

# **Holy Trinity International School**



**Staff Handbook  
2010 - 2011**

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**To all Staff**

**Please complete and return this to Karen Roth to acknowledge receipt of the Staff Handbook 2010 – 2011 and to confirm you have read the contents.**

**Thank you**

**Mr G Hurrell  
Headteacher**

**Staff Name .....**

**Signature ..... Dated .....**

## INTRODUCTION

Dear Colleague

Thank you, in anticipation, for all that you do.

Our staff are our most valuable resource. We strive to invest further in both teaching and associate staff to secure a happy, successful and advancing school. It is hoped that this handbook will support and inform both ~~old~~ and ~~new~~ members of staff; it is a reliable resource for obtaining and checking school procedures and policies.

My prime responsibility, and that of the Leadership Group also, is to support you. If you are unsure, at any time, please ask. If you are unable to carry out any of your professional duties and responsibilities for whatever reason, please talk to us and seek assistance.

With all best wishes for a successful academic year.

Graham Hurrell  
Headteacher

September 2010



## **MISSION STATEMENT**

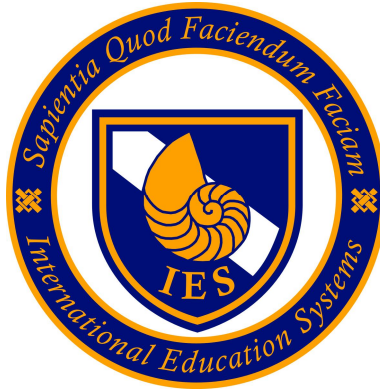
**To educate and develop all children and students in a happy, caring community that places individuals at its heart and allows everyone to shine.**

## **VISION STATEMENT**

**To be a leading, expanding and successful school.**

## **AIMS**

- **To support our children and students to become fulfilled and confident young people in a globalised environment.**
- **To encourage all children and students to achieve the best possible qualifications and develop their talents to the full.**
- **To provide a happy, professional and secure environment for all.**
- **To ensure a seamless continuum of education, with a strong home-school partnership.**
- **To promote an international and inter cultural understanding for a changing world.**



IES's mission is to provide excellence in education provision within an international perspective.

The International Education Systems group (IES) promotes the development of young people who will have the capacity to contribute proactively to the ongoing work towards a better world. Through dynamic programmes, IES will strive to develop leaders for the future who are collaborative, communicative, enquiring, respectful and creative individuals with a passion for lifelong learning. IES students will be encouraged to integrate effectively in the local, national and international communities through the diverse opportunities afforded to them.

International Education Systems Board comprises a team of experts, whose combined knowledge of best practice in education, at an international level, is unique in their field. All the members of the team are highly qualified in their areas of individual expertise, with many years as practitioners in the field of private education.

Setting the team apart from other organisations working in the field, is the fact that the individual members have been working cooperatively for a considerable period of time. They understand and share a philosophy and ethos as to the role of private education in today's society. This enables a degree of coherence in organisation, planning and development rarely found in education institutions.

This coherence is complemented by a consonance between planning and application. The IES educational project is much more than theory- it is reality in practice. A key element of the project is the opportunity for pupils of schools within the organisation, both nationally and internationally, to develop bonds of common educational and social endeavour - encompassing both curricular and extra-curricular activities. Thus an IES pupil will become a member of an international learning community, developing intellectual and social horizons beyond the territorial boundaries of any one country.

IES's plan is to acquire directly, or contract manage, a growing number of schools distributed throughout the United Kingdom and the United States.

## FOUNDATION TRUSTEES OF THE SCHOOL

Mr A McEwen  
Mr M Owen  
Mr R Walker  
Mr A T Morris  
Mr C Skinner  
Mrs M Delin

## THE LEADERSHIP GROUP

### HEADTEACHER

Mr G Hurrell BA Dual Honours. PGCE

### DEPUTY HEAD

Mrs. P. Leek-Wright B Ed (Hons)

### ASSISTANT HEAD /

#### DIRECTOR OF ADMISSIONS

Mr. M. Dunnington Cert Ed

### ASSISTANT HEAD (PUPIL DEVELOPMENT & SUPPORT)

Mrs. V. Vincent BA (Hons) PGCE MIMA  
CMaths CSci

### DIRECTOR OF ADMINISTRATION / FINANCE OFFICER

Mrs. T. Irving

### HEAD OF PREPARATORY SCHOOL

Mr. J. Brunt BSc (Hons) ACA PGCE

## SENIOR SCHOOL TEACHERS

(Subject Leaders in bold)

ART  
DRAMA  
BUSINESS STUDIES  
ENGLISH

GEOGRAPHY  
HISTORY

HOME ECONOMICS

- FOOD  
- ART / TEXTILES

ICT  
MATHEMATICS

MODERN LANGUAGES

MUSIC

PHYSICAL EDUCATION

PSYCHOLOGY  
PSHE

**Mrs. K. Johnston BA(Hons) PGCE**  
**Mr. M. Dunnington Cert Ed**  
**Mrs. K. Isherwood B Ed**  
**Mr. E. Carwithen MA (Hons) Cert Ed**  
Mr. C. Walmsley BA (Hons) PGCE  
**Mr. R. Jackson B Ed (Hons)**  
**Mr E Carwithen MA (Hons) Cert Ed**  
Mr. R. Jackson B Ed (Hons)  
Mrs. P. Leek-Wright B Ed (Hons)

**Mrs. K. Isherwood B Ed**  
**Mrs. K. Johnston BA(Hons) PGCE**  
**Mr. A. White BSc Cert Ed MA MA**  
**Mrs.V. Vincent BA (Hons) PGCE AMIA**  
Mrs. W. Fryman MA BSc PGCE (Maths)  
**Mrs.E. Beverley License d'Anglais PGCE**  
Mrs.H.Tehan BA(Hons) QTS (Spanish)  
**Mrs. V. Vincent BA (Hons) PGCE MIMA**  
**CMaths CSci**  
**Mrs. J. Thomas B Ed**  
Mrs. M. Pioli B Ed  
Mr. A. Rex BA (PGCE) MA  
**Mrs. K. Townley MA Cert Ed**  
**Mr. M. Dunnington Cert Ed**

RELIGIOUS EDUCATION  
SCIENCE  
PHYSICS  
CHEMISTRY

**Mr. M. Dunnington Cert Ed**

BIOLOGY / CHEMISTRY/ PE AS/A2

**Mrs. J. Mackie-Smith BA (Hons) Cert Ed**  
Dr. M. Amin BSc (Hons) PhD PGCE C.Chem  
MRSC (Chemistry)  
Dr. M. Hinton BSc (Hons) PhD PGCE (Biology)

#### **SENIOR SCHOOL – KEY STAGE CO-ORDINATORS**

Sixth Form Tutor and Yr 13  
Pastoral Leader  
Year 7 Tutor  
Year 8 Tutor  
Year 9 Tutor  
Year 10 Tutor  
Year 11 Tutor  
Year 12 Tutor

Mr. A. White BSc Cert Ed MA  
Mrs. P. Leek-Wright B Ed (Hons)  
Mr. R. Jackson B Ed (Hons)  
Mrs. J. Thomas B Ed  
Mr. C. Walmsley BA (Hons) PGCE  
Dr. M. Hinton BSc (Hons) PhD PGCE  
Mrs. E. Beverley License d'anglais PGCE  
Mrs. H. Tehan BA(Hons) QTS (Spanish)

#### **HEAD OF PREP SCHOOL Mr J Brunt BSc MICA PGCE**

#### **CLASS TEACHERS**

Mr. J. Brunt BSc MICA PGCE . Yr 6  
Mrs. E. Desmond MA BSc PGCE . Yr 2  
Mrs. J. Ferris BA (Hons) PGCE . Yr 1

Mrs. J. Powell B Ed (Hons) . Yr 5  
Mrs. K Slack BA (Hons) . Yr 4  
Mrs. A Stanley BA (Hons) PGCE .  
Reception

Mrs. C. Kingett Cert Ed . Yr 2

Mrs. M. Shaw BA QTS (Hons) . Yr 3

#### **PREP SCHOOL SUBJECT COORDINATORS**

CREATIVE ARTS  
HUMANITIES  
NUMERACY  
SCIENCE

Mrs. J. Powell B Ed (Hons)  
Mrs. J. Ferris BA (Hons) PGCE  
Mr. J. Brunt BSc MICA PGCE  
Mrs. J. Mackie-Smith BA (Hons) Cert Ed

#### **PREP SCHOOL - CLASSROOM ASSISTANTS**

Mrs. J. Farley HND (Early Childhood Studies)  
Mrs. P. Naylor CACHE Level 2 TA  
Mrs. M. Polito NVQ 3  
Miss. A. Smith BTEC

#### **LITTLE TRINITY NURSERY & KINDERGARTEN**

**Manager** - Miss G. Carter BTEC  
**Supervisor** - Miss J. Gallagher.NNEB  
**Supervisor** - Miss J Egginton BTEC

Miss. E. Browning BTEC  
Miss. K. Crankshaw BTEC  
Miss. S. Fleming NVQ Level 3  
Mrs. B. Gregory  
Mrs. C. Gilbert NVQ Level 2  
Mrs. K. Harrison NVQ Level 3  
Miss. S. Irving

Mrs. K. Lemart  
Miss L Parson BTEC  
BSC Sport Coaching Science with Phys Ed  
Miss J Potter NNEB  
Mrs. S. Smith Cert.Child Minding Practice  
Miss. V. Steward NVQ Level 3

Head Student:  
Deputy Head Student:

#### **HEAD STUDENTS**

Charlotte Needham  
Rebecca Gregory

#### **PREP SCHOOL HOUSE CAPTAINS**

De Matha	Eleanor Hinton	Rhianna Hinton
Marian	Jessica Ogden	Kit Brocklehurst
De Valois	Alice Caldwell	Bilal Ahmad
Trinity	Georgia Webster-Ford	Emily Bruce

### SENIOR SCHOOL HOUSE CAPTAINS

De Matha	Marian
De Valois	Trinity

### PERIPATETIC STAFF

Miss. A. Brown LAMDA BBO	Mr. J. Bridger	Mr. P. Bridger
Mrs. E. Broadway	Miss. S. Broder	Mrs. J. Fisher Cert Ed
Miss. C. Ince	Mrs. A. Lipman BA Hons LRAM	Mrs. N. Lane
Miss. J. Lau	Mr. J. Allard	Miss. S. Reading
Mrs. C. Vetch	Mrs. M. Willmott	

### ADMINISTRATIVE STAFF

Mrs M. Guinan . Office Manager	Miss. M. Harris . Receptionist / Admin
Mrs. T. Irving . Finance Officer	Mrs. K Roth . Headteacher's Secretary

### SUPPORT STAFF

Mrs.H.Moore BSc (Hons) . Science Technician and ICT Support	Mr. A. Willetts . Site Manager
Mrs. J. Carter . Ancillary	Mr. M. Cadwallader - Caretaker
	Mr. B. Cooke . Security

### LUNCHTIME SUPERVISORS

Mrs. A Bridgewater	Mrs B Eagles
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### AFTER SCHOOL SUPERVISOR

Prep and Senior Schools:	Mrs. M. Polito NVQ 3
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### INTERNAL TELEPHONE NAME AND EXTENSION NUMBERS

Graham Hurrell	24
Karen Roth	22
Tina Irving	33
Michele Guinan	34
Michelle Harris	44
Gaynor Carter	29
Nursery Kitchen	32
Baby Room	39
Sensory Room	42
Kindergarten	21
Mike Dunnington	25
Pam Leek-Wright	26
Preparatory Office	30
Jo Ferris	41
Kitchen (Host Catering)	38
Homework Room	35
Examinations Officer	23
6th Form . Andy White	28
ICT	27
Alan Willetts	31
PE Jeanette Thomas	43

Staff Room	37
Medical Room	40

## TERM DATES 2010/2011

### 2010

#### Autumn term

Wednesday 1 <sup>st</sup> September	INSET
Little Trinity open . Kindergarten workshop	
Thursday 2 <sup>nd</sup> September	School starts

HALF TERM            25<sup>th</sup> . 29<sup>th</sup> October, (Kindergarten Holiday Workshop)

Monday 1 <sup>st</sup> November	School starts
Friday 10 <sup>th</sup> December	End of term

Monday 13<sup>th</sup> . Wednesday 22<sup>nd</sup> December Kindergarten Holiday Workshop  
 Thursday 23<sup>rd</sup> December . Monday 3<sup>rd</sup> January, (inclusive) Little Trinity & Kindergarten closed

### 2011

#### Spring term

Tuesday 4 <sup>th</sup> January	INSET
	Little Trinity open, Kindergarten Holiday Workshop
Wednesday 5 <sup>th</sup> January	INSET
	Kindergarten Holiday Workshop
Thursday 6 <sup>th</sup> January	School starts

HALF TERM            21<sup>st</sup> . 25<sup>th</sup> February, (Kindergarten Holiday Workshop)

Monday 28 <sup>th</sup> February	School starts
Tuesday 12 <sup>th</sup> April (Easter Sunday 24 <sup>th</sup> April)	End of term

Wednesday 13<sup>th</sup> . Wednesday 20<sup>th</sup> April Kindergarten Holiday Workshop  
 Thursday 21<sup>st</sup> April . Monday 2<sup>nd</sup> May Little Trinity & Kindergarten closed

#### Summer term

Monday 2 <sup>nd</sup> May	BANK HOLIDAY
Tuesday 3 <sup>rd</sup> May	School starts

HALF TERM            30<sup>th</sup> May . 3<sup>rd</sup> June, (including Bank Holiday Monday)  
 Little Trinity closed 30<sup>th</sup> May  
 Holiday Workshops Tuesday 31<sup>st</sup> May . Friday 4<sup>th</sup> June

Monday 6 <sup>th</sup> June	School starts
Friday 15 <sup>th</sup> July	End of term

### SCHOOL TIMETABLE

Pupils and Staff are expected to be at school by **8.35 am**, (Senior School) **8.30am**, (Prep School)  
Thank you for arriving punctually to all lessons.

#### PREPARATORY SCHOOL (YEARS 3,4, 5 & 6)

Registration	8.30 - 8.45am
Assembly	8.45 - 9.00am
Lesson 1	9.00 - 9.55am
Lesson 2	9.55 . 10.50am
Break	10.50 . 11.10am
Lesson 3	11.10 . 12.05pm Juniors 11.10 . 12.05pm Infants
Lesson 4	12.05 . 12.45pm Juniors
Lunch	12.10 . 13.20pm Infants 12.45 . 13.45pm Juniors
Registration	13.20 . 13.25pm Infants 13.45 . 14.00pm Juniors
Lesson 4	13.25 . 14.30pm Infants
Lesson 5	14.00 . 14.55pm Juniors
Lesson 5	14.30 . 15.15pm Infants
Lesson 6	14.55 . 15.50pm Juniors

#### SENIOR SCHOOL

Registration/Assembly	8.40 - 9.00am
Period 1	9.00 - 9.55am
Lesson 2	9.55 . 10.50am
Break	10.50 . 11.10am
Period 3	11.10 . 12.05pm
Period 4	12.05 . 13.00pm
Lunch	13.00 . 13.55pm
Registration	13.55 . 14.00pm
Period 5	14.00 . 14.55pm
Period 6	14.55 . 15.50pm

#### KINDERGARTEN 1 & 2

Morning Session	8.00 . 12.00pm
Afternoon Sessions	12.00 . 16.00pm
Or	12.00 - 18.00pm
Full day	12.00 . 18.00pm

#### LITTLE TRINITY – MR TICKLE ROOM AND MR CHATTERBOX ROOM

By Prior Arrangement Only	7.30 . 8.00am
Morning Session	8.00 . 12.00pm
Afternoon Session	12.00 . 16.00pm
Long Afternoon	12.00 . 18.00pm
Full Day	8.00 . 18.00pm

### SCHOOL OFFICE HOURS

8.30 a.m . 5.00 p.m

Email address: [office@holytrinity.co.uk](mailto:office@holytrinity.co.uk)

Website: [www.holytrinity.co.uk](http://www.holytrinity.co.uk)

Weekly Meetings (to be reviewed 2010 . 2011)

Every Wednesday	Leadership Planning Group Meeting	1.00 p.m.
Every Tuesday	Staff Briefing - Staff Room. Prompt arrival is essential. Prep School Staff Meeting . Prep School Library Senior School Staff Meeting . Staff Room (Focus for meetings are detailed in the calendar)	11.00 a.m. 4.00 p.m.
Last Wednesday of the Month	Nursery Staff Meeting	4.00 p.m.
Every Friday	Deputy Head and Head of Prep School  Deputy Head and Kindergarten Staff, Little Trinity Manager	12.30 . 2.00 p.m

Minutes of all staff meetings must be forwarded to the Headteacher.

### Staff Arrival at School

On arrival all staff must sign in. Signing in books are located in the main school and Little Trinity offices. Similarly, when leaving the school premises staff must ensure they sign out.

Staff should arrive in school in good time for the start of school. School begins at 8.30 am / 8.35 . Prep School and Senior School respectively.

Prep School Teachers should be in their classroom by **8.30 am**.

Senior Form teachers should be in their classroom by **8.35 am**.

Non Form Teachers should be available in the Staff Room in case they are required to cover a registration period.

If staff leaves school during their non-contact time, having checked that they are not required for cover, please sign in/out using the attendance book in the school office.

**All teaching staff are required to attend School and House and assemblies.**

Senior School Assemblies take place in the Concert Hall at 8.50 a.m. each Tuesday.

Prep School Assemblies take place in the Prep School Hall at 8.50 a.m. each Monday, Tuesday and Thursday.

Whole School assembly takes place on Friday morning at 8.50 am in the Concert Hall.

House Meetings for Prep and Senior School, take place on alternate Wednesdays.

### Morning / Lunch Breaks

Morning break duties in Senior School are covered by teaching staff on a Rota basis. Lunch breaks are covered by members of the Leadership Group.

Morning break duties in the Prep School are covered by teaching staff and classroom assistants. Lunch duties are covered by lunchtime supervisors.

Prep School staff collect their class from the playground after break and lunch in order to ensure an orderly and punctual beginning to the next lesson.

The Deputy Head and/or Head of Preparatory are available at break time.

### Prep School

Pupils play on the tarmac playground at the front of the Prep School and /or the grassed area at the back. The duty staff member rings the bell at 11.10 am, and is responsible for lining the children up, ensuring that they stop eating, and supervising their orderly entry into the buildings, one class at a time. On wet days, children remain in classrooms and the duty staff patrol the two floors.

### Monitors

These are chosen from Year 6 by their teachers in conjunction with the Year 6 Form Tutor. They assist the duty staff at break, and are assigned to a class generally two to each class. Staff must arrive promptly at the end of break so that monitors are not late for their own lessons.

### Senior School

Pupils may remain indoors, in their Form Rooms, or go outside in fine weather. Leadership staff patrol Senior School and outside area at lunchtimes and teaching staff during morning break. Pupils are not allowed to play behind the tennis courts, near the back gate or in the car park.

#### Tuck Shop and Snack Machines

Senior pupils may buy refreshments from the Dining Room or vending machines at break and lunchtime. **Food that is bought in the dining room must be eaten in the dining room** and items bought from the vending machines can be eaten on form rooms.

Prep School pupils may not leave the Prep School area during the school day to visit the vending machine unless permission is given by a Prep School member of staff.

#### **PREP SCHOOL**

Could I respectfully remind parents that prep pupils who reach school before 8.30am will be supervised in the Prep School Room from 8.00-8.25am when they will then be escorted to their classrooms. Parents who wish to wait with pupils may do so in the Prep School reception area. Pupils are not allowed to classrooms before 8.30am.

#### Lunch time/Morning Break

Prep School pupils are escorted by their Class Teacher to break. Senior pupils make their own way and are supervised by staff. Head of Prep is available throughout lunchtime.

#### After School Supervision/Homework Club

Prep School Staff supervise the departure of pupils as follows:-.

**3.30pm:** Reception, Years 1 and 2 will be handed over to parents in the Prep School playground by the class teachers. The other pupils who are not collected at this time will be supervised by a member of staff. At **4.00pm** they will join the rest of Prep School in after school care. Reception pupils who are not collected by 3.45pm will be taken down to Kindergarten for supervision.

**3.50pm:** Years 3 . 6 will be handed over to parents in the Prep School playground by the class teachers. Any pupils who are not collected at this time will be taken to after school care and can be collected from 4.00pm onwards from the Homework room.

From 4.00pm the Homework Room will be supervised by the after school care supervisor. The pupils remain in the homework room until 5.00pm, during which time they are allowed a packed tea and then pupils move to Mr Dunnington's room which has an intercom to the main door for collection.

Prep School pupils should always use the back stairways and not the open plan stairs in the foyer.

**In the case of a duty falling on a known absence day, please arrange with a colleague to exchange duties.**

#### **Duties of Form/Class Teachers - Senior and Prep School as appropriate**

Form/Class Teachers know their tutees/pupils well and take overall responsibility for their academic and pastoral welfare.

1. Be the first point of contact for pupils and parents.
2. Registers should be taken formally at the relevant times by a teacher. The register should be formally called out
3. Plan and deliver purposeful and effective form period sessions.
4. Ensure that Pastoral Leaders/Subject Leaders are kept informed of any particular problems.
5. Read and sign pupils' contact books weekly / daily.
6. Record tutees/pupils' extra-curricular participation, attendance and achievements.
7. Elect a Captain, and Deputy, to assist with classroom duties i.e. collection of registers, tidiness rota.
8. **Return to Form Room at 3.50 p.m. to ensure pupils leave the room tidily.**

9. Organise, collate and summarise half term and full half year reports; monitor tutees/pupils/academic progress, agreeing appropriate targets and strategies for improvement.
10. Take responsibility for tutees/pupils/behaviour in assemblies, services etc. and ensure that the general discipline and uniform of the class are acceptable.
11. Oversee Form and School assemblies as appropriate.
12. Attend Pastoral meetings

### General Points

**Teaching and learning is at the heart of the school** and, to this end, scheduled lessons may not be changed or cancelled without authorization by the Head/Deputy Head.

Please ensure that any extra curricular activities also take place at the specified times and that they are not cancelled without plenty of prior warning to the relevant staff and pupils/parents. In the case of a member of staff being absent, the Leadership Group will endeavour to find a replacement to lead the club/extra curricular activity.

All events/activities detailed in the Calendar must go ahead when discussed/notified to Form Teacher.

Please ensure that you arrive punctually at all times for lessons, and when on duty around the school. Please ensure that all lessons begin and end promptly and effectively. Full use must be made of teaching time and staff should not set tasks in order to catch up with marking. Remember that you are responsible for the pupils in your care at a given time, and pupils should NEVER be left unsupervised. Pupils should not be left waiting outside classrooms. Members of staff are asked to only drink water during lesson time, tea and coffee must be drunk in the staff room not in classrooms or corridors.

**Please ensure that your mobile phone is not switched on during lesson, staff meetings, assemblies etc.**

Pupils should only be allowed out of lessons in cases of emergency.

Please check that any pupil who arrives at your lesson after the registration time has signed in at the office.

### **CATERING FACILITIES**

#### School meals

All catering services are supplied by ~~Host Catering~~ ~~+~~. Break time snacks are available from the Dining Room or from the vending machine in the foyer. All staff are entitled to lunch but it must be eaten in the Dining Room and staff are asked in exchange to be vigilant about pupil conduct. Please do not remove crockery or cutlery from the Dining Room. These are the property of the catering company. The caterers will also supply a cold snack on any evening you may be in school at the cost of £2.00; please order in advance.

#### Pupils

In the Prep School, Class Teachers escort Infants to the Dining Room at 12.05 p.m. and Juniors at 12.45 p.m.

For senior pupils, lunch is served from 1.00 p.m.

These arrangements also apply to pupils who bring their own packed lunch.

All food and drink must be consumed in the Dining Room.

### **CONTACT DETAILS**

Please inform the office of any change of address and contact details (telephone and email) and also of your car registration number.

### **STAFF ABSENCE**

In order to secure payment, staff who are unable to attend school should personally telephone the Headteacher on **each day of absence** at school on 01562 822929 after 8.00 a.m. The office is open from 8.15 a.m. but messages should **not** be emailed or left on the answer phone at school or with a secretary.

Work for your classes for the day should be faxed, e mailed or dictated over the telephone to the Secretary. On return to school, **please report to the Headteacher**. A register of staff attendance is kept and reasons for absence logged. Please ensure you are familiar with the Compassionate Leave Policy.

If you are absent for four days or more, you must complete a self-certification form. An absence of seven days or more must be covered by a Doctor's note. Saturdays and Sundays count towards absence, so missing school on a Friday followed by absence on the following Monday, actually counts as *four* days. This is to comply with Statutory Sick Pay Regulations.

Requests for leave of absence of any duration should be made in writing (note form is acceptable) to the Headteacher. If you become ill during the day, permission to go home should be sought from the Headteacher. Every attempt should be made to make hospital, doctors and dental appointments out of school hours, in order to minimise disruption to teaching and learning.

#### ATTENDANCE AT COURSES

Forms requesting attendance at courses are obtainable from the staff room/school office. Once completed, these must be handed to the Deputy Head who will check on availability of cover before obtaining the Headteacher's permission for attendance. Staff will be notified accordingly. When completing a course request form, please be aware of the priorities of the **School Improvement Plan**.

#### CURRICULUM

**See Curriculum Statement and Policy Documents  
in the Policy folder available in Staff Room and School Office**

#### TEACHING AND LEARNING

**Refer to Policy Documents  
in the Policy folder available in Staff Room and School Office and Website  
Lesson Planning documentation and lesson observation forms**

#### JOB PROFILES

Job Profiles are issued annually to all members of staff.

#### CODE OF CONDUCT FOR TEACHERS AND OTHER ADULTS WORKING WITH CHILDREN

##### Aim

To assist teachers and other adults working in schools in maintaining professional relationships with students, to minimise the risk of inappropriate behaviour and to reduce the possibility of accusations being made about a person's conduct, either maliciously or innocently.

##### General

- Teachers are in a position of trust and they owe a duty of care to the students for whom they are responsible.
- Teachers and other adults working with children need to be prudent about their own conduct and vigilant about the conduct of others.
- Teachers and other adults working with children should never seek gratification of their own needs in their personal relationships with students - not only in formal school time but in any activities involving students which take place on school trips and visits.
- **A professional, business, working relationship should always be maintained with parents and pupils. Home telephone numbers, mobile phone numbers or email addresses should not be disclosed nor used and all communication and correspondence with parents and pupils must be through school.**
- The attitudes, demeanour, language and particular choice of words of teachers and other adults working with children all require care and thought.
- The systematic use of insensitive, disparaging or sarcastic comments is inadvisable. Psychological abuse is as unacceptable as physical abuse.

- If teachers or other adults working with children at any time feel that their relationships with a student are developing into one which is inappropriate, it is their responsibility to discuss the situation with the Headteacher.
- Teaching and non teaching staff whose own children are pupils in the School must ensure that their children are not unfairly advantaged or disadvantaged but rather treated equally with other pupils, for example they should not access staff offices and the staff room, and must follow the procedures/guidance that apply to all pupils.

#### **PHYSICAL CONTACT**

Physical contact is defined as the intentional bodily contact initiated by the adult with a child.

Physical contact can be misconstrued by a student, parent or observer. As a general principle, teachers and other adults should not have unnecessary physical contact with their students.

There may be occasions when a student needs comfort or reassurance, which may include physical comforting, such as any parent would do. Teachers and other adults must use their discretion in such cases to ensure that this does not become unnecessary and unjustified contact, particularly with the same child over a period of time.

#### **PHYSICAL RESTRAINT**

Restraint can be defined as the reasonable application of the minimum necessary force to overpower a child with the intention of preventing them from harming themselves or others, or from causing serious damage to property.

- Any form of physical punishment is unlawful, as is any form of physical response to misbehaviour unless it is by the way of restraint.
- Restraint should only be used when unavoidable, and in keeping with the incident leading to it. Staff should not place themselves professionally at risk.
- If a teacher or other employee has had to restrain a student the matter should be reported immediately to the Headteacher and a written record kept, (green incident forms are located in the main office).
- If a student reports to a member of staff that another staff member has had physical contact with them - the member of staff should listen, not question, and explain that the matter will be reported to the Headteacher immediately and a written record kept.

#### **SEXUAL CONTACT**

Sexual Contact is defined as behaviour that is sexually explicit, intimate or indecent. No behaviour is acceptable that has either explicit sexual connotations or innuendo even if no sexual contact is involved. Any such behaviour will always be treated as extremely serious and must be reported to the Headteacher.

#### **BEHAVIOUR IN SPECIFIC AREAS**

##### **Physical Education**

Teachers of Physical Education are more likely to come into physical contact with their students from time to time in the course of their teaching. Teachers should be aware of the limits within which such contact should properly take place and should consider the possibility of such contact being misinterpreted by the student. The PE teacher should only ever deploy that degree of physical force which she genuinely believes to be necessary in order to safeguard a student against hazard and/or for the purpose of restricting injury. Physical contact between a student and a teacher should be carefully considered. There are instances when it is necessary, for example, to demonstrate a skill but such contact should remain impersonal so there is no risk of it being misinterpreted. If a student needs support they should be informed beforehand what contact this support involves.

##### **Music/Design Technology/Art/Drama**

Some degree of contact may be necessary at different stages of the student's learning but discretion and care must be exercised at all times. Verbal instructions should always be used in preference to physical contact unless the teacher is certain that the student understands the reason for that contact.

The teacher should be sensitive to the student's reaction, and contact should cease whenever a student appears to be embarrassed, upset or intimidated.

Extreme caution should be exercised by teachers when teaching students, particularly during an individual lesson especially if there is no other person present in the room.

Teachers may be tempted to demonstrate some techniques whilst standing behind a student. This is not advisable.

Visiting and Peripatetic teachers should be made aware of this code of conduct by the relevant Subject Leader.

### **Extra Curricular Activities**

Teachers and adults should follow the relevant guidelines in the Educational Visits Policy and be aware that in a more relaxed, informal environment, students can be more challenging or familiar towards teachers and cause teachers to overstep the professional boundaries.

It is important that leaders and instructions do not create a false impression. Words and actions can be misunderstood, and care should be taken to avoid the awkward situation. Should such a situation arise, care and consideration in its handling is essential to minimize embarrassment to leaders, instructors and students. All adults working alongside students in any form of After School Club need to be aware of this. Where teachers, NNEBs or adults acting on behalf of the school propose to transport a student or students in their own vehicle this should only happen with the prior knowledge and approval of the Headteacher or Deputy Head. Please check your car is equipped with the necessary, recommended seat belts and insured appropriately - insurance documentation must be forwarded to the Head in advance of the journey.

### **Pastoral Role**

All teachers have a pastoral responsibility for students and, in order to fulfill that role effectively, there will be occasions where conversations will cover particularly sensitive matters. Teachers must, in these circumstances, use their discretion to ensure that, for example, any probing for details cannot be construed as unjustified intrusion.

In dealing with sensitive issues, teachers must inform students at the start of the interview that the teacher may have to disclose the information to another person e.g. the Headteacher. Care should be taken to ensure that students are referred on when the professional skills required are beyond those possessed by the teacher to deal with the student's needs. Staff should exercise caution in their judgement when talking with students on a one to one basis, i.e. leave the classroom door ajar, so that they do not compromise their own integrity and safety. All discussions must be recorded on the green incident form. Child protection issues should be recorded, as outlined in the policy. These forms are available from the main office.

### **Private Meeting or Individual Tuition**

You should be aware of the dangers which may arise from private interviews with individual students. It is recognised that there will be occasions when confidential interviews must take place, but, where possible, such interviews should be conducted in a room with visual access, or with the door open, or in a room or area which is likely to be frequented by other people. **Meetings with students away from the school premises are not permitted unless the specific approval of the Headteacher has been obtained.**

Where such conditions cannot apply you are advised to ensure that a member of the Leadership Group knows that the interview is taking place. The use of engaged signs is not advisable.

Where possible another student or another adult should be present or nearby during the interview.

Where there is a requirement for an interview to take place undisturbed, as with some oral examinations, teachers and students should be aware that there are other people nearby, and it is advisable for teachers to explain the situation beforehand, so that students can express any concerns.

All discussions must be recorded on the green incident form.

### **First Aid/Administration of Medicines**

Employees who administer First Aid should possess appropriate qualification training and ensure, wherever possible, that another adult is present. A list of trained staff is located in all rooms around the school.

### **Toilets and Changing Rooms**

Male teachers should **not** as a general rule enter girls toilets/changing rooms or female teachers enter boys toilets/changing rooms, except in extreme circumstances where the safety of the children is concerned. It is preferable to be accompanied by another member of staff.

### **Home Visits**

Good links with parents or carers are vital for effective learning. Teachers involved in home visits should consider whether a home visit is necessary and appropriate and only undertake such visits with knowledge and approval of the Headteacher or member of the Leadership Group.

If the teacher considers that the visit may involve a potential risk, then this should be assessed and discussed in advance with the Headteacher and alternatives explored.

The school will take steps to ensure staff safety, such as being clear about the timescale of any planned visit. If a decision is taken to go ahead with a home visit where an element of risk has been identified, then two members of staff should attend.

### **Social Contact**

***Social contact with students and their families who are not relatives, other than that which is school based or organised by the school could be potentially difficult/dangerous and is not encouraged. Any regular out of school contact e.g. through membership of the same organisation, must be registered with the Headteacher.***

Contacting parents or students at home requires the prior permission of the Headteacher or a member of the Leadership Group at ALL times.

### **Special Educational Needs**

The principles involved when dealing with students with Special Educational Needs are the same for as all other students.

### **DEALING WITH ALLEGATIONS OF ASSAULT**

If a member of staff is accused with the physical or sexual assault of a child then the Headteacher should be informed immediately. Advice should be sought either from the Chair of Trustees or the Vice President of IES and the School's Child Protection Officer immediately in order that an appropriate course of action can be agreed including, if necessary, the procedures laid down by the Area Child Protection Committee. The procedures involved in dealing with allegations against staff is outlined in the child protection policy.

If the allegation is about the Headteacher, report the matter immediately to the Deputy Head who will follow the procedures of reporting immediately to Mr Andrew McEwen, Trustees, or Vice President of IES.

#### **CONFIDENTIALITY**

Many of the problems and situations faced by the pupils and their parents are often shared with staff and it is imperative that these are kept confidential where appropriate, within the confines of the

school. It is important that a record is made and entered in the appropriate file and the Headteacher is informed.

Personal details and matters pertaining to other members of staff and to the organisation of the school must also be kept confidential.

If you are unsure it is always better to share your concerns with a member of the Leadership Group. The wrong comment in the wrong place can cause unnecessary gossip and undermine the confidence of the pupils and parents.

**PASTORAL MANAGEMENT PROGRAMME  
EXPECTED LINES OF ACTION  
(see also Pastoral Policy)**

Holy Trinity International School is a caring community in which every individual is valued and respected.

The responsibility for the pastoral system lies with the Headteacher and Leadership Group. Care for the individual pupil operates through the following structure:

**Prep School**

Class Teacher  
Head of Preparatory  
Deputy Head  
Headteacher

**Senior School**

Form Tutor  
Year 7 and 8 Pastoral Support  
Deputy Headteacher  
Headteacher

**PASTORAL MANAGEMENT PROGRAMME: EXPECTED LINES OF ACTION**

A. Subject staff would normally deal with:

Incidents / behaviour in lesson  
Poor / missing homework  
Concerns about subject  
Subject Detention  
Suggesting referrals to learning / Curriculum support via Form Tutor  
Attitude to work (and would normally provide information to Form Tutors)

B. Form Tutor would normally deal with:

Recognising and rewarding achievement  
Initial parental or staff concerns about a students overall performance  
Calling in parents / Interviews with parents (after consulting an Assistant Head- Pupil Development or Year Tutor)  
Incoming Yellow cards; devising strategies with pupils to avoid a repetition or problems  
Issuing and monitoring report cards (after referral to an Assistant Head- Pupil Development or Year Tutor)  
Suggesting Referrals to Learning / Curriculum Support  
Logging incidents / Yellow cards  
Checking planners / Contact books are being used effectively  
Recognising and rewarding Achievement  
Detention incidents / Letters  
Monitoring Student planners / Contact books

C. Deputy Head (Pastoral Leader) would normally deal with:

Monitoring all of the above  
 Weekly updates / information / directing tutor time  
 Issues that cut across years  
 Potential staff disciplinary issues (bullying, record keeping etc)  
 Whole Key Stage issues  
 Year meetings, Pastoral meetings, planning agendas  
 Representing the Pastoral aspect of school life at Leadership Group  
 Induction and Support of new Year Tutors  
 Development and Monitoring implementation of Pastoral development plan  
 Serious concerns about students, liaison with parents, and Learning support  
 Any issues which might lead to temporary or permanent exclusion  
 Devising and monitoring form schemes of work.  
 Problems within Year in more than one Tutor Group  
 Advising on issues that FT feels unable to cope with  
 Continuing parental concerns, or continuing concerns about a student's overall performance; coordinating Report cards  
 External Agencies, including referrals to SENCO and Curriculum and Learning Support  
 Advice to FTs who have problems with Form or record keeping  
 Problem teaching groups  
 Invitations to Parents Evenings  
 Co-ordinating compilation of Reports

In Little Trinity / Kindergarten the Manager would report any pastoral care problems to the Deputy Head or Head of Prep for appropriate action.

The Deputy Head is responsible for any appropriate liaison with outside agencies.

Where appropriate, staff are informed of pupil information by weekly staff briefings and weekly staff meetings.

Parents have easy access to the Form Tutor/Class Teacher by use of the planner, parent consultation evenings and mutually convenient private appointments.

Form Period and the PSHE course help to develop and support the pastoral programme throughout the Senior School.

It is important to note that every member of staff is in loco parentis and therefore has an appropriate duty of care.

Miss P. Leek-Wright is the school's designated teacher responsible for Child Protection.

#### **PERFORMANCE MANAGEMENT (See Policy Document)**

Performance Management is a process to support the development of all staff to improve teaching and learning and raise standards. All teachers, except for those in their induction year and those on contracts for less than a year are involved in an annual Performance Management cycle. This involves 1) a Planning Meeting to set objectives, 2) lesson observations and 3) a review meeting. Further information is available in the Performance Management Policy document. In addition, the Headteacher will meet with every member of staff during the terms. The Headteacher will meet with any member of staff at any time possible; please arrange an Autumn/Spring appointment with the Head's Secretary.

#### **STRESS POLICY (See Policy Document)**

This recognised that there are pressures in working life which can cause problems to individuals and prevent effective working. Colleagues are directed to the Work Related Stress Policy in the Policy handbook.

Stress counselling services include:

Teacher Support Line: 08000 562 561 (24 hours service)

Stress Counselling Service  
111 Bishopsgate Street

Lancaster Stress and Counselling Service  
Lancaster House

Birmingham B15 1ET

PO Box Nottingham NBG 5SN

Telephone: 0121 643 3057

Telephone: 0115 950 4664

Advice and support can also be obtained from your Professional Association or Trade Union.

#### MEETINGS

Staff meetings and standing committee meetings are normally held after school on a Tuesday. These meetings are calendared, agendas are published prior to meetings and minutes are circulated to all staff. Working parties and other groups agree their own schedule.

#### INDUCTION

An induction programme is arranged for those new to the school and those new to a responsibility/position. For those who join at the start of the school year, sessions are held at lunchtimes in September and October. Separate arrangements will be made for colleagues who arrive at other times.

#### PREGNANCY AND MATERNITY LEAVE

When a member of the teaching or support staff discovers that she is pregnant she should contact the Headteacher so that she can be informed of all that is required. The rules and regulations are complicated and need to be adhered to closely to ensure benefits are not lost. The school is supportive of employees during pregnancy and childbirth, without being intrusive, but can only help provided employees keep the school advised. The Headteacher would also know if there are any infectious diseases in school which could be harmful during early pregnancy. Further, in order to ensure the best interests of the pupils, and the rest of the staff, the school needs as much notice as possible in order to obtain appropriate maternity cover.

The full policy and procedures regarding maternity leave and benefits are available from the Headteacher

#### COMPASSIONATE LEAVE POLICY

##### Aim

To assist the smooth running of the school and to establish an entitlement of compassionate leave of absence from school during term time for members of staff (teaching, administration and support).

Whilst the Trustees of the school wish to be sympathetic towards its employees at times when staff may require compassionate leave of absence from school during term time, it is necessary to have some guidelines so that the good practice and teaching in the school may be carried out to the full expectations of pupils and their parents.

The Trustees, guided by the Headteacher, would be prepared to look at individual cases on their own merits, but as a general rule the following guidelines apply for compassionate leave with pay:-

- for the death of a close member of a family - spouse, child or parent
- for serious illness of a close relative - spouse, child or parent
- for all other cases requiring the absence of a member of staff from school during term time, including funerals or a family crisis.

The total time that compassionate leave with pay may be taken **should not exceed 5 working days in any one academic year.**

No leave may be taken without prior permission of the Headteacher and application for leave should be sought in writing as soon as possible.

The academic year will be taken from the 1st September until 31st August of the following year.

In certain circumstances the Headteacher may recommend that compassionate leave without pay is granted.

Failure to comply with the above guidelines could result in the disciplinary procedures being invoked.

Staff have the right to appeal to the Trustees if they feel that their case has not been treated fairly by the school.

#### STAFF COVER

##### Senior School

For any known absence, appropriate cover work must be set by the subject teacher and details recorded on the cover from in the school office.

From time to time it will be necessary to cover an absent colleague. You will be notified that morning by the cover timetable, displayed on the 'Today' board in the Staff Room and in the main office. If you cannot cover the lesson, you must see the Deputy Head yourself. Non-form teachers should make themselves available in the staff room to cover a registration period if required. Please issue any cover work and ensure that the pupils are working on the tasks set and that they do not use the time as a homework time. Please make every effort to assist pupils with the work set if they are in difficulty. If you cannot help directly please ensure that a note is left for the absent teacher and give the pupils an alternative assignment.

#### PUPIL ABSENCE

Pupils who are absent should bring a letter on their return to school and hand it to the Form Tutor/Class Teacher. This note is then passed to the office for filing into the individual pupil's file. Parents are also requested to telephone the office when a pupil is absent to inform the School Office who will pass on the message to the Form Tutor/Class Teacher. Form Tutors/Class Teachers should record all absence on the blue slip at both registration periods so that office staff may **immediately** contact home if a child is absent without notification or reason. Form Tutors/Class Teachers should please inform the Deputy Head or Prep School Manager of any extended absence (more than three days).

##### Preparatory School

Illness which prevents a child from remaining in class, should be reported to Head of Prep who will make the decision to inform parents. If she is not available Mrs. J. Farley, First Aider, will provide assistance. If a child is collected from school by a parent then his/her departure is recorded in the book in the School Office.

##### Senior School

Pupils should report initially to their subject teacher, who will decide whether to refer the matter to the School Office and Form Tutor. A decision will then be made to contact parents. All pupils must sign out at the office before leaving the building.

#### ACCIDENTS

Whilst every care must be taken to ensure safety and well being of the staff and children there will be occasions when accidents occur.

In the case of a serious accident or any head injury the following procedures must be followed:-

1. Give immediate assistance and assurance. Clear immediate area except for eyewitnesses.
2. Send for/or take the injured person to any of the designated first aiders.
3. In the case of a child, parents must be informed immediately and asked to seek medical advice. A letter giving details of the accident will be provided to give to the doctor or hospital.
4. Inform the appropriate member of staff of the Leadership Group.
5. Complete relevant accident forms which must be signed by a parent if the child is in the Nursery or is an Infant child.

## FIRST AID

An accident should be reported to the Deputy Head or First Aiders in the Senior School, and in the Prep School to the Head of Prep. These members of staff will make the decision, if necessary, to call an ambulance. For minor injuries, first aid kits are located in the Office, PE Staffroom, Prep school office and Science Laboratories. All accidents must be logged in the Accident Book, kept in the School Office for the Senior School, the Head of Prep's office for the Prep School and the Nursery Manager's office. Similarly serious incidents should be reported in the Incident Book located in the General Office.

## FIRST AID POLICY

This policy is designed to cater for the management of FIRST AID, should it be required by staff, pupils or visitors to Holy Trinity International School. It is also concerned with staff and pupils who may be involved in school activities in another location. It forms part of the School Health & Safety Policy.

### **Staff Qualified to Administer First Aid:**

Mrs J Farley	Prep School Classroom Assistant
Mrs M Guinan	Office Manager
Mr G Hurrell	Head teacher also qualified in Sports Injuries
Miss M Harris	Receptionist
Mr R Jackson	Form Tutor/Duke of Edinburgh/Health & Safety Coordinator
Mrs H Moore	ICT/Science Technician
Mrs M Pioli	PE Department also qualified in Sports Injuries
Mrs K Roth	Head's Secretary
Mrs J Thomas	Form Tutor
Mrs V Vincent	Assistant Head

### **Paediatric Training – Nursery and Kindergarten Staff:**

Miss E Browning  
Miss S Fleming  
Mrs C Gilbert  
Miss J Gallagher  
Mrs B Gregory  
Miss R Harpur  
Mrs K Harrison  
Mrs M Laughton  
Mrs K Le Mart  
Mrs S Smith  
Miss K Slack

A list of current First Aiders is located in every Classroom.

### **Location of First Aid Kits:**

A green cross indicates the location within the following areas:

Main Office	Dining Room	Physics Laboratory
Prep School - Lower Level	Home Economics Room	Science Laboratory
Nursery	Art Room	Prep School Upper Level
P.E. Dept. - (Fitness Room)	Biology Laboratory	Minibus
Technology Room	Swimming Pool	Medical Room
Physics Room	Kitchen	

### **First Aid Match Bag – Kept inside PE office**

First Aid kits and, where possible, a qualified First Aider, must accompany all groups participating in activities off-site including school activity holidays. Each First Aid kit carries a Guidance card. The contents of the first aid kits are checked regularly by the School Office staff, under the direction of Mr R. Jackson Health & Safety Officer.

## PROCEDURE TO BE FOLLOWED

1. **Serious injuries** – The first person on the scene must assess the urgency of the situation. Most urgent incidents will involve **Loss of Breathing + Pulse + Major Bleeding and Unconsciousness**. Other people will be used to summon the First Aider and **Secondary Aid help** (i.e. an ambulance). Staff are not advised to transport pupils home or for further medical assistance, If there is a possibility of a **Fracture, Dislocation or Bad Sprain**, treat where found, unless it is absolutely essential to move the casualty.

2. **Injuries that can be treated in School or on site** – Cuts, grazes etc., should be treated with water only. (Antiseptic wipes may be taken off site). Creams must not be applied. Wounds should be dressed using micropore and lint. To prevent the risk of infection protective gloves must be worn when treating open wounds. Soiled dressings must be placed in sanitary disposal units located in the toilets. Plastic disposal bags plus tape must be provided for keeping used dressings off site, until they can be safely disposed of. Minor burns must be treated with running cold water.

**Ice Packs:** These are located in all First Aid kits **but must not be used on open wounds or by Diabetics**. Ice available in refrigerator in kitchen adjoining Headteacher & PA's office.

**Asthma:** Pupils who suffer from asthma must carry named inhalers to lessons, clubs and activities. Spare named inhalers, nebulisers and other prescribed medication must be kept securely in the office. **No – one is authorised to nebulise an asthmatic unless qualified by a specialist course.**

**Medication: No Medication** should be administered without parental consent. All medication must be kept securely by the person responsible for administering it.

**Reporting Injuries and Treatment:** A record must be made of any injury sustained and the following treatment given. This will be recorded on the appropriate form in the Accident File. These forms must be numbered. Accident files are kept in the Main Office. Accident forms must be retained for the minimum of three years.

**Reporting Injuries (RIDDOR):** Some accidents that occur must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Accidents resulting in death or major injury must be reported immediately (by telephone) and followed up with a written report (HSE Form 2508) to arrive within ten days. The written reporting procedure must also be carried out if pupils, employees, visitors or contractors are injured on the premises (or whilst conducting school work or activities off-site) if they are unable to resume normal work within three days.

The reporting of these incidents will be under the direction of the Headteacher.

**Contacting Parents/Persons with Parental Authority:** Parents should be contacted if accidents or illness prevent a pupil from resuming normal activities immediately following treatment. Where contact cannot be made from the office, the Headteacher or designated member of staff should be advised to make arrangements for further follow-up. The patient may be taken to the Main office where they can be monitored. Any bump or injury to the head . even if pupils appear perfectly well . must be reported to parents.

**Accompanying Pupils to Hospital:** Under normal circumstances a parent or member of staff must accompany a pupil to hospital. Parents must be contacted, but provision of urgently needed treatment should not be delayed pending contact with, or arrival at School, of parents.

**School Medical Records:** Medical records for pupils are located in the main office. Pupils with serious medical conditions should be listed in Staff Rooms and the relevant treatment methods detailed. In cases where pupils may require injections, staff would undergo specialist training prior to any such treatment being administered.

**School Outings and Residential Trips:** The party leader must ascertain any medical concerns prior to School outings and be responsible for receiving the necessary prescribed medication. Colleagues should be informed of potential concerns. Parents must complete the medical form provided. In all cases of Trips or Outings, a member of staff should be designated as the person responsible for dealing with First Aid matters. Where trips to European countries take place, a valid E1.11 form (or European Health Card) is requested from all party members including staff. These are carried by the Party Leader.

**HEALTH AND SAFETY**  
**(see Health and Safety Policy for further details)**

All staff are required to wear an identification badge at all times.

All staff are responsible for the health and safety of pupils in their care. They should be vigilant at all times, ensure that their working areas are safe and secure and that all practices comply with the Health Safety Act 1974.

Departmental policies and procedures should be reviewed regularly and handbooks updated accordingly.

On a general note, pupils should **not** be allowed to lean or sit on window ledges in classrooms or corridors.

**ELECTRICAL EQUIPMENT IN SCHOOL**

**User Checks**

In order to comply with the Health & Safety Requirements and to help ensure the safety of all staff and pupils, the electrical equipment in use within the School is formally inspected and safety inspected annually. However, as damage and faults can occur at any time, between these formal inspections, it is necessary for the user to carry out **additional checks** to ensure that the appliance has not become damaged in such a way as to impair its safety.

The user is the person most familiar with the equipment and may be in the best position to know if it is in a safe condition and working properly. Many faults can be determined by a simple, visual inspection.

The user inspection should be carried out with the equipment disconnected from the mains supply, or with the supply switched off.

1. Consider if the equipment is working properly, are you aware of any fault?
2. Inspect the equipment, in particular looking at:
  - a. **The Flex** . is it in good condition?  
Is it in a location where it could be damaged?  
Does it have inadequate joints?
  - b. **The Plug** . is the flexible cable secure in its anchorage? (The outer sheath should be clamped, you should not be able to see the inner coloured wires outside the plug)  
Is it free from cracks or damage?  
Is it free from any signs of overheating?
  - c. **The Appliance** . does it work?  
Does it switch on or off properly?  
Is it free from cracks, contamination to the casing, or damage which could result in access to live parts?  
Can it be used safely?
  - d. **The Socket or Flex Outlet** – is there any sign of overheating?  
Is it free from cracks and other damage?
3. Take action on faults or damage. Faulty equipment must be:
  - a. Switched off and unplugged from the supply
  - b. Labelled to state it must not be used.
  - c. Reported to the Finance Office in writing.

**Frequency of Checks**

The frequency of user checks will depend upon the type of appliance and how it is used. The recommended frequencies are:

**Portable items:**

This will include most items normally stored in cupboards and used in the classroom, plus appliances such as kettles, lamps, sewing machines, cassette/DVD recorders etc.

**These should be checked weekly**, or before use for stored equipment used less frequently.

**Hand held items:**

**These should always be checked before use.**

**Stationary items and Computer equipment:**

These should be checked weekly.

**Playground equipment:**

Weekly checks of safety, paint work, bolts and joints, stairs and rails.

#### ARRIVAL AND DEPARTURE OF PUPILS

Supervision of pupils is available from 8.00 a.m. Prep School pupils who arrive early assemble in Prep School where they remain until 8.25 a.m. Prep School pupils are then escorted to their classrooms. Senior pupils assemble in their Form Rooms.

At the end of the day the following arrangements apply:

**3.30pm:** Reception, Years 1 and 2 will be handed over to parents in the Prep School playground by the class teachers. Any pupils who are not collected at this time will be taken to the after school care and can be collected from **4.00pm** onwards in the dining room located by the main school entrance.

**3.30pm:** Years 3 . 6 will be handed over to parents in the Prep School playground by the class teachers. Any pupils who are not collected at this time will be taken to after school care and can be collected from 4.00pm onwards in the dining room.

Senior pupils return to their Form Rooms, to collect their possessions after last lesson. If they are being collected by parents, they assemble outside the Swimming pool entrance. Any pupil who has not been collected by 4.10 p.m. must return to the Homework Room located in the ICT Suite then at 5.00 p.m. move to Mr Dunnington's room till 6.00 p.m.

Supervised prep sessions are provided for Prep School and Senior pupils until 6.00 p.m. daily. Pupils are supervised in the Dining Room and Homework Room by Mrs. Polito.

#### EDUCATIONAL SUPPLIES

Requests in Prep School should be given to the Head of Prep, and to the Subject Leaders in the Senior School and should be made with regard to the School Improvement Plan and appropriate department budget. All orders will then be considered by the Headteacher, who will pass them to the Finance Office for processing, once authorised. **No member of staff should make a purchase and then seek reimbursement. Permission must be obtained from the Headteacher beforehand by completing fully the appropriate (blue) request form.**

**Text Books**

Pupils are issued with the relevant Text Books by teachers. Any pupils who damage or lose books will be charged the cost for a new book.

**Stationery**

Exercise Books, files and file paper are supplied by the School; pupils should only be permitted to use School stationery. Pages should not be removed from exercise books without the teacher's permission. When an exercise book is full, a new one will be issued by the subject teacher.

#### EXTERNAL EXAMINATION AND INVIGILATION PROCEDURES ( REFER TO THE EXAMINATIONS POLICY)

Subject Leaders, having secured authorization from the head, should ensure that they inform the Examination Officer of the following:

- Any changes of syllabus or Examination Board

- Details of all components and levels being used
- The examination session they intend to use
- Full list of students they intend to enter with components and levels
- Any students no longer being entered for any examination
- A list of coursework marks for each relevant examination
- An estimated grade for each student

External examination sessions are in November, January, March and June. These will vary from syllabus to syllabus. Please check your syllabus to see when your subject is being offered.

Confirmed entries have to be made:-

- September for November examination
- October for January examination
- December for March examination
- February for June examination.

Penalties payable from departmental funding are imposed for late entries and anyone being withdrawn from a subject or module.

Students re-sitting an examination will be charged for the re-sit.

External examinations take place in the Gymnasium or in the study rooms above the Sixth Form.

(The appropriate paperwork and equipment, i.e. mobile phone will be ready assembled by the examinations officer in the main office for collection. In the absence of the examinations officer it is necessary for the subject teachers to ensure the papers are ready for collection by the invigilator).

1. Collect papers from the main office well in advance of the start time of the exam.
2. Ensure that you are aware of any candidates requiring extra time.
3. Read the instructions on the envelopes.
4. Check that all required materials have been provided.
5. Assemble the candidates in silence outside the Examination Room.
6. Allow the candidates to enter the examination room in an orderly fashion and seat them in candidate number order. If number cards are not on desks.
7. No eating or drinking in the examination room except for medical reasons.
8. If you do not know any candidate ask to see her candidate slip as identification.
9. If there are 2 examinations, seat the candidates sitting the longest examination near the windows.
10. Remind candidates of the two notices %Warning to Candidates+and %Notice to Candidates+displayed near the entrance.
11. Remind candidates of the penalties of dishonest practice or even the suspicion of dishonest practice. E.g. %I know you would not dream of it but it is my duty to remind you that the Invigilator must not even suspect that you are cheating+.
12. Remind candidates of possible unauthorised material - in pockets etc.
13. Check that there is no unauthorised material anywhere near the candidates including mobile phones.
14. Invite candidates to bring unauthorised material to front of room.
15. **Remind candidates that all timings go by the clock at the front of the Examination Room.**
16. Ask candidates if they can see the clock and blackboard clearly.
17. Check that the following are available:
  - Bell for summoning help
  - Spare stationery
  - Treasury Tags
  - Seating plan book
  - Invigilation sheet
  - Instructions for the conduct of examination (yellow folder)
18. Give out any required stationery/data books etc.
19. In clear view of the candidates, open the question papers.
20. Instruct candidates that when they receive their papers they are to read the front of the question paper carefully, but not to begin the examination until told to do so.
21. Distribute the question papers.
22. **Read the instructions on the front of the question paper to the candidates and ensure that they fully understand all instructions.**
23. Instruct candidates to fill in the front of the answer booklet.

24. Clearly state the time and instruct candidates to begin the examination.
25. Record the following information clearly on the blackboard:
  - Holy Trinity International School
  - Centre Number 24200
  - Name of Examination(s), option and paper number
  - Duration of Examination
  - Start Time
  - Finish Time
  - Any other relevant information useful to candidates (e.g. special times)
26. Fill out seating plan.
27. Fill out the Invigilation sheet.
28. While invigilating no other work should be done when two or more invigilators are present. Invigilators should ensure that they observe from both ends of the examination room and only engage in conversation with each other when absolutely necessary.
29. Quietly patrol the area at regular intervals, so not to disturb candidates' concentration.
30. Ensure that all instructions are carried out as per the %a instructions to invigilators+ handbook.
31. The invigilator should take a mobile into the examination room to be used in an emergency.
- 32. All examination times are by the clock NOT by watches.**
33. Do not disturb candidates under any circumstances.
34. Inform candidates five minutes before the end of the examination they have 5 minutes remaining.
35. At the finish time ask candidates to stop writing.
36. Inform candidates that the examination has not finished until all materials have been collected.
37. Collect scripts in candidate number order.
38. Collect all unused stationery.
39. Dismiss candidates in an orderly fashion.
40. If another examination is going on, dismiss candidates in total silence, row by row.
41. Return seating plan, invigilation sheet, unused question papers and stationery to the School Office.
42. If the school's mobile phone has been taken into the examination room, please return to the Finance Office.
43. No candidates are permitted to leave the examination room before the scheduled examination finish time.
44. No question papers are to be removed from the examination room before the scheduled finish time.
45. At all times staff are expected to follow the above centre guidelines in addition to the %a instructions to invigilators+.
46. If any event occurs not covered by the above or %a instruction to invigilators+, staff must seek assistance from the Examination Secretary for guidance. If not available, the Headteacher or Deputy Headteacher.

#### SENIOR SCHOOL INTERNAL EXAMINATION PAPERS

Internal examinations are held once a year, in the Summer Term.

~~A~~Mock public examinations are held in the Autumn Term.

Departments may undertake shorter tests in class throughout the year.

Copies of all examination papers being used must be given to the Assistant Head/Director of Studies before the examination and a full list of results, with analysis and evaluation, after the examination.

All relevant papers for each examination should be placed in the correct boxes in the school office prior to each examination.

1. All internal examination papers must be typed.
2. Instructions to candidates must be clear and should include:
  - Duration of paper
  - Number of questions to be answered
  - Marks awarded for each question
  - Any other relevant instructions
3. **Each set of papers should be placed in appropriate envelope folders and** examination information sheets attached (available from the school office).
4. The papers, together with any additional materials, should be lodged in the Staff Room in the week preceding the date of the examination.

5. During the examination period, invigilators collect the papers from the Staff Room immediately prior to the examination.
6. Completed scripts are returned directly to the teacher setting the examination, or to their pigeon hole, immediately after the examination has finished.

**Following examinations, for any student moving teaching groups, parents should be invited in to discuss and should have been given some indication that this might happen either on the previous report or at the last parents' consultation evening.**

#### EXTRA CURRICULAR ACTIVITIES

The Assistant Head, in conjunction with the Head of Prep is responsible for compiling the extra curricular timetable at the beginning of each term. Participation, attendance and achievement in extra curricular activities will be monitored by the Head of Prep and Assistant Head/Director of Studies.

**Extra curricular activities are a very important aspect of school life. All staff are expected to make positive contributions to the programme and all pupils are encouraged to actively participate in the extra curricular life of the school.**

#### FIRE DRILL/EMERGENCY EVACUATION OF THE BUILDING

A copy of the Fire Drill is displayed in each classroom.

A Fire Drill practice is held termly.

1. If a fire is seen sound the alarm.
2. If the bell/siren rings **it is** a fire alarm.
3. Supervise the evacuation of pupils from the building via the nearest available exit. Please ensure that the pupils adhere to the silence rule.
4. Go to designated assembly point on the grass outside the Netball Courts/tennetting at the far side of the field. Assemble facing the Netball courts.
  - 1) All marshals should wear distinctive clothing, carry a whistle, torch and a clipboard with check off list, and staff mobile telephone numbers. The Head Teacher will check evacuation of the Concert Room, offices and classrooms on the Third Floor and will then move to the main stair well. Ideally all marshals will carry mobile phones but walky-talkies are available and permanently carried by the office, Caretakers and Headteacher.
  - 2) Michelle Harris will take the registers, staff sign in book, visitor sign in book, spare pens and megaphone straight to the fields. It is also important to take a list of all staff and family phone numbers and emergency contacts. This information should be on a readily available, coloured clipboard. Spare batteries must be available for the Megaphone. Mike Dunnington deputises if Michelle Harris is absent.
  - 3) Michelle Guinan goes directly to Nursery and checks the evacuation of that area (Karen Roth deputises if Michelle Guinan is absent).
  - 4) Harriet Moore will be available to guide trained firemen to the Chemical stores and ICT Lounge, informing them of the potential risks. In the case that Harriet is away, then the Head of Department, Science, must take over that task.
  - 5) Andy White will be in charge of 6<sup>th</sup> form block, (Harriet T. deputises) and Vicky Vincent will check music area and especially the practice rooms where part time staff teach (Harriet T. and Dr. M. Amin) deputise).
  - 6) Ron Jackson will evacuate his class and will then be the Marshal in charge as Health and Safety Representative, Weisia Fryman middle floor and both Mark Cadwallader and Alan Willetts will check the ground floor. **Alan's first priority is to make sure that the gate to the Albert Road entrance is open for fire engine access.** Mark must check changing rooms and bathrooms;

while swimming staff (Jeanette or coaches of clubs are responsible for the swimming pool changing rooms.)

- 7) Kitchen staff are responsible for their area and must make sure that they place trolleys, hot boxes, equipment etc inside the kitchen or dining room before evacuating . and not leave it in the corridor as a potential obstruction.
- 8) In simulations, Ron Jackson will give feedback to the Head Teacher of any difficulties noted or ways to improve efficiency. He will also make sure that Marshals have fire extinguisher and first aid training and confidence.

The fire alarms are tested every Tuesday at 9.00 a.m. for 30 seconds.

### **Fire Procedures**

On discovering a fire, the nearest alarm glass should be broken. Do not try to fight the fire. Follow the agreed fire procedures for exit.

Signal	Continuous bell/siren and/or hand bell.
Registers	The secretaries will take these to the muster point in the field by the tennis/netball courts.
Teachers in Rooms	Make certain you know the fire drill for each room that you teach in. Instruct pupils of the correct exit route to the muster point.
Doors and Windows	Close all doors and windows before leaving the room (do not lock doors).
Fire Extinguishers	Staff should not put themselves or pupils at risk by using fire extinguishers. The first priority is to evacuate the buildings.
Supervise Pupils	Pupils should leave the room <b>in silence</b> and move in single file.
Form Tutors/Class Teachers	Check pupils attendance and report to Deputy Head.
All other Personnel/Visitors	Attendance will be checked by Michelle Harris

It is the Head Teacher's responsibility to meet Fire and Rescue Services.

### **SCHOOL VISITORS**

**The Headteacher and the office should be informed of all visitors** (i.e. outside speakers, guests) to the school and the visitors should be introduced to the Headteacher. Visitors must sign in using the visitor's book in the school office. There are Guest badges available at the office for all visitors to wear, this will then identify the visitors as authorised guests to the school. All unauthorised visitors should be directed to report to the office.

**The Headteacher should be consulted before anyone who is not a member of staff or present pupil is invited to participate in any school function, trip or visit.**

### **SCHOOL FUNCTIONS**

**All staff are expected to attend school functions** such as Parent Consultation Evenings, Prizegivings, Carol Service, concerts and plays, as they arise during the year. Staff who are unable to attend a particular function should, as a matter of courtesy, see the Headteacher beforehand. **In order to underline the principle of 'one' school, support is appreciated where appropriate from all colleagues at functions regardless of whether it is Little Trinity, Prep or Senior School.**

## SCHOLARSHIPS/ENTRANCE EXAMINATIONS

The school operates an open enrolment policy and external pupils wishing to enter the school during the school year are assessed as appropriate. These are sat under the guidance and organisation of the Director of Studies and Director of Marketing.

The main entrance and transfer scholarship examinations to the Senior School take place in January. Scholarships for Senior School are awarded on the results of these, and are open to pupils from outside school as well as our own pupils. Scholarships are also available to Sixth Form students who sit mock GCSE examinations during the summer term of Year 11. (See Scholarship Policy)

The Trustees also offer means tested Bursaries.

### HOMEWORK GUIDELINES (Not always written work!) (Also refer to Homework/Private Study Policy)

#### Criteria

1. Homework should be purposeful, varied and closely related to the work already covered in classroom; the use of ICT should be encouraged (teachers should be sensitive in student's circumstances).
2. It should aim to reinforce and extend the learning of the classroom and to give the teacher an indication of areas of strengths and weakness.
3. It should have a relevant and appropriate educational outcome. Time-consuming activities, involving drawing, labeling and colouring, copying should be avoided unless intrinsic to the specific learning point in question.
4. All homework **must** be assessed (see Assessment Policy).
5. Attention should be given to the age of the child when establishing the length of time. Please see homework duration times.
6. All homework must be marked in accordance with the Assessment Policy.
7. Due regard should be given to the conscientious child who will take seriously a comment such as %you can do this if you like ...+and we should remember that many pupils are well motivated and extremely anxious to please their teachers.
8. Consideration should also be given to the teacher's workload, which homework inevitably increases.
9. Other extra activities in which the pupils may participate should be taken into account.
10. Homework encourages pupils to become independent learners. This is particularly so in the Senior School, when girls are preparing for their external examinations. They should be encouraged to study around their subjects to research and not just do the work set by the teacher.
11. The amount of coursework set by the examination boards at this time is also a determining factor and consideration should be given by staff to the volume of work expected in subjects other than their own.

#### Duration Guidelines

##### Prep School

Reception	)	
Year 1	)	Reading practice per night including sound and spelling work
Year 2	)	
Year 3		20 minutes per night
Year 4		25 minutes per night
Year 5		30 minutes per night
Year 6		35 minutes per night

Staff must not exceed these guidelines and bear in mind that young children are very tired at the end of the school day.

##### Senior School

Year 7	20 minutes per subject	(2 subjects per night)
Year 8	25 minutes per subject	(2/3 subjects per night)
Year 9	30 minutes per subject	(2/3 subjects per night)

Year 10	40minutes per subject	(3 subjects per night)
Year 11	40 minutes per subject	(3 subjects per night)

Each pupil is given a planner, into which homework is recorded by the pupil. Infant pupils have their reading practice recorded by their teacher. Teachers may also write notes to parents, and parents may also make observations and ask for guidance. They may also write a note excusing their daughter/son from P.E/swimming. The books are inspected weekly by the Form Tutor/Class Teacher who signs them and ensures that parents have also initialled them. Staff must ensure that every pupil accurately records the homework given, particularly with younger pupils.

In Senior School a homework timetable is compiled and issued by the Director of Studies to the students and parents. A copy of this will be displayed on the Staff notice board. Please adhere to the correct homework night and timings for your subject, and do not set extra components. Teachers must write the details and instructions for homework on the board and provide time for pupils to copy into their planner.

### **Holiday Homework**

Please ensure that any work set during the holiday periods takes account of all the other subjects.

Increasingly, holiday work is being given, particularly to Senior girls in Year 10, 11 and Sixth Form. Please bear in mind that other subjects may also have been set and that it is necessary for students to have time to recharge their batteries+and relax.

An outline of holiday homework set and timescales involved must be given to the Director of Studies before the start of holidays so that a realistic programme can be set. All work set must be assessed.

#### Years 7 . 9

No homework is to be set that is additional to that normally set in the week prior to the holiday. Staff may decide to collect this homework after the holiday but it should not be extra to that normally given.

#### Years 10 . 13

Half term holidays - As for Years 7 - 9.

For the main holidays the following is acceptable:

Christmas holidays	normal homework plus revision
Easter holidays	normal homework plus revision
Summer holidays	no more than the equivalent to 3 weeks homework per subject. (including coursework)

Any extra homework must be approved by the Director of Studies. Staff wishing to receive homework during the holidays should arrange for pupils to send by email or by post the work into school from where it will be forwarded on.

### **THE HOUSE SYSTEM**

This is led by Miss P Leek-Wright and the Head of Prep School.

Applies to whole school (including Prep School). There are four houses each with an associated colour:

MARIAN	Yellow
TRINITY	White
DE MATHA	Blue
DE VALOIS	Red

### **General Organisation**

Pupils are assigned to a House on entering the School. Numbers in each house should be balanced. In order to maintain a balance of numbers there may be a need to move pupils between Houses. This will only be done at the beginning of Year 7 and in the Sixth Form. Where possible brothers and sisters will be in the same House.

There are Junior (Year 6) and Senior House Captains. House Captains will be appointed following nominations and advice of staff.

The duties of the Senior House Captains include:

- promoting and encouraging House sport
- running weekly assemblies/meetings
- organising entries for House competitions, encouraging full House participation
- responsibility for collecting and keeping a record of House points
- organising charity fund raising events

The duties of the Junior House Captains are similar but are carried out with the help and support of staff and senior House Captains.

Staff are assigned to Houses and should support the House Captain in the organising of the House.

House meetings take place bi weekly during assembly time on Wednesdays.

Staff must attend these assemblies.

### **House Awards**

Each Senior School House has a House Leader. At the end of each term and academic year, in the senior school, the House Captains will make a numbers of awards, which will be presented in the end of term assembly. Every Friday in assembly the Prep School House Cup is awarded based on the weekly house point total the overall winners being announced at the end of each term.

### **House Events**

House events may include:

Fundraising activities.

Netball Tournament

Hockey Tournament

Sports Day

Swimming Gala

House Quiz

House Fashion Show

House Drama Competition

House Song

House Song

House Photography

House Pantomime

Chess Tournament

Art Competition

Cook of the Year

Debating Competition

Music Competition

### **SCHOOL COUNCIL**

This is run by the Chairman and Vice-Chair and will consist of class delegates from Year 5 upwards. Meetings occur every half term and will be attended by a member of Leadership Group. Minutes of the meetings will be published and presented to the Headteacher for further discussion and action.

### **ASSESSMENT FOR LEARNING**

#### **(see Assessment, Reporting and Recording policy)**

In Senior School and Year 6 parents receive progress reports every half term, at October, December, March and May half terms, and full academic reports are issued mid year. Each student receives a Form Tutor summary letter in July. Copies of reports are kept in studentsqfiles. Targets and strategies for improvement are agreed between tutee and Form Tutor following Review and Target Setting Days which occur in October and March . They are communicated to parents via the planner. In Prep School Reception to Year 5 are issued with full academic reports in February with the end of year exam results attached to a form tutors letter in the summer term.

**Teachers are expected to record target grades (ALIS, YELLIS, MidYIS) marks and grades in their planners and to monitor the academic progress and attainment of each pupil. Please complete the assessment sheets available in the report boxes in the Staff Room.**

The Assessment schedule and procedures are agreed within departments.

### **Marking**

Marking of work must be regular and up to date. Marks and comments should be formative, stating clearly how to secure improvement and must be in line with Departmental policies.

Pupils must be encouraged to take pride in their work and care of their books.

Graffiti on books is not allowed and should be addressed positively.

All staff are required to keep up to date records, schemes of work, and lesson plans. They may be subject to regular inspections by the Director of Studies and Subject Leaders and should always be available.

### **Prep School Assessment Procedure**

Reports for parents are prepared twice yearly, at the half yearly break - February and at the end of the school year - July. Assessments are continuous, and relate to the National Curriculum Attainment Targets, and levels of achievement.

Record sheets are kept for each child. Evidence of levels assessed is collated in the child's individual files, prepared by class teachers. These are handed on each year to the next teacher.

### **House Points**

House Points are awarded for presentation of work, as well as quality and are collated by the Form Tutor/Class Teacher. They can also be awarded to commend conduct and behaviour.

### **Headteacher's Commendations**

These may be awarded for outstanding effort, excellent work or exceptional commitment to a school activity. Pupils should report to the Headteacher on a Thursday break time.

### **Headteacher's Enrichment Certificates**

These are awarded to the end of term to positively acknowledge commitment/service to the corporate life of the school.

### **School Functions and Lettings**

The Finance Officer in conjunction with the Head is responsible for use of school outside of school hours, i.e. evening and weekend use of swimming pool, tennis courts etc.

### **Buildings and General Maintenance**

All queries about maintenance and improvements should be made to the Site Manager. All details of defective equipment in school should be addressed to the Site Manager.

Staff are reminded of the following procedures which must be adhered to with regard to buying and ordering of equipment:

1. No retrospective payments to staff will be honoured. An expenditure request form must be completed and approved by the Headteacher before any purchases are made or orders placed. All expenditure must be made with due regard to departmental capitation.
2. All expenditure should be claimed back using the expenses claim form which must also be submitted for approval to the Headteacher before expenses will be reimbursed.
3. All money/cheques received for trips etc. should be forwarded immediately to the Finance Office.

### **Borrowing School Equipment**

Any member of staff wishing to borrow school equipment, either for school or personal use, must obtain and complete a proforma from the Finance Office. After obtaining signed authority from the Headteacher, the completed form must be returned to the Finance Office.

It is the responsibility of the borrower to ensure that the item borrowed is returned within the specified time and in the same condition as it was at the time of borrowing.

### **Administration Areas**

The School Office is the point of contact for typing and printing requirements. It is manned by Mrs. Guinan and Miss Harris. Please place any typing or photocopying requests in the appropriate trays in the Staff Room. The office staff will process them quickly and efficiently.

There is a waiting area for visitors in the School Office.

Please be aware that staff must not congregate in the School Office.

Matters pertaining to the Headteacher should be addressed to Mrs K Roth in the Headteacher's Secretary's Office.

### **THE SCHOOL CALENDAR**

This is printed annually and issued to each member of staff. The calendar is posted on the web site and updated regularly. Please check regularly to ensure you are fully informed. During the year there will inevitably be adjustments. We try to minimise these, but your consideration is appreciated should the need arise to change the date of an event.

Items for the school calendar must be given in writing to the Deputy Head as soon as possible following clearance with the Headteacher.

All Educational Visits must be calendared in advance to minimise disruption to teaching and learning. All calendared events must take place. If the event cannot happen, this must be discussed with the Headteacher in advance of the event.

### **PARENTS' CONSULTATION SESSIONS (see Assessment, Recording and Reporting Policy for further details)**

#### **Senior School**

These take place once a year for each year group commencing at approximately 5.30 until 7.30 p.m. in the Concert Hall. Appointments/interviews should be restricted to five minutes. Pupils are encouraged to attend, in uniform, with their parents. The Headteacher, Deputy Head and Leadership Group are in attendance and may address the audience during the course of the evening. Parents are also able to attend Drop in Sessions throughout the Year to discuss academic/pastoral matters.

#### **Prep School and Nursery**

Parents' Consultation Sessions are usually held twice a year, after school in the Prep School Hall, Years 3 . 6 and in the classrooms for Reception through to Year 2. Little Trinity consultations are held in the Nursery Department. A consultation report sheet is completed by the teacher, signed by the parents and filed in the pupils' files and a copy given to parents. It is important that all parents and teacher concerns/comments should be written on the report sheet in order to have an accurate record of the meeting. No comments should be added by staff once a parent has signed the report.

In addition, in both Prep and Senior Schools, parents have the opportunity to see Form Tutors/Class Teachers on a daily basis after school. Discussions and concerns, preferably by appointment, should always be reported to the Headteacher on the green incident report form and should take place in the Meeting Room in the Sixth Form area.

The Headteacher/Deputy Head are available to support and consult when teachers meet with parents.

## **DRESS**

All staff are expected to dress smartly in a professional manner and appropriately in order to undertake effectively their professional responsibilities in a co-educational school environment. . In order to encourage our pupils to wear their uniform smartly and with pride. (All staff are expected to lead by example)

### **DISCIPLINE PROCEDURE**

**(see Discipline and Behaviour Management Policy and Guidelines for Students)**

#### **Senior School**

##### **Summary of Sanctions and Disciplinary Procedure**

The highest standards of behaviour and work are expected of pupils, both collectively and positively in and out of the classroom. We strive to encourage these, however, If these are breached, the following procedures apply, although the exact course of action may vary according to the individual circumstances:

- the teacher should speak to the pupil, outlining the problem and explaining what is expected of her.
- if still dissatisfied, inform her Form Tutor, and if necessary, write a note to parents in the Planner. The Form Tutor must be notified if a note is written in Planner. Lesson content matters should also be passed to the Subject Leader.
- Serious breaches of discipline, should be referred to the Form Teacher and the Deputy Head. (An incident report should be completed).
- Girls may be detained at lunchtime, on the same day, but at least 24 hours notice must be given for a detention after school. Any detention given must be supervised and constructive tasks that support learning undertaken. Please inform the Form Tutor if you intend to use this sanction. Work set should be meaningful and of value to the pupil's learning. It must also be marked.

See also the Detention Policy

#### **Prep School and Nursery**

Class teachers are expected to handle minor breaches of discipline. If it is felt that there is a behaviour pattern developing, advice can be sought from the Head of Prep School and Deputy Head. A serious, or recurring misdemeanour would involve the child being sent to the Prep School Manager. A green incident report form should be completed. Any follow-up felt necessary, will also be recorded eg. parental visit, or letter.

If a child misbehaves during break-time, or any other non-teacher contact time, the Head of Prep School will pass the information to the class teacher. In the event of any suspected repercussions, the class teacher is responsible for advising the parent of any serious occurrence. In exceptional circumstances, infringements of discipline will be referred to the Headteacher. House points already given should **NOT** be removed as a punishment.

**Do not, under any circumstances, strike a pupil.** If, despite this warning, you do hit a pupil you must inform the Headteacher or Deputy as soon as possible.

There is no doubt that what is most successful is a very positive approach to discipline. Expect pupils of all ages to behave, expect high standards, encourage, persuade, cajole and be surprised when things don't work out. Pupils will respond - we have a track record to prove it.

### **LIBRARIES**

**(See Library Policies for further details)**

#### **The Cooper Library and Prep School Library**

Dedicated to the memory of Mr. Sid Cooper, who served for many years as Trustee, Governor and Parent. The Senior School Librarian is Mr E Carwithen and Prep School Librarian Miss K. Slack.

The Libraries are largely equipped with fiction books. Pupils are to be encouraged to borrow books regularly.

Reference books and encyclopedias should be returned immediately after use and not kept in classrooms, or taken home by pupils.

It is essential that class teachers are present when children take out or return books.

In the Senior School, the Librarian or pupil helpers issue books for lending.

The libraries may be used as a teaching and learning base during timetabled lessons. A check on the order of the Library should be made by the teacher before leaving. Chairs and tables **MUST** be returned to their correct places.

#### **USE OF CONCERT HALL**

To avoid clashes, please sign the appropriate sheet on the staff notice board when booking the Concert Hall.

#### **USE OF ICT ROOMS**

**(see ICT Strategy/Policy Document for further details.)**

**The use of ICT as a teaching and learning tool should be evident in lessons, departmental schemes of work and in pupils' work.**

**All teachers should aim to teach regularly (at least once every half term with each class) in the ICT room. Staff wishing to take a class into the ICT rooms should make appropriate arrangements with the Subject Leader for ICT. The weekly booking form for the ICT room is located in the staff room.**

#### **PREP SCHOOL LIAISON PROGRAMME**

Regular full staff meetings promote the concept of oneqschool. Transfer meetings are held to ensure the smooth transition for all pupils between the Key Stages and to provide for their needs.

To ease the transition into the Senior School, specialist teaching is given to Prep School pupils in the following subjects:

French (from Reception)  
Humanities (Years 5 & 6 )  
ICT (from Year 3)  
DT (from Year 3)

Spanish (from Year 3)  
Science (from Year 3)  
PE and Swimming (from Nursery)

The Year 7 and 8 Tutor, with the Deputy Head and Director of Admissions, has responsibility for the transition, recruitment and retention of Year 6 pupils to the Senior School. Subject Leaders in both Senior and Prep Schools should meet termly.

#### **SCHOOL VISITS**

**(see Educational Visits Policy)**

School visits are an essential and enjoyable part of our pupils' education. They provide an ideal opportunity for the development of the teacher's relationship with pupils as well as affording an educational experience. They are strongly encouraged and supported by the Leadership of the School, and any teacher who proposes to organise a school visit, can be assured of a positive response. The only conditions are that the visit must be educational or pastoral in nature, and in the Senior School all cover implications can be suitably coped with. Where possible, trips should be spread throughout the year to avoid excessive expenditure and an excess of trips in any half term.

In the Prep School, class teachers are expected to organise one educational visit per term, which should be linked to the current curricular work of the class, and for the Infants, at least two per year. Additionally, visitors can be arranged to talk to pupils at school.

In the Senior School, trips can be arranged through departments, or by Form Tutors: an overview is kept by Mr R. Jackson, the Educational Visits Co-ordinator and the Deputy Head.

Staff must follow the procedures as set out in ~~the~~ Educational Visits Policy and Procedures.

All school trips should be planned and included, in advance, in the termly calendar. Before booking any trip/visit, check with the Educational Visits Co-ordinator that no other activity is planned on the day of the proposed visit by referring to the school calendar. Only in exceptional circumstances will visits that are not calendared be permitted by the Headteacher. Trips should be approved initially by Mr R. Jackson with fully completed paperwork signed by the Headteacher, **a minimum of seven working days prior to the date of the visit.**

**(Please refer to the Summary of Education Visits Policy and Procedures)**

On the day of the visit all details must be left in the school office before the pupils leave school, including a list of pupils, medical forms and information on how they normally go home from school.

The school should be contacted on arrival at the destination and during the journey if there is any significant change to the time scales of any trip, particularly the time of arrival back at school. Please take the school mobile phone, available from the Finance Office, in order to facilitate this procedure. A mobile telephone must be taken on all trips. This should be left switched on and the number (if not the school mobile) left with the office.

A School Visit Evaluation Form (available from the office) should be completed and given to the Headteacher as soon as possible after the visit has taken place.

Only members of the teaching staff will be permitted to be responsible for and supervise pupils on school trips. Spouses, partners and children of teaching staff will not be permitted to accompany a school visit or trip.

Permission must be sought from the Headteacher for ~~visitors~~ to attend school trips prior to the event. Visitors/parents/associate staff may not act as supervisors on school trips. All ~~visitors~~ must be CRB checked and cleared.

Please remember that our pupils are our best ambassadors and the reputation of the school can be enhanced by the good behaviour of pupils on visits.

Please remember to leave appropriate cover work when attending a school trip.

**SCHOOL TRIPS AND VISITS – IN THE EVENT OF A DISASTER**

This is solely for guidance: it will need to be adapted for the situation.

**The guidance should be held by each staff member of the party.**

1. Establish the nature of the emergency and make sure all members of the party (staff and pupils) are accounted for and are safe.
2. Ensure an adult accompanies any casualties to hospital.
3. Ensure remaining pupils are supervised and returned to base.
4. Contact the school or school contact immediately.
5. Control access to telephones until a senior member of staff has contacted the parents /guardians of all those involved and given full details of the incident and the action taken so far etc.
6. Do not discuss matters with the media, and ensure pupils and staff are protected.

7. The school contact will inform the Headteacher who will inform the Chairman of Trustees. The Headteacher will establish who is to take charge of the situation and who will liaise with the media.
8. The party leader should, at the first opportunity, make notes on the incident, the people involved, and names and addresses of any witnesses etc. Keep a record of all relevant details. Other staff may also be asked to keep notes.
9. Inform parents of any delays etc.
10. Other members of the school will be informed as appropriate and as decided by the Headteacher.
11. If a serious incident occurs during a school holiday, consideration should be given to informing all staff. Consideration should also be given to informing the parents and any pupils that may need to be briefed on the incident and by whom. This should be done on the day of the incident, if possible, to quash rumours and prevent people having information from a variety of sources.
12. Support and counselling, if necessary is to be arranged and parents, pupils and staff must be informed of the various sources of help that are available.
13. Decisions should be made on whether and how the incident is to be discussed in school. Advice should be sought from educational psychologists.
14. A post incident report must be completed.

#### **GUIDELINES FOR THE USE OF THE MINIBUS**

- Drivers must have been tested for competency by a recognised/accredited agency e.g. ROSPA/H&W LEA.
- Drivers should have no endorsements on their licences in the last 3 years arising from a moving traffic offence.
- Drivers must be medically fit to drive.
- Under no circumstances is anyone under the age of 25 or over 65 allowed to drive the minibus.

#### **Booking the Minibus**

- The minibus must be booked through the main office when a journey has been arranged.

#### **Before beginning a Journey**

- Before undertaking a journey the keys and Log sheet should be collected from the Main Office.
- the driver is legally responsible for the vehicle at all times and must take all reasonable steps before the journey to check that the minibus is in a safe condition. This also includes making a visual check before commencing a journey or after a break in a journey.
- A visual inspection that the seatbelts are fitted and securely fastened must be carried out before starting the journey. **A verbal instruction is not sufficient. Seat belts must be worn AT ALL TIMES and must not be removed during a journey.**

#### **Using the Minibus**

- A log of mileage of each journey must be recorded on the Log Sheet.
- Please state on the log sheet how much fuel is left and whether the minibus requires diesel.
- The Site Manager will fill up the minibus with fuel and check the oil. Should there be any fault with the minibus, please inform the office immediately.
- The minibus must not carry more than the maximum number of passengers stated in the vehicle i.e. 16 plus the driver. The driver is not to be used to supervise Prep School children. Another adult must be responsible for their behaviour and must sit in the rear not next to the driver.
- There should be no obstructions of entrances/exits or gangways. This will reduce the number of students that can be taken away for a residential trip as the seats will have to be used for luggage.
- Check that all doors are closed properly before moving off.
- **The doors must not be locked when pupils are inside.**

- No eating or drinking in the minibus during the journey.
- The driver should have a break of at least 20 minutes after driving continuously for two hours. The maximum number of hours driving in one day is 4 hours. Stop for a break if you feel tired.
- Do not leave valuables in the minibus and check all doors are locked before leaving the vehicle.
- Leave the vehicle in a clean and tidy condition after use.
- Leave the minibus by the garage on your return.
- Please return the vehicle keys to the Finance Office as soon as possible after your return.

### **In the event of an accident/breakdown**

- If an emergency occurs on a motorway evacuate pupils to grass verge, if one exists, otherwise they must remain in the minibus. Telephone for help, and alert the operator that you are carrying a school party.
- In an emergency it may be necessary to break a window to exit. Use the wheel brace (behind driver's seat) and strike a window in the corner to remove it in one piece.

### **'LITTLE TRINITY / NURSERY AND KINDERGARTEN'**

The Nursery Manager is Miss G. Carter.

The nursery has received the Gold Award in the Birmingham Early Years Development and Child Care (Growing Together) Partnership and an excellent Ofsted Report (2008).

The Nursery unit comprises the Mr Tickle Room and Mr Chatterbox Room and accommodates children aged 3 months to rising 4 years. This unit is open for 50 weeks in the year.

The children progress to Kindergarten between the ages of rising 3 to 4 after which they enter Reception class. Children are moved through the Nursery according to age, ability and social and emotional development. Throughout the Nursery children are encouraged to speak clearly and correctly, to practise good social manners and to learn to conduct themselves in a confident and friendly fashion.

The Nursery day begins at 8.00 a.m. and finishes at 6.00 p.m. Nursery pupils may choose to either bring a packed lunch or have a school lunch. The morning session finishes at 12.00 noon and the afternoon session finishes at 4.00 pm or 6.00 pm Mid-morning break is taken outside, when possible, after hot/cold snacks have been offered and there is a further outdoor play session after lunch. A packed tea is served, if required, at 4.00 p.m.

Activity Workshops are available during some holiday periods.

### **CHILD PROTECTION**

#### **(See Every Child Matters/Safeguarding/Child Protection Policy)**

All staff must ensure they are familiar with the school's policy on Safeguarding Children / Every Child Matters.

The Child Protection Officer is Mrs P. Leek-Wright, Deputy Head.

Child abuse is likely to occur in all school communities and it is important that staff recognise signs and know what to do (and what not to do) should an occurrence be suspected.

The difficulty in secondary schools is that individual teachers may see pupils for only a very short period of the day and therefore may miss vital signs. It is therefore important that whenever teachers have suspicions that they complete form 1, (copies of which are located in the main office and a master copy in the policy), and pass the information to Mrs Leek-Wright. Each small piece of information may build up a picture, which will allow the school to help the child before major problems arise.

Any concern should be reported to Mrs Leek-Wright. Initial concerns are raised through form 1 and any subsequent concerns through form 2 both of which are located in the main office. An outline of the appropriate procedure is detailed in the child protection policy, of which all staff should have a copy. Spare copies of the policy are available from the main office.

Staff should show sensitivity in maintaining strict confidentiality about child protection, but within the limitation that absolute confidentiality cannot be guaranteed to children. Children should be told that only those who need to know would receive this information. Thus, all concerns should be passed to Mrs Leek-Wright directly and not through the Form Tutor/Year Tutor etc. You should not attempt to carry out an investigation. This is the responsibility of others. Mrs Leek-Wright will cascade information where and when appropriate.

Mrs Leek-Wright will maintain Child Protection records.

#### **PARENTS' ASSOCIATION**

There is an active Parents Association that raises funds to support the pupils of the school through a variety of ventures. All parents automatically belong to the Parents Association, which elects its own committee and meets monthly.

The Headteacher, plus named members of staff, are able to attend with voting powers. Other members of staff may attend if they wish, but do not have voting powers.

**All staff are expected to support the Parents' Association by attending as many of their functions during the year as possible. This is an ideal way of getting to know parents on a social basis.**

#### **FRIENDS OF HOLY TRINITY INTERNATIONAL SCHOOL**

This is a group of former pupils, parents and interested parties who meet annually.

#### **PERIPATETIC MUSIC LESSONS**

We have visiting music teachers for lessons in:

Bassoon, Brass, Cello, Clarinet, Flute, Keyboard, Piano, Recorders, Singing, Strings, Woodwind, drums and Guitar.

Lessons are organised by the Head of Prep School Music or liaison with the Finance Officer, who is responsible for the Music rota. In order to prevent pupils missing the same lesson, the lessons are rotated and a list put on the Music and Staff Notice Boards. Prep School staff are given individual lists for their classes, so that reminders to the pupils can be given. Senior pupils are expected to attend without such reminders.

#### **Fees**

The charge for music lessons will be payable in advance with the tuition fees. A term's notice in writing will be required for the withdrawal of any pupil from any of the above lessons, or a term's fees in lieu.

Alternative arrangements will only be made for lessons missed through teacher absence.

#### **Point of Contact**

The Subject Leader for Music in the Prep or Senior School should be the point of contact for all matters connected with the above lessons.

#### **REGISTERS**

The Register is a legal document. It must be formally called by a member of staff twice daily. First in the morning and then at the end of lunch time. If a member of staff does not personally see the pupil, the pupil should be marked as absent. Under no circumstances should it ever be completed by a pupil. It should be completed with blue or black ink, with a red 'A' for absence. Symbols for Registration listed in the Register must be adhered to. If it is known that a pupil is expected to be at a music lesson but has not been seen by the form / class teacher, then a blue form still needs to be completed indicating the whereabouts of the pupil. Office staff can then follow this up and mark the register accordingly.

Form Tutors/Class Teachers should provide a list of absentees to the school office each session. Blue slips **must** be completed for any pupils absent without a telephone call/letter to inform the school. The School Office staff will follow up all unknown absences.

The following details are essential to be recorded in the Registers:

The following information must be included for each child in the admission register:

- a) name in full . middle names to be included;
- b) Sex;
- c) Name and address of every person known to the proprietor to be a parent of the pupil (and an indication of the parent with whom the pupil normally resides);
- d) At least one telephone number at which the parent can be contacted in an emergency;
- e) Day, month and year of birth;
- f) Day, month and year of admission or re-admission to the school;
- g) Name and address of the school last attended, if any;
- h) An indication of boarding or day attendance (in schools which include boarders).

For all day pupils of compulsory school age, the attendance register must be completed at the start of each morning session and once during the afternoon session. It must show whether the pupil is:

- (i) Present;
- (ii) Absent;
- (iii) Attending an approved educational activity outside school (approved by the proprietor and supervised by a person approved by the proprietor or head, and including work experience or sporting activity);
- (iv) Unable to attend through exceptional circumstances (unavoidable closure of school site or part of it; unavailability of transport provided by school or local authority, where the home is not within walking distance);

CODE	REASON
/\	Present
B	Educated off site (NOT Dual registration)
C	Other authorised circumstances (not covered by another appropriate code/description)
D	Dual registration (i.e. pupil attending other establishment)
E	Excluded (no alternative provision made)
F	Extended Family holiday (agreed)
G	Family Holiday (Not agreed or days in excess of agreement)
H	Family Holiday (agreed)
I	Illness (NOT medical or dental etc. appointments)
J	Interview
L	Late (before registers closed)
M	Medical / Dental appointments
N	No reason yet provided for absence
O	Unauthorised absence (not covered by any other code/description)
P	Approved sporting activity
R	Religious observance
S	Study Leave
T	Traveller absence
U	Late (after registration closed)
V	Educational visit or trip
W	Work Experience

X	Untimetabled sessions for non-compulsory school-age pupils
Y	Enforced closure
Z	Pupil not on roll
#	School closed to pupils

### **Prep School**

Registers are collected from and returned to the School Office by Year 6 monitors, Kindergarten registers are collected and returned by members of staff. Pupils who arrive after registration are marked late (L) and should sign in the %late Book+held in the School Office. Registers must be returned promptly to the collection point. This is essential in order to ascertain quickly if a pupil is in school.

### **Senior School**

Registers must be collected from the School Office before registration and returned immediately afterwards.

## **REPORT GUIDELINES** (See Assessment & Recording Policy)

### **SUBJECT REPORTS SHOULD CONTAIN COMMENTS ON:**

- Positive achievement in classwork and homework
- Specific strengths and weaknesses
- Clear written targets to secure further improvement
- General attitude to work
- Oral participation in lessons
- Any test or examination results, highlighting particular strengths and weaknesses
- Specific action points, including how the school proposes to address problems
- Progress on previous action point

### **DO NOT:**

- Say a pupil is %quiet+
- Use platitudes
- Generalise
- Imply a fault on the school's side, e.g. %Mary is confused+
- Use contractions e.g. isn't/can't

### **IN HOUSE RULES:**

Full name on headings. Shortened version acceptable in main body.

Capital letters for :-

- pupil names
- language subjects
- abbreviations e.g. R.E./I.T.
- days of the week, months, holidays and special days e.g. Christmas
- Sixth Form
- Year 11
- positions of responsibility e.g. Form Captain/House Captain

NO CORRECTIONS i.e. Tipp-Ex, crossings out or over-writing

### **RESPONSIBILITY OF FORM TUTORS:**

- Ensure all subject reports meet initial deadline
- Collate and sort all reports
- Check spelling of names
- Check date of birth

**Check all comments - return reports to subject staff for corrections**

Write summary report (Senior School)

Enter house points, punctuality (Senior School), commendations and extra curricular activities

Ensure students complete self assessment and targets for improvement

(Marking and Report Writing Suggestions - Copy on Staff Room Board.)

Submit to Director of Studies.

**RESPONSIBILITY OF OFFICE:**

Complete front covers

Attach appropriate grade sheet to inside front cover

Insert and head Parents reply slips

Head Form and General reports

Enter attendance

Photocopy and file

**PHOTOCOPYING**

**Photocopying**

Staff have access to the photocopier in the staff room. The Main Office allocates members with their own pin number.

If you require the Office to photocopy for you:

Staff are asked to make a note on the required work recording number of copies required, and place it in the IN tray on the Staff Room before 10.00 a.m. Work submitted before 10.00 a.m will be completed and returned the same day if possible. Any work submitted after 10.00 am will be done for the following day. Completed photocopying will be available for collection from the Staff Room.

Please note that the school is charged per photocopy by the photocopier leasing company. Thank you for being as economical as possible. Use double sided sheets where possible.

**SCHOOL RULES**

**(refer to Behaviour Management Policy, Discipline Policy and Guidelines for Pupils for further details)**

**SECURITY**

In these uncertain times it has become necessary to ensure the safety of the pupils and staff within the building and, to this end, various safety procedures are in place.

Staff must wear an identification badge at all times when in school and on school business.

- The main entrance to the school is via the door by the swimming pool. This is operated by a security number. Except at peak times, please use the buzzer system located on the right hand side of entrance for access.

During the holidays the school is open during office hours. Please inform the office staff of your time of arrival. It is vital to let them know when you leave in order that the building can be secured at the end of the day.

All visitors to the School must report to the office, sign in and will be issued with a visitors badge. Should you see any unauthorised persons in the building or on the premises please inform the office.

The building is protected by an alarm system, activated at the end of the day. It is not possible to enter the building once this system is switched on.

## SIXTH FORM

Sixth Form students have a leading role in the school and are actively encouraged to participate in school life.

The Sixth Form Centre consists of a suite of rooms, situated in the original Convent building away from the main part of the School. Within the Centre there are a number of student rooms, a kitchen, common room area, a computer suite, several seminar rooms and the office of the Sixth Form Tutor.

The emphasis is very much on achieving the best possible A level results, but at the same time, it has to be recognised that we are dealing with students rather than pupils. Consequently, the atmosphere is a little more informal than lower down the school. There is no uniform, but students are expected to dress formally in business wear. Girls are allowed out at lunchtime.

Despite this relative freedom, staff must monitor progress very closely, and if there appears to be any problem they should be referred to the Sixth Form Tutor at an early date, rather than waiting for them to emerge on half term reports. Under no circumstances should a lesson be cancelled by the teacher and the students sent away with work to do. Even if only one student is present, tuition must take place.

Reports are issued at the same time as in the main School. Parents' Consultations are detailed in the Assessment Policy document.

### **Sixth Form Rules**

1. Full time attendance and integration into the life of school is expected.
2. No smoking in school.
3. No alcohol or illegal drugs to be brought into or consumed on the school premises.
4. Business dress to be observed with a jacket worn at all times.
5. No visitors are to be brought into school without permission from the Sixth Form Tutor or Headteacher.
6. Pupils may leave the school during the lunch hour, but public houses are strictly out of bounds. They must sign out.
7. Study periods must be used productively and quiet should be observed at all times in the study rooms during lesson time.
8. All Sixth Form facilities to be treated respectfully and kept clean and tidy.
9. (a) Permission should be obtained from Headteacher to bring cars to school.  
(b) Written prior permission should be sought from parents before students accept lifts in other students' cars.  
(c) Cars to be parked in main car park - not staff car park.  
(d) Students are reminded to observe the speed limit in the school grounds and to be ever mindful that young children may suddenly appear.

### **USE OF THE TELEPHONE**

For school business calls Prep School staff may use the Head of Prep School telephone located in the Prep School office. Senior staff should avoid using the telephone in the administration offices. Please use the telephones located in one of the Management offices. Long distance calls require permission from the Headteacher. The telephone bill is closely monitored by means of a bill detailing time and duration of call. Payment for personal calls should be made to the School Office. Pupils are allowed access to the telephone in cases of emergency and after permission has been given by the Form Tutor/Class Teacher.

A mobile telephone is available from the Finance Office for staff taking pupils out on visits. This is for emergency use only and prolonged conversations should be avoided.

The Fax machine is located in the Headteacher's Secretary's Office. For reasons of confidentiality please give any faxes you wish to send to the Headteacher's Secretary. She will then send it for you and give you the confirmation slip.

**USE OF PERSONAL MOBILE PHONES  
(see Guidelines for Students and Mobile Phones Policy)**

The school does not accept responsibility for staff or pupils' mobile phones. All pupils bringing mobile phones into school should secure them in their locker. In Prep School, pupils should ensure they are switched off during school hours. In Senior School, pupils should ensure that they are switched off during lessons but may be used for music etc during break and lunchtimes. Parents should always be contacted via the main school office.

All pupils should be made aware that any misuse of mobile phones, including bullying or accessing inappropriate material will result in their phone being confiscated.

Staff should ensure they keep all personal possessions safely and that their own mobile phones are switched off during lessons, meetings, assemblies etc.

**SCHOOL UNIFORM**

**PREPARATORY SCHOOL**

**WINTER – GIRLS**

Blazer (The school blazer is worn throughout the year)  
Grey regulation pinafore dress (Up to Year 2)  
Grey regulation skirt (Years 3 . 6)  
White blouse with school lettering  
House tie (Kindergarten to Year 6)  
Royal blue cardigan with school lettering (Preparatory . Year 2)  
Royal blue V neck jumper with school lettering (Years 3 . 6)  
Grey tights or grey knee length socks  
Black leather flat lace up or Velcro shoes (no Kickers, ridged soles or high heels)  
Regulation cagoule (Reception to Year 6)  
Regulation scarf

**SUMMER – GIRLS**

Blazer  
White short sleeved blouse with school lettering  
Royal blue culottes  
Royal blue cardigan with school lettering (Kindergarten . Year 2)  
Royal blue V neck jumper with school lettering (Years 3 . 6)  
Ankle length plain white socks  
Black shoes or sandals  
Regulation royal blue sun hat (available from PA Uniform Shop)

**WINTER/SUMMER – BOYS**

Blazer  
Grey long or short trousers according to season  
White long or short sleeved shirt according to season  
House tie (Kindergarten . Year 6)  
Regulation grey v neck jumper with school lettering  
Grey three quarter length socks . winter  
Grey ankle length socks . summer  
Black leather lace up or Velcro shoes . winter  
Black leather shoes or sandals . summer  
Regulation cagoule . Reception to Year 6  
Regulation scarf  
Regulation royal blue sun hat (available from PA Uniform Shop)

## **PE/SWIMMING**

Navy gymnastic shorts with school lettering (Kindergarten . Year 6)  
Navy pleated games skirt with school lettering (Years 5 and 6)  
Royal blue polo PE shirt with school logo (available from PA Uniform Shop from September)  
Black pumps (Kindergarten . Year 6)  
Trainers (from Year 3)  
Ankle length white socks  
Regulation black swimsuit or trunks with school logo (Reception . Year 6)  
Regulation swimming cap (House colours) (Clearly labelled with child's name at the front in indelible ink . to aid pupil recognition in water)  
Armbands  
Regulation swimming towel (optional in Kindergarten only) (available from PA Uniform Shop)  
Regulation tracksuit (Nursery - Year 6)  
Regulation Games fleece (optional)  
Royal blue Hoodie with school logo (optional) (available from PA Uniform Shop from September)  
Tennis racquet with short handle (Years 5 and 6) (summer only)  
Regulation nursery and Infant kit bag (available from PA Uniform Shop)  
Regulation holdall bag for PE Kit for Years 3 . 6 (available from PA Uniform Shop)  
(Regulation water bottle (Team players in Years 5 & 6 only) (available from PA Uniform Shop)  
Regulation swimming bag (to be available from the PA Uniform Shop from September)  
On the days they swim, Kindergarten and Reception pupils may wear the regulation HTS tracksuit instead of school uniform.

## **GENERAL**

Regulation school rucksack with school logo (Years 3 . 6)  
Reading book bag available from class teacher (Reception . Year 2)  
Wellies for outside play (Reception)  
School apron with logo (Kindergarten . Year 2)

## **SENIOR SCHOOL UNIFORM**

Blazer (the school blazer is worn throughout the year)  
Regulation grey skirt, worn to the knee, with school lettering  
Regulation white long sleeved blouse, with school lettering. winter  
Regulation short sleeved white open neck blouse, with school lettering - summer  
Regulation grey V neck Jumper, with school lettering  
House tie - winter  
Black tights only . winter  
Ankle length white socks or plain flesh coloured tights . summer  
Black, leather shoes (plain) (no high heels)  
Regulation cagoule  
Regulation scarf

## **PE**

Regulation navy lycra cycle shorts with school logo  
Regulation athletics and gymnastics shorts (navy shadow stripe) with school logo  
Regulation navy games skirt with school logo  
Royal blue polo PE shirt with school logo (available from PA Uniform Shop from September)  
Royal blue hockey socks (available from PA Uniform Shop from September)  
White training shoes  
Ankle length white socks  
Regulation black swimsuit with school lettering  
Regulation swimming cap (house colours)  
Regulation navy tracksuit trousers with HTS lettering  
Regulation games fleece jacket (available from PA Uniform Shop)  
Regulation royal blue Hoodie with school logo (optional) (available from PA Uniform Shop)  
Regulation holdall bag for sports kit (available from PA Uniform Shop)  
Regulation swimming towel (available from PA Uniform Shop)

Regulation swimming bag (to be available from PA Uniform Shop from September)  
Tennis whites (optional)  
Hockey stick  
Tennis racquet  
Regulation water bottle (for team players; optional for other pupils)  
(available from PA Uniform Shop)

### **SCIENCE/DESIGN TECHNOLOGY**

White lab coat, with school lettering (available from Science Department)  
Regulation Home Economics apron (available from Subject Leader in the first lesson)

### **GENERAL**

Regulation School rucksack (available from PA Uniform Shop)  
or Regulation School bag with school logo (available from PA Uniform Shop)  
Regulation School exercise books (to be obtained via teaching  
Regulation School files                      staff during school hours).

## **WORSHIP/ASSEMBLIES**

The religious life of the School finds its expression in a Christian tradition, but we warmly welcome pupils who are members of other religious persuasions or none, provided that they, and their parents, are sympathetic to the ethos of the School.

Each class prepares assembly on a rota basis.

Whole school assembly takes place in the Concert Hall every Friday. Parents are welcome to attend.

Pupils should be escorted quietly to and from Assembly by Form Tutors, who take responsibility for their behaviour and **sit amongst their classes.**

The start and end of the academic year are celebrated in a whole school service in St George's Church.

House Assembly is led by the Head of House. Each member of staff is allocated to a House. All staff should attend in a supportive role.

### **Preparatory School**

Assemblies take place at 8.50 am as follows:

Monday	Reception to Year 6 in Lower School Hall
Tuesday	Singing practice
Wednesday	House meetings
Thursday	Reception to Year 6 in Lower School Hall
Friday	Reception to Year 6 Whole School Assembly in Concert Hall

### **Senior School**

School Assembly takes place at 8.50 am on Tuesday, led by Leadership in the Concert Hall. Friday is the Whole School Assembly in the Concert Hall.

Monday	Form Period
Tuesday	Senior School Assembly with Leadership
Wednesday	Form Period/House Meetings where necessary.
Thursday	Form Period
Friday	Whole School Assembly.

Assembly schedules are detailed in the calendar and guidelines are available from the Subject Leader and R.E.

Assemblies should take approximately 10 minutes and regard should be made that notices, awards etc are also made at this time. This is essential so that time is not eroded from the first lesson of the day.

There is a musical input at assemblies.

## **ADVERSE WEATHER CONDITIONS**

The school will only close if the conditions are extreme or a problem arises with the maintenance of the building as a result of inclement weather, e.g. breakdown of the heating system. Apart from this, please assume that the school is open.

If the school is to close, the procedure will be as follows:

1. The local radio stations, Hereford and Worcester, Beacon WABC and Radio Wyvern will be informed by 7.00 a.m.
2. Every attempt will be made to put a message on the school answer phone.
3. Please see Staff Notice Board for list of contact staff and telephone numbers.

**SCHOOL POLICY DOCUMENTS**  
**LIST OF CONTENTS**

A full set of School Policy Documents is kept in the Staff Room, School Office and Head's office.

Admissions Policies and Procedures  
Anti-bullying Policy  
Assessment for Learning Policy  
Assessment, Recording and Reporting  
Attendance Policy  
Behaviour Policy  
Capability Policy  
Careers Education and Guidance Policy  
Child Protection Policy  
Clinical Waste Policy  
Compassionate Leave Policy  
Complaints Policy  
Curriculum Statement and Policy  
Detention Policy  
Discipline Policy  
Drugs Policy  
Educational Visits Policy  
Employment Policy  
Equal Opportunities  
External Examinations - Invigilation Procedures  
Food Policy  
First Aid Policy  
Gifted and More Able Policy  
Government and Management of the School  
Guidelines for Ancillaries  
Guidelines for After School Care Personnel (Nursery and Infants)  
Guidelines for After School Care Personnel (Juniors and Seniors)  
Guidelines for Ancillary and Playground Supervisors (Lower School)  
Guidelines for Ancillary and Playground Supervisors (Senior School)  
Guidelines for Office and Administration Staff  
Guidelines for Pupils, including School Rules  
Health and Safety Policy  
Homework/Private Study Policy  
Induction Policy for New Staff  
ICT Strategy  
Internet and email Policy  
Library Policy - Senior School  
Literacy Policy  
Lower School Spelling, Marking and Correction Guide  
Major Incident Policy

Mobile Phone Policy  
More Able Policy  
Numeracy Policy  
Pastoral Care System  
Performance Management Policy for Teaching and Associate Staff  
Quality Control at HTS  
Recording and Reporting  
Recruitment Policy  
Restraining Pupils  
Salary Strategy  
School Self Review Policy  
Sixth Form  
Special Needs Policy and Procedures  
Staff Professional Development Policy  
Staff Reduction and Redundancy  
Stress Management  
Teaching and Learning  
Trespass  
Trips - Procedure for Approval and Organisation of School Trips  
Uniform Lists  
Whistleblowing