



School Handbook

Information for visitors, new staff & supply teachers

April 2018

Health & Safety

Daily Procedures

- Please ensure you have signed in and out of the visitors book (helpers/volunteers/supply staff) or staff book (permanent/regular school staff) to record that you are on site. These are kept in the school foyer.
- If you leave school throughout the course of the day for whatever reason please sign out and back in using the same book in reception. In the event of a fire the details in this book will establish whether we need to send the fire brigade looking for you! If leaving due to sickness please inform the Head teacher, Catrin Foulkes.
- If you are unable to come into school due to sickness or any other reason it is **essential** that you contact Catrin Foulkes (Headteacher) as soon as possible in order for cover to be arranged for your classes. If Catrin is not available please speak to Sian Wilkinson (Deputy Headteacher).

General Health & Safety Guidance

- It is **your** responsibility to take ownership of your individual work environment regarding H&S. Please identify/ report anything that you aren't happy with or causes concern to Catrin and we will investigate this.
- All staff have a Duty of Care, help us to maintain a safe and secure environment.
- Lead by example and demonstrate safe and healthy behaviour within the school environment.
- We expect good standards of housekeeping within all areas of the school. By keeping your area clean and tidy will prevent many potential hazardous situations/ scenarios.

Specific Guidance

- *Please ensure you have read the enclosed Fire Evacuation Procedure. There is a Fire Evacuation Plan in every room/ area within school. Please study to find designated exit route as these have been devised to prevent congestion around school.*
- First Aid: the school have trained First Aiders who can deal with any incidents. Please see Sian Wilkinson or Joanne McEwan-Williams in the first instance.
- Manual Handling; Please lift correctly, and within your limit.
- Stress: seek help and assistance from colleagues. Please speak with a member of the SLT if you feel that they may be able to help; especially regarding workload. Further support is available from Occupational Health- please see Catrin to book a referral.
- Educational Trips/ Visits; we use the Evolve system to track and record these. Please link with the school's Educational Visits Co-ordinators, Joanne McEwan-Williams and Jodie James in relation to this.
- DSE Equipment; Please report any concerns you have in relation to this. You will be asked to complete a DSE workstation checklist. This will then be used to assess your whole work areas and hopefully resolve any issues.

- Accident/ Incident reporting; Forms to log and record these are held in the Heateacher's Office. Please see Catrin or Sian.
- PAT Testing; Do not bring in electrical equipment without authorisation. All items used in school MUST be PAT Tested and details held on the school's register.

Health and Safety: Obligations of all employees

Ysgol Maes Owen is keen to promote best practice in all areas of Health & Safety. We regard this as a priority since we aim to put the welfare of our learners and staff at the core of all we do; the safety of parents, visitors, contractors and others with whom we deal is also of great importance to us.

Every employee whether involved in teaching, administration, maintenance or another role, can play his or her part in bringing this about.

Our aim is to fulfil the legal requirements, but also where possible to seek continuous improvement in the safety of our workplace and in our activities.

Not with standing any specific responsibilities, which may have been delegated to them, **all employees must:**

- Identifying hazards and reporting them promptly to the Health and Safety Officer or Site Manager.
- Report to their Line Manager Equipment defects and to report where maintenance or repair is necessary.
- Avoid all possible risks in working practice, considering the safety of themselves and others,
- Ensure safe practices are adopted whilst undertaking all school duties/ activities.
- Report promptly any accidents using the procedures outlined.
- Be familiar with the policies, for fire precautions and evacuation procedures, and with other safety rules and emergency arrangements applicable to them.
- Wear any PPE provided and ensuring the regular maintenance thereof.
- Not interfere with or misuse anything provided for health, safety and welfare.
- Behave in a manner at all times so as not to put themselves or others at risk.

Health and Safety: Obligations of Governors and School

The school will take all such steps as reasonably practicable to fulfil its responsibilities, paying particular attention to Regulations and procedure in the following areas:

- Management of Health and Safety
- Control of Substances Hazardous to Health
- First Aid equipment, facilities and staff
- Fire Precautions
- Maintenance of Electrical Systems
- Personal and Protective Equipment (PPE)
- Use of Display Screen Equipment
- Manual Handling Operations
- Asbestos and Legionella
- Working at Height

- Noise
- Educational Visits
- Accident/ Incident Reporting
- Anti- Violence
- Building Maintenance
- Cleaning and Housekeeping
- Control of Contractors
- Critical Incidents/ Emergency Planning
- DBS Checks
- Site Security and Visitors
- Portable Appliance Testing
- Risk Management

Please refer to the School's Health and Safety Policy for full details of responsibilities and guidance.

Fire Evacuation Procedure

- Any person discovering a fire should sound the nearest fire alarm.
- The alarm is recognisable by the continuous ringing of the siren.
- When the alarm sounds, follow the instructions displayed on the Fire Evacuation Plan in your area leaving your belongings in the room. Follow the Fire Exit route, and leave by the NEAREST exit.
- If possible, close (NOT LOCK) all windows and doors and switch off the lights.
- Move quietly, and in single file. Move quickly but DO NOT RUN, holding swing doors for the person behind you.
- Staff are responsible for checking that their area is completely evacuated.
- Form teachers should take their laminated registers with them as they exit the class.
- The Office Manager should take the Staff Signing In Book and Visitor Book as she exits the building.
- Make your way to the Assembly Point - the top yard nearest the gate to the Towyn path.
- Learners should line up in classes (in two year groups) in single file with their form teacher.
- Lower School classes should line up on the left and Upper School classes on the right.
- Class teachers should line up with their classes and check their laminated register, upon completion they should inform the SLT of any problems or missing pupils.
- Staff should advise SLT members of any problems or missing pupils/staff.
- SLT members will decide on any action to be taken in the event of missing people.
- Non-attached Staff, non-teaching staff and visitors should make themselves known to Angela Wilson (Office Manager) who will tick them off on the Staff Signing In book and Visitor book.
- Noone is to leave the Assembly Point until told to do so by either the Headteacher or the Deputy Headteacher.
- Upon dismissal, class teachers should lead pupils in an orderly manner back into the school building.

This procedure should be carried out as swiftly as possible. In a real incident the speed that we can evacuate the building and account for people will be crucial.

In the absence of the Headteacher the Deputy Headteacher will assume the appropriate responsibility.

In the absence of Angela Wilson, Jo Remers will assume the appropriate responsibility.

Supply teachers

This pack has been put together to guide you through the school day.

Pupils arrive on the yard from **8:45** onwards; there are two members of staff on duty from 8:45. Supply teachers, please check your planner to see if it is your duty day.

When the bell rings at **8:55**, class teachers go onto the yard to collect their class.

Please check with another member of staff if you do not know where your class line up.

At the end of morning break and lunch time, pupils walk in from the yard and come straight to class to begin lessons. Please ensure that you are in class and ready to begin. Pupils should be reminded that they are not permitted to the toilet during the first 15 minutes after break.

At the end of the day, class teachers walk their class out onto the yard to ensure they have all left safely.

If your class are due to be in first for lunch, please walk them down to the hall at **12:00**, seat them and remain with them until the bell rings at **12:05**. There are members of school support staff to supervise them in the hall whilst they eat.

At the end of your school day, please

- ensure all work is marked
- check the classroom is tidy and all resources have been put away/returned
- fill in a feedback form and leave it on the teacher's desk

ALN and Behaviour

IBPs and IEPs for those who are on the ALN register will be in a folder near the teacher's desk. Please familiarise yourself with them to avoid any difficulties.

We use the Assertive Discipline method of behaviour management. We always aim to focus on the positive and not the negative. The pupils are fully aware of our behaviour system and the hierarchy of consequences, detailed below, which enable them to take responsibility for their own actions. A behaviour log and class diary are kept near the teacher's desk to record warnings and incidents.

Pupils are encouraged and rewarded for good work and behaviour with praise, stickers and house point "tocyns", (blue for good, gold for excellent, red/green for using Welsh).

1. Pupils will be given a **chance**
2. **1st warning** - miss 5mins of Golden Time
3. **2nd warning** – miss 7mins of Golden Time, sit away from group and reflect for 5mins
4. **3rd warning** - miss 10mins of Golden Time, sent to Head of Upper/Lower School to write in a Reflection Book
5. **4th warning** - miss 15mins of Golden Time, sent to Mrs Foulkes (or Mrs Wilkinson)
6. **5th warning** - phone call to parents/carers (question mark over Golden Time)

Severe Clause – if a pupil is a danger to themselves or others, or is abusive, they will be sent to the Headteacher/Deputy Headteacher.

Warnings are not carried over to the next day; the pupils know they have fresh start each morning. Positive behaviour is rewarded with stickers, praise, tocyns and certificates. Pupils who have accrued warnings will spend time reflecting on their behaviour with the Deputy Headteacher during Friday lunch time.

Child Protection

Everyone in Education Services shares an objective to help keep children and young people safe.

If you have any concerns regarding a child, please inform the **Headteacher Catrin Foulkes**, the **Deputy Head Sian Wilkinson** or **Year 5/6 Teacher Jodie James**. If it is an emergency and all of these members of staff are not in school, please phone **Conwy Social Services Department on 01492 575111**.

- All staff (paid and Voluntary) are expected to adhere to a code of conduct in respect of their contact with pupils and their families. Teaching Standards expect all teachers to safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.
- Children will be treated with respect and dignity and no punishments, detention, restraint, sanctions or rewards are allowed outside of those detailed in the schools Behaviour Management Policy.
- Whilst it would be unrealistic and undesirable to preclude all physical contact between adults and children, staff are expected to exercise caution and avoid placing themselves in a position where their actions might be open to criticism or misinterpretation.
- Where incidents occur which might otherwise be misconstrued, or in the exceptional circumstances where it becomes necessary to physically restrain a pupils for their own protection or others safety this will be appropriately recorded and reported to the Head teacher and Parents immediately.
- For their own safety and protection, staff should exercise caution in situation where they are alone with pupils. Other than in formal teaching situations; for example during musical instrument tuition, the door to the room in which the 1:1 coaching, counselling or meeting is taking place should be left open.
- Where this is not practicable because of the need for confidentiality, another member of staff will be asked to maintain a presence nearby and a record will be kept of the circumstances of the meeting.
- All rooms that are used for the teaching or counselling of pupils will have clear and unobstructed glass panels in the doors.
- School staff should also be alert to the possible risks that might arise from social contact with pupils outside of the school.
- Staff will only use school's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- Staff will only use the approved school email, school learning platform or other school approved communication systems with pupils or parents/carers and only communicate with them on appropriate school business and will not disclose any personal information eg; email address or telephone numbers.
- Staff will not use personal cameras (digital or otherwise) or camera phones for taking and transferring images of pupils or staff without permission and will not store images at home.
- Staff should be aware of the school's Whistle Blowing policy and all Wales Child Protection Procedures and share immediately any disclosure or concern that relates to a member of staff with the Head teacher, or one of the Designated Safeguarding Leads.
- If the issue is in regards to the Head teacher, then the Chair of Governors, should be contacted.

What to do if a child tells you that they are being harmed...

<p>DO</p> <p>Keep an open mind Reassure the child that they have a right to tell Listen carefully Work at the child's pace Ask only open questions – if you must ask them, clarify the facts, don't interrogate Explain what you need to do next Record accurately and quickly using the child's words Pass on to Designated Child Protection Teacher/Headteacher same day</p>	<p>DO NOT</p> <p>Promise to keep secret what they are telling you Interrupt Interrogate/investigate Assume (eg; "This child tells lies") Make suggestions about what is being said Speculate or accuse anyone Show emotion; anger, shock etc Tell the child to go and speak to someone else Forget to record accurately and/or pass on to Designated Child Protection Teacher/Headteacher Confront alleged abuser</p>
---	--

The School Day

8:45	Pupils on the yard
8:55-9:05	Registration
9:05-10:30	<p>See class timetables</p> <p><i>Pupils who have Daily Diaries, will be withdrawn for reading during this session.</i></p>
10:30-10:45	Break
10:45-12:05	See class timetables
12:00-1:00	Lunch
1:00-1:05	Registration
1:05-3:00	<p>See class timetables</p> <p><i>Pupils who take part in academic and non-academic intervention groups, will be withdrawn from classes during this time.</i></p> <p><i>Assemblies</i></p> <p>Monday Whole School 1:15</p> <p>Wednesday Upper School Assembly 1:05</p> <p>Thursday Lower School Assembly 1:05</p> <p>Friday Whole School Assembly 1:15</p>
3:00-3:15	Clear away/prep for home time
3.15	Home Time

Directed Time

Directed time = 1265 hours per academic year

Academic year = 39 weeks (this includes staff training days)

Teaching time per week = 25.833

Teaching time per year = $39 \times 25.833 = 1007.487$

Directed time left after teaching time taken away = $1265 - 1007.487 = 257.513$

2 hours staff meeting time per week (approximately one hour staff meeting and one hour upper and lower school planning meetings)

39 weeks in an academic year = $2 \times 39 = 78$ hrs meeting time per year

30 minutes Senior Leadership Team meeting time per week

39 weeks in an academic year = 19.5 hours meeting time per year

Leaves 160.013 hours left of directed time not designated currently

Teaching Staff

Please ask if you are unsure of anything

Mrs Catrin Foulkes	Headteacher	<i>Child Protection, Health & Safety</i>
Mrs Sian Wilkinson	Deputy Headteacher & PPA	<i>Language, Core Data & FFT Analysis, Assessment & Tracking, PTA Treasurer, First Aid, Child Protection</i>
Miss Sioned Beamer	3/4B	<i>Science & Eco Council</i>
Mrs Jodie James	5/6J	<i>RE, PSHE, Collective Worship, EVC, PTA Chairperson, Child Protection</i>
Mrs Jo Jones	PPA Teacher	<i>Welsh, NUT School Rep</i>
Mrs Debra Leyshon	3/4D	<i>Music, Choir, Urdd</i>
Mr David Morgan	4/5D	<i>Head of Upper School, KS2-3 Transition, PE, Attendance, First Aid</i>
Mrs Janine Tennant-Jones	Resource Base	<i>LAC</i>
Mrs Michelle O'Connor	5/6C	<i>ALN, Maths, NQT mentor, Behaviour</i>
Miss Stephannie Blears	5/6S	<i>History & Geography, School Council</i>
Miss Tina Pye	3/4T	<i>Head of Lower School, FP-KS2 Transition, ICT, D&T, SNAG, Curriculum Co-ordinator, Senior Mentor for Teacher/TA Trainees</i>

Support Staff - TAs

Mrs Tracey Davies	Mrs Paula Williams
Mrs Jean Adams	Mrs Jo McEwan-Williams
Mrs Sally Hilliker	Mrs Jo Remers
Mrs Tracey Mooney	Mrs Annette Stanley
Mrs Tracey Jones	Mrs Vicki Lumsden
Mr Robert Blackwell	

Other Important Support Staff

Miss Angela Wilson	<i>Office Manager</i>
Mr Billy Jones	<i>Caretaker</i>
Miss Lisa Brown	<i>Cook</i>