

School Organisation

THE SCHOOL DAY

Hours **9.00 a.m. to 12.00 p.m.**
 1.10 p.m. to 3.30 p.m.

Registration is at 9.15 a.m. ready for lessons to start just after this time, therefore, all staff should be ready to receive pupils from 9 a.m. onwards.

CLASSROOM SUPPORT OFFICERS HOURS

8.45 a.m. to 3.45 p.m. (4.15 p.m. one evening a week for team meetings)
(35 minutes for lunch with one 70 minute lunch break per week organised on a rota basis)

DINNER TIMES AND DUTIES

The school's lunch time sessions begin at 12 noon and are divided into two halves -

12.00 to 12.35 p.m. In the Dining Hall
12.35 to 1.10 p.m. Either on the playground or inside depending on weather

The duty teacher is responsible for deciding the location of the second session. Heidi is responsible for organising the lunch time rota of supervising staff. Midday Carers are also employed to assist preparing children for lunch, feeding and generally ensuring the safe supervision of our pupils at dinner times. Currently 19 Midday Carers are employed between 11.50 a.m. and 1.20 p.m.

We believe it is poor working practice for staff to eat their lunch in the classrooms or workplace. The staff room is provided for this purpose. Every member of staff should have a break from their working environment during the middle of the day. Therefore, no member of staff can eat their lunch in the classroom. The only reason for any member of staff to be in their classroom at lunchtime is for lesson preparation

Staff must only use the staff plates and crockery provided in the staff room and ensure they are washed up and cleared away afterwards.

COFFEE ROTA & COFFEE MONEY

If it is your week on the Coffee Rota, please ensure :

- milk and coffee tins are filled first thing in the morning
- crockery, milk, etc. are cleared away at 3.30 p.m
- at the end of the week the fridge is left clean and any surplus milk is cleared away

Each member of staff is to be responsible for washing up their own mug. Please do not leave dirty mugs around. Heidi is responsible for the organisation of the Coffee Rota.

Coffee and tea are provided free to all staff.

SMOKING

Smoking is prohibited throughout the whole school and grounds.

LAUNDRY ROTA

There is a weekly rota for Classroom Support Officers who are responsible for organising the laundry and washing machine and putting away of clean clothes, etc. However, all staff should assist where necessary. When it is your duty, please ensure laundry bins are sprayed and rinsed and left to drain in the bath on the Friday.

Washing - wash towels, clothes, etc. in machine. Put clothes in dryer to dry. When dry please put things away in correct cupboard.

Everyone, before going home please check that the bathroom is tidy and that the laundry is organised.

BATHROOMS

Guide lines for care procedures :

- All equipment must be kept in correct place. The cupboards are labelled.
- Disposable gloves must be worn for dirty jobs and when clearing up blood and faeces. Everyone should wash their hands after cleaning a child.
- Disinfectant is in a spray bottle - remember to keep this topped up (1 part to 10, kept in store cupboard).
- Make sure cupboards have the right amount of supplies - nappies, cloths, gloves, etc. Please let Tom know when stocks are low.
- Make sure you know how shower trolleys and hoists operate before you use them with any child and remember to clean the shower trolley after use.
- If you get into difficulties when in the bathroom and need extra assistance, press the red alarm button. If you hear the alarm, please go to the bathroom to help.
- Only Key Stage 1 children may use the bathroom at the same time. **Under no circumstances** must secondary aged children of the opposite sex use the bathroom at the same time. Please respect the children's privacy at all times by not entering the bathroom when being used unless in an emergency.
- All disposable items (used incontinence pads, etc.) must be placed in the large sanitary bins (one in each bathroom). These need to be emptied before the disposable bags become too full.
- It is essential that all staff keep the bathrooms and equipment scrupulously clean and tidy.

All staff must follow the school's Health & Safety Policy: 'Principles of Hygiene Practice'

TIDY RESPONSIBILITIES

Staff in every Family Group are responsible for ensuring these areas of the school are kept clean and tidy:

Sean	ICT equipment / AV cupboard
Simon	Staff Room / Staff Library / Staff Work Room
Assessment Nursery	Main bathroom
1st Family Group	Buggies & Primary Playground
2nd Family Group	Student Kitchen
3rd Family Group	Music Room
4th Family Group	Drama Studio
5th Family Group	KS 2 Bathrooms
6th Family Group	Secondary Playground including Equipment Store
7th Family Group	D&T Room
8th Family Group	Minibuses
9th. Family Group	Fitness Studio / Senior bathroom
Griffiths Centre	PE Equipment / Hall

DESIGN TECHNOLOGY ROOM

The D & T store cupboard should be kept locked and the key left on the hook beside the door. The utmost care must be used when using tools for activities such as woodwork. Any damaged or broken equipment must be reported to Julie. At the end of each teaching session, please clear up afterwards, make sure everything is switched off and any paintings are placed on drying rack. Do not forget to collect 'creations' when dry.

All staff must follow the school's Health and Safety Policy

DRAMA STUDIO / MULTI-SENSORY ROOM

This multi-purpose room is timetabled. Please do not use any of the equipment in this room unless you have been trained. Ensure all lighting is switched off at the mains and that the hi-fi equipment is switched off after use. Do not take chairs into the studio. Please treat all equipment in this room with great care.

MUSIC ROOM

This is a wonderful facility. Please ensure instruments are put away correctly and that all electrical equipment is switched off at the mains. Damaged or broken instruments must be reported to Julie.

HYDROTHERAPY POOL

This is a wonderful resource but must be used safely. It is timetabled for school use and is also booked by outside users. Everyone using the pool must follow the **Frank Wise School Swimming Pool Normal and Emergency Operating Procedures** at all times. Faults or problems should be reported immediately to our Pool Manager who is also responsible for the safe operation of the pool.

KITCHEN

Safety in the kitchen is of paramount importance. Please use the utmost care, particularly with equipment like the oven and hob. At the end of every teaching session, please make sure all appliances are switched off and equipment and surfaces are washed and cleared away. Any damaged or broken equipment must be reported to Anthony. Each Family Group has an area in one of the wall cupboards to store food for their cookery sessions. Food must be stored on the correct shelves of the fridge and labelled. A small First Aid Box and fire blanket are located in the kitchen area.

All staff must follow the school's Health and Safety Policy - 'Food Safety Policy'

FITNESS STUDIO

This exciting facility houses all of the Health Related Fitness equipment. This includes items to measure fitness levels, such as heart rate monitors, as well as equipment to improve levels of fitness, such as rowing and cycling machines. When working in the Fitness Studio please remember that everyone using the room should be dressed appropriately and this includes suitable footwear. Pupils must not be left unattended while in the Fitness Studio and should be monitored at all times when using the equipment. Before attempting to use any of the equipment settings must be checked to see that they are at the correct level for each individual. When leaving the room please make sure that equipment has been put away and that any defects are reported immediately to Dean.

PRIVATE TELEPHONE CALLS, EMAILS & STAFF MOBILE PHONES

Staff are not allowed to make private phone calls using the school's phones. A payphone has been installed in the study next to the staff room for staff private use. However, staff are very welcome to use the school's computer system free of charge for private email use providing it is done outside of working hours. All staff mobile phones must be switched off or on 'silent' during working hours and should only be used for personal calls or texts outside of working hours.

SCHOOL DIARY AND WEEKLY PRINT OUT FOR CLASSES

There is a School Diary in the office so, if any member of staff is planning a trip or event, please check the date first. All events and appointments **must** be recorded in the school diary.

A weekly print-out of the school diary is distributed to every class on a Friday afternoon. This will give details of all the events, appointments and visitors for the following week.

A termly print-out of the school diary is displayed in the Staff Room. This gives more long-term details and appointments affecting the school. It is updated every week.

STAFF MEETINGS

Meetings for all staff are held after school at least once a month. This is an opportunity to discuss any matters regarding the day to day running of the school together with other important issues and changes. Any member of staff is welcome to have items of concern, information, etc. included on staff meeting agendas.

A daily briefing meeting for teaching staff is held every morning in the staff room at 8.30 a.m. Although targeted at teachers, relevant information may also need to be passed on to support staff.

STAFF LEAVING COLLECTIONS

The following policy has been agreed regarding staff leaving collections and gifts:

We will only make a collection for staff leaving after more than 3 years service. The gift, card signed by everyone and mug (if appropriate) will usually be presented at lunchtime.

Staff leaving after 1 - 3 years service will receive a gift paid for from school funds. A gift, card signed by everyone and mug (if appropriate) will usually be presented during assembly, except for Midday Supervisors when it will be done at lunchtime.

Staff leaving with less than 1 year service - no gift but a card signed by everyone, plus mug (if appropriate) will be given during assembly or at the end of the last working day.

TIDINESS

Overall impressions of a school are heavily influenced by its physical appearance. Please be aware of general tidiness, not only in your own classrooms but also around the school.

TRANSPORT

Children should not leave the school premises before 3.30 p.m., although the Assessment Nursery may start preparing some children for their transport a little before then. Children may be brought to school anytime between 9.00 a.m. and 9.15 a.m. but should any transport arrive later, please notify the office with the exact time they came. Staff should collect/return children from their buses and taxis. All staff should be familiar with Oxfordshire County Council's Guidelines on Transport for Educational Establishments and adhere to the codes of practice contained within this document.

STUDENT AND VOLUNTARY HELPERS

We are very fortunate in receiving a lot of voluntary and student help. Vicky is responsible for coordinating the timetabling of all placements, therefore, any request for assistance must be channelled through her. If the volunteer is going to be left alone with pupils or they are not known to us they will need to make a disclosure to the Criminal Records Bureau. Also for the safety of our pupils and the helpers please observe these few rules :

- When student or voluntary helpers are on the premises they must sign in the Visitors Book and wear a badge
- No student or voluntary helper should be left in charge of a group of children
- No student should toilet pupils without FWS staff supervision
- No student should manually handle any pupils without proper training
- Please ensure that any student or voluntary helper knows about any procedures (behaviour strategy etc) before they work with a child.

If you have any difficulties, concerns or problems with a particular placement, please see Heidi.

VISITORS

All visitors must report to reception on arrival at the school and sign in the Visitors Book and wear an identification badge. All visitors not known must be questioned to ensure they are genuine and/or show official identification. Remember that we can be liable for any actions by our visitors or contractors which affect safety on these premises.

We get a large number of requests for visits. These are co-ordinated by the Head who arranges regular visitors' mornings. This is important, otherwise, with such a large number of requests we would be showing people around all the time and teaching would be seriously affected. If you receive any requests from people wishing to visit the school, please inform the Head who will ensure inclusion in a visitors' morning.

School Administration

DINNER MONEY

Our Administrative Officer collects the dinner money each morning. Please ensure all money handed in to the office is clearly marked with the child's name and how much was received.

MINIBUSES

The Friends of the School support the costs of the mini buses. Petrol is obtainable using the fuel card. Please ensure that you record the amount of money spent on petrol in the minibus log book. Only drivers who have passed the O.C.C. Driving Test are entitled to drive the buses. For any staff or voluntary helper to be able to take this test they must be aged over 25 (21 if recommended by Head) and have held an endorsement free full licence for 3 years or more. All drivers must read the County Council's mini bus regulations. Any journey must be recorded in the mini bus log book. Please remember to perform the routine checks as outlined in the log book before you take children out in the buses. To arrange a driving test or report any repairs/faults see the school's driver.

PURCHASES FOR SCHOOL

Any purchases must be claimed for using an expenses form (kept in the filing cabinet in the office). Please remember that receipts for any purchase are essential and must show the V.A.T. registration number and amount as schools can reclaim the V.A.T. element. The amount claimed for will be reimbursed with the month's salary payment and will appear on the corresponding pay statement.

PHOTOCOPYING & COMPUTER PRINTING

All private photocopying must be paid for and entered in the book which is on the shelf above the photocopier. The current rate is 5p a sheet. Private printing from computers is to be logged in the same book and will be charged at 2p a sheet for B&W and 5p per sheet for colour. The Administrative Officer will then periodically collect the appropriate money, usually every term.

REGISTERS

Each class has a register. They are kept in the office. Please ensure that registers are completed everyday at 9.15 a.m. using the prescribed Coding System at the front of the register (all unauthorised absences must be recorded as these have to be published). Registers are used to monitor absences therefore if any class teacher has concerns about a pupil's attendance please discuss them with the Head so that, if necessary, appropriate action can be taken.

STAFF SICKNESS & ABSENCES

Staff should notify the school as soon as possible when they know they will be absent from school. The phone will be answered from 7.50 a.m. A late notification of absence might make it difficult to organise cover. The school must be informed every day (unless the length of absence is known). If no message is received on subsequent days it will be assumed that you will be returning to work. Unless there is a particular difficulty, failure to notify the school of any absence or the reason for that absence, will be treated as unpaid leave. Please remember that an OCC self-certificate (pink form) must be completed after 3 calendar days of sickness and if you are sick for more than 7 calendar days you must obtain a doctor's statement. Your attention is also drawn to the section 'Absence Policy and Procedures' in the school's Personnel Policy.

Resources and Equipment

GENERAL

The school has built up a very extensive range of high quality teaching equipment and apparatus, please teach our children to treat items with care and respect. The same goes for staff!

KEYS

Keys are kept in the Key Cabinet in the office. All keys are numbered and correspond to areas of the school. If you borrow a key please place your class identification tab (kept on side of Key Cabinet) on the hook of the borrowed key.

FIRST AID EQUIPMENT

The school nurse is responsible for maintaining first aid equipment and consumables. Please inform her of any shortages or inadequacies.

RESOURCE ROOM

It is the school's policy to provide an extensive range of teaching materials, apparatus and equipment. This is done centrally in the Resource Room. A hard copy of the school's Curriculum Database is also housed in this room.

When you borrow any equipment from this room, please remember the following rules:

- Place 'Borrowing Card' in your individual pigeon-hole. This is a record of where everything is.
- Equipment must be replaced with its 'Borrowing Card' in the correct place on the shelves.
- Please ensure on returning equipment that any boxes of materials containing cards are in their correct numerical order. This will also act as a check that sets are complete. Do not put anything back if it is not a correct set.
- Any damaged or incomplete equipment must be given to the Resources Manager for replacement.

REPAIRS AND MAINTENANCE

General maintenance and repairs around the school should be reported to the Site Manager. There is a book in the office for this purpose. A/V Aid repairs should be reported to Simon, our technician. Please enter details in the A/V Aid Repair Book.

WHERE IS IT ?

Art and Craft materials including card, paint and P.V.A. glue
School Stationery (all small consumable items)
P.E. Equipment
A/V Aids and Computer Equipment
Musical Instruments and Song Books
Main Printer
Motor Education Equipment (store)

D & T Room Store Cupboard
Cupboard in School Office
Cupboards in Hall
A/V Resource Room
Music Room
Office Cupboard
Attic

Professional

SPECIFIC RESPONSIBILITIES

SEAN	Headteacher Subject Leader : Technology Performance Management Overview Liaison with LA, Govs, external agencies & professionals Designated Teacher : Child Protection & LAC issues
HEIDI	Deputy Headteacher (FS,KS 1 & 2) Subject Leader : Curriculum Overview Intellectual and Reasoning Skills Other : Assessment, Recording and Reporting Coordinator Whole-school Target Setting and Benchmarking
SIMON	Deputy Headteacher (KS 3,4 & 5) Subject Leader : Language & Communication Other : Specialist School Coordinator External Communications Accredited Qualifications
JOHN	Assistant Headteacher Subject Leader : Numeracy Other : Coordinator of Continuing Professional Development Educational Visits Coordinator
YVETTE	Senior Teacher (Early Years)
DEAN	Subject Leader : P.E.
SARAH	Subject Leader : Science Other : Physical Intervention Co-ordinator
ANTHONY	Subject Leader : P.S.H.E.
JULIE	Subject Leader : Creative and Expressive Skills
LARA	Subject Leader : Humanities
CLAIRE	Graduate Teacher Programme
CLARE	Motor Education Advisor
NICK	Site Manager & Health and Safety
SIMON P	Technician & Electrical Testing
JO C	Hydrotherapy Pool Manager (including hiring)
JO M	Coordinates Manual Handling training & M.I. equipment
SHIRLEY	NVQ programme for support staff
HELEN	Specialist Equipment for Eating and Feeding Skills
TOM	Bathrooms, hygiene and related equipment
RAF	Minibus Documentation and Driver Testing
DAWN/TINA P	New Staff Mentors
AMY	ICT Learning Support

INDIVIDUAL MANAGEMENT PLANS

We want our children to acquire and respond to the knowledge that there are social duties as well as social rights. Placement within a calm, happy and structured Family Group is, therefore, a crucial part of this aim. We do not believe in the use of punishment, but rather seek to encourage all aspects of appropriate and acceptable behaviour. Please remember, therefore, always to reinforce good behaviour by praise, etc. With children who are presenting more severe behaviour problems, the class teacher, in conjunction with the Head, parents and/or others, will decide on an appropriate strategy. This will then be circulated to every member of staff and must be carried out. This is very important as consistency is the keynote to successful management of children exhibiting behavioural difficulties. All staff are required to carry out stated Individual Management Plans, copies of which are always kept in the 'I.M.P.' folder in the all rooms. The school has also produced a booklet and video entitled "Behaviour and Children - Getting it Right".

All staff must follow the School's Policy on Behaviour.

SAFEGUARDING

This is an extremely sensitive area. The Head is the school's designated teacher with responsibility for safeguarding. Oxfordshire County Council have clear written procedures for dealing with any safeguarding issues. These must be followed at all times. Therefore, if a member of staff has any cause for concern about possible abuse to any child, whether physical, neglect, sexual or emotional, please initially consult the Head. For more details please see the school's Safeguarding Policy.

CURRICULUM DEVELOPMENTS

Teaching and learning is at the heart of our work at Frank Wise School. Therefore, staff meet after school every Wednesday to improve and develop the school's curriculum. Although this is primarily for teachers, other staff are very welcome to join us at any time. However, **all** staff must be familiar with the school's curriculum policies as detailed in the 'Frank Wise School Curriculum Framework' files.

INFORMATION TO PARENTS

We believe that the liaison between home and school is extremely important. Home/School Diaries are used as informal information carriers. These are only for use between teachers/C.S.O.s and parents. They should not be used by outside professionals (if they wish to send letters/notes home they can be placed into the diaries). Any more formal written communications, including reports, must be countersigned by the Headteacher and copies kept for the child's file in the office. Generally, verbal information for parents regarding their child's educational or behavioural progress should only be given by the class teacher or Head. This is important, not only for professional responsibility, but also because the class teacher will have more knowledge of their individual parents and may wish to phrase information in a particular way. Where more sensitive issues need to be discussed with parents it may be advisable for a member of the S.L.T. to be present. When in doubt, always consult the Head or Deputy Headteachers.

IN-SERVICE TRAINING AND PROFESSIONAL DEVELOPMENT

The school is fully committed to providing **all** staff with in-service training opportunities. A yearly inset plan linked to the School's Development Plan is produced together with a termly programme of school based inset activities. Information on any external courses and professional development opportunities is available from the staff room or the Assistant Headteacher. If you are interested in attending any external short courses funds may be available so please ask the Head or Assistant Headteacher. Priority is always given to courses supporting the School's Development Plan. Professional development issues are also addressed through the school's performance management programme.

LINKS WITH THE MEDIA

All communications with the media must be managed through the Headteacher. The school has a policy of issuing Press Releases which we have found to be an extremely effective way of communicating with the media. To ensure consistency, Press Releases are usually written by the Deputy Headteacher (KS3/4) and then cleared by the Headteacher. Individual members of staff must not contact or liaise with the media about any aspect of the school without the permission of the Headteacher.

OUT OF SCHOOL

Leaving School Premises : If any member of staff, trainee or pupil leaves the school premises during the school day they must first seek permission from the Headteacher (or a Deputy Head in his absence) and record their absence on the 'Outings Register' which can be found in the school office. This is essential for checking promptly in the event of a fire drill. Staff leaving the premises at lunchtime should also 'sign-out'.

Residential Trips and Educational Visits : Any member of staff planning an out of school activity or residential trip must first discuss proposals with the Educational Visits Coordinator. We have a set of model letters and procedures to assist teachers' planning which can be copied and adapted (see EVC section of the server). In the case of residential trips this is especially important as planning and careful consideration to Health and Safety is paramount. All staff must follow the advice detailed in the "O.C.C. Out and About with Oxfordshire 3" file as this contains important information and advice. The booklet also contains photocopyable check-lists which can be used in conjunction with our own forms for planning. **All** out of school trips must have a clear emergency plan, copies of which must accompany the supervising adults on the trip and one must be retained at school.

PARENTS' TERMLY REVIEW EVENINGS

These are held twice a year (Autumn and Spring Terms) and afford parents opportunities to discuss their child's progress at school. It gives parents one of the few chances to meet and speak with the adults who are responsible for their child's education.

SCHOOL POLICIES AND MANAGEMENT FILES

All staff must be fully conversant with all school policies which are contained in the 'Frank Wise School Policies and Management' folder, copies of which are kept in every classroom and the staff room. These files are regularly updated.

STAFF REFERENCE LIBRARY

The school has developed an extensive Reference Library to be used by any member of staff at school. It is located in the staff work room. Please sign the book provided when you either borrow or return a library book. Other professionals or parents may borrow books by prior arrangement.