

Staff/Student Handbook



Staff

Head Teacher	Mrs Jane Douglass
Teacher in Charge	Mrs Rachel Grace
EYFS/Key Stage 1 Teachers	Miss Vicky Garbutt Mrs Caroline Barber
Key Stage 2 Teachers	Mrs Rachel Grace
Advanced Teaching Assistants	Miss Heather Wilson (EYFS/KS1 class) Mr Andrew Wilson (KS2 class) Mrs Ruth Barrett (KS2 Part time) Mrs Kath Dowson (Relief) Mrs Gaby Boyd (Relief) Mrs Jody Marson (Relief)
Relief General Teaching Assistant	Ms Becky Webster
Sports Coach	Mrs Helen Medcalf
Midday Supervisory Assistants	Mrs Kath Dowson Mrs Gaby Boyd Miss Heather Wilson
Breakfast Club Coordinator	Mrs Kath Dowson
Secretary	Mrs Jean Blacklock
Caretaker/Cleaner	Mr Dave Wilson Mrs Kath Dowson
Cook	Mrs Gaby Boyd

Governors (Castleton & Glaisdale federation joint Governing Body)

Our Governors play a vital role in our school life. Not only do they regularly meet as part of their role in the Leadership and Management of the school but they are also involved in many different aspects in the lives of the children whilst they are at school.

Mrs Jane Douglass	Head Teacher
Mrs Louise Margetts	Chair of Governors (Co-opted Governor)
Mrs Rachel Grace	Castleton Teacher, elected by the staff of the two schools
Mrs Denise Davidson	Vice Chair of Governors (Co-opted Governor)
Mrs Delia Liddle	Local Authority Governor
Mrs Joanne Kevan	Parent Governor, elected by Castleton parents
Mr Richard Prust	Parent Governor, elected by Glaisdale parents
Mr Rob Hutt	Glaisdale Teacher, Co-opted Governor
Mrs Susan Barlow	Co-opted Governor
Mr Dan Medcalf	Co-opted Governor
Mrs Polly Findlay	Co-opted Governor
Mrs Louise Davis	Clerk to the Governors

The following information has been ordered ALPHABETICALLY for ease of reference.

Accidents

Accidents MUST be reported on a Minor Injury Record Form and filed in the office. There is a file for these forms – please ask. All children suffering an injury, no matter how minor – particularly in the case of a head injury, must take home an injury letter; these are on the noticeboard in the office.

Parents must be notified of any accident involving their child.

Access

Please arrive via the front door. A door buzzer and intercom is located at the side of the entrance. Some members of staff have school keys. Please liaise with existing school staff for access if you have not got a key and are not in receipt of the security code for the alarm system.

Assemblies

Monday	Whole school assembly with Mrs Douglass/ Mrs Grace
Tuesday	
Wednesday	Circle Time with Mrs Grace
Thursday	Reverend Hazleton
Friday	Whole school – Celebration/Good Work with Miss Garbutt

Behaviour

Please implement both the Behaviour Policy and the 'Golden Rules'. If you have any problems regarding a pupil's behaviour, please consult the head teacher in the first instance. Parents will be notified at an early stage if we feel this to be necessary. Full details of rewards and sanctions are in the Behaviour Policy.

Care of Classrooms

Please ensure that at the end of the day the classroom is tidy. This is essential in a small school with different members of staff using different rooms. All electrical items must be switched off at the

wall. Please lock all doors and windows and close the skylights. Please report any faults, damage or malfunctions to the school office.

Child Absences/Holidays

Parents are asked to contact the school by phone if a child is going to be absent that day. If no contact is made the school will contact the child's parents to ensure the child's safety. Absence/Appointment Notes should be kept with the class register.

Acting under new Government guidance, the Governors of schools in the Whitby Area Schools Partnership will not grant leave of absence during term time from 1 September 2013, unless there are **extreme extenuating circumstances**. Holidays are not considered to be an **extreme extenuating circumstance** and, therefore requests for holidays during term time will not be authorised and will appear on a student's attendance record as an 'unauthorised absence.' Any period of unauthorised absence of 5 days (10 sessions) or more may lead to parents being issued with a Penalty Notice from the Local Authority.

It is still essential that parents complete a Leave of Absence Form so that school is fully aware of a child's whereabouts during term time. A Form should be obtained from the school office and completed by the parent/carer and returned to the school as far in advance as possible and at least **6 weeks** before the first date of the period of leave being requested. Parents/carers must obtain the schools permission **before making any arrangements for leave in exceptional circumstances; otherwise the absence will be recorded as unauthorised.**

No parent/carer can demand leave of absence as of right. The Education regulations state that applications for leave must be made in advance by a parent with whom the child lives and can only be authorised by the school in exceptional circumstances. Each application is considered individually by the school.

Persistent absence should be reported to the head teacher.

Should a child leave the school premises without permission:

1. Attempt to call/entice the child back safely and non-aggressively
2. Alert the most senior member of the teaching staff
3. Call the child's parents
4. Call the local police
5. Do not chase after the child they may be distressed and an accident may occur, however if a member of staff is able to stay with the child at a safe distance e.g. to alert oncoming vehicles, then they should.

Child Protection

The head teacher is the Designated Senior Person for this school. All staff members are expected to have read the Child Protection policy which is on the staff noticeboard and in a file in the office. All members of staff are expected to have undertaken Level 1 Child Protection Training through E

Learning. Whole school training will be refreshed every three years. Should any member of staff suspect that a child is at risk for any reason/being abused please inform the head teacher immediately, procedures should be followed as laid out in the CP policy. If a child makes a disclosure to you in confidence you should also inform the head teacher discreetly. Procedures are laid down for safeguarding and these must be consulted should a case arise. All details are on file in the office and all NYCC CP information and procedure is now held centrally at www.safeguardingchildren.co.uk Additional information can also be found www.nyorks.net . Log in, click on Parents and Pupils, Click on Child Protection.

Confidential CP information is held in a separate secure location in school. This information will only be shared on a 'need to know' basis and in accordance with the CP policy and Freedom of Information Act.

Cleaning equipment

This is mainly kept in the caretaker's storage room.

Clubs

There are a number of clubs after school run by staff and volunteers. If, for any reason (bad weather for example) clubs have to be cancelled, parents will be contacted if possible. Pupils will, however, be provided for in school until the expected end of club time.

Complaints

Please handle complaints sensitively we pride ourselves on the strong relationships that we have with our parents. In the first instance the parent should try to resolve any issues with the class teacher. If this is not able to happen please refer them to the head teacher. The school has a complaints procedure that must be adhered to.

If you have a personal complaint about your role in our school please see the head teacher. If you are unable to approach the head teacher you should make contact with our Chair of Governors.

Computers

Please report any computer issues as soon as possible to the office as we will have to call out a technician if the issue cannot be resolved by school staff.

In case of any unsolicited and inappropriate material appearing on screen please immediately turn **off the MONITOR. DO NOT shut the site or computer** as we need to report the source of the content to County to enable its future recognition by the security system. Report the issue straight to the secretary or head teacher and ensure that there is no further access to the computer by any other person.

Children are not allowed to surf the Internet without an adult being present and are not allowed to use the internet at playtimes or lunchtimes without special permission.

We have a code of conduct for using the computers and to aid internet safety.

Confidentiality

It is essential that the confidentiality of our staff and children is maintained. We have a Confidentiality Policy; please ensure that you are familiar with it. If you are a student and require photographs and information for assignments and projects please speak to the head teacher. In most cases we are able to give permission for this.

Daily Duties

Early Morning Supervision is undertaken from 8.50am – 9.00am.

A playground duty rota will be displayed in the staffroom. Please check the list to see when it is your duty day. Two members of staff must be on duty in the yard during all break times. Two MSA staff cover the dinner break. One member of staff takes the early afternoon break, with another member of staff close at hand. If for any reason you are called from the yard, please make sure someone covers for you. Please ensure that you cover the whole of your supervision area in the course of your duty as the school has many places where the children are not always in view. A handbell is the signal for the end of play.

At morning break infants are encouraged to have a piece of fruit or veg provided by the Schools Fruit and Vegetable Scheme. A drink is available for all children from the Cook. Juice costs 25p (provided by County Caterers) or milk (provided by school) is 15p. Hot chocolate is available during the winter months at a cost of 15p.

Dinnertimes

We have family service at dinnertimes which means that the food is served in dishes for groups of children with two of our older children acting as Servers. We serve a hot main course, followed by a choice of main dessert, yogurt or piece of fruit. The older junior children are our dinner servers and are present on each table to help serve food. All children should visit the toilet and wash their hands before dinner and the teacher is responsible for saying grace before the meal.

The Midday Supervisory Assistants are responsible for supervision of the dinner break.

Directed Time

Staff are expected to be in the school by 8.45am and not to leave until 3.15pm, except in exceptional circumstances or when attending a course etc. Other than that, directed time will be at the discretion of the head teacher.

Dress Code

Staff are expected to dress appropriately for school. Please avoid low cut tops and trousers and the risk of undergarment exposure! Blue jeans should be avoided. Thank you.

Emergency Evacuation

In the event of an emergency the Fire drill should be followed to evacuate the building. Refuge should then be sought in either the front playground by the School House fence or the Village Hall.

Equipment

Please ensure that P.E. and all other equipment is returned to the correct place after use. Try to keep everything tidy and safe.

Fair Trade

The school supports Fair Trade, and fair trade snacks are on sale to adults in the staff room. A children's tuck shop is run by Y6 on some occasions.

Finance

The school manages its own budget. This has far reaching implications for the future. Please employ good housekeeping for all resources including energy – turn down, or off, if not needed.

Photocopying is expensive – please do not make more copies than you need. Parents are asked to send money in a sealed envelope with the child's name, the amount and what it is for.

Fire Safety

1. Fire risks in the premises:
Kitchen
Boiler Room
Electrical
2. Fire safety measures in the building:
Exit signs (lit)
Fire drill
Fire doors
Fire extinguishers
3. Fire Drill:-
One practice a term will be held. The signal is the buzzing of the automatic fire alarm. Staff are asked to ensure that pupils leave the building in a quiet and orderly fashion and assemble on the front playground by the school house fence. A register should be called and any missing pupils reported immediately.
4. Operation of manual call points:-
Break glass – call points at:
Main entrance (inside door)
KS2 classroom (near door to back corridor)
Kitchen (near back door)
Dining room (near door to corridor)
Gothic door (inside)
Bottom corridor (outside boiler room)

ICT Suite (inside door)
Portakabin (inside door, on right)

5. Location and use of fire extinguishers:
 - 2 on upstairs landing
 - 1 outside office (near foyer door)
 - 1 in front corridor (near dining room door)
 - 1 in portakabin (just outside classroom)
 - 1 in bottom corridor (at top of stairs)
 - 1 in kitchen (above sink)
6. Means for summoning the fire and rescue service:-
Dial 999 from office phone or use staff mobile phones
7. Identity of person nominated to assist with evacuation:-
Mrs Blacklock (or as required)
8. 8. Identity of persons nominated to use fire extinguishing appliances:
All – as required.

First Aid

All members of staff undertake Basic First Aid for Schools Training. This is provided.

We also have some members of staff with Paediatric First Aid certificates. One of these members of staff must always be present with Foundation Stage in or out of school. Designated first aiders are our Teaching Assistants.

First Aid boxes are kept in the staff toilet and infant store cupboard.

A First Aid box, together with contact forms, should be taken on all outings and visits. The travel kit is kept in a tin in the staff toilet.

Health and Safety

Health and Safety is everyone's responsibility!

All staff members are expected to have read the school's Health and Safety policy document. Staff are expected to have familiarised themselves with existing Risk Assessments held in school and to undertake a specific risk assessment for any activity necessary. If in doubt please ask.

Letters Home

Prior to any letter going home to parents it must first be shown to the head teacher. Letters should always be on the school headed notepaper.

Lost Property

Children should be discouraged from leaving money or valuables in coat pockets in the cloakroom area. If money/phones etc are brought into school they should be given to a member of staff to place in the school office in a named envelope/bag.

Lost property is kept by the cupboards the staffroom.

Medicines/Illness

There are some children who regularly need medication e.g. asthma inhalers. Please ensure that these are marked with the child's name and that you know when the child has to take the medication. Please ensure that you are familiar with the details of any children with particular needs – a health care plan is kept in each child's file as required. Health care plans are also in the Health Care Plans/Medication file in the office – please ask.

All medicines should be kept in the office (unless requiring refrigeration) except inhalers which should be accessible to the specific children in their classroom. We hold an emergency inhaler in the school which is kept with the first aid kit in the staff cloakroom.

Members of staff are **not** required to administer medicines to the children. Children on medication, apart from self-administered or emergency inhalers, should be administered to at home or, if it is to be taken four times a day, at the discretion of the head teacher in school following the completion by the parent of a medication form (from the office) and in accordance with the "Administration of Medication" Policy. Medicines should always be administered in front of a second adult witness. Completed Medical Forms are kept in the individual child's folder in the filing cabinet in the office.

A Notifiable Disease poster is in the staffroom, please inform the head teacher of any cases identified particularly German Measles. Other medical advice can also be found here.

In case of a Pandemic reference should be made to the School Emergency Plan and Pandemic Checklist.

Mobile Phones & Devices

Children are not encouraged to bring mobile phones or tablets into school. If a device is brought to school by a child it should be placed in the care of the school office until home time.

Off Site School Visits

The Educational Visits Co-ordinator for the Federation is Mr Hutt. All visits must be planned using the school proforma available in the school office and in accordance with the NYCC Outdoor and Educational Visits Guidance File found on the office shelf.

Trips must be notified to the Head teacher and Secretary in good time for ease of planning. The kitchen staff must also be informed. All trips have to be logged on the EVOLVE Trips and Visits Site. Risk Assessments must be undertaken. Parental Consent must be given for any trip requiring transport of any kind. Village trips on foot will have already had consent when the child started school e.g. to the Village Hall, play area.

Open Evenings

Parents are invited to three consultation evenings during the year. Written reports to parents are sent home in the final term. Parents are welcome to make an appointment to see their child's class teacher to discuss any concerns they have. Parental Contact is much valued and encouraged.

Parking

Please do not park directly outside the school buildings between 8.40am-9.00am or 3.00pm-3.30pm as this prevents safe access for buses.

Pastoral Care

Please inform the head teacher of any medical/personal facts given to you that could affect the education of a pupil. Matters of a confidential nature that may affect a child should be handled discreetly on a 'need to know' basis with support staff where necessary.

Where there are family circumstances affecting a pupil, let the head teacher know if there are any problems which may affect the child, e.g. access arrangements. Access to educational records is available to both parents, in the majority of circumstances but this should be checked with the head teacher prior to any information being given.

P.E.

All children change for Physical Education. Children need to have a note or message from parents if they do not wish to do P.E. for any reason. Repeated failure to have their kit should be followed up by contacting the parents. In genuine situations spare kit is available.

Jewellery must be removed. Children whose ears have recently been pierced must have a letter from their parents giving their permission for earrings to be left in. Parents are expected to provide sterile tape to protect the ear.

Members of staff accompanying children to P.E. in the Village Hall are responsible for their safety on the road and should wear fluorescent jackets provided. The children walk to the Hall in outdoor shoes and change footwear when they get there. Yellow safety jackets are always worn by the children when walking through the village. Whilst crossing the road the children are silent and are encouraged to look both ways and not to rely on the teacher. We always cross lower than the school gate where traffic can be seen in both directions. They are expected to walk quietly and sensibly to the Village Hall as stated on the Risk Assessment for this activity. The Village Hall can be used for P.E. on Thursday and Friday afternoons.

All P.E. equipment can be found in the playground store. Specialist outside coaching organizations are also used to teach Junior P.E. every Friday at either Glaisdale or Castleton.

Policies

All staff should be familiar with the school's Statement of Intent and its Policies, and are expected to carry out the aims and objectives included therein. Policies can be found in files on a shelf in the office and many are also on the school's website.

Racial/Homophobic Incidents

All behavioural incidents should be reported to the head teacher, but racial and homophobic incidents must be recorded and reported by law. Please report any incident to the head teacher immediately they have occurred or as soon as is possible.

Registration

The register is taken as soon as the children are seated in their classroom. The name is called and the children respond by saying Good Morning, the teacher responds by saying Good Morning X back. The register must also be completed in the afternoon prior to lessons. This may be done quietly by the teacher.

The Dinner Register is also taken at the same time as the Attendance Register on a morning. Please record the number of dinners (marking "Free" dinners accordingly) and Packed lunches and the names of any children absent. Also record any staff dinners that may be required.

Children should hand in dinner money to the office or: infants – put in the plastic tray on top of the water cooler, juniors – put in the plastic tray on the side in the classroom.

Refreshments

There are tea and coffee facilities in the kitchen. You are welcome to help yourself; milk is in the fridge. Visitors are not expected to pay for tea and coffee but an occasional packet of biscuits would be welcome!

If you would like a school dinner please order in the morning by telling the secretary or cook. An adult dinner currently costs £2.76 and monies owed should be paid to the school office.

Ringmaster and School Watch

This is the rapid circulation of safety/security information to all schools e.g. stranger danger at the school gate.

Report the incident to the police using numbers below.

State you require the information to go on Ringmaster and School Watch.

The reporting school should keep a detailed record of the incident/information.

Emergency Situations always call 999

Non-Emergency Situations call 101

School Prospectus

Staff should make sure that they have seen an up-to-date copy of the school's prospectus and are aware of its contents.

School Timetable

Monday to Friday

Morning

9.00 – 10.20	Morning Lessons
10.20 -10.35	Assembly (except Fridays – Castleton & Glaisdale Juniors 9.30 am/Castleton special assembly around 3pm)
10.35 – 10.50	Break
10.50 -12.00	Morning Lessons
12.00 -1.00pm	Lunchtime

Afternoon

Infants

1.00pm – 2.00pm
2.00pm – 2.15pm Break
2.15pm – 3.15pm

Juniors

1.00pm - 3.15pm

Parents are requested not to send children to school before 8.50am, when they will be supervised until 9am.

Security

We try to ensure that the school is secure during the school day. Door entry buzzers are next to the main front entrance and portakabin entrance and a key pad lock on the kitchen door are present to deter intruder entry. If a door to the outdoor environment is pinned open for any reason, a member of staff should be present in the immediate surroundings to maintain security.

All visitors to school must sign the book on the shelf in the school foyer. All contactors must sign the additional forms also held there.

Visitors to school with no appointment are discouraged. Please ask for sight of official identification prior to admitting someone unknown. Visitors should not be left unattended under any circumstances.

In the event of unwelcome press attention please inform the head teacher or Chair of Governors immediately. Refer the member of the press to the County Press Office via 01609 780780. Do not offer a statement or state 'No Comment'. Do not allow admittance to the school. Guidance can be found in the red 'Schools Emergency Response Guide' in the office.

We have a Lone Working policy. If you intend to work alone in school for any reason you must ensure you are familiar with the guidance and have discussed this with the head teacher.

Gates must be secured at the end of every day. Also specific gates are padlocked when the children are on site in various locations. Please be aware of this and seek guidance from the head teacher.

Sickness/Emergency

All address and telephone numbers are in the index box next to the phone in the office. A sick bucket is kept to hand in the staff toilet. Please ensure all sick pupils are supervised until collection by a parent. Pupils must NEVER be sent home alone under any circumstances.

In the event of a child, volunteer/visitor or staff member having sustained sickness and diarrhoea they must NOT return to school until 48 hours have passed from the last bout.

Snow

Given our location we are very prone to snow and icy conditions. The school has a specific Snow Policy and Procedure. You should ensure that you are familiar with this in the event of inclement weather.

Social Networking

Staff and students are strongly advised not to allow pupils and parents access to their personal social network sites such as Facebook. Staff and students are also strongly advised that content of such sites are often made public and caution should be exercised as to content and pictures uploaded on their personal site. There have been a number of cases nationally where situations have arisen with Social Networking Sites that have adversely affected staff's employment. If in any doubt please discuss this further with the head teacher. All personal details should be kept private.

Please note that children under the age of 13 should not be using Facebook under the terms of Facebook's Privacy Policy and Statement of Rights and Responsibilities.

Under no circumstances should any aspect of your school life be discussed on your Facebook page, Twitter or any other social networking facility.

Special Educational Needs

The head teacher is the Special Educational Needs Co-ordinator and holds the SEN Information in the office. Please ask the head teacher/class teacher about SEN children in your class as this information will be confidential.

Staff Absences

If staff need to be absent please try to let the head teacher or your mentor know the night before or as early as possible in the morning so that supply cover can be arranged – this is not always easy!

Staff absences can usually be prearranged for important appointments etc during school times.

Staff Punctuality

All staff need to be in class or on duty punctually. If, for any reason, you are detained please let another member of staff know immediately so that cover can be arranged.

Staff Meetings

These will be held regularly for administration and inset purposes. A day will be arranged to suit all members of staff attending but is usually a Wednesday. They will start at 3.30pm and last until approximately 5.00pm. (Joint Federation meetings start at 4pm to allow for travelling).

Staff Resources

These are located mainly in the staffroom and individual classrooms. Please ask staff members if you need help finding anything. Please write on the list on the staffroom notice board any items which need re-ordering.

Supply Teachers

All other teachers will need to be informed of the supply teacher's presence in school. Wherever possible the supply teacher's programme should be discussed beforehand. A member of staff will also discuss daily plans and forecasts, and for longer periods of cover the head teacher or designated member of staff will discuss other planning arrangements.

The supply teacher must be made aware of the teacher's programme, children with special needs including medical requirements, location of resources and details of duties they will need to cover.

Copies of this document and the school prospectus should be provided to the teacher together with the location of the school's policy documents.

Swimming

Swimming is for Year 2 children only (commencing January 2017), every Monday afternoon during the Spring Term at Loftus Leisure Centre. A first aid kit must be taken, together with contact forms. One member of **STAFF** must always remain fully clothed on the side of the swimming pool during the swimming session. The coach arrives at 12.15pm approx, our session is 1.00pm-1.45pm and we return to school at around 2.30pm.

Teaching Assistants

It is likely that each classroom will have a teaching assistant for part if not all of your day. Their work varies from supporting groups and individual children to supporting the teacher i.e. displays, photocopying etc. Our teaching assistants are well qualified and skilled, however if you are unsure if a task is appropriate for a TA please ask the head teacher for advice. Please take the time to thank them for their work at the end of the session and encourage children who have worked with them to do the same. We work as a very close team at Castleton School and value the relationships that we have nurtured.

The End of the Day

The end of the day is signified by the children collecting bags from the cloakroom and lining up at the entrance door.

The teacher says 'Good Afternoon' and the children respond back.

A member of staff counts the Westerdale and Commondale children onto the taxi and makes sure that they have fastened their seatbelts before it leaves. All children must be collected by a responsible adult.

If a child is not collected they should be brought back into school and parents contacted by telephone. Children must not be sent home on their own.

Transporting children in cars

Whilst every attempt is usually made to transport children by minibus, it is accepted that at times staff and volunteers will transport children by car. If you are a car owner you must be insured correctly to do this. A form is available from the school office for staff and volunteers to sign before transporting a child will be allowed.

Volunteers

We have a full team of much valued volunteers including: governors, parents, and friends from the villages. Please take the time to value their work, a small thank you goes a long way at the end of a session. New volunteers must have an Induction session with the head teacher/Teacher in Charge.

Water

Water should be accessible to all children at all times. There is a water cooler in each classroom for their use.

Wet Weather Breaks

In bad weather the children remain in their classrooms under supervision where they have a quiet break. At lunch times the MSA staff will be on duty with them. Each classroom also has a range of activities in a rainy day box for use during wet playtimes.

We hope that you have found this handbook useful. If there are any issues that you feel are not covered in this handbook and that you would find useful please let the head teacher know and we will endeavour to put them in.

Revised November 2016