Hardwick Primary School

Caring Achieving Respectful Exciting

Working at Hardwick Primary School Staff Code of Conduct and Agreed Ways of Working

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Contents

Staff Code of Conduct

Vision, values and school code

Policy application and Statement of intent

1. Legal framework
2. Related school policies
3. Safeguarding pupils
4. Appearance and dress
5. Attendance
6. Professional behaviour and conduct
7. Conduct outside of work
8. Smoking, alcohol and other substances
9. Health and safety
10. Declaration of interests
11. Relationships with pupils
12. Physical contact with pupils
13. Showering and changing
14. Transporting pupils
15. Financial inducements
16. E-safety
17. Premises, equipment and communication
18. Photography and videos
19. Inventions, patents and copyright
20. Data protection and confidentiality
21. Probity of records and professional qualifications
22. Contacts and sponsorship
23. Whistleblowing
24. Monitoring and review

Agreed Ways of Working

General agreed ways of working

Curriculum agreed ways of working

Directed hours of work

Appendix 1: Advice to a colleague

Appendix 2: Expected behaviours and attitudes

Vision, values and school code

Our vision

We want everyone who is part of this school and its community, to care about each other and to help us be better than our previous best, so that everyone achieves their potential. We want it to be a place where everyone is respected and included and where we all share a love of learning, full of exciting experiences.

Our values

We want everyone involved with our school to CARE and make it a place that is;

Caring where everyone cares about each other and our school

Achieving where everyone always does their best

Respectful where everyone remembers their manners and respects one another **Exciting** where everyone enjoys learning and new experiences

Our school code is CARE

At Hardwick Primary School we:

Care about each other and our school

Always do our best

Remember our manners

Enjoy learning

Staff Code of Conduct

Policy application

This policy applies to all staff employed by the school. This code should be read in conjunction with the disciplinary rules contained within the disciplinary and dismissals policy.

Any breach of this code will be regarded as misconduct, leading to disciplinary action up to and including dismissal. Nothing in this code overrides existing statutory or common law obligations.

Statement of intent

Hardwick Primary School expects all of its pupils to receive the highest possible quality of teaching and learning within a positive and respectful environment.

Employees at the school should understand that their own behaviour, and the manner in which they conduct themselves with their colleagues, pupils, parents/carers and other stakeholders, sets an example.

Hardwick Primary School recognises that the majority of staff members act appropriately and treat each other with dignity and respect; however, we consider it important to clarify the expected standards.

This document forms part of a staff member's contract of employment and failure to comply with it, and with the associated school policies, may result in disciplinary action being taken, including legal action where this is warranted.

This document applies to all staff members who are:

- Employed by the school, including the Head of School / Head teacher.
- Employed in units or bases that are attached to the school.

This document does not apply to:

- Peripatetic staff members who are centrally employed by the LA, DDAT or Dioceses.
- Employees of external contractors.

These employees are governed by their employment contracts and any relevant laws pertaining to their activities within the school, for example, the General Data Protection Regulation (GDPR).

This code describes minimum expected standards that protect the integrity of both employees and the school; however, having a values-led approach is vital to the school's success. This is a defining attitude towards work, how we work together and engaging everyone to deliver their best. You are expected to demonstrate behaviours that reflect these values whilst performing your duties.

1. Legal framework

1.1. This policy has due regard to statutory legislation, including, but not limited to, the following:

- The General Data Protection Regulation (GDPR)
- The Education Act
- The Children Act
- The Working Time Regulations (as amended)

1.2. This policy also has due regard to statutory guidance, including, but not limited to, the following:

- DfE 'Keeping children safe in education'
- DfE 'Working together to safeguard children'

2. Related school policies

2.1. This Staff Code of Conduct has due regard to the following school policies and procedures:

- Allegations of Abuse Against Staff Policy
- Child Protection and Safeguarding Policy
- Data Protection / GDPR Policy
- Disability, Equality and Diversity Policy
- Disciplinary and Dismissals Policy
- E-safety Policy
- Health and Safety Policy
- ICT Acceptable Use Policy
- Intimate Care Policy
- Photography Policy
- Reasonable Restraint / Physical Intervention Policy
- SEND and Inclusion Policy
- Staff Attendance Management Policy
- Staff Leave of Absence Policy
- Whistleblowing Policy

3. Safeguarding pupils

3.1. In accordance with 'Keeping children safe in education' guidance, all staff members have a responsibility to safeguard pupils and protect their welfare.

3.2. All staff members have a responsibility to ensure that they provide a learning environment in which pupils feel safe, secure and respected.

3.3. In order to effectively safeguard pupils, staff members are required to follow the procedures outlined in this Staff Code of Conduct and the Child Protection and Safeguarding Policy, ensuring that they do not act in a way that may put pupils at risk of harm, or lead others to question their actions.

3.4. In accordance with the school's Child Protection and Safeguarding Policy, staff members will be prepared to identify pupils who may be subject to, or at risk of, abuse and neglect, and will follow the necessary reporting and referral procedures.

3.5. Any staff member that has concerns about a staff member's actions or intent that may lead to a pupil being put at risk of harm will report this in line with the Whistleblowing Policy to the Head of School / Head teacher immediately so appropriate action can be taken.

3.6 **Childcare (Disqualification) Regulations 2009**

The school is required to ensure that all employees and volunteers are employed in line with the Childcare (Disqualification) Regulations 2009. The regulations are relevant to:

- Early years provision (including education or any supervised activity outside of school hours); and
- Later years childcare outside of school hours for children who have reached five years but have not yet reached eight years, which includes before and after school care.

Staff and volunteers may be disqualified from working within the school setting if any of the following disqualification criteria are met:

- Inclusion on DBS Children's Barred List;
- Being found to have committed certain violent and sexual criminal offences against children and adults which are referred to in regulation 4 and Schedules 2 and 3 of the 2018 regulations (note that regulation 4 also refers to offences that are listed in other pieces of legislation);
- Certain orders made in relation to the care of children which are referred to in regulation 4 and listed at Schedule 1 of the 2018 regulations;
- Refusal or cancellation of registration relating to childcare or children's homes, or being prohibited from private fostering, as specified in Schedule 1 of the 2018 regulations.

If any staff member believes that they have met one of the four disqualification criteria set out above, they must check the complete list to determine whether or to disclose the information. Staff who have a relevant offence/order must immediately apply to Ofsted to request a waiver in order to allow them to continue to work in these areas.

All staff have a legal duty to report any relevant information to the Head of School (even if the information has been previously considered in relation to a DBS check). Any information disclosed will be treated in the strictest of confidence and in line with data protection requirements.

In summary, the "certain criminal offences" include a caution or conviction for:

- Any offences by an adult against or involving children.
- Any sexual offence by an adult or child against an adult or child.
- Murder, manslaughter, kidnapping, false imprisonment, assault occasioning grievous bodily or actual bodily harm.

Staff are only required to disclose cautions issued on or after 6th April 2007, or any youth cautions for a relevant offence issued on or after April 2013. This does not apply to convictions which must be declared irrespective of date.

The school will update the Single Central Record to show that a declaration form has been returned. The completed form will be securely retained in individual staff personnel files.

The school understands that a disclosure may be difficult and stressful. Professional associations and unions are aware of this guidance and the requirements and staff are encouraged to make contact with them if they are a member for further support and guidance.

4. Appearance and dress

4.1. The school expects that staff members will:

- Ensure that their appearance is clean and neat when at work or representing the school. No jeans or casual sportswear is allowed.
- Dress in a manner that is appropriate to their role e.g. sportswear for PE and Sports sessions or staff.
- Remember that they are role models for pupils, and that their dress and appearance should reflect this i.e. be in line with the school's expectations for pupils.
- Cultural dress is encouraged providing it does not become a health and safety risk within the working environment.
- Not dress in a way that would cause embarrassment to pupils, parents/carers, colleagues or other stakeholders.
- Take all reasonable actions to cover any tattoos or body art whilst in school; small earrings/discrete piercings are acceptable, but all other body piercings must be removed.

5. Attendance

5.1. The school expects that staff members will:

- Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.
- Make routine medical and dental appointments outside of their working hours or during holidays, where possible.
- Refer to the school's Staff Leave of Absence Policy if they need time off for any reason other than personal illness.
- Follow the school's absence reporting procedure when they are absent from work due to illness or injury.

6. Professional behaviour and conduct

6.1. Staff members are expected to treat other colleagues, pupils, parents/carers, and external contacts with dignity and respect.

6.2. The use of foul and abusive language will not be tolerated.

6.3. Discrimination, bullying, harassment or intimidation, including physical, sexual and verbal abuse, will not be tolerated.

6.4. Staff members will not misuse or misrepresent their position, qualifications or experience, or bring the school into disrepute.

6.5. Staff members will inform the Head of School / Head teacher if they are subject to a criminal conviction, caution, ban, police enquiry, investigation or pending prosecution.

7. Conduct outside of work

7.1. Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school. The nature of the work cannot be seen to bring the school into disrepute, nor be at a level which may contravene the working time regulations or affect an individual's work performance.

7.2. Staff will not engage in outside work which could seriously damage the reputation and standing of the school or the employee's own reputation, or the reputation of other members of the school community. In particular, criminal offences that involve violence, possession or use of illegal drugs or sexual misconduct are unacceptable.

7.3. Staff will not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute; this is explored further in section 16.

8. Smoking, alcohol and other substances

8.1. Staff will not smoke on, or within sight of, the school premises.

8.2. Staff will not smoke whilst working with or supervising pupils off-site, such as when on educational visits and trips.

8.3. The taking of illegal drugs or alcohol during working hours is unacceptable and will not be tolerated. Staff members must never attend work under the influence of alcohol or illegal drugs.

8.4. If alcohol or drug usage impacts on a staff member's performance, the school has the right to discuss the matter with the employee and take appropriate action in accordance with the school's disciplinary procedures, including referral to the police.

9. Health and safety

9.1. Staff members will:

- Be familiar with and adhere to the school's Health and Safety Policy, and ensure that they take every action to keep themselves and everyone in the school environment safe and well.
- Comply with health and safety regulations and use any safety equipment and protective clothing which is supplied to them.
- Comply with hygiene requirements.
- Comply with accident reporting requirements.
- Inform the Head of School / Head teacher of any paid work which is undertaken elsewhere, for compliance with The Working Time Regulations (as amended).

10. Declaration of interests

10.1. Staff members must not allow personal interests to conflict with the school's business. This means you must not use your school position, facilities or equipment to benefit yourself, family, friends or a private company/interest. Staff are required to declare their interests, both personal and financial, where the group or organisation they are affiliated with would be considered to be in conflict with the ethos of the school.

10.2. For the purpose of this policy, a financial conflict of interest is one where there is, or appears to be, opportunity for personal financial gain, financial gain for close relatives or friends, or where it may be reasonable for a third party to take the view that financial benefits may affect an individual's actions.

10.3. The term 'financial interest' means anything of monetary value, including:

- Payments for services
- Equity interests
- Intellectual property rights

- Hospitality or gifts

10.4. Examples of financial interests that must be declared include, but are not limited to, equity interests in services considered for use by the school.

10.5. Non-financial conflicts of interest can also come into conflict, or be perceived to come into conflict, with an individual's obligations or commitments to the school. These interests may include any benefit or advantage, including but not limited to, direct or indirect enhancement of an individual's career, or gain for immediate family or someone with whom the individual has a close relationship.

10.6. Examples of situations that could give rise to non-financial conflicts of interest include the following:

- Pressure or temptation to accept gifts, inducements or hospitality
- Participating in the appointment, hiring, promotion, supervision or evaluation of a person with whom the individual has a close personal relationship
- Where a member of staff has or develops a close personal relationship with a colleague

10.7. Membership to a trade union or staff representative group does not need to be declared.

10.8. Staff members will also carefully consider whether they need to declare their relationship with any individual where this might cause a conflict with school activities.

10.9. Disclosure must be made as soon as it becomes evident there is or may be a conflict of interest. It may come to light in processes such as recruitment, tendering or during meetings. It must be declared immediately if you, a relative or friend has or could be perceived as having a personal interest in the process. Arrangements should be made to protect both the school and the employee's position.

10.10. You must also declare membership of any organisation not open to the public, which requires allegiance and which has secrecy about rules, membership or conduct.

10.11. Failure to make a relevant declaration of interests is a very serious breach of trust and, therefore, if employees are in doubt about a declaration, they are advised to contact the school or trade union.

10.12. Existing employees must not be involved in recruitment or other management processes involving a friend/relative, or someone they have a close personal relationship with. You must inform the Head of School / Head teacher immediately if you identify an applicant that you have, or could be seen to have a close personal relationship with.

10.13. Where a candidate is appointed that results in being managed by or management of a relative or someone with a close personal relationship, wherever possible, alternative management arrangements will be put in place to ensure compliance with this code.

10.14. Close relationships that develop during the course of employment between employees/Governors must be declared by both parties. Alternative management arrangements will be put in place to ensure compliance with this code.

10.15. All declarations, including nil returns, will be submitted in writing to the Head of School / Head teacher for inclusion on the Register of Business Interests.

11. Relationships with pupils

11.1. The school expects that staff will:

- Maintain professional boundaries and relationships with pupils at all times, and will consider whether their actions are warranted, proportionate, safe and necessary.
- Act in an open and transparent way that would not lead to others questioning their actions.
- Ensure that they do not establish social contact with pupils for the purpose of securing a friendship, or to pursue or strengthen a relationship.
- Ensure that they do not develop personal or sexual relationships with pupils; this includes sexual remarks and discussing their own sexual relationships with, or in the presence of, pupils.
- Only contact pupils via the school's established mechanisms; personal phone numbers, email addresses or social media platforms will not be used to contact pupils.

12. Physical contact with pupils

12.1. The school understands that there are circumstances in which it is entirely necessary for staff to have physical contact with pupils, e.g. when applying first aid and assisting with intimate care, but staff will only do so in a professional and appropriate manner in line with relevant school policies.

12.2. When physical contact is made with pupils, it is imperative that it is conducted in a way which is responsive to the pupil's needs, is of limited duration and is appropriate to their age, stage of development, gender, ethnicity and background.

12.3. Staff will seek the pupil's permission, where possible, before initiating contact.

12.4. Staff will always use their professional judgement when determining what physical contact is appropriate, as this may differ between pupils. As such, the pupil's feelings and wishes will always be taken into account.

12.5. Staff will never touch a pupil in a way which is indecent, and will always be prepared to explain their actions.

12.6. Staff will be aware that even well-intentioned physical contact may be misconstrued by a pupil, an observer or by anyone to whom this action is described and, therefore, will be prepared to justify their actions.

12.7. Staff will not engage in rough play, tickling or fun fights with pupils.

12.8. Extra caution will be taken where it is known that a pupil has previously suffered from abuse or neglect.

12.9. Physical contact will never be secretive; if a member of staff believes an action could be misinterpreted, this will be reported to the Head of School / Head teacher and appropriate procedures will be followed.

12.10. Where it is necessary in PE classes for teachers to demonstrate use of equipment, this will be conducted with another member of staff if possible; if a pupil is required to participate, their consent will be given before doing so.

12.11. If a child is in distress and in need of comfort as reassurance, staff may use age appropriate physical contact, such as placing their hand on the pupil's shoulder. Staff will remain self-aware of their actions at all times and ensure that their contact is not threatening, intrusive or subject to misinterpretation.

12.12. Staff may also use reasonable force as a means of physical contact with pupils for restraint purposes; such instances will always be in accordance with the school's Reasonable Restraint / Physical Intervention Policy.

13. Showering and changing

13.1. Pupils are entitled to respect and privacy whilst they are changing before/after PE; however, a level of supervision is required to ensure that pupils are safe, and that they are not subjected to bullying.

13.2. The supervision will be appropriate to the needs and ages of the pupils, and sensitive to the potential for embarrassment.

13.3. Staff will announce their intention of entering the changing room to allow pupils to maintain their privacy.

13.4. Staff will never change or shower in the same area as pupils.

14. Transporting pupils

14.1. When it is necessary to transport pupils off-site, staff will ensure that the transport arrangements of the vehicle meet all legal requirements, they have an appropriate license, and the vehicle is roadworthy, has a valid MOT certificate and is business insured.

14.2. Staff will gain consent from parents/carers before transporting pupils, and will be aware that the welfare of all pupils in the vehicle is their responsibility.

14.3. Two or more staff will be present in the vehicle to avoid any discrepancy regarding safeguarding concerns.

15. Financial inducements

15.1. Staff members will:

- Familiarise themselves and comply with the school's financial regulations.
- Declare to the governing board, in writing, any gifts received, with the exception of:
  - Low cost, functional items suitable for business rather than personal use and displaying the supplier's logo – these items may be accepted.
  - Gifts offered by parents/carers or pupils to school staff to express their gratitude, but staff members should always refuse monetary gifts.
  - Hospitality in the form of meals and drinks where it is part of a normal business meeting.
  - Authorised visits to exhibitions, demonstrations, conferences, business meals and social functions in connection with the school's business, which shall be at the school's expense.
- Not accept a personal gift, payment, or other incentive from a business contact – any such gifts should be returned.
- Declare any gift that cannot be returned to the governing board, who will decide how it will be used.
- Only accept offers to specific events after authorisation from the governing board.
- Staff must never provide assistance to parents and business contacts when drafting a will or act as a witness. Great care must be taken to ensure you are never placed in a position where it may appear that you are influencing or advising a parents or business contacts about the content

of their will. Any gifts or monies left to you in a will must be declared using the acceptance of hospitality/gifts process described above.

16. E-safety

16.1. Staff will adhere to the procedures outlined in the school's E-safety Policy and ICT Acceptable Use Policy at all times.

16.2. Staff are required to employ the highest security settings on any personal profiles they may have.

16.3. Staff will not engage in inappropriate use of social networking sites; this includes contacting pupils or their family members, accepting or inviting friend requests from pupils or their family members, or following pupils or their family members on social media.

16.4. The school understands that some staff members are also parents/carers of pupils at the school and, therefore, may wish to make contact with other parents/carers. When doing so, staff will exercise their professional judgement and will not contact family members on social media if this would lead to a conflict of interest.

16.5. Staff will remain mindful of their use of social media and their web-based presence; this includes written content, videos or photographs, and views expressed directly or indirectly which may bring themselves, the school or the school community into disrepute.

17. Premises, equipment and communication

17.1. School equipment and systems are available only for school-related activities and will not be used for the fulfilment of another job or for personal use, unless specifically authorised by the Head of School / Head teacher.

17.2. Illegal, inappropriate or unacceptable use of school equipment or communication systems may result in disciplinary action and, in serious cases, could lead to an employee's dismissal.

17.3. Employees receiving inappropriate communication or material, or who are unsure about whether something he/she proposes to do might breach this policy, should seek advice from the Head of School / Head teacher.

17.4. The school reserves the right to monitor emails, phone calls, internet activity or document production, principally in order to avoid offensive or nuisance material and to protect systems from viruses, but also to ensure proper and effective use of systems.

17.5. Communication systems may be accessed when the school suspects that the employee has been misusing systems or facilities, or for the investigation of suspected fraud or other irregularity. Access will be secured by the systems manager, only with the permission of the governing board.

17.6. Passwords should not be shared and access to computer systems must be kept confidential except on the express request of the Head of School / Head teacher or systems manager. Breach of this confidentiality may be subject to disciplinary action.

17.7. School equipment that is used outside the premises, e.g. laptops, will be returned to the school when the employee leaves employment, or if requested to do so by the Head of School / Head teacher.

18. Photography and videos

18.1. Photographs and videos will only be taken using school equipment – using personal mobile phones for this purpose is prohibited, in accordance with the school's Photography Policy.

18.2. Consent will be obtained from parents/carers and pupils in the event of any images or videos of pupils which the school wishes to use, e.g. to publish on the website.

18.3. The wishes of the pupil will also be taken into account when taking images or videos, ensuring that those who do not wish to have their photograph taken or be filmed are respected.

18.4. All photographs and videos will be available for scrutiny, and staff will be prepared to justify the images or footage taken.

18.5. Careful consideration will always be given to the activities which are being filmed or photographed, in order to ensure that images or videos are not indecent and cannot be misused.

19. Inventions, patents and copyright

19.1. Any inventions made before the Patents Act 1977 belong to the School if they were made during the course of your employment. However, after 1 June 1978, inventions will only belong to the School if:

- they have been made in the course of your normal duties
- you would be expected to be inventive as part of your duties
- they were made in the course of your duties and you had a special obligation to further the School's interest.

19.2. Any material that is related to work belongs to the School under the Copyright, Designs and Patents Act 1988. This means you cannot claim ownership of any material, written or produced by yourself or others during the course of your employment and you must not use any School material for your own gain or a third party.

20. Data protection and confidentiality

20.1. Regarding personal and sensitive data, staff members are required, under the GDPR, to:

- Consider the legal basis for collecting the data, ensuring that this is documented.
- Ensure that the data is stored on a GDPR-compliant server, and that the data is not held for any longer than necessary.
- Securely dispose of the data when the relevant retention period ends.

20.2. Staff members will not disclose sensitive information about the school, its employees, the LA, DDAT or Dioceses to other parties.

20.3. The only exception whereby it is acceptable for a staff member to disclose information which would otherwise be considered confidential is when the confidential information gives rise to concerns about the safety or welfare of a pupil.

20.4. Staff members have the right to request access to data that is held about them; such requests will be made to the Head of School / Head teacher in writing, in accordance with the school's Data Protection Policy.

21. Probity of records and professional qualifications

21.1. The deliberate falsification of documents, such as references, academic qualifications or legal documents, is unacceptable. Where a staff member falsifies records or other documents, including those held electronically, this will be regarded as a serious disciplinary matter and potentially a criminal offence.

21.2. Staff in roles that require specific professional registration to be able to practise their profession must maintain this requirement. You must also comply with the professional standards, codes of practice and any continuing professional development requirements.

22. Contacts and sponsorship

22.1. Staff members shall not use school business contacts for acquiring materials or services at trade/discount prices for non-school activities, unless participating in concessionary schemes arranged by trade unions or other such groups.

22.2. When an outside organisation wishes to sponsor a School activity or an individual employee, the rules as described in section 2.2 about accepting gifts and hospitality apply.

22.3. When the School wishes to sponsor an event/organisation/individual, you must follow the rules for declaring a conflict of interest in section 2.5 if you may benefit or it could be perceived you may benefit from the arrangement.

23. Whistleblowing

If you become aware of activities, which you believe are illegal, improper, unethical or otherwise inconsistent with this code, you can should follow the school's Whistleblowing Policy

24. Monitoring and review

24.1. This policy will be reviewed on an annual basis by the Head of School / Head teacher and any changes made will be communicated to all members of staff.

24.2. All members of staff are required to familiarise themselves with this policy as part of their induction programme.

Agreed Ways of Working

In addition to the policies listed in connection with the Staff Code Conduct, the Agreed Ways of Working have due regard to the following school policies and procedures:

- Assessment Procedures
- Attendance Policy
- Curriculum Subject Policies
- Display Policy
- Handwriting and Presentation Policy

- Marking and Feedback Policy

General agreed ways of working

1. All decisions and actions taken by staff will be in line with the school's vision, ethos and follow agreed policies, procedures and principles.
2. All operational or strategic decisions to be clearly communicated and agreed with staff individually, collectively in their presence or consulted upon before being implemented.
3. All decisions and actions within a member of staff's area of responsibility to be first delegated to the relevant member of staff/leader unless:
    - they are absent; ○ need immediate attention;
    - have been delegated to/are the responsibility of another more senior member of staff.
4. All scheduled meetings, monitoring activities and deadlines are set as part of the school's long term strategic plan and key dates planner. Staff must ensure these:
    - are met/attended on time;
    - take place with all relevant parties included/in attendance unless absent or cancelled in advance.
5. All meetings and events to be arranged in advance with at least two weeks' notice and to avoid teaching time unless urgent, unavoidable or inappropriate.
6. All outcomes of meetings to be communicated within 1 working day to all relevant parties and staff unless they are of a restricted or confidential nature.
7. All communications to be timely and all actions to be given with at least 1 working days' notice unless agreed in advance by all parties or require immediate emergency attention.
8. All communications of all types e.g. emails, face to face, text etc. and meetings with other leaders, staff, parents and children to be held in an appropriate professional and polite manner at all times.
9. All staff to follow and check agreed school communication systems internal and external e.g. SIMs, school network, calendar, emails, phones, School Information Portal etc.
10. All complaints and communications to be addressed and referred to the appropriate team leader first before referral to senior leaders or governors unless inappropriate.

Curriculum agreed ways of working General

1. Curriculum breadth and coverage requirements of the Early Years Foundation Stage and National Curriculum are set out and followed as per long term planners and shared on the school's web site.
2. Each theme is linked to a quality text where possible with an agreed vocabulary bank to be taught each week.
3. Visits / visitors are arranged to give relevant first hand experiences for each theme.
4. Planning is to be completed on agreed templates, in agreed format and shared with relevant staff with sufficient time to allow adequate planning and preparation.
5. Follow agreed timetables on time with no time slippage between sessions.

6. Children are clear about what they are learning in lessons and how it fits into the big picture.
7. Learning objectives are context free and subject specific for the main focus of lessons.
8. Remember Tos (Success Criteria) are shared with children to support learning objectives.
9. Always Remember Tos (ARTs) for writing and maths are displayed on working walls and referred to in all learning.
10. Skillful questioning, modelling and scaffolding of learning is used as appropriate to support the children's learning.
11. High expectations of basic skills and presentation are maintained in all learning.
12. Children receive ongoing feedback and next steps to improve and develop their learning.
13. Ongoing formative assessments inform current and future learning.
14. Summative assessment/screening procedures to be completed on time, deadlines met and targets for reading, writing and mathematics set termly.
15. Photographic evidence is stored in the correct place on the server or web application.
16. Resources are returned to the correct resource area straight away and stored safely / tidily.
17. Labels, signs, worksheets and resources created by staff to be in school's agreed font.
18. At least three open events are organised per year to celebrate and involve parents in their children's learning.
19. At least once per year children take part in a school / public performance.
20.

English

1. Five GPS/phonics sessions a week in KS1 and four GPS/phonics sessions a week in KS2.
2. Reading sessions alternate between Guided Reading and Shared Reading fortnightly in Years 1, 2, 3 and 4. In Years 5 and 6, reading sessions will consist of Shared Reading every week, with a Guided Reading session every fortnight for each group.
3. Guided Reading books are used to show evidence of reading skills and will be marked.
4. Writing is taught using the Talk for Writing approach and strategies. Each unit of work must be underpinned by a quality text.
5. Vocabulary is taught using the Word Aware approach and strategies.
6. Phonics/key words screening, reading, writing assessments completed termly. Reading and writing targets set termly.

7. At least 3 pieces of work in books per week.
8. Feedback grids to be used twice per unit of work.
9. 1 whole display board dedicated to English as a working wall with ARTs and vocabulary.
10. All classes to have a dedicated reading area/book corner.

Maths

1. Daily maths sessions following Maths No Problem and mastery maths strategies.
2. Weekly basic skills maths sessions based on next steps and/or reasoning.
3. Maths assessments to be completed and targets set termly.
4. Maths journals used for reasoning at least once a fortnight.
5. 1 whole display board dedicated to maths as a working wall with ARTs and vocabulary.

Computing

1. All children to produce at least 1 substantial piece of work per term.
2. Children to save work in own folders on network where possible. When children are not able to save on the network, evidence to be recorded in theme books or the software's own storage.

Science and Technology

1. Science to be taught every half term, linked to themes where possible as well as theme weeks/days.

2. At least 6 pieces of work in theme books per topic.

3. At least 1 science investigation per half term with next steps marking. Science feedback grids (Working Scientifically) to be used termly with an investigation.

4. At least 1 Design and Technology project per term linked to and allowing practical application of scientific learning and the design and technology process. (At least 3 topics per year)

5. 1 whole display board (or section) dedicated to Science linking to current topic being taught including relevant scientific vocabulary.

History and Geography

1. At least 2 history and 1 geography theme per year as well as theme weeks/days.
2. At least 6 pieces of work in books per theme, 1 with feedback grid and next steps marking.
3. 1 whole display board dedicated to thematic learning as working wall/corridor display to include history and geography.

Religious Education

1. 1 Religious Education theme per term as well as theme weeks/days.
2. At least 6 pieces of work in RE books per theme, 1 with feedback grid and next steps marking.
3. Key festivals celebrated in assembly to be followed up with an activity in class.
4. 1 whole display board dedicated to thematic learning as working wall/corridor display to include RE.

Art and Music

1. Art and Music to be planned into all themes and theme weeks/days.
2. At least 6 pieces of art per year, including at least 2 drawings, 2 paintings and 1 piece of 3D art. Observational art must be from artefacts not pictures.
3. Children to mix all colours from primary colours, black and white.
4. At least 1 quality discussion about art or music every term.
5. 1 whole display board dedicated to thematic learning as working wall/corridor display to include artwork.

PE and PSHE

1. 2 hours of PE lessons every week and 10 minutes of daily physical activity.
2. Staff and children to have in school and wear correct PE kit.
3. No jewellery to be worn by children in PE lessons.
4. R-Time every week following assembly themes.
5. PSHE to be planned as appropriate into thematic learning as well as theme weeks/days.

Inclusion and SEND

1. All teaching assistants will support notional and additional hours for SEND children following agreed timetabled interventions and personalised programmes as identified in their MEPs.
2. The class teacher takes responsibility for the inclusion and progress of children with SEND in their class.
3. Every class will deliver a programme of Early Talk Boost and Talk Boost interventions.
4. SEND children will have their provision and learning planned and delivered following their agreed MEP targets.
5. Identified EAL children will have their learning assessed following the Bell Foundation assessment tool.

6. All signs and communication systems will be developed using Communication in Print. All staff will use a set of symbols on a lanyard as and when appropriate.to aid communication with children.
7. Identified children will have a designated Inclusion Space to work in for specific work as identified in their MEPs.
8. All staff will follow the school's agreed Good Behaviour Policy or the individual behaviour policies and strategies for vulnerable children.
9. All staff will follow advice given by outside professionals to meet the needs of the pupils within the school and classroom.
10. Referrals for children to the SENDCo will be made in a timely fashion through pupil progress meetings or through the use of the referral form.

Directed hours of work

1. All staff are to work their allocated hours as per their agreed contracts.
2. Allocated start and finish times are not taken from the time you arrive in/leave the school building, but are from the time you start and finish your allocated responsibilities and tasks.
3. For office, lunchtime and kitchen staff directed hours are from your starting time until your finishing time.
4. For teachers and teaching assistants the directed hours of work are as set out below.

Teachers (32.5 hrs per week x 39 weeks)

Tasks	Number of hours	Total hours
Teaching/PPA Time (190 days per year) 8:40 – 12:00 12:55 – 3:30	5 hours 55 mins x 190 days = 1124 hours per year	1124 hours
INSET (5 days per year) 9:00 – 12:00 12:45 – 3:45	6 hours' x 5 days = 30 hours per year	1154 hours
Parents' Evenings (6 sessions per year) 3:30 – 6:00	2.5 hours' x 6 sessions = 15 hours per year	1169 hours

Team Meetings 3:30 – 4:30 per fortnight (20 meetings per year) Staff Meetings 3:30 – 5:00 per week (31 meetings per year)	1-hour x 20 meetings 1 hours 30 mins x 31 meetings = 66.5 hours per year	1235.5 hours
Curriculum Team meetings / tasks	15 hours per year	1250.5 hours
Unforeseen / Communication / Community tasks	14.5 hours per year	1265 hours

Teaching Assistants

Tasks	Number of hours	Total hours
For 35 hours per week x 38.2 weeks		
Teaching Time (190 days per year) 8:30 – 11:30 12:00 – 3:30	6.5 hours per day x 190 days = 1235 hours per year	1235 hours
Class Support / Communication tasks 3:30 – 3:45	15 mins per day x 152 days = 38 hours per year	1273 hours
INSET (1 day per year) 9:00 – 12:00 12:45 – 3:45	6 hours' x 1 day = 6 hours per year	1279 hours
Parents' Evenings (6 sessions per year) 3:30 – 5:00 / 3:45 – 5:15	1.5 hours' x 6 sessions = 9 hours per year	1288 hours
Staff Meetings (31 meetings per year) 3:30 – 5:00	1.5 hours' x 31 meetings = 46.5 hours per year	1334.5 hours
Unforeseen / Community tasks	1.5 hour per year	1336 hours
For 36 hours per week x 38.2 weeks		

As above for 35 hours' plus Extended Provision / Class Support / Communication tasks 3:45 – 4:00	15 mins per day x 156 days = 39 hours per year	1375 hours
For 37 hours per week x 39 weeks		
As above for 35 hours' plus Extended Provision / Class Support / Communication tasks 3:45 – 4:15	30 mins per day x 156 days = 78 hours per year	1414 hours
INSET (4 days per year) 9:00 – 12:00 12:45 – 3:45	6 hours' x 4 days = 24 hours per year	1438 hours
Unforeseen / Community tasks	5 hours per year	1443 hours

APPENDIX 2

Expected behaviours and attitudes

All staff should show the following	Positive examples of behaviours / attitudes	Negative examples of behaviours / attitudes
CARING		
Teamwork and flexibility	• doing what you don't want to do • contributing to all school events and activities • sharing with and including / listening to others • valuing and encouraging others	• not supporting others initiatives and ideas • only giving help to those you get on with • exploiting and ridiculing others weaknesses • not valuing the skills and experiences of others
Effective communication	• sharing information with others openly and honestly • taking responsibility to find out information • giving information out to the right people at the right time • sharing information clearly and sensitively	• keeping information to yourself • not listening to / reading information carefully • talking over others / when others are speaking • giving unequal voice to some
ACHIEVING		
Professionalism and responsibility	• know your roles and responsibilities and those of others • following through agreed actions • demonstrating high standards and expectations • talk to the right people if you have a problem straight away	• unreasonable expectations / dumping on others • inconsistent and poor expectations / standards • moaning to others not involved in issue
RESPECTFUL		
Mutual respect and consideration	• politeness and manners • treat everyone with equal respect regardless of position, background or beliefs • apologising for mistakes	• rudeness and thoughtless comments • bullying, racism, sexism etc. • raising your voice / shouting at others • aggressive / threatening body language
Confidentiality and trust	• being clear about what / who information can be shared with • allowing others to get on without unnecessary consultation • offering advice and support	• gossiping about and undermining others • making others feel uncomfortable • being unapproachable and distant
EXCITING		
Positive attitudes and behaviours	• prepared to have a go • following through agreed actions • smiling and laughing • proactive solutions	• being dismissive of others' ideas • giving up at the first difficulty • seeing problems without solutions • reactive solutions