- All computers print to the photocopier which is passworded. Newly appointed staff will be given a password which is relevant to their role in school.
- Mr. Farrell will open the school each day at 7:30 a.m. and close it at 5:30. Staff who wish to access the building outside of these hours may do so by contacting a key holder. This information is held by our premises officer.
- The firebell is a continuous tone which sounds different to the lesson changing bell. Children and staff exit silently via the nearest external door and line up on the closest assembly point, taking the 'fire register' with them. Staff will then use the registers to identify missing children. There are two points - the infant playground and the netball court. A member of staff will walk between the two points to communicate with staff.
- If a member of staff has an accident it must be reported to the head teacher who will initiate the correct procedure.
- All defects or maintenance issues should be reported to our premises officer using the 'school maintenance' online ticket system.
- There is no smoking allowed on the school premises.
- All electrical appliances are PAT tested regularly. Staff are therefore discouraged from using their own electrical appliances.
- Security - all external doors and gates are electronically locked or fitted with a push bar and should be kept closed at all times.
- Staff should not work alone with a child in an enclosed space - the child and the member of staff should be visible through an open door or a window.
- The following policies are relevant to all staff:
  - Allegations policy
  - Critical incident policy
  - Health and safety policy
  - GDPR
  - Positive handling policy
  - Whistleblowing policy

**Safeguarding:**

- **Child protection Policy** <https://www.stpetersprimary.org/policies/>
- **Keeping Children safe in Education** <https://www.stpetersprimary.org/policies/>
- Designated senior lead: Mrs. Helen White  
Deputy DSL: Mrs. Jan Coghlan  
Deputy DSL: Mr. Paul Phillips  
Deputy DSL: Mrs. Jane Moreton
- Online safety - please see appendix 2.
- On appointment, Paul Phillips, our family support worker, will begin safeguarding checks and initiate training if necessary.
- All staff are required to read and sign the 'Keeping Children safe in Education' document.
- All visitors and volunteers should be made aware of our 'Safeguarding guide for school visitors and volunteers' leaflet.
- All concerns regarding children should be recorded on a red referral form and handed to Paul Phillips.
- Parents who request administration of medication during the school day must do so via our office manager. She will assess the viability of the request and obtain a signature if necessary.
- All outside visits must be covered by risk assessments which are completed through 'Evolve'. This is coordinated by our EVC.
- Confidentiality - please read our **confidentiality policy** <https://www.stpetersprimary.org/policies/>

**Parent voice:**

- Our PTFA (parents, teachers and friends association) is an active group who meet regularly to plan their support for the school.
- Focused online questionnaires are sent out to parents when necessary.
- A member of the SLT and our family support worker are available on the playground at the beginning and end of the school day when parents are welcome to approach them.
- Please see 'communication' above for methods of child specific liaison.

**Student voice:**

- Our chaplaincy team is coordinated by our school chaplain and head teacher. The team assist with whole school collective prayer and celebrations.
- 'T6's' or 'Trusted sixes' are elected by Year 6 using a process which has been developed by each Year 6 cohort. These children aid staff in the day to day running of the school, completing tasks such as lunchtime office duty and technical support during assemblies.
- Our family support worker conducts 1to1 meetings with vulnerable children and communicates relevant findings to class teachers.

**Staff voice:**

- Please consult our **whistleblowing policy**. <https://www.stpetersprimary.org/policies/>
- The headteacher and assistant head teacher have an 'open door' policy and are available each day.



- Issues related to the performance of the head teacher should be reported to our chair of governors [z.morgan@stpetersprimary.org](mailto:z.morgan@stpetersprimary.org)

### **Policies and procedures:**

- Whole school celebrations:
  - In accordance with the church calendar, masses are said in school if a Holy day falls within the school term. These are co-ordinated by our school chaplain, who will direct each class accordingly.
  - There is an achievement assembly at 9:00 a.m. every first Friday in the month. Children are encouraged to bring certificates and awards earned outside of the school day and their achievements are celebrated with staff and parents present.
  - Our head teacher delivers whole school collective worship every Monday morning between 9:00 a.m. and 9:30 a.m.
  - Whole school celebrations such as Mother's day and harvest assemblies are timetabled using the staff calendar. Each class is required to participate with an age appropriate performance.
- Parents are required to complete an online home/school agreement which includes medical information, permission for category 1 visits, photograph and video permission. This is sent out yearly and collated by the assistant head teacher. A list of children unable to participate in online photos or videos is given to each class and posted on the head teacher's office display wall.
- Registration - please see 'our school day' above.
- Staff absence:
  - Planned absence requests for medical, family or compassionate reasons must be submitted to the head or assistant head teacher in advance. Where possible staff should arrange their own internal cover leaving planning in place.
  - Unplanned absences must be reported by telephone conversation to Mrs. White or Mrs. Coghlan at 7 a.m. and then by voicemail on the school landline on the morning of the absence. A further conversation to determine attendance status for the following day is required before 3 p.m.
- Staff wishing to enhance professional development by attending courses should prioritise CMAT courses which are run by the LCTSA (Leicestershire Catholic Teaching School Alliance) <https://www.lctsa.org/> Eligibility for training should be discussed with Mrs. White or Mrs. Coghlan before booking and an authorisation form must be signed.
- Each member of staff is allocated a line manager who will facilitate and monitor the appraisal cycle. Decisions regarding the success of each cycle are made in collaboration with CMAT who may request evidence of objectives met.
- Curriculum policies are updated by the relevant co-ordinators and uploaded to the relevant shared folders.
- Policies which are relevant to parents are uploaded to the school website in PDF form.
- Long and medium term planning is developed by subject co-ordinators in collaboration with teaching staff and SLT (curriculum leads Natalie Charity and Jan Coghlan).
- Where possible we are a paperless school - letters to parents should be proof-read by a second member of staff, approved by SLT sent home via the website or class dojo.



- We are a cashless school - all payments are handled by an online system which is administrated by our office manager.
- Educational visits can be organised by staff after approval by the SLT. Mrs. Mitchell will facilitate coach bookings and the collection of payments.
- Each class is allocated a budget which covers the academic year - purchases must be made through our office manager who will recommend approved suppliers and they must also be approved by SLT. Curriculum budgets are operated on a priority basis and bids should be submitted directly to SLT.
- We hold three official parents' evenings, one during each term. The Autumn and Spring term evenings are appointment based, preceeded by an 'open classroom' arrangement where parents are free to view books and displays in the classroom.
- Curriculum resources are stored centrally and monitored by the relevant coordinators.
- There is a class suite of 10 chromebooks in Classes 3,4,5,and 6. These are stored in metal cabinets with a combination lock. The year 1 and 2 suites are stored in a trolley in the library together with a suite of 20 'top up' machines to complete a class set. These must be booked in advance using the online system and signed in and out. The crates must be lifted into the trolley and plugged in by an adult as they are very heavy.
- There is a suite of 16 Ipads which are stored in a metal box under the stairs. These must be booked in advance using the online system, returned to the box after use and plugged in.
- Lost property is collected by our premises officer and taken to the relevant classrooms if named. Unnamed items are stored for a short period of time before being donated to a clothing bank.
- Other useful policies:
  - Assessment policy
  - Capability policy
  - Disciplinary and grievance policies
  - Equal opportunities policy
  - Homework policy
  - Marking policy
  - SEN policy
  - Teaching and learning policy