

Parson Street Primary School



TRAINEE HANDBOOK

2017/18



These procedures apply to all trainees working within Parson Street Primary School. It is reviewed annually and updated by the School Based Training Mentor

NB: This Handbook should be read in addition to the policies and procedures adopted by the school or the Trust.

INTRODUCTION

Welcome to Parson Street Primary School

INTRODUCTION

Welcome

Welcome to Parson Street Primary School. We look forward to working with you throughout your placement and hope you enjoy being part of our team.

During your placement your class teacher will be your first point of contact for advice, guidance and support. I am also available to meet with you regularly. If you have any concerns or questions, please feel free to speak to me informally throughout the day. I am here to support you!

During your initial days, you should familiarise yourself with the routines of the school, establish yourself in your classroom, observe as much as possible, and most importantly, get to know the children. Try to be proactive and offer support to your class teacher when appropriate.

As your placement progresses, you will need to take on more responsibility for whole class teaching, in line with your university's requirements. You need to continually evaluate your practice and identify weekly targets with your class teacher. You are invited to all staff meetings. PCGE and Final placement trainees will be expected to attend and contribute.

I sincerely hope you enjoy your time with us and wish you every success in your placement.



*Linda Bennett
School Based Mentor*

Since September 2016, we have been part of Trust in Learning Academies (TiLA). Information about the Trust is available on their website: www.tilacademies.co.uk

Trust in Learning Academies (TiLA)

September 2016 was the start of a relationship between Parson Street Primary School and Trust in Learning (Academies) and as Chief Executive of the Trust I would like to extend a very warm welcome to everyone associated with Parson Street, but particularly staff, as you are all employees of the Trust. As such we, as the employer, have a duty of care to you and to help you and the school continue to develop into the outstanding provider of education which the school is so capable of doing.

Trust in Learning (Academies) is completely committed to helping its entire staff, in whatever school or academy, to be able to do their best and to help them feel that they are making a difference to young children and young people. In this respect your training and learning are important to us and of course to the leaders and local governors at Parson Street. I have always believed in the importance of working with others to share something with them and also rob something from them in order to help make improvements in one's own area of work. Your own in-school training and development will be further supported by work across the Trust schools and I hope that you will be excited by the opportunity of working alongside colleagues from other schools.

Mr Mark Davies
CEO
Our School Vision





A larger version can be downloaded from our website at:
www.parsonstreet.com/our-vision-statement-live-and-learn

Trust in Learning's Vision & Values



Our vision is to improve the quality of schooling in Bristol and the outcomes for Bristol children and young people by promoting communities that trust in learning and the endeavour of education to transform lives. We support and challenge this improvement through fostering the autonomy and empowerment of effective leadership and governance.

Our values are ones that promote an inclusive approach to education where we seek to overcome social disadvantage and bring about social cohesion and equality. In order to do this we challenge traditional approaches to schooling to bring about sustained change through supporting excellence of leadership and classroom practice.

Our values are underpinned by the belief that partnership and collaborative working are the foundation blocks for successful education outcomes, that we all have individual and collective strength and opportunity by supporting and learning from others

SCHOOL STAFF

Our Senior Management Team (SMT)

ROLE	SENIOR LEADER	RESPONSIBILITY
HEAD TEACHER	Jamie Barry	<ul style="list-style-type: none"> ➤ Strategic Leadership (inc. SDP Lead) & Governance ➤ Curriculum Development & Pedagogy (T&L) ➤ SMSC, Attendance & Ethos oversight
DEPUTY HEAD TEACHER	Louise Hopcroft	<ul style="list-style-type: none"> ➤ CPDL & Staff Development ➤ Raising Attainment & Progress (RAP) ➤ Pupil Premium ➤ Pupil/Parent Voice & Transitions ➤ Extra-Curricular oversight & Wrap Around Provision
ASSISTANT HEAD TEACHER	Camilla Buckle	ECM Leader: Person Development, Behaviour & Welfare inc: <ul style="list-style-type: none"> ➤ Behaviour for Learning ➤ ECM oversight (The Hub, pastoral & inclusion) ➤ Safeguarding & PREVENT/Equality Lead (inc. DSL) ➤ LAC Designated Teacher

Our Senior Leadership Team (SLT) is made up of SMT + Team Leaders

Our Teaching Team

YEAR GROUP	TEACHERS	RESPONSIBILITY/ CONTRIBUTION	TEACHING ASSISTANTS (TAs)
NURSERY	Jo Stevenson	Looked After Children (LAC)	Gill Webley
	Bethan Williams	Team Leader: Phase 1 & Science	
RECEPTION	Shilpa Beale/ Linda Bennett	D&T inc. food/Healthy Schools ITT Partnership	Janet Richards
	Henry Shanahan		Jo Baker
YEAR 1	Katherine Whidden	Eco-Schools & Sustainability	Andrea Madams Jill Surman Maria Eccles Sue Harris Kathryn Wellington Marie Leighfield Alison Bird Sally Coughlan
	Christine Howie	Active & Safer Travel/Play Leaders	
YEAR 2	Kat McSherry	Team Leader: Phase 2 & Maths	
	Jasmine Pettitt	School Development Leader	
YEAR 3	Steph Akinbulumo	PSHE inc. Educate & Celebrate	
	Ruby Samuels		
YEAR 4	Hannah Jones/ Maria Hemming	School Development Leader MFL & International Links	
	Leon Rygol-Saunders	RE & interfaith awareness	
YEAR 5	James Pitt		
	Colin Grierson	Educational Visits Co-ordinator (EVC)	
YEAR 6	Clare Lee	Team Leader: Phase 3 & English	
	Barry Whitmore	Computing & E-Safety	
SUPPORT TEAM	Edward Huxley Erica Tindall Trixie Thoburn	Inclusion Leader & SENDCO PE/Sport & extra-curricular Creative arts & whole school display	Harriet Read (HLTA) Beth Kerridge (HLTA) Karen Cousins

Our Support Team

TEAM	STAFF MEMBER	ROLE
ADMIN TEAM	Ally Bigwood Joanne Barker Kim Young Kim Harris	School Business Manager Finance Administrator Admin Assistant Admin Assistant
PASTORAL TEAM	Caroline Jenkins Robyn MacLennan	Family & Community Engagement (FACE) Cover Supervisor & Attendance
SITE TEAM	Rys Jankowski (until Oct 17) Tom Baker Bridge Learning Campus Cleaning Team	Caretaker Assistant Caretaker IT Support
LUNCHTIME TEAM	Lisa Cadwallader Becky Saddler X 15 Lunchtime Supervisors	Senior Lunchtime Supervisor Deputy Senior Supervisor
CATERING TEAM	Edward & Ward (from Oct 17)	

Our Local Governing Body

CO-OPTED GOVERNORS	PARENT GOVERNORS	COMMUNITY GOVERNORS	STAFF GOVERNORS	HT GOVERNOR
Ross Lawlor Sian Redwood Caroline Jenkins Angela Marshall Keith Weinberg VACANCY	Jasmine Basma Angus Barr	Jackie Smith Celia Phipps	Ally Bigwood Louise Hopcroft	Jamie Barry
Clerk to the Governing Body: Theresa Coll				

Staff Protocols

During your time at Parson Street, we expect the following protocols to be adhered to:

- Be open to new ideas and not take personally criticism of your own point of view.
- Be objective – address situations and not blame colleagues.
- Accepting the majority point of view.
- Remembering that all times we are here for Parson Street's children.
- Have effective communication with each other.
- Respect confidentiality.

SCHOOL DAY & ROUTINES

Our School Day...

TIME	ACTIVITY
7.00am	School opened by Site Staff
8.40am	BUFFER TIME Staff on site & available for parents/carers if required
8.50am	Flexible Opening – Pupils allowed in to school (teaching staff to be in classrooms)
9.00am	Start of school bell sounds. Registration & SODA. Registers close at 9.10am!
SESSION 1	
10.30am – 10.45am (PHASE 2) 10.45am – 11.00am (PHASE 3)	PLAYTIME
SESSION 2	
11.30am – 12.30pm (PHASE 1) 12.00pm – 1.00pm (PHASE 2) 12.15pm – 1.10pm (PHASE 3)	LUNCHTIME
SESSION 3	
2.10pm – 2.20pm	PLAYTIME FOR PHASE 2
SESSION 4	
See Timings on Collective Worship Timetable <i>(typically 3.00pm – 3.20pm)</i>	<ul style="list-style-type: none"> ➤ Mon & Tues: Y1 – Y6 ➤ Wed: Class Based or Class Assembly ➤ Thurs: Phase Assembly ➤ Fri: Whole School
3.30pm	END OF DAY <i>Phase 1 – Flexi Pick-Up from 3.20pm</i>
3.30pm – 3.40pm	BUFFER TIME Staff available to see parents/carers if required
3.45pm – 5.00pm	Staff CPDL sessions (Wednesdays) & after school activities
6.30pm	School is locked and alarmed

Buffer Time

- Buffer time begins **10 minutes before** the **start** of the school day and runs for **10** minutes at the **end** of the day.
- Duty teachers must be on the playground **at the start of playtime** ready to receive the children from the class teachers.

All teachers should be seen and available at the end of the day. This provides an informal opportunity to talk to parents and pass on individual information or praise.

Teachers are responsible for pupils on the premises from **8.50am to 3.30pm**. However, all staff act in loco-parentis if children are on site outside of these times. It is important to get the day off to a prompt start and ideally parents should be seen at the end of the day regarding concerns.

TAs have varying lunch duties and break periods. Class teachers should speak to the Inclusion Leader or ECMLLeader if there are any issues with lunchtime duties for TAs.

Information & Communication

At Parson Street Primary we endeavour to ensure that excellent communication across our school site enables all staff to be well-informed and able to regularly contribute to discussions.

We feel that face-to-face discussions contribute most to the effectiveness of our communication systems. Therefore, each week **ALL STAFF, including trainees** meet together for a briefing on **MONDAY** at **8.30am**. Briefing notes are also displayed on the notice board in the staffroom and are emailed out to all staff.

Any updated information shall be shared with staff via the notice boards, on the screen in the staffroom or emailed out.

Staff CPDL sessions take place after school on a Wednesday (see CPDL programme).

Visitors to School

Administration staff are responsible to ensure all visitors must sign-in. They **must** wear a 'blue lanyard' and read the Safeguarding information which is displayed in red. If the admin team are aware that the visitor has been DBS checked then they will be asked to wear a 'green lanyard' and are able to walk around the school unsupervised. Unidentified people are not allowed to walk around the School. All staff have a duty to challenge unidentified visitors.

Children are not allowed to let visitors into School and **MUST NOT** open the door to any adult other than a member of staff – staff should reinforce this rule.

Parental & Community Communication

A copy of any communication should be passed to the Head Teacher/Deputy Head Teacher in advance for approval. Letters that are provided on the intended day of issue may go directly to the Head Teacher if it is/they are urgent.

In the case that a parent wishes to speak to a staff member regarding their child/ren then staff should ensure that the parents contact the class teacher first and then follow the procedure most appropriate to the concern. Parents will normally have their requests/concerns resolved by the class teacher in the first instance but if this is not the case then should be referred to the Team Leader responsible for the phase or most appropriate member of staff, e.g. Inclusion Leader.

Parents can see the Senior Management Team in emergencies or for more sensitive issues and after the correct procedures have been followed.

Staff are encouraged to make use of the school Twitter account ([@ParsonStreet](#)) and website to share information with parents. If you wish to post to these areas then you should speak to the School Business Manager, Ally Bigwood, for login information.

Parents should be signposted to curriculum information and support via our website which all staff should help keep up-to-date. Staff should also keep in touch with parents via the Home School Diaries that are allocated to every child. Parents are also encouraged to make use of these so that there is clear two-way communication.

Letters Home

Any letters approved to be sent home should be emailed to the admin team for publication to the website and to be emailed out to parents. As an Eco-Ambassador School, hard copies will only be distributed to classes where this is appropriate, e.g. a response is required. In the case of whole school letters, a copy will only go to the eldest sibling in each family group.

It is the class teacher's responsibility to ensure these are given out to named children only. If a child is absent then their name should be written on the top of a letter and stored safely for them to receive on their return to school. **All letters must be uploaded to the relevant area on the website so they are accessible for parents.**

Movement In and Around School

Pupils must be met promptly by the class teachers in the classrooms at the start of the day. Staff should collect children promptly at the end of break times and lunch time to ensure lessons are not delayed. Staff must be visible at key points, e.g. cloakrooms at key times in the day and pupils should be encouraged to walk quietly and carefully at all times.

Pupils must not be left in a classroom unattended, must not be in stockroom/first aid areas unsupervised and must not be asked to carry heavy objects. Children MUST NOT be asked to carry out any duties that would mean they need to access the school building (before/after school and at break/lunch times) without adult supervision or instruction.

Wet Mornings

On wet mornings the Senior Management Team will make a decision whether children should wait inside. If they are allowed to wait inside the building then the children will be sent to the Malago hall until staff are available to allow children into classrooms. The children **MUST NOT** be left unsupervised if being admitted to the building early.

Playtime and Lunchtime

Duty teachers are responsible from the time breaks begin and the first child goes into the playground. Duty teachers should be the first to enter the playground and take their class outside so that they can meet pupils as they come out. Duty teachers should always carry a **PLAYGROUND CARD** to use in case of an emergency. Children **MUST NOT** be dismissed for playtime until the teacher is clear that somebody is on duty.

During morning and afternoon breaks, children should play in spaces away from classrooms to avoid noise disturbance for those children who are still working.

At lunchtime, children should be released through exit doors where lunchtime staff will be waiting to direct them. All food is consumed in the Dragon Hall unless permission has been given to eat outside. Children bringing a packed lunch should take any rubbish/left over food home so that parents can monitor their child's diet.

Fruit is provided for daily for Phase 2 children. Phase 3 children are allowed to bring a healthy snack or can purchase something from the tuck shop.

Wet Playtime

It is the responsibility of the duty staff to decide if it is a wet break and to notify colleagues in good time. In cases of wet play, children should have suitable wet play activities and remain in their classroom. Year groups should support each other during playtimes so that staff can use the toilet or get a quick drink. Hot drinks **MUST NOT** be carried around the school unless in a safety cup.

All staff should monitor toilets periodically during wet playtimes by controlling the number of children leaving the classroom at any one point.

Wet Lunchtime

Teaching staff should ensure that there is a range of wet play equipment available for the children to access. Clear guidance should be provided to the LTS Team about resources available during these periods. Pupils should be encouraged to be busy and seated.

Hometimes

- At the end of the day ensure the classroom is tidy and that pupils have their belongings from cloak rooms and lunch box shelves.
- Children in Phase 1 & Phase 2 classes are dismissed to parents from a designated exit. Children in Phase 3 classes will be led outside by their teacher (unless they have their own designated exit). Only children who have written permission to walk home (Phase 3 only) should do so. All other children must be collected by an adult (year colleagues will support supply staff with end of day arrangements).
- Any children who are not collected after 5 – 10 minutes should be escorted to the entrance lobby where the office can be asked to phone home. If children are regularly collected late, a member of SLT should be informed.
- Class teachers are responsible for ensuring pupils leave the site sensibly and safely.
- Staff are notified daily via email of any children booked into Fernandos (wrap around care). At the end of the day a member of staff from each year group should escort the children to the Dragon Hall where they can be signed in. Any children attending clubs should assemble at the relevant meeting point.

Collective Worship

Themes for assemblies are identified on the Assembly Timetable. Assemblies are opportunities for Collective Worship and should be planned for accordingly with a reflection or prayer at the end of each assembly. Staff are asked to respond to the issues and themes as they arise and are encouraged to share news items with the children wherever possible. Children should be given an opportunity to respond in the 'Reflection Diary' at the end of assemblies.

All classes should arrive promptly to assemblies. Teachers leading the assembly should be at the front as classes enter. Discipline in assemblies is the responsibility of all staff supporting the assembly. Staff should move around the hall as required to support the expectations we have of behaviour. Always ensure pupils are appropriately spaced to ensure comfort.

As we are a multi-faith school, assemblies are planned to recognise the main celebrations of different faiths. During all assemblies, staff should try to emphasise the common values of the theme which may be applied to the different or no faiths, e.g. fundamental British values. All assemblies should have an opportunity for silent reflection.

Behaviour Management

At Parson Street we have high expectations of children's behaviour and attitudes. Staff should be familiar with the whole school 'Positive Behaviour Policy' (see Staff Shared [T] for a copy of the full policy). We try to focus on positive reinforcement and strongly believe in 'catching the children being good'. However, where children are making inappropriate choices, staff are encouraged to be fair and firm in a way that doesn't require 'shouting' as we believe this creates a mutual respect between adults and children.

 Parson Street Primary School OUR CORE VALUES & BEHAVIOURS							
RESPECT	COURAGE	RESPONSIBILITY	WISDOM	INTEGRITY	COMPASSION	JUSTICE	HOPE
I can say please and thank you all the time.	I am brave enough to speak in front of a group.	I can follow rules and instructions.	I can talk about my family and where I am from.	I can tell the truth at all times.	I can do something to show I care for those around me, my environment and my belongings.	I am always fair when playing with others.	I can talk about things that make me happy.
I show respect for other people's point of view.	I have the courage to admit when I am wrong and be able to say sorry.	I can set and achieve targets that improve my well-being and learning.	I know what I am good at and what I am not so good at.	I am able to express what is important to me.	I can be generous and share with others.	I can talk about how my choices may have consequences.	I know it's ok to make mistakes and to learn from them.
I have a good team spirit and make sure everyone is respected.	I can show persistence and determination to learn something new.	I can take responsibility for the well-being of others in a team by encouraging and supporting them.	I can describe good qualities in other people.	I am able to keep my word and show that I can be trusted.	I can make sure everyone feels included in activities.	I can show fairness by making sure everyone's contributions are recognised.	I can show a 'can do' attitude even when the task seems difficult.
I can show that I respect the rights of others.	I can aspire towards a personal goal regardless of peer pressure.	I am able to express my views appropriately and be involved in whole school decisions.	I can use my experiences to help me make a decision.	I am true to myself. I follow my own personal code of conduct.	I show care and compassion for communities and the environment beyond my immediate environment.	I stand up for what I believe is right.	I can show that my effort and attitude determines everything I do.

The whole school approach to promoting positive behaviour is underpinned by an agreed set of core values and behaviours (which are also taught throughout the curriculum). All staff are expected to refer to these regularly and to promote these in everything that they do.

All classes should display a zone board which includes a red, yellow, green, bronze, silver and gold zone. Every child starts the day in the green zone and can move up or down depending on the behaviour they demonstrate.


It is the decision of the individual classes to agree what rewards children will receive for entering the bronze, silver or gold zones. This can include a range of strategies including raffle tickets, positive reinforcement with stickers, verbal praise etc.

The whole class can also work together to gain marbles for their 'Golden Time' jar each week. The children can earn a maximum of 30 marbles per week (equating to 30mins). This has to be taken each week and cannot be accumulated.

The children can Staff are also encouraged to send children to members of the Senior Leadership Team where you believe their efforts should be recognised. Senior Leaders

will then also offer additional rewards. Finally, children's achievements are celebrated in weekly celebration assemblies and termly Gold Book assemblies.

In cases where there are negative behaviour incidents which have to be dealt with, it is important that teachers use a 'tiered' approach following the system outlined in the Positive Behaviour Policy. It is vital that any sanctions are followed through appropriately and that everyone recognises each day is a fresh start.



BEHAVIOUR LEVELS 1-5

AMBER CARDS		RED CARDS	
LEVEL 1	LEVEL 2	LEVEL 3 – COMPLETE INCIDENT FORM	LEVEL 4 – COMPLETE INCIDENT FORM
<ul style="list-style-type: none"> ✓ Swinging on chairs despite reminders to stop ✓ Wearing inappropriate clothing in school despite being reminded, e.g. hats inside. ✓ Wandering around the classroom ✓ Irritating noises ✓ Chewing gum, eating sweets or crisps ✓ Inappropriate fidgeting/ Rummaging ✓ Dropping litter ✓ Calling out or shouting ✓ Persistently bringing in toys to school without permission ✓ Talking over or interrupting others in class despite reminders ✓ Play fighting ✓ Talking in assembly ✓ Not doing as asked first time ✓ Not supporting team activities in the classroom, e.g. tidy up time despite being asked ✓ Chatting to others at inappropriate times or about inappropriate subjects. ✓ Lateness into class during the day ✓ Wasting resources or not looking after resources 	<ul style="list-style-type: none"> ✓ Making fun of another child's work or efforts ✓ Telling lies ✓ Interfering with another person's property or taking things ✓ Purposeful antisocial, crude behaviour (passing wind, spitting [not directly at somebody] and belching) ✓ Name calling ✓ Responding abruptly or rudely towards requests from adults ✓ Swearing as part of general conversation ✓ Not engaging in their work or having a poor attitude to learning ✓ Dangerous play ✓ Unsafe behaviour in the corridors and around the site, e.g. running ✓ Unhelpful, uncooperative behaviour, e.g. being obstructive in activities ✓ Poking, pushing, pinching or prodding ✓ Misuse of toilets and wash areas ✓ Teasing or deliberately 'winding up' other children ✓ Continued and persistent Level 1 behaviour 	<ul style="list-style-type: none"> ✓ Refusal to follow important safety instructions including running out of class/school (<i>could be L4+ if on school trip and/or it puts someone else in danger</i>) ✓ Writing graffiti or defacing walls, desks, books or work ✓ Refusing to do work ✓ Answering back or arguing with an adult ✓ Throwing or flicking objects in the classroom or out of the window (without directly aiming at others) ✓ Swearing at another person ✓ Making inappropriate comments related to gender, sexual orientation or appearance ✓ Making insulting remarks about another person's family members ✓ Disruptive behaviour including inciting disruptive behaviour of others ✓ Clear breach of school values despite reminders ✓ Deliberately unkind behaviour which leads to others feeling isolated or upset 	<ul style="list-style-type: none"> ✓ Threatening or intimidating behaviour ✓ Vandalism of school site ✓ Age-inappropriate sexualised touching of self-to cause offence or embarrassment to others ✓ Stealing (a serious case may lead to Level 5) ✓ Stone-throwing ✓ Refusing to go to the Headteacher or designated person ✓ Spitting at/on someone
		LEVEL 5 – COMPLETE INCIDENT FORM <ul style="list-style-type: none"> ✓ Bullying (repeated and persistent, threatening, intimidating or harming behaviour) ✓ Racist, homophobic or discriminatory behaviour (if the behaviour is with intent) ✓ Age-inappropriate sexualised touching of others ✓ Physically violent behaviour (fights or attacks on others) including biting ✓ Throwing furniture or equipment across the classroom (e.g. aiming items towards somebody) ✓ Persistent and continual disruption of learning (attributed by an escalation of any other level behaviour) 	

NB: Many of these behaviours will be dealt with informally at first. Consequences will apply for repeated examples of these.

**PARSON STREET PRIMARY SCHOOL
CONSEQUENCE CHART**



BEHAVIOUR	RESTORATIVE PRACTICES	DE-ESCALATION STRATEGIES	FIRST RESPONSE AND CONSEQUENCE	SECOND RESPONSE AND CONSEQUENCE	THIRD RESPONSE AND CONSEQUENCE	FINAL
LEVEL 1	<ul style="list-style-type: none"> ✓ QUICK INDIVIDUAL SKILLS COACHING 	<ul style="list-style-type: none"> ✓ REMINDERS/ REDIRECTION OF: <ul style="list-style-type: none"> - CLASSROOM ROUTINES - SCHOOL VALUES - WAYS TO ASK FOR HELP/ SOLVE PROBLEMS/ MANAGE EMOTIONS ✓ VERBAL WARNINGS (2) 	<ul style="list-style-type: none"> ✓ MOVE DOWN CHART EXPLAINING REASON 	<ul style="list-style-type: none"> ✓ MOVE DOWN CHART ✓ EYFS – 3 MINS/ KS1- 5 MINS/ KS2-15 MINS TIME-OUT IN OWN CLASS ✓ SEAT CHANGE 	<ul style="list-style-type: none"> ✓ MOVE DOWN CHART ✓ EYFS – 3 MINS/ KS1- 5 MINS/ KS2-15 MINS TIME OUT IN PARTNER YEAR CLASS 	<ul style="list-style-type: none"> ✓ RECORDED/MOVE DOWN CHART ✓ INTERVIEW WITH PHASE LEADER AT PLAY TIME AND LETTER HOME TO COMMUNICATE WITH PARENTS ABOUT RECURRING BEHAVIOURS AND INTERVENTIONS
LEVEL 2	<ul style="list-style-type: none"> ✓ GUIDED CONVERSATIONS USING RESTORATIVE QUESTIONS ✓ PEACE-KEEPING CIRCLE FOR PROBLEM-SOLVING ✓ APOLOGY LETTER 	<ul style="list-style-type: none"> ✓ DE-ESCALATION STRATEGIES ✓ REMINDERS/ REDIRECTION 	<ul style="list-style-type: none"> ✓ MOVE DOWN CHART EXPLAINING REASON ✓ EYFS – 3 MINS/ KS1- 5 MINS/ KS2-15 MINS TIME OUT IN OWN CLASS 	<ul style="list-style-type: none"> ✓ MOVE DOWN CHART ✓ EYFS – 3 MINS/ KS1- 5 MINS/ KS2-15 MINS TIME OUT IN PARTNER YEAR CLASS 	<ul style="list-style-type: none"> ✓ MOVE DOWN CHART ✓ INTERVIEW WITH PHASE LEADER AT PLAY TIME AND LETTER HOME TO COMMUNICATE WITH PARENTS ABOUT RECURRING BEHAVIOURS AND INTERVENTIONS 	<ul style="list-style-type: none"> ✓ RECORDED/MOVE DOWN CHART ✓ MISSING SOMETHING SPECIAL ✓ AM/PM INTERNAL EXCLUSION KS2
LEVEL 3 <i>RECORD ON INCIDENT FORM</i>	<ul style="list-style-type: none"> ✓ RESTORATIVE CIRCLE/ STAFF-LED MEDITATION 	<ul style="list-style-type: none"> ✓ DE-ESCALATION STRATEGIES ✓ REMINDERS/ REDIRECTION 	<ul style="list-style-type: none"> ✓ MOVE DOWN CHART TO RED, EXPLAINING REASON ✓ LETTER TO PARENTS ✓ SMT INTERVIEW & CONSEQUENCE TO FIT BEHAVIOUR 	<ul style="list-style-type: none"> ✓ PHONE CALL TO PARENTS ✓ EYFS – MISSING SOME OF CHOOSING TIME ✓ KS1-MISSING SOMETHING SPECIAL ✓ KS2-AM/PM INTERNAL EXCLUSION 	<ul style="list-style-type: none"> ✓ PHONE CALL/MEETING PARENTS ✓ AM/PM INTERNAL EXCLUSION OR ALTERNATIVE HOURS and/or REPORT ✓ LOSS OF PRIVILEGES 	
LEVEL 4 <i>RECORD ON INCIDENT FORM</i>	<ul style="list-style-type: none"> ✓ RESTORATIVE CIRCLE/ STAFF-LED MEDITATION 	<ul style="list-style-type: none"> ✓ DE-ESCALATION STRATEGIES ✓ REMINDERS/ REDIRECTION 	<ul style="list-style-type: none"> ✓ RING PARENTS & LETTER HOME ✓ AM/PM INTERNAL EXCLUSION and/or REPORT 	<ul style="list-style-type: none"> ✓ RING PARENTS ✓ 1 DAY INTERNAL EXCLUSION and/or REPORT 		
LEVEL 5 <i>RECORD ON INCIDENT FORM</i>	<ul style="list-style-type: none"> ✓ FAMILY CONFERENCE/ POST-EXCLUSION MEETING AND REFLECTION 		<ul style="list-style-type: none"> ✓ RING PARENTS ✓ EXTERNAL EXCLUSION – LENGTH DEPENDENT ON BEHAVIOUR 			

Larger versions can be accessed in the Positive Behaviour Policy

Registration

Teaching staff are legally contracted to undertake registration of pupils. The register must be marked promptly and accurately at the start of each session, morning and afternoon, via SIMs (see a member of the admin team for access) or by completing a paper register which can be requested from the admin team in the event of an IT failure.

Money received from pupils should be in a sealed envelope and the envelopes should be recorded in the log book and sent to the office EVERY MORNING in the money bag provided for each class. **MONEY MUST NOT BE STORED IN CLASSROOMS.** Loose money should not be sent to the office without an explanation. **Money should not be accepted from parents at any other time other than the beginning of the day.**

Lateness

Children are able to enter the building from 8.50am as part of our flexible opening approach. External doors should be closed at 9.00am which is the official start of day. Registers close at 9.10am and should be submitted electronically or sent to the office by this time. Any pupils arriving once the doors are closed at 9.00am should NOT be admitted via the external doors. They should then enter via the admin office and should be marked with an "L" by the person taking the register (as registers should still be open until 9.10am).

If any pupil arrives after 9.10am they will be sent to class and the admin team will mark them appropriately in the registers. Staff should check with the children that they have seen a member of the admin team if they arrive after this time so that we can ensure our registers are an accurate reflection of who is in the building. **Children arriving after 9.10am will be marked as unauthorised absence for the session.**

Where there is repeated lateness a standard letter will be sent to the parents by the Head Teacher/Attendance Leader. It is the responsibility of the class teacher to discuss any concerns about lateness with the Attendance Leader, Team Leader for their Phase or SMT.

Absence

Absence of a pupil should be noted in the registers as 'N' unless you have been spoken to by the parent/care of the pupil or have received a note to explain their absence. The Admin Team will update absence codes on SIMs and communicate reasons for absence accordingly.

Teachers must ensure that any notes received from parents are sent to the office. If parents ask for pupils to leave during the school day children **must be collected** through the school office and signed out. The transfer of responsibility must be clear. Staff should discuss any concerns about attendance with the Attendance Leader who will make the link with parents if appropriate or refer to relevant external agencies including the EWO.

Staff should not put reasons for absence in the attendance register unless this has been communicated by the parent or carer, i.e. no messages from siblings or friends should be accepted. **Staff are expected to promote attendance using Sol Attendance procedures & Attendance Matters celebrations.**

HEALTH & SAFETY

FIRST AID

First aid is for emergencies only. First aiders are qualified to deal with emergencies and any known medical conditions for individual children. A first aider should not be sent for if a child has had a minor mishap in the classroom or is feeling unwell. The staff within the classroom should speak to the child concerned and ascertain the cause and what further action is required. Another child should be sent to the office to request a phone-call home or first aid assistance if this is necessary. The Admin Team will co-ordinate the first aid response where a teacher feels they need assistance.

Pupil Sickness

In the first instance teachers will need to make a judgement about the kind of help needed. If there is a need for the child to be sent home, office staff will decide where the child should remain whilst awaiting collecting. This may be in the classroom. If children are ill, then another child must accompany them to the office to request assistance. Children **MUST NOT** be sent alone in case the illness or injury deteriorates. In extreme cases, ill or injured should not be removed and somebody else must request assistance.

Medicines

Staff must not administer medicines routinely as per the 'Administration of Prescribed Medicines Policy'. All medicines **MUST** be prescribed by the doctor before they can be agreed (by somebody trained or the HT/DHT) to be administered. This includes Calpol and other over the shelf medications. Only children that have a Care Plan or have identified medical needs (agreed by the school) can be provided with regular medication.

Medication can only be administered by trained staff (as identified in in the policy).

Children must keep inhalers with them at all times and teachers will need to remind children of the need for this, particularly with the younger children. In the cases where inhalers are kept by the class teacher, these must **NOT** be locked away and the location of these must be identifiable at all times by keeping the asthmas box clearly in view.

If you have a child in your class with a severe allergy or other medical need you will have a **MEDICAL ALERT CARD** in your register. It is important that all relevant staff are aware of the child's needs. Staff are not required to administer epi-pens and are advised not to do so without prior training. The school has a list of staff, updated annually, who are willing to administer epi-pens in an emergency.

There are several trained first aiders available in school and the names of these staff are displayed at various points around the school. If you are unsure who is first aid trained, please send for assistance via the admin office.

The first aid staff are also available to support decision making about an illness or injury.

Sun creams must not be applied by staff. Parents/Carers should apply sun cream before a child comes to school or, in extreme weather, send in a labelled container for children to apply independently (as per Sun Safety Policy).

Accidents

Accident books will be kept in date order in the Business Manager's office and should be fully completed by including date, pupil name, a brief description of the injury, the treatment

given and signed. Any notable injury should be reported to the Business Manager who will inform the HT or DHT.

Please ensure that you have read the 'First Aid Policy' and 'Health and Safety Policy' for clear guidance on your responsibilities.

Staff Accidents

All staff accidents and near misses should be reported to a First Aider and the Business Manager. An Accident form **must** be completed for any significant incidents or accidents. These forms will only be sent to the Health & Safety Executive Advisor where appropriate to support our ongoing risk assessment evaluation. All staff have a personal responsibility for supporting the health and safety procedures in the school.

Pupil Injury

Any injuries occurring during break and lunch-times must be assessed by one of the school's trained first aiders. If in doubt, do not move the child, and send for the co-ordinator or member of the SLT. An accident slip **must** be sent home to advise the parents. These accident slips should be filed in date order and are held in the Medical Room. Please note an accident form **must** be completed if the child visits hospital.

Parents/carers must be notified of any injuries to the head or face (even if the child is ok to stay in school) as signs of concussion can occur later.

Copies of all accident forms must be passed to **Ally Bigwood** for review.

Security & Safety

In order to ensure the highest levels of security and safety for our staff and children, please note the following information:

- All staff should wear red 'Parson Street' ID lanyards and any visitors should wear a blue/green 'Visitor' lanyard. This **MUST** be visible at all times. It is the responsibility of ALL STAFF MEMBERS (including supply) to challenge anybody who does not have ID and report them to a member of the SLT.
- All entrance doors should be securely shut after use and any parents or visitors should be directed to the main entrance. Staff should not allow visitors to enter the building if they are unsure of the vetting and safeguarding procedures for visitors.
- Staff should not use the same toilets as the children. Adult toilets are available throughout the school.
- Any repairs and maintenance issues identified should be reported immediately to the Business Manager/Caretaker or by emailing caretaker@parsonstreet.com
- Staff **MUST** sign in and out each day (including times they may leave site during the day) so we have a record of who is on site at all times.
- Any serious behaviour incidents including discrimination such as racism, homophobia or aggression/other physical disputes should be reported immediately to a member of the Senior Leadership Team.

Asbestos

Staff (and any visiting staff) should be aware that there is a minimal amount of asbestos in some parts of the building. You will be informed if this is in an area where you are working to ensure that you do not disturb this.

If in doubt then please seek advice from the Business Manager.

Fire/Emergency Evacuation Procedure

In the event of a fire, please follow the emergency procedures on the walls. Children and staff evacuate the building onto the playground areas via the nearest exit.

When you hear the alarm siren follow these rules:

- ❖ If you are in charge of a class, instruct pupils to leave everything and to follow you out of the building.
- ❖ If you are assisting in class please follow the instructions of the teacher in charge.
- ❖ Unless fire prevents you, **exit the building by your nearest exit**. Remember to take your 'green/red cards' with you from the back of your classroom door.
- ❖ If a child needs assistance to evacuate the building, this will be covered in an Individual Evacuation Plan' and Fire Marshalls will support.
- ❖ Take pupils with you and line up at the back of the top playground. If your route to the top playground is blocked, you should take your class to another point on site away from the building and keep your children safe until you are located.
- ❖ Ask the pupils to line up in silence in registration groups so that you can count the children. If you are clear that everyone is present then you should hold up the green card. If you are not sure, somebody is missing or there are any issues then you should hold up your red card and a Fire Marshall or senior staff member will attend to you.
- ❖ Administration staff should exit the school and meet on the school playgrounds. A member of the administration team will be responsible for ensuring that all visitors are accounted for and for distributing emergency registers.
- ❖ **Do not go back into the building** until you have been given the all clear by a senior member of staff.
- ❖ If the you hear ten intermittent bell rings, you should go silence your children, close blinds and turn lights off until you are informed of next steps, e.g. off-site evacuation.

PLEASE NOTE THAT THE FIRE ALARM IS NOT TESTED DURING THE SCHOOL DAY. Therefore, you should react appropriately to any alarm you hear.

FIRE SERVICE ADVICE IS THAT UNTRAINED STAFF SHOULD NOT USE THE FIRE FIGHTING EQUIPMENT LOCATED WITHIN SCHOOL.

MISCELLANEOUS

School Contact Information

The school's full postal address is:

**Parson Street Primary School
Bedminster Road
Bedminster
Bristol
BS3 5NR**

Email: office@parsonstreet.com
Telephone: 0117 903 0226
Fax: 0117 903 0227

The school is on the Bristol City Council Centrex system and all calls to numbers within this system are free if dialled correctly by simply dialling the last 5 digits of the telephone number. This usually includes LA numbers, internal numbers and most schools.

All other numbers require the prefix '9' to access an outside line and are chargeable. Personal calls are not allowed from school lines.

Some of the other internal telephone lines within the school are listed below. **PLEASE NOTE THAT THESE NUMBERS ARE NOT TO BE GIVEN TO PARENTS:**

Jamie Barry Head Teacher Office	0117 903 0235
Louise Hopcroft/Camilla Buckle Senior Management Office	0117 903 0267
Ally Bigwood Business Manager	0117 903 1993

Staff contact numbers are updated annually and shared with all staff. Please see a member of the admin team to receive a copy of the 'Staff Telephone Numbers' booklet.

School Opening Hours & Site Information

- ❖ The school building is open from **7.00am** until **6.30pm** (although staff are encouraged to start to clear away at 6.00pm so that final security checks can be made and the building locked promptly at 6.30pm).
- ❖ Wrap Around care from 8.00am – 6.00pm is provided on site by our own staff. This operates as Breakfast Club (before school) and Fernandos (after school). This is based in the Dragon Hall but will have timetabled access to other areas of the school. It is therefore important that anybody wishing to run a club, liaises with the Extra-Curricular Leader – **Erica Tindall**, the Deputy Head – **Louise Hopcroft** or School Business Manager – **Ally Bigwood** to discuss use of facilities.

Emergency school closure

There are times when the weather is so severe or there are problems with the building that it is considered that the health and safety of pupils and staff are best served by closing the school. The following procedure should be followed:

- Listen to the local radio for information (Radio Bristol & Heart Radio)
 - Text Messages will be sent to pupils (if we have a mobile phone number) as soon as a decision about closure has been made.
 - The school website www.parsonstreet.com and the Twitter feed www.twitter.com/ParsonStreet will display the latest news and information.
 - Staff Telephone Tree (see Appendix 3) will come into operation.
- ❖ Heavy snowfall during the day
- If the weather conditions may become a hazard to pupil or staff safety and well being, the Head Teacher will meet with the SLT to discuss the possibility of closing the school and will notify parents of the decision via text.
 - If the administration team are unable to contact families then the children would remain in school under supervision in either the Hall or the classrooms.

No member of staff is allowed on site, without the permission of the Head Teacher, when the school has been officially closed.

Car Parking

Limited parking facilities are available for **staff only** within the school grounds on a first come-first served basis! Please note that some bays mean you will be 'double parked' and therefore cannot leave site easily. Any staff who need to leave site by a particular time may wish to park on the roadside. All vehicles are parked at your own risk and the school is not insured for staff cars parked on our premises. Any staff wishing to use the car park should speak to the Business Manager to obtain an electronic fob.

Please do not:

- ❖ **Park in the disabled bays unless you have the appropriate badge.**
- ❖ **Park in areas that are not marked as bays as we may require emergency vehicle access.**

Leaving the Site During the Working Day

If you leave the site for any reason during the school day (with appropriate permission if during lessons), please ensure that you sign in/out on the electronic Inventory system. If you are going home poorly or due to an accident, it is important you inform somebody before you leave. Visitors must ALWAYS SIGN IN/OUT!

Catering Arrangements/Eating Facilities

Food can be obtained from the School Kitchen and should be ordered at the office each morning. You are welcome to bring the food into the staffroom but please ensure that you return any dishes/cutlery to the dining room.

Tea and coffee is available in the machine in the staffroom at the cost of 10p per cup or £10 per term (prices subject to change). There are also a kettle, toaster and microwave facilities for staff to use as they wish. **Please ensure that any equipment used is washed up and all areas left clean and tidy.** Mugs/cutlery etc **must not** be left lying round the School. Cold water is also available from water coolers at various points around the school.

Dress Code

PE/Sporting wear should only be worn on days when sporting activities are being delivered. Exception to this may be made on non-uniform and teacher training days.

Staff are asked to dress in a 'smart/casual' style which reflects the professional nature of their position, e.g. no jeans, low cut tops, flip-flops/open-backed shoes. We would ask all staff to consider their professional status when deciding what to wear.

Photocopier

The photocopier is for use by staff in the preparation of work to support teaching and learning and to fulfil their professional duties. Whilst there is no restriction on the number of copies staff may print, as an Eco-Ambassador School we ask that staff consider the necessity of photocopying sheets. **CLASS BASED STAFF SHOULD NOT BE USING PHOTOCOPIERS DURING LEARNING TIME UNLESS ON RELEASE TIME!**

Staff require a code to use the photocopiers. Any supply staff who need access should liaise with a member of the admin team.

Acceptable Internet Use

At Parson Street Primary School, all staff and visitors making use of the school network are bound by the guidelines outlined in the 'Acceptable Use Policy'. If you have not seen a copy of this or have any questions then you should speak to our IT Technician – **Bridge Learning Campus** or our E-Safety Leader – **Barry Whitmore**.

General ICT Information

If you have any ICT problems or need some advice please speak to the IT Technician. Issues can be logged by emailing blcitsupport@bridgelearningcampus.com

- ❖ **Laptop/iPads** – Any staff issued with the loan of school equipment will be asked to sign a loan agreement form upon receipt of this – this will be arranged by **Ally Bigwood**.
- ❖ **Network login ID and password** – this will be arranged by **Ally Bigwood** upon the completion of starter paperwork. All users are bound by the terms of the Acceptable Use Agreement
- ❖ **Email account** – email address and id/password will be arranged by **Ally Bigwood**.

Policies

Supply Staff are able to access all policies by requesting a copy of them from a member of the admin team. Access to the online area where policies are stored is only available to 'long term' supply staff. Some of our key policies are also available via our website.

Key policies for supply staff include:

Whistle Blowing Policy	Data Protection
Child Protection & Safeguarding Policy	Acceptable Use Policy
Appropriate Touch Policy	E-Safety Policy
Code of Conduct	Employment Manual
Confidentiality Policy	Pay & Conditions Policy



Summary of Child Protection Information for Visitors and Volunteers

Parson Street Primary School is committed to the highest standards in protecting and safeguarding the children entrusted to our care.

Our school will support all children by:

- Promoting a caring, safe and positive environment within the school
- Encouraging self-esteem and self-assertiveness
- Effectively tackling bullying and harassment
- Promoting all aspects of the Equality Act 2010

We have an expectation that all staff and visitors to our school will behave in a way which ensures our children are safeguarded at all times. This expectation involves a duty for any safeguarding concerns to be reported.

If you are concerned about the welfare of any child or vulnerable adult then please discuss this with the **DESIGNATED SAFEGUARDING LEAD (DSL)**:

Camilla Buckle (Assistant Head Teacher): 0117 903 0226

or the deputy DSLs:

**Jamie Barry (Head Teacher) or
Louise Hopcroft (Deputy Head Teacher): 0117 903 0226**

If you think a child is in immediate danger then you should contact the police **999**
or Bristol City Council First Response Team:

0117 903 6444 or Out of Hours **01454 615 165**

If children are unhappy they can speak to

Childline 0800 1111

Everyone working with our children, their parents and carers should be aware that:

- Their role is to listen and note carefully any observations which could indicate abuse.
- They should not attempt to investigate once the initial concern is raised
- They should involve the Designated Safeguarding Lead (DSL) immediately
- If the DSL is not available the Head or the Deputy DSL should be contacted.
- Disclosures of abuse or harm from children may be made at any time.
- If there are any concerns about a member of staff, this must be shared with the Head Teacher and not the DSL.

If anything worries you or concerns you, report it straight away.

“Parson Street Primary School is committed to ensuring equality for all regardless of any differences including age, disabilities, gender, race, religion, gender identity or sexual orientation.”

NB: A full copy of the Child Protection Policy is available on Staff Shared [T] Drive or in the red folder in the staffroom. All staff are required to know and understand their responsibilities outlined in ‘Keeping Children Safe in Education’.

GENERAL INFORMATION

School Diary

All staff are responsible for keeping the school diary up-to-date and for checking with SLT before adding any 'significant' events. **Any dates for parents MUST also be posted on to the website diary.** The school diary is accessible online for staff to view and should be checked regularly. Please ensure that you notify SLT if you spot a clash or incorrect date in the diary (as this information is used for newsletters). Before you organise events, always ensure that you check the diary and complete the necessary paperwork, e.g. absence request, course request or educational visits checklist:

- ❖ **Educational Visit form** – All visits should be authorised by the Head Teacher. It is the responsibility of the teacher co-ordinating the visit to ensure that the '**Ed Visits Checklist**' has been completed. Risk assessments should be carried out at least two weeks prior to the trip date and a copy passed to the Educational Visits Co-ordinator who is **Colin Grierson**. He will support staff with any changes which need to be made before passing the risk assessment to the Head Teacher for final approval.

STAFF ARE NOT PERMITTED TO TAKE CHILDREN OUT OF SCHOOL UNTIL THE HEAD TEACHER HAS APPROVED THE RISK ASSESSMENT!

- ❖ **General Staff Duties** – Timetables, rotas, etc are stored on Staff Shared [T] Drive and on staffroom notice boards. Spaces can be booked using our online system (see the office team for details).

Financial Information for Leaders

Each year, all staff are invited to bid for budget allocations. The budget is then prepared and published each September. Any members of staff allocated a budget will be informed and are encouraged to liaise with financial administrator on a monthly basis regarding their monthly expenditure and procedures to ensure compliance with regulations.

Staff are encouraged to achieve best value by comparing suppliers where appropriate. For further information and guidance, please speak to **Ally Bigwood** or **Joanne Barker**.

General Stock

General Stock will be ordered as required throughout the year. If you require any items for your classroom then please speak to **SMT**. It is important that children are taught to look after the equipment that has been allocated to them, e.g. by placing lids on pens.

The School has a central stock of exercise books, paper/card etc. Staff should not introduce different books without speaking to the Team Leader in advance.

LEAVE OF ABSENCE PROCEDURES

Absence during the working day:

A telephone call should be made to your class mentor and the office **before 7.00am** to explain the circumstances.

Expectations of Trainees

Dentist, doctor or hospital appointments should be made before or after the school day or in the holidays. It is appreciated that with hospital appointments there is less flexibility for these to be held out of the school day.

IT IS NOT ACCEPTABLE TO SEND A TEXT OR LEAVE A VOICE MAIL TO REPORT YOUR ABSENCE!

1. You should contact you class mentor as soon as possible. Please ensure you have a contact number.
2. If, for any reason, you cannot contact your class mentor then contact Linda Bennett ; 07825345353
3. You should call the school office **before 1.30pm** to indicate whether they shall be returning the next day. The number is:
 - **Office:** 0117 9030226

APPENDIX 1



Parson Street Primary School

ACCEPTABLE USE POLICY **COPY OF STAFF AGREEMENT**

To ensure that staff are fully aware of their responsibilities with respect to Computing use, they are asked to sign this Acceptable Use Agreement.

- I understand that the network is the property of the school and agree that my use must be compatible with my professional role.
- I understand that the school computing systems may not be used for private purposes, without specific permission from the Head Teacher/Deputy Head Teacher.
- I understand that the following will be deemed as inappropriate and members of staff or individuals using the computing infrastructure at Parson Street Primary School who are found to have breached this policy or attempted to do so will be dealt with under the School's discipline procedure and this could lead to criminal prosecution as well as dismissal. Accessing, browsing or searching for, storing, downloading or forwarding any materials, be they word, image, audio or data which could be considered:
 - Obscene
 - Offensive
 - Sexual
 - Politically offensive
 - Be an act which may bring Parson Street Primary School or the individual into disrepute.
 - An inappropriate contribution to a newsgroup chat room or other similar medium.
 - As running a private business, e.g. selling or advertising.
 - An infringement of copyright (including images, text, music or video in any format)
 - An attempt to circumnavigate the security and protection in place on the networks or computers.
- I will respect computing systems security and understand that it is a criminal offence to use a computer for a purpose not permitted by its owner.
- I understand and agree that school will monitor the network and internet use to ensure policy compliance.
- I will not install any software or hardware without permission.
- I will not disclose any password or login name to anyone, other than, where appropriate, the staff responsible for maintaining the system. I will lock my account or log off whenever I am leaving a computer unattended.

- I will take all reasonable precautions to secure data or equipment taken off the school premises and report and compromises immediately to the Head Teacher/Deputy Head Teacher.
- I will not let any family members, or non-school personnel use school computing equipment which has been loaned to me.
- I will report any incidents of concern to the school Designated Safeguarding Lead as appropriate.
- I will ensure that my electronic communications with pupils are compatible with my professional role and cannot be misinterpreted.
- I will promote e-safety with the pupils that I work with and will help them to develop a responsible attitude to computing use.
- Disposal of software/hardware used by the school shall only be carried out through the agreed arrangements for the school and I recognise that this will need to be signed off by the Business Manager/Governors. Any equipment disposed of in any other way may be deemed as theft.
- I will respect copyright and intellectual property rights.
- I shall take reasonable precautions to safeguard myself and the pupils in my care and shall therefore not communicate via social networking sites or by sharing mobile phone numbers.
- I shall report any faults/damage of computing equipment to the IT Helpdesk and I understand that jobs will then be prioritised. I shall not attempt to fix any faults myself.
- I shall consider printing carefully so that my printing does not become excessive or lead to unnecessary waste of resources.

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

I understand that inappropriate use of the school computing facilities may lead to disciplinary procedures being implemented.