

ROOKERY SCHOOL

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DCFS school number: 2481

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STAFF HANDBOOK 2015/2016

Rookery Staff Handbook

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ROOKERY SCHOOL GOVERNING BODY

Community Governors

Hardeep Dhinju - Chair of Governors

Geoff Rees

Donald Nelson

Claire Marshall

Edwina Turner

Parent Governors

Javaid Iqbal

Nadine Lindsay

Modasar Rasul

Nasreen Mahmood

Staff (teaching/non-teaching) Governors

Patricia Millar

Queenie Buffong

Satvir Rai

Head Teacher

Tracy Stone

Clerk/Company Secretary

Sue Heath-Gardiner

The full governing body meets 8 times over the year. Staff governors are elected by staff and are there to represent your views; they cannot sit on any committee that discusses other staff. Governing body minutes are available from Sue and open to everyone.

A committee known as the 'Performance, review and development committee' will meet 9 times a year.

There is also an 'Appeals committee' that is convened as and when necessary.

Each governor takes responsibility for monitoring a key area of school development. To fulfil this responsibility governors' visit school throughout the year, evaluate the impact of actions undertaken by staff and report back at full governors meetings.

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ROOKERY SCHOOL STAFF

The Strategic Leadership Team:

Name	Role	Base
Tracy Stone	Head Teacher	Main building - Leadership Team Office
Debbie Loane Emma Balan	Deputy Head Teacher Deputy Head Teacher	Main building - Leadership Team Office Globe Building
Seema Samuel	Assistant Headteacher: EYFS & KS1 (Mon – Thurs)	Main building - Leadership Team Office
Emma Pinnock	Head of ASD Resource Base (Maternity Leave- Autumn Term)	Main building - Leadership Team Office & Resource Base
Shazna Hannan	Assistant Head Teacher KS2	Globe Phase –Y6
Sue Heath-Gardiner	PA to Leadership Team	Main building - Leadership Team Office: 8.30 – 3.00

Infrastructure Support Team:

Name	Responsibility	Base	
Joe McCormick	Business Manager	School office – main building	9.30-5.30pm
Nosheen Fraz	Reception & Administration	School office – main building	8.00-4.00pm
Daljit Nandra	Finance Assistant	Finance office- main building	8.00-4.00pm
Mike Dodds	ICT Network Manager	Office – Globe building	8.30-4.30pm
Kevin Hyde Adam Stone	Site Manager BSS	Contacted via main office	7.00 am - 8.00pm
Kate Benton	Resources Manager	Resource Room – main building	8.00 – 4.00pm
Norma Penado	Resource Assistant	Resource Room – main building	1.30 – 3.30pm
Jennifer Douglas	Library Assistant	Library – main building	12.30 – 1.30
Satvir Rai	Pastoral Manager	School office – main building	8.30 – 4.30pm

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School organisation and teaching staff

Foundation Phase: Nursery & Reception

Name	Post	Class
Emily Deeming Wajeeha Ahmedi	Teacher Teaching Assistant	F/T Nursery
Carolyn Ward Lynn Cousins Kim Jhalley	Teacher Teaching Assistant Teaching Assistant	P/T Nursery
Sophia Reilly Darshan Chahal	Class Teacher Teaching Assistant	F2R
Seema Samuel Emma Freeman Baljinder Gaddu	Class Teacher 50% & AHT Class Teacher 50% & SENCO Teaching Assistant	F2S

In order to create more of a family feel in such a large school; we have mixed the age groups up across the two buildings. This gives the older children the opportunity to take greater pastoral responsibility through a 'buddying' system that enables the younger children to feel more supported as they move through the school. This is a development of the peer mediation system that ran previously. Consequently all pupils in Y1 have a buddy in Y5 and likewise Y2 and Y6.

Crescent Phase: Years 1/3/5

Name	Responsibility	Class
Kirandeep Chahal Binder Saimbhi	Class Teacher Teaching Assistant	1K 1K
Natalie Callender Anita Reid	Class Teacher/ English Leader Teaching Assistant	1C 1C
Laura Collins Jameel Vasta	Class Teacher & ICT Leader ClassTeacher	3C 3V
Gill Hogan Satwant Sehra	Support teacher 50% Teaching Assistant	Y3 Y3

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Martha Hemsted Annette Whyley	Class Teacher & Phase Leader Class Teacher & Curriculum Leader	5H 5W
Emma Freeman Jennifer Kapur	Support teacher & SENCO Teaching Assistant	Y5 Y5

Globe Phase: Years 2/4/6

Name	Responsibility	Class
Gale Beasley Ravinder Gura	Class Teacher Teaching Assistant	2B 2B
Grace Darling Gurmeet Cheema	Class Teacher Teaching Assistant	2D 2D
Pat Millar Jo Wedderburn	Class Teacher & English Leader Class Teacher & Science Leader	4M 4W
Queen Buffong	Support teacher	Y4
Laura Butterworth Shazna Hannan	Class Teacher & ICT Subject Leader Class Teacher & Assistant HT (KS2)	6B 6H
Gill Hogan Parmjit Bains	Support Teacher 50% Teaching Assistant	Y6 Y6

Specialist Teachers

Name	Responsibility	Base
Jaskamal Bains P/T Wed/Thur/Fri	Maths Curriculum Leader	Globe building
Chris Loveridge	Director of Sports & Arts Music Teacher	Sports & Arts Centre
Emma Lacken	Art Teacher	Arts Hub/ Y4/Y6

ASD Resource Base

Name	Responsibility	Base
Emma Pinnock	Head of ASD Resource Base	Resource Base
Kerry Stanley	Teacher 60%	Resource Base
Kam Gill	Higher Level Teaching Assistant	Resource Base
Abigail Hadley	Teaching Assistant	Resource Base
Emma Dhillon	Teaching Assistant	Resource Base

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VISION, MISSION AND VALUES

At Rookery we value our learning community where everyone is **empowered** to grow and develop in order to be the best that they can be.

The children at Rookery are at the heart of this community. We recognise that each and every one of them is unique with their own ideas, talents, needs and aspirations.

Consequently we expect the children to:

- Take responsibly for shaping their own learning pathway
- Value every learning opportunity
- Take risks and develop resilience

in order to be successful and empowered learners who are...

- Literate, numerate and confident users of ICT
- Equipped to live in an increasingly diverse, complex and rapidly changing world
- Confident communicators
- Brimming with confidence and self assurance.

We know that we can best fulfil our mission by:

- Working together in harmony with parents who share with us the responsibility of educating our children for a world beyond our school.
- Listening to, and valuing the contribution of the whole school community.

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STAFF INDUCTION

Rationale and philosophy

Rookery School is developing its' learning community through a culture of continuous improvement. Our main purpose is to empower all our learners (pupils, staff, governors and parents), to become the best that they can be.

Through the continuous learning of our staff and governors the school will continue to improve and develop - consequently bringing ever greater benefits for our pupils.

Effective induction is a vital foundation for continuous learning by supporting the effective performance and continuing professional development of all staff and governors new to the school. Induction is a process which starts before a person joins the school and continues through the first year and beyond.

Induction is a process which aims to increase the effectiveness of all staff and governors both as individuals and as team members, by ensuring they understand the policies and expectations of the school and by supporting highly effective performance.

This policy applies to all staff, thus enabling them to contribute to the school's vision and goals and to fulfil its guiding principles.

Purpose

Here at Rookery School our induction process aims to:-

- Contribute to improving and developing the overall effectiveness of the school, raising pupil achievement, and meeting the broader needs of pupils, parents and the wider community.
- Contribute to job satisfaction, personal achievement, individual and team effort, thus providing for effective work at the school.
- Ensure teachers new to the profession have the best start in their careers and are supported in effective practice.
- Ensure all staff new to the school understand what is expected of them at the school and gain support to achieve those expectations
- Build co-operation between staff of all sections of the school.
- Ensure that all staff are valued and recognised as the school's most important asset.

See induction policy for process

Following the induction period all staff participate in a **performance management system** appropriate to their role.

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CODE OF CONDUCT

The staff at Rookery School have agreed the following Code of Conduct.

We will:

- ❖ Treat others equally regardless of ability, gender, age, race or position in school.
- ❖ Provide good role models for pupils.
- ❖ Listen to what children and adults have to say and value and respect their opinions.
- ❖ Engage in a professional dialogue when our ideas and opinions differ.
- ❖ Speak appropriately to, and in front of, children, their families and staff.
- ❖ Ensure confidentiality of sensitive information regarding children and their families.
- ❖ Adhere to the school dress code – ie: to dress appropriately for the task in hand.
- ❖ Arrive in good time to prepare for the days' work.
- ❖ Attend briefings/meetings/CPD sessions on time and ready to contribute
- ❖ Comply fully with school policies, routines and guidelines.
- ❖ Fulfil the requirements of our job description to the best of our ability.

NB: All staff members are responsible for the security of academy property, for avoiding loss or damage, for ensuring economy and efficiency in the use of resources and for conformity with the requirements of the Academy's financial procedures.

THE SCHOOL SITE

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Accommodation is spread across five buildings (see plan of site overleaf)

1. The main school building on your right as you enter the school site contains...

- The school office and reception
- The leadership team office
- The community room
- The library
- The Foundation Phase Unit for children in nursery and reception classes
- The Crescent Phase for children in Year 1,3 and 5

2. A corridor takes you from this building to

- The 'Birds Nest' dining room ...that leads to the canteen and kitchen.
- The ASD base is housed over the top of the canteen

3. At the opposite end of the corridor you access a building that contains...

- The Network Manager's Office
- The Globe Phase for children in Year 2, 4 and 6
- The Art room

4. The building to the left through the gates and positioned partly on the field is 'The Sports & Arts Centre' which contains...

- The sports/performance hall
- The conference room
- The music room
- Changing facilities and showers

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Plan of site



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ACCESS TO SITE AND BUILDINGS

The school site is open between 7.30am and 8.00pm. Your car registration number must be given to reception and you will be issued with a car parking pass; however parking is limited and available on a first come, first served basis. If no marked spaces are available – then we have overspill parking available at the Gurdwara over the road.

To safeguard the children, the vehicle gates are locked between 8.45am-9.00am and 3.00pm - 3.30pm

SICKNESS AND ABSENCE REPORTING

Teachers, Teaching Assistants and Office Based Staff:

If you are unwell and unable to come to school then you must ring Debbie Loane (Deputy Head Teacher) on **07515 - 147729** either the evening before or between **6.30-7.30am**. You must ring school during the afternoon to inform us of your intentions for the following day. In the event of inclement weather conditions please assume school will open unless informed otherwise by Debbie.

Lunchtime Supervisors:

If you are unwell and unable to come to school then you must ring the main office before 10am.

General Assistants (Catering)

If you are unwell and unable to come to school then you must ring Debbie on **0121 675 0849** between **7.30-8.00 am**.

Cleaning Staff:

If you are unwell and unable to come to school then you must ring Kevin on **07833 496567**

SCHOOL DAY TIMINGS & PROCEDURES

8.40: Morning briefings take place in the staffrooms of both buildings. Tea and coffee are free for staff throughout the day; school dinners can be booked from the staffrooms and are free as long as staff eat alongside the children in the canteen.

8.45: Doors are opened for parents and children by designated teaching assistants. Children join in 'Wake and Shake' sessions that run in each hall. Teachers should be either, meeting and greeting in classrooms or supporting Wake and Shake.

8.55: A bell signals the start of the school day and all children make their way into classrooms for registration.

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- **Registration**

Registers are taken on-line using sims.net during the first 5 minutes of the morning and afternoon sessions. In the event of the network being down or a staff member is away, class lists can be obtained from the office. If a paper register is used it must be passed to the office immediately. Any pupils not present at registration need to be marked as an N (No reason not yet provided) unless we are aware of a reason. The only codes that should be used by teachers are:

/ Present
N No reason not yet provided for absence
M Medical/Dental Appointments
L Late
I Illness

At 9.15am registers will be checked for any missing marks and updated accordingly by the admin team. A list of unexplained absences is printed and retained in the event of a fire.

Lateness

If children arrive after registration closes at 9.00am then they **must** enter their names and classes in the “late books” that are situated in the main entrance to both buildings. Teachers must check that children coming into class late have signed into the late book; in order to safeguard the children. Any lates are updated on the registers by the admin team.

Children’s Absences

Children need to bring a note from home on their return to school or parents may ring the school to explain the absence. **Satvir Rai (Pastoral Manager)** will ring home on the first day of absence and follow up as appropriate. As details are received at the office, regarding a pupil’s absence or any appointments, notes will be entered into the class registers accordingly. Teachers with any concerns regarding children’s attendance should speak to **Satvir**.

Collection of Money

Plastic containers are left on the breakfast bar in each staff room. They are to be used for the collection of dinner and trip money. A Pastoral Assistant from each building collects money from the classes every morning which is then taken to the office.

- **Assemblies**

Assemblies make a positive contribution to pupils’ self-development and consequently influence the standards of achievements in our school.

Pupils are introduced to a set of themes and values, and there are different types of assemblies each day, **see rotas for each phase in staff rooms**.

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Each Friday morning there is a whole school assembly in the 'Red Hall' when we share class presentations (see rota) and celebrate pupil/class achievement.

Staff should bring their class into assembly calmly and on time. During assembly staff must sit near to their class and take appropriate steps for any misbehaviour by their own class and/or any other children seated near them.

It is important that there is collective responsibility for behaviour management during assembly and that it is not left to the person taking assembly or one or two members of staff.

- **Playtimes**

Children in Foundation have outdoor activities through out the day and **play in the Foundation play space at the front of the school. Years 1 – 6 play in the main playground.**

Year group	Play Time
Years 1, 2, 3 & 5	10am-10.15am
Years 1, 2, 4 & 6	1.45pm – 2.00 pm

- **Lunchtimes**

Year group	Time
Year 2, 4, 6	11.30 -12.25pm
Year 1, 3 & 5	12.00 -12.55pm
Nursery Reception	12.30pm-1.30pm

Teaching Staff in Foundation should take their children to the canteen at lunchtime. Y5/6 buddies will escort children from Y1/2 to the canteen and keep a check on them in the playground.

- A full programme of supervised activities are timetabled for the children across all the play spaces

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Staffing

Learning Mentor: Irita Campbell

Librarian: Jennifer Douglas

Foundation Phase Supervisors

Manjit Minhas

Satvinder Kumar

Raj Kaur

Narinder Sandhu

Y1-Y6 Supervisors

Mary Jackson

Norma Penado

Santosh Ram

Zahida Parveen

Kamaljit Chaggar

Santosh Bhatia

Shamshad Sadiq

Gurmeet Chall

Jasbir Rishi

Shahin Akhtar

Wet lunchtime arrangements

The pastoral manager will decide if there is to be wet lunch.

The office staff will signal wet lunch at the appropriate time for each building time by ringing the bell three times.

Teachers must prepare for wet lunch by putting on DVDs and getting out Class board games.

Children should then remain in their classrooms until they are collected by the Senior Supervisor for lunch.

Packed lunches are to be eaten in the classrooms.

TAs will support dinner supervisors by returning to the classroom at the time they would normally have support groups. In year 1 Year 5 will help by playing games and occupying their buddies.

Year 1 will be taken at 12.05 by the Senior Lunchtime supervisor. She will collect the rest of the children when there is space in the following order:

Year 3, Year 5, Year 2, Year 4, Year 6

Foundation Phase children will go down for lunch at their usual times.

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- **End of Day Procedures**

The bell for the end of the school day goes at 3.15pm. Teachers need to take their classes outside into the playground where children are handed over to parents/carers or in the case of Years 4, 5 & 6 to see the children off the site.

Teachers in Foundation & Years 1, 2 & 3 should ensure that they know who each child in their class has gone home with.

Children who have not been collected need to remain inside with the teacher until they are collected or taken to the office at 3.30 for admin staff to contact the parents/guardians.

If a child has not been collected by 3.45pm the child will be taken to the Out of School Club, for which the parents will be charged.

Meetings

Mon 3.30 – 4.30: Strategic leadership

Tues 3.30 – 4.30: Planning meetings in phases; all teachers and TAs

Weds 3.30 – 4.30: All teachers (TA's voluntary)

Thurs 3.30 – 4.30: Senior leadership

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SAFEGUARDING & CHILD PROTECTION

Rookery School fully recognises its responsibilities for child protection. We have 4 members of the leadership team trained as Designated Senior Leads for child protection:

Lead DSP: Emma Balan

Satvir Rai

Seema Samuel

Emma Pinnock

Tracy Stone

We update all staff on Child Protection and legislation annually.

We recognise that because of the day to day contact with children, school and children's centre staff are well placed to observe the outward signs of abuse. We will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- Ensure children know that there are adults in the school whom they can approach if they are worried.
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse.

Please refer any concerns immediately to one of the DSPs, or report directly to the leadership office.

Please refer to policy for further guidance.

Mobile Phones

Some staff in the setting are required to use a mobile phone as part of their role and they will have been given express permission to take calls and texts to carry out their role efficiently and effectively (often but not always they will have been supplied with a school mobile which does not have a camera facility)

Staff in the foundation phase should store personal mobile phones securely away from the setting (in their locker).

Personal mobile phones should **only** be used in staffrooms/offices or out of school hours/lunchtimes in rooms/classrooms, when no children are present.

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- Never take photos on your own mobile, or any personal photographic equipment. Only use photographic equipment provided by the school
- Know which children have no permission for photographs.
- Never communicate with a child via mobile or social networking.
- Children's mobiles require permission from the HT to be in school (usually only given if children are travelling home alone and significant distances on public transport) .They must be stored securely in the office during the school day.
- Parents are reminded on the newsletter weekly that any photographs or recordings taken during an assembly are for personal use only.

Remember:

We are all responsible for E.Safety. Reinforce it in all sessions.

If an incident of E. safety occurs ie inappropriate website is accessed. Play it down with the child and report to the DSL.

Pastoral referral system

The strategic pastoral team at Rookery comprises of :

Tracy Stone: Head Teacher

Emma Balan: Deputy Head; Inclusion

Satvir Rai: Pastoral Manager

Irita Campbell: Learning Mentor

Martha Hemsted: Phase Leader

If you have any pastoral concerns about a child or a member of their family, then please complete a 'Pastoral Referral Form' and take it to the leadership team office where it will be actioned by a member of the team. This ensures an efficient and effective approach to pastoral support that is sensitive to the needs of the family whilst maintaining confidentiality.

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Emergency procedures

Fire Procedures

- The signal for a fire alarm is a continuous bell.
- On hearing the fire alarm, **STAY CALM**, ask the children to stop working. immediately, line them up and leave the building in an orderly manner by the nearest route (this is shown on the plan displayed next to the door in every room)
- Do not return to the building for any reason until authorised to do so.
- Pupils from the main school building (Foundation and Crescent phases) assemble on the fields, lining up by class.
- Pupils from The Globe building assemble by Foundation Phase entrance, lining up by class.
- Administration staff will bring the class lists, a list of absences and the log of pupils taken out of school to the assembly point. Staff must do a roll call of names.

Sickness & First Aid

First-Aiders

Gurmeet Cheema, Satwant Sehra, Wajeeha Ahmedi & Sue Heath-Gardiner are qualified first aiders.

All classroom based support staff, lunchtime supervisors and admin staff undertake a day's training in First Aid specifically for schools.

If a teacher is ever concerned about an accident or injury then a first-aider should be called for a second opinion.

Medical equipment is kept in a marked cupboard near the Globe office and in the medical room in the main building.

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Accidents & Injuries

- **During lesson time;** send a child to the office to call for a first aider.
- **During break times;** for minor injuries send injured child accompanied by a friend to the staff room/medical to be seen by a first aider. If a child has a more serious injury in the playground, then a member of staff should accompany the child to the medical room. If the child's injury is such that they cannot be moved then the member of staff on duty should send for a first aider, who will come outside.
- **Recording;** All injuries dealt with in school are recorded on an accident slip; kept in the medical room in the main building and in the marked cupboard near the staff room in the Globe. When filling out an accident slip, staff need to make a note of the treatment given and the person carrying out the treatment.

Final authorisation to send a child home following an injury or if they are sick must be gained from the Senior Leadership Team.

- **Accidents / Illness during a School Trip**
If a trip is taking place outside of school time then the members of staff accompanying the trip must carry: a contact number for the parent, so that they can be contacted directly, the name and address of the child's doctor, the child's medical number and written consent that the parents agree to emergency medical treatment that may have to be given. A first aid kit must be taken on school trips.
- **Accident Forms**
Accident forms are kept in the Main Office, in case a member of staff or a pupil has had a major accident for example fracture, major head bump, dislocated a joint, an accident form should be completed and given to the Headteacher to sign, who will then return it to the Office.

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Maintenance requests

Of a routine nature need to be logged in the BSS book located in either of the offices; requests will be prioritised by the team and dealt with accordingly. In the event of an emergency, for example a child has been sick, broken glass etc, then report to the admin team immediately and they will contact one of the BSS team for you.

Purchasing goods on behalf of the school

Is actively discouraged – since all goods should be ordered via budget holders and processed through the school’s official system. If the situation is unavoidable then permission must be obtained by a budget holder prior to the purchase of any goods. The budget holder will then advise you of reimbursement via petty cash or school fund which ever is appropriate.

Telephone extension numbers

Location	Extension
The Crescent Office (Main Reception)	44421
The Crescent Office – Second phone	42799
Crescent Fax	44095
Leadership team office Office	42801
Community Room	42616
Crescent Staffroom	42798
Canteen – Cordless Phone	42804
Sport & Arts Centre Reception	50874
Sports & Arts Centre Office	42802
The Globe Office	42615
The Globe Fax/Phone	50873
The Globe Staffroom	42716
Server Room (Mike)	42617
Koz (BSS)	07932325699
Kevin (Site Manager)	07833496567
Satvir	07827082714