

# ◆ EDINBURGH ◆

THE CITY OF EDINBURGH COUNCIL

## EDUCATION

### Welcome to Dalmeny Primary School Staff Handbook

January 2008



*A Country School in The City of Edinburgh*

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## **Basic Information**

Address of School: Dalmeny Primary Carlowrie Crescent, Dalmeny, Edinburgh  
EH30 9TZ. Tel/fax 0131 331 1447 Emergency Headteacher 07833 555 709  
Janitor 07796 607 405  
e-mail [admin@dalmeny.edin.sch.uk](mailto:admin@dalmeny.edin.sch.uk)  
Web Site [www.dalmeny.ik.org](http://www.dalmeny.ik.org)

This is a City of Edinburgh Local Authority School.

Local High School is Queensferry.

Local Schools in this Cluster: Echline PS, Kirkliston PS, South Queensferry PS, and Kirkliston Nursery. St. Margaret's PS is nearby but part of St. Augustine's Cluster.

We have an active Parent Council who also deal with Social Events. The present Chair is Mrs Bernadette Brown. Tel No. Obtainable from school

Last Full School Inspection: June 2004

Random Follow Up Inspection November 2006

Last Local Authority Review March 2007

Last care Commission Inspection (Nursery) Feb 2007

Nearest Police Station: Queensferry.

Dalmeny Train Station; Dalmeny is one mile away to the North. The cycle path from Dalmeny to the station is excellent

Nearest Health Centre: Queensferry, just outside Scotmid. 331 1396

## Hours of Work.

Teachers work a 35 hour week in the 2007/2008 session. Up to 22.5 hours pupils contact time and 7.5 hours preparation and marking. The remaining 5 hours are 'Remainder Time' and an agreement has been reached for Dalmeny Staff as to how that Remainder Time will be used. **App 2.** - See also **App 8** calendar.

Staff have a Professional Development time of up to 35 hours for the session. (Teachers 35 hours – Support staff by negotiation) A school log is to be kept of how this is used. It is recommended that a log also form part of a Professional Folder kept by each member of staff.

### Staff Absences.

If for any reason you are going to be off school please try to contact the school by 8.15 on the first day of absence. The City of Edinburgh Council require to know the reasons for absence, the first day of illness and probable duration. Try to inform the school at least by 2.30 pm on the day before your return in order that the supply staff may be told.

Self Certification forms require to be completed by staff who are absent for between four and seven days (Saturdays and Sundays are included). After seven days absence a medical certificate is required and should be sent either direct to Children and Families (Teachers' salaries) 469 3000 or to the school as soon as possible. Medical appointments are usually arranged outwith the school day. Where this is not possible, e.g. hospital appointments, it would be helpful if these could be made for the beginning or end of the school day.

### Times

Mondays to Thursdays P1 to P7 are brought into school at 8.50 am. There is an official break at 10.30 to 10.45. (The unofficial bell for break is at 10.25. Break – Time can begin then at the teacher's discretion – depending on whether the cloakroom and class are tidy) Lunch is from 12.20 to 1.10. (12.00 for P1 & P2) 12.10 for Hot Lunches in P3/4 if there is room. P1s and P2s finish school at 2.45

P3s to P7s finish school at 3.15

On Fridays P1s to P7s finish at 12.30

Nursery Times are: 8.55am to 11.30 & 12.30 to 3.05pm daily.

### Supply Teachers

A brief guide for Supply Teachers is to be found in **App 2**

### New Teaching Staff

A guide for new Teaching Staff is to be found in **App 3**

### New Support Staff

A general guide for new Support Staff is to be found in **App 4**

### Conditions of Service

Please refer to the SJNC document and the handbook of Personnel Policies and Procedures which is available from the headteacher.

### Leave of Absence

Paid leave of absence is granted by the authority for a number of reasons, e.g. Jury Service and Family Bereavement. Further details can be obtained from the headteacher.

## Managing Behaviour

This is a shared responsibility. Treat pupils with a firm, clear, consistent and positive approach using the four agreed values. Refer to the School Policy No. 1 'Behaviour'  
There are no School Rules! See **App 5**

*An example of positive approach;*

*Not "No Fighting" but "How should you act if you are living the values?"*

*Not "Don't drop Litter" but "Thank you (to another) for being tidy"*

Please refer children to other teachers for their good behaviour. (not just for good work) since support will be more effective if the child has previously built up a positive relationship with other staff and particularly with the promoted staff. **Don't hesitate to ask for support.**

Acts of racism, sexism or any other negative 'ism' must be reported to promoted staff. Any form of bullying is considered as intolerable and will be investigated; potential bullying is handled in the same manner as potential racism.

The standard atmosphere of a classroom in this school is one of calm, happy sustained effort, sometimes a very near silent effort in the upper classes. Pupils' achievements are constantly celebrated. We can all learn from mistakes and fear of failure is whittled down by constant experience of success.

Classroom doors are usually open unless a noisy activity is underway in or nearby the class. Pupils may be sent out of the classroom to another class but may not be sent away from direct supervision unless those individuals are known to be responsible. Points systems are in use in classes, but must be seen to be fair by all involved. The headteacher should be involved in discussions where there are concerns about behaviour and following that, parents may be involved.

## School Procedures The Day.

- A formal register is taken twice daily as soon as pupils are settled into the classroom after morning and afternoon entry. Heads are counted after break time or any time when a class is 'on the move'. The register is completed in ink.

Please be aware of the different codes. Three frequent ones are:

1. (M) No note or phone call
2. (\*) Arrives during registration
3. (J) Arrives after ten minutes but during first half of session.

If a child is not in the room 10 minutes after school begins the office must be informed and a phone call will be made to the child's home.

- Classes are brought into school promptly and settled promptly with work. Coats and bags are left in corridors. Food is left in storage boxes, not in trays. All necessary work items are brought into class, and pupils are not allowed to leave classrooms without permission. Permission is always granted for a visit to the toilet, but frequent visits are brought to attention of promoted staff. Drinking water is allowed on tables in clear water bottles. These may be refilled at Lunch Time. Access to drinking water is a privilege and may be removed by the teacher (advising HT) where it disrupts work routines.
- Money is collected and noted on the appropriate sheet before being sent to the school office.
- At Lunch Time the P1 and P2 are sent first to the dining room at 12.10 where they eat their packed or hot lunches. Shortly after 3/4 (hot dinners) are sent for by the supervisor if there is space. All remaining pupils make their way along corridors to the dining room on the bell at 12.20. Before lunch every effort should be made to have pupils wash hands. P1 and P2 lunch boxes are left in containers in the dining area. To be returned to the classrooms by selected pupils immediately after the lunch break. P3/4, P4/5 and P6/7s may return their lunch boxes to corridors when they are released from the dining area. Pupils are then not allowed in corridors at Lunch Break with the exception of those injured or those being seen for disciplinary reasons. Injured pupils are accompanied by 'Anchors'.
- At lunch time no pupils are allowed out of school grounds without written permission from the parents OK'd by HT and passed onto supervisory staff.
- One bell rings at 1 pm for the end of the infant lunch break. Two bells ring at around 1.10 for the end of the senior lunch break. The first bell is a warning to tidy and go to the toilets if necessary. The second bell three minutes later is to line up. Pupils are sent in promptly after the 2<sup>nd</sup> bell and staff should be ready to receive them.
- Lost property will be on display in the gym hall every day. It should Also be shown at Assembly and on Fridays at song practice.
- When the bell rings for home-time, classes should be ready to leave. Bus pupils need to be very prompt, lined up ready to go on the bus bell which is rung several minutes in advance. One teacher is required to walk pupils to the bus. A teacher is also required at each exit door. Pupils not collected should know that they return into school to inform the teacher. (New pupils will need careful supervision at this time)

## **School Procedures**

### **The Week**

- Assemblies are presently held each Thursday 9 to 9.45 for P1 to P7 in the School Hall. The last Thursday in each Term will be a whole school assembly for all staff and pupils. Each class is expected to 'host' one school assembly each term. Other assemblies are taken by the headteacher. The time made available to staff should be used for consultations concerning SfL.
- Practice will be held by the HT on Fridays at 11.55 when staff will be asked to carry out evaluations on that week's planning.
- Staff meetings are held every second Friday from 8.20 to 8.50.
- Support staff also have a monthly meeting held during school time.
- There is a whole Staff Breakfast meeting on Thursday during the last week in the Month at 8.15. Staff bring contributions of food.
- Trays in the staffroom contain everyday information for each member of staff.
- A notice board is available in the staffroom for weekly communal notices and two box folders in the staffroom contain weekly mail information.
- Further trays contain past 'weekly' information, kept for one term.
- Various kinds of Tea and Coffee are available in the staffroom. There is a staff fund of £1 per week which covers teas, coffees, staff flowers and cards plus any extras which help build staff ethos. There is a staff microwave cooker. Boxes are provided for food storage. There is a small refrigerator. The tap water is fit to drink. There is also a water cooler.
- There is a rota for cleaning the staff base. Whoever is on duty should unload the dishwasher and also switch it on each evening.
- The telephone may be used by staff, the cost of calls being paid into the school office. Please make calls in break times. Mobile phones should normally be switched off during the school day. The office phone is a switchboard and requires training before use.
- We encourage communication with Parents but the headteacher should always be made aware of any non routine matters.
- The Gym Hall, Library and dining room areas are timetabled. Computers are timetabled.
- Resources are mostly kept in the classbases and should be returned there after use.
- The library and other study areas may be used by older pupils who are trustworthy.
- As many IT resources as possible are kept on the shared server. Staff handbook, policies, travel forms and anything else staff might need access to should be available from the server. If you notice something is missing or needs updated please let the HT know.

## Day to Day Responsibilities

- **Teachers** are responsible for successfully delivering the curriculum in the stage class to which they have been assigned. Contracts specify the range of duties. They may be assisted by a **Learning Assistant** full or part time who may be responsible for the following (not inclusive)

Preparation of material resources. Issuing and collecting materials.

Collecting monies and returns from the pupils. Issuing letters.

Setting up areas within the room.

Displaying children's work.

Working with named individuals and with assigned groups at work the teacher has prepared.

Liaising with the teacher.

Up to 2 ½ hours of work in a general school area each week.

- All staff should keep to the agreed timetables unless they have negotiated a change. This is especially the case with supervision timetables and with bringing children into and taking them out of the school.

**School Policies should be known and kept to.** There will be occasions during any term when one or another aspect of a policy needs to be looked at by a teacher or other member of staff. Staff should feel free to check any policy at any time and ask for clarification by the HT. The policies should be clearly available in each room. A list is available in this handbook as part of Appendix 3.

- Keys should be taken out by staff each morning and replaced at the end of the school day. The fuse room where keys are kept should be locked when pupils are in the school. Teachers may wish to have access to the school at times when it is closed. This can be arranged with the Head.
- Personal belongings should be kept in a safe place. The school has a small safe for any items of great value which might need to be temporarily stored.
- All staff are expected to work proactively. Whether teaching, supervising, or simply moving around the school staff are expected to be on the look out for any way in which they can help make Dalmeny School a better place to be in.
- The ethos of this school is that of a responsible, actively caring community. No individual should ever feel demeaned, all should be valued for what they can offer.

## Emergencies

- In case of **fire-alarm** (siren) when with class. Collect the register and walk the class out through the nearest fire exit to the muster point at the front of the school outside the fence. Close the doors behind you. If some pupils are out of class delegate another member of staff to check that they are out of the building or report the fact a.s.a.p.
- When pupils are outside, the signal for **an outside emergency** to bring them in quickly is a hand-held klaxon. This system will be tested at the beginning of each term.
- Supervisors also carry Walkie-Talkie radios. A radio is kept by a designated person each day and is left switched on at break times on channel 7. The staff room radio must be manned. If you are the last member of staff to leave the staff room please ensure that this radio is given to either HT or PT.
- In case of **threat from outside** when pupils are in the building:
  1. Alert other classes and take own class immediately to an area out of view of windows and sit them down.
  2. Check that the HT is aware of the situation.
- In case of disclosure by a child of possible abuse. Follow guidelines in Health Policy. Reassure, Listen, Send for Help. In cases of suspected possession of a dangerous substance by a pupil, or where the pupil is suspected to be suffering from the consequences of having taken such a substance, follow guidelines in Health Policy. (Or use the small printed card information.) Staff are not allowed to search pupils.
- In case of serious accidents in the classroom use the red help card to fetch another adult to the room to free you for action. Most staff are First Aid Emergency Trained. The nominated First Aider is presently Mrs Forbes.
- Sawdust is kept in each room together with basic cleaning equipment. The SSO should usually be requested to deal with any toilet/sickness incident. If the SSO is not available (1.15 to 3.10) then if another member of staff cleans up a wound or vomit then they should wear plastic disposable gloves and dispose of the rubbish into a sealed plastic bag – into the marked container in the fuse-room. Pupils may not help clean up other pupils' wounds or vomit.
- The SSO and the HT can be summoned in an emergency by using their mobile numbers. In the event of an emergency closure of the school, staff are expected to report for work as usual and assist in ensuring that adequate arrangements are in place should children turn up for school. In practice this will mean phoning home and helping supervise children until they are collected. If the closure is during a school day, staff are again expected to assist in ensuring children's safety.

No procedures can possibly foresee every emergency. This school takes safety very seriously indeed, please help by working proactively to prevent accidents, keep calm in the event of an emergency and know what to do for every likely event.

## Medical

- When a pupil's parent needs to take his/her child for a medical visit outside the school we request that this is done outwith school hours. When this is not possible then parents must inform the school and the headteacher should be told. On no account should a child be allowed to leave the school during school hours unaccompanied unless it has been agreed by the headteacher.
- When a child takes ill in class the headteacher should be informed and a decision will be made as to whether the emergency contact list should be used.
- Any accident involving a possible or actual head injury requires at least a note home to parents at the end of the day. The school policy however is to take a 'risk assessment' of each incident and decide whether more action is required. All head injuries, need to be noted in the accident book.
- Where a pupil receives an injury which common sense tells us may require to be brought to the attention of the parents then the accident log requires to be filed in. When the accident may require to be followed up by medical attention then the accident report form also needs to be filled in and sent off with the headteacher's signature within 24 hours.
- The Learning Support Room also doubles as Medical Room and may need to be used for that purpose from time to time.
- Sanitary Towels are available for older pupils from the designated First Aider. Disposal units for sanitary towels are positioned in the girls' toilets and the ladies' toilets.
- If you are advised about a case of Head Lice in your class please inform the head teacher. No general letter will be issued but the HT will advise on action.

From time to time pupils require to take medication in school. This can only be done with the written consent of parents. A copy of the form for this purpose is kept in your admin file. A list of children currently on medication is also kept in that file updated by the school administrator. Although it is parental responsibility to ensure medicines are up to date it is staff responsibility to ensure that children needing medicine have ready access. Staff should be aware of the possible medical needs of members of their class. Teachers should check that children know where these medicines are. Inhalers are kept in the classrooms, in a marked box. Other medicines in the office. LAs check at the beginning of each term that the medicines are available and up to date. A list of long term medical or health needs is actively updated by the school secretary at the beginning of each term and passed onto teachers. The 1<sup>st</sup> aid bags also carry this latter list.

If a child requires to use their inhaler at break times they must be taken to the class base by a member of staff.

If a parent requires medicine to be administered then there is a form kept in the class admin files. This is a contract form to be signed. This form is to be used for all medicines – even cough medicine.

## Security

- It is requested that Security badges be worn by all staff. Visitors sign in and out, wear badges and are made aware of fire regulations on entry. The front door security is on at all times and the code must be used to enter. Pupils are never allowed to open the door to strangers.
- Every classroom has a set of master-keys which open classes and cupboards throughout the school. These keys are kept overnight in the locked (code-lock) janitor's room. Keys should be hung up at the end of the day and not taken home unless the HT is informed.
- Pupils may not handle masterkeys and these keys should not be left unattended.
- Named pupils may from time to time be 'at risk' in some degree. Staff will be alerted to the risk. e.g. A child that can only be collected by one parent. You will be told by the headteacher. The info is available on support plans on the server.
- No child should be placed out of a teacher's sight as a 'disciplinary measure', but may be sent to another teacher with mutual agreement.
- At break times pupils are supervised at the rear of the school and allowed access to toilets from that area. No pupils are allowed to use unsupervised areas.
- Pupils may not be collected from the school before the end of the school day without the head teacher's agreement and pupils should know and be constantly reminded that they must return inside the school building to their teacher if they have not been collected at the end of the day.
- Information about families or staff should not be given over the phone. An exception could be a request from the education department, social work or police. In all cases check with the headteacher before giving information. If that is not possible, check that the caller is who they claim to be and keep a note of the request.
- Confidentiality should be respected. Only teachers should discuss pupils progress/problems with their parents. Other staff approached by a parent should politely decline any request for such information and refer the parent to the teacher.
- Be aware of where all your pupils are at any time.

## Travel Arrangements

- A decision by the headteacher is that no child from P3 down may travel home by themselves after school without a permission letter from the parent. In case of doubt refer back to the headteacher. No child of any age may travel home by themselves during school hours unless permission is given in writing. Teachers should do their best to check that P1s to 3s are being collected.
- Children wishing to go home for dinner need written permission which must be renewed every session and the same rules as above apply.
- No child is to leave the school during school hours without prior knowledge and permission of the headteacher.
- Class outings involving transport are a regular feature of school life and are arranged by the headteacher and secretary. They are a valuable experience but also involve a higher risk. Standard permission slips are required. A 'Risk Assessment' form must be completed at least a whole school day before every trip and the evaluation section filled in afterwards. Emergency forms must be carried. Medications must be carried. One member of staff must carry a mobile phone. Headcounts must be constantly carried out. On return to school, teachers should inform the headteacher.
- Local area excursions are covered by a standard form signed as parents enrol. Inform the headteacher in good time and ensure there is sufficient supervision. Use the radio in emergencies. Even though the school may be in sight, be as vigilant as on an outdoor trip.
- Pupils travelling by bus are escorted by a teacher to the bus at the end of each day. Each teacher has a list of pupils who travel. Pupils cannot 'opt off' the bus. Verbal instructions from the child cannot change this. Only information directly from a parent can allow a teacher to keep a child off the bus. e.g. "X is attending Y's party and will be taken home by Mrs. Q"

## Resources

- There is a well stocked school library for information and a selection of fiction novels and reading scheme books. Teachers and pupils are able to borrow material to support their own interests returning this material by the end of each term. Dalmeny School library books can be distinguished from some library collections. The latter are kept in class bases.
- Project Boxes can be ordered from the Schools' Library Services through the administrator. The contents of the boxes should be listed on arrival.
- Resources kept in rooms should be kept neatly, listed and labelled. There should be clear routines in place for handling resources. At home time everything should be neatly stored in its proper place.
- Every teacher has a code number for the photocopier. Please economise where possible, but make good use of the excellent opportunities this service offers. In general every piece of paper in a classroom will be marked and have a destination e.g. finished work folder. Photocopy material which is under copyright law must be on the permitted list and written in a log. Please don't photocopy trivial work. 'Busy Books' should be OK'd with the HT. (In general, Busy Work -crosswords, word search, pictures to colour in - are not useful uses of pupils' time. There will be exceptions and these can be negotiated.
- The laminator may also be used whenever required, but with the proviso that the material thus protected is worth the cost to the school .
- The School's own Project Boxes should contain books, videos, posters and artefacts, planning notes and examples of work from previous years – all stored neatly.
- Maths material is kept in different rooms. Each teacher is responsible for ensuring that material borrowed is returned in good condition.
- Computer CDs are kept in the classes where they have been loaded onto computers. Material may be put onto hard discs only with the permission of the IT coordinator. Please ensure that pupils do not handle computers when they have food or drink in their hands.
- Technology material is stored in the class bases where it is designed for best use. It may be borrowed by other classes.
- Art material is stored in the dining room. Only staff may fetch material from here and every effort should be made to keep it tidy.
- Science material is in the Fuse Room.
- Exercise books are stored in the small cupboard next to the sluice room.
- Radio & TV resources are stored in project boxes where appropriate or in the store off the staff room.
- Professional study material is stored in the staff room.
- Every teacher should have a copy of the curriculum documents, of HGIOS and the school policies.
- The school development plan and S&Q report is kept in the staff base.
- SfL cooperative team work may be requested by any member of staff through HT and SfL teacher

**Our best resource is the people who form the school community. "All should be appreciated and valued for what they offer.**

## **In General for contact with pupils**

- Follow class routines and timetables
- Be fully prepared.
- Be proactive.
- Expect reasonable but high standards in all areas.
- Welcome mistakes – they are learning points (discourage rubbing out, heavy crossing out and denial!)
- When a child fails to learn a thing try again another way – the child may be having difficulty. When a group fails to learn a thing try again another way – You may be having difficulty!
- Be positive about children, there's a lot to be positive about!
- Perhaps at least half the children facing you - will be at least as effective as you - in any given area - later in life..... Keep that in mind!

## **Communication**

- In the past informal visits by parents have been welcome after school hours when teachers have the time, but otherwise visits are made by appointment. Parents may not enter the school before and during the school day without staff knowledge. If a parent wishes to speak about a child then they should be asked to seek an appointment unless the teacher is free. If the matter is urgent or serious then they should be referred to the HT.
- Teachers are asked to communicate often with parents using homework jotters for quick notes or phoning home about good work/behaviour. Please let the headteacher know however, if either you the teacher, or the parent has any concerns about behaviour or work.
- Letters from parents are kept in the admin files for future reference. This is cleared annually in June, except where there may be a lasting concern.
- Please be very aware of confidentiality. A parent may need to divulge to you information which concerns the child's safety, physical or emotional health. The headteacher must then be involved, and a decision will then be made as to anyone else who may need to be informed.
- Information is given out to parents by the school at the beginning of each term and during the term as occasion arises. A copy of each letter should be kept by the class teacher to allow for replacement of 'lost' letters. A copy is also kept on file in the school office.
- Each classroom should have a Notice Board for information to and from pupils, information on timetables, projects etc. These notice boards should follow the policy on Display.

- A School Councillors' notice board is positioned in the front entrance.
- Meetings of the PSA and the School Board are available on view in the staffroom and in the outside display cabinet. (Outside wall of Room 2). Staff are invited to choose to attend some working parties for events and to help out at those events.
- Staff concerns or ideas are often communicated informally, but there are regular staff meetings when any concerns can be raised for minuted action.
- All phone calls into the school should be logged. Where possible a return contact number should be asked for. Where a message is for another member of staff please ensure that it reaches them. If a message is received during class contact time the caller will be asked whether it is urgent. As part of Listening & Talking, but also as part of developing responsibility, members of the Senior Class are required to take phone calls (under supervision) during a part of each day at different times of the year.

## Appendix 1

### McCrone Hours 2007 - 2008

Use of remaining Time 195 hours for Dalmeny  
(The 5 In-Service Days do not count as part of this sum and nor do the 35 hours Personal Development)

<b>Additional Preparation</b>	20 hours down from 30 hrs.
<b>Parents Meetings</b>	14 hours. No change
<b>Staff meetings</b>	10 hours. No change
<b>Formal assessment</b>	14 hours. No change (NFER tests & Moderation)
<b>Preparation of Reports</b>	34 hours. No change - includes IEPs and writing single page leavers' reports when necessary (In addition one day's in-service time will continue to be given.)
<b>Staff Review</b>	0 (This will be covered by supply)
<b>Forward Planning</b>	32 Hours. No change.
<b>Curriculum Development</b>	53 Hours Reduced from 56. 1.5 every 3 <sup>rd</sup> week by joint agreement, plus 33.5 for work on an agreed project over the session.
<b>Flexibility/Other</b>	8 CATS. + 1 emergency CAT. 18 hours.

See calendar (App 8) for year's dates.

SQIP report (August 2007) will indicate proposed development, but this may be affected by ongoing initiatives and opportunities.

## Appendix 2 Supply Teachers' Notes

Mondays to Thursdays P1 to P7 are brought into school at 8.50 am. There is a break at 10.30 to 10.45. Lunch is from 12.20 to 1.20. P1s and P2s finish school at 2.45. P3s up finish school at 3.15.

On Fridays P1s to P7s finish at 12.30.

Nursery Times are: 8.55am to 11.30 & 12.30 to 3.05pm daily.

### Dalmeny Primary School Supply Guidance.

Welcome to our school! This is a school with a strong positive ethos where you are unlikely to meet with many behaviour difficulties in your class. We respect our pupils and expect all visitors to be prepared to respect them too. Should you have any questions then, usually any member of staff will help you. The Staff handbook, medium term planner, short term planner and admin documents are the essentials for the day and should be on your desk. The following is hopefully helpful in letting you know what the school believes is useful – in some cases – required.

- Check that you are aware of **basic safety regulations and medical needs**. There is a Help card in case of emergencies where you cannot leave the room.
- Have your personal needs been met? Do you know where staff toilets are? Tea and coffee?
- Now read your daily planner. Look at the timetable and check that you have resources ready for the day. Check the teaching schedule on this timetable and make sure that you are able to teach this material. (Trying to teach early literacy, weather patterns in Spain or Level E reading – genre, without full mental preparation may leave you and the children confused)
- If you are only here for one or two days then we will not expect you to master assessment procedures or medium term planning, but we still require all work marked and all work carried out by the children to a sufficiently high standard for that individual). The expected standard of presentation is high.
- Children may leave the room to go to the toilet providing they have asked permission. They may drink water in class if they have a clear water bottle and may not drink juice or milk (except just before break when P1, p2/3 and P3/4 have a short milk break whilst the teachers carry out a brief teaching activity).
- Children do talk, but quietly and politely and not chattering. Room doors are usually left open and colleagues should not be disturbed by noise.
- The same school rules apply to staff and pupils. Please be aware of the rules and the class's interpretation of these. Know the rewards and consequences.
- Children don't queue to get work marked except in unusual circumstances. Even then only a couple of children in a queue. Teachers move around teaching individuals through one to one interaction or sit with groups using discursive teaching.
- The teacher is expected to be aware of and interacting with pupils almost all the time. This means not being tied to one desk or area.
- Reading is a taught activity and the other children should be busy at work, not disturbing the teacher when he or she is carrying out this activity.
- Resources are expensive, please leave them in the condition you found them or better. Please turn computers off when you leave.
- Whilst teaching, involve all your group and be aware of what is going on across the entire class. Be aware of the levels of attainment in the class. Extend those with a good grasp and support those with a weak grasp.
- Letters to and from parents should be seen by the HT unless they are routine.

As professionals we work sharply and briskly, and are reflective about our practice.

## Appendix 3 New Teachers' Notes

There is a great deal to learn in a new school. Although this school follows '5-14' and 'Child at the Centre' curriculum and although it takes into account guidance from the City of Edinburgh Policies it has its own adapted policies which reflect the school's needs. These policies are listed below and there should be a copy of each in every classroom. It is the class teacher's responsibility to ensure that that is the case.

The school reviews a number of policies each term so that over a two year period each will have been refreshed and updated. New teaching staff however need to master the key policies quickly. For that reason the induction programme below will be followed. Although all staff do have an input and do help change policies, this is done gradually. A new member of staff is expected to follow policies to the best of his or her ability and to do so thoroughly. There is no point in having a school policy on any matter if it is not followed.

### List of policies

Policy No 1 Behaviour

Policy No 2 Health and Safety (this policy includes: Staff & Health Issues, Equal Opportunities, Anti-Bullying, Protection of Children, Drugs and Nutrition, Multicultural and Anti-Racist, Risk Assessments, First Aid, Fire and Accident Prevention, Safety on Entering and Leaving the Building, Personal Care for Children.

Policy No 3 Monitoring and Self Evaluation (Quality Assurance)

Policy No 4 Maths

Policy No 5 Language

Policy No 6 Environmental Studies

Policy No 7 Induction (of new pupils)

Policy No 8 Computer Learning (draft only)

Policy No 9 Homework

Policy No 10 Religious Education

Policy No 11 Personal and Social Development (draft only)

Policy No 12 Staff Development (draft only)

Policy No. 13 Use of Students/Volunteers (draft only)

Policy No 14 Classroom Management/Display/Resources/Planning (to be included in Policy 15)

Policy No 15 Learning and Teaching (To be written, but No 3 above provides a working draft)

Policy No 16 Learning Support

Policy No 17 Expressive Arts (draft only)

Policy No. 18 Technology (to be written)

Policy No. 19 Admission

Policy No. 20 Whistle Blowing

Policy No. 21 Special Needs

Policy No. 22 Confidentiality & Access to Records

Policy No. 23 Smoking

Policy No. 24 Dealing with Challenging Behaviour

Policy No. 25 Staff Recruitment and Selection

## App 3 continued

### **Induction programme.**

- Step 1: Forward Planning Formats seen and planning box identified. Behaviour and Health and Safety Policies discussed. Staff Base materials. Standards of setting out – jotters. Classroom Admin. Handbook.
- Step 2: Reading Policy including any planning. Marking Code & Marking. Formative Assessment in general. Writing Assessment. Short Term Planning. Library materials Tracking. PPRs
- Step 3: Maths Policy. Class based resources. Profiles. Finished Work. (Unfinished work!) Classroom Organisation. Homework. Mental Maths. Spelling.
- Step 4: IEPs. Environmental Studies Policy and Planning. Monitoring. Expressive Arts. Using e-mail
- Step 5: RME. PSD. Working with Support Staff. Learning Support Technology. Display. ICT.
- Step 6: Discussion of needs through joint meeting with HT. (PT will be invited if new teacher is willing)
- Step 7: Further work on classroom management and especially teaching styles. Tracking. National Tests.
- Step 8: Meet with Parents (If permanent or long term supply)
- Step 9: Using e-mail. Planning a complete term's work. Initial Review offered.
- Step 10: Initial Review,

## Appendix 4 New Support Staff notes

There is a great deal to learn in a new school. This school has developed a set of policies some of which apply directly to your work (those starred). The present set of policies is listed below and there should be a copy of each in every classroom. It is the class teacher's responsibility to ensure that that is the case.

The school reviews a number of policies each term so that over a two year period each will have been refreshed and updated. New staff however need to master the key policies quickly. For that reason the induction programme below will be followed. Although all staff do have an input and do help change policies, this is done gradually. A new member of staff is expected to follow policies to the best of his or her ability and to do so thoroughly. There is no point in having a school policy on any matter if it is not followed. Support Staff will usually have an input into those policies which are starred.

List of policies

Policy No 1 Behaviour

Policy No 2 Health and Safety (this policy includes: Staff & Health Issues, Equal Opportunities, Anti-Bullying, Protection of Children, Drugs and Nutrition, Multicultural and Anti-Racist, Risk Assessments, First Aid, Fire and Accident Prevention, Safety on Entering and Leaving the Building, Personal Care for Children.

Policy No 3 Monitoring and Self Evaluation (Quality Assurance)

Policy No 4 Maths

Policy No 5 Language

Policy No 6 Environmental Studies

Policy No 7 Induction (of new pupils)

Policy No 8 Computer Learning (draft only)

Policy No 9 Homework

Policy No 10 Religious Education

Policy No 11 Personal and Social Development (draft only)

Policy No 12 Staff Development (draft only)

Policy No. 13 Use of Students/Volunteers (draft only)

Policy No 14 Classroom Management/Display/Resources/Planning (to be included in Policy 15)

Policy No 15 Learning and Teaching (To be written, but No 3 above provides a working draft)

Policy No 16 Learning Support

Policy No 17 Expressive Arts (draft only)

Policy No. 18 Technology (to be written)

Policy No. 19 Admission

Policy No. 20 Whistle Blowing

Policy No. 21 Special Needs

Policy No. 22 Confidentiality & Access to Records

## App 4 continued

### **Induction programme.**

#### Step 1

- Behaviour and Health and Safety Policies to be discussed with BM.
- Experienced Learning Assistant to take new employee through staff base materials and classroom Administration including storage of paper, use of copier, receipting cash in classrooms etc.
- Supervisory handbook, Learning Assistant is responsible for their own handbook – Learning Assistant to take new employee through this

#### Step 2

- Timetable. Hours, expected tasks and timetables for cover etc. to be finalised.
- Meeting with BM for discussion on any points so far.
- Working with teachers, time with HT

#### Step 3:

- School Resources. Art Resources etc. LA
- IEPs. RM
- Using e-mail BM

#### Step 4:

- Being Proactive around the school BM.
- PPRs & Profiles. RM
- Display Boards - no staples in wood etc. LA

#### Step 5:

- Discussion of needs through joint meeting with BM (HT will be invited if member of Support Staff is willing)

#### Step 6:

- Refocus on steps 1 –5 and re-cover any areas as required. Take as much time as needed before moving to next step.

#### Step 7:

- SDR offered – check if training required.

#### Step 8:

- SDR

#### Step 9:

- Final meeting to discuss any items outstanding

## Appendix 5 School Values

### Behaviour

Rules here are simple. There are none! Instead we follow the four Scottish Values: Compassion, Integrity, Justice and Wisdom. They apply to everyone, staff and pupils, in the school community. These values are discussed with classes each term and translated in agreed language.

If a child fails to live up to these values then they may be given a contract of behaviour. The contract will ask them to follow the following rules:

- Act to promote safety.
- Show care for the environment
- Be polite.
- Be honest to yourself and others.
- Show kindness
- Be known (don't accept your lot quietly, if you are unhappy make sure someone who can help is aware).

If a child fails to follow the rules whilst on a contract there is immediate detention after school providing parents agree. (This should always be agreed with the HT in advance)

In addition

**Don't worry unnecessarily about mistakes but be prepared to learn from them.**

On the shared server under '**Staff**' - '**Behaviour**' - '**Daily Alert Log**' there is a list of pupils under observation (they are likely to need a contract, or they are proving they no longer need one) or pupils who are on a contract. If a pupil is in your view likely to cause a problem inside or outside the classroom, bring in HT support as soon as necessary. All support staff, specialists and anyone who is not the child's class teacher can award points to children on the daily alert log, for any signs of improved behaviour. (Let HT know!)

Staff should refer to the behaviour log (Staff – Behaviour – Log) for information about children they have referred to the Head.

The shared server will contain all school files that are not confidential. The Additional Support Plans can already be written onto by teachers. (Staff – SfL – ASP)

## Appendix 6

All Resume		Monday	7th April 08
Spring Holiday		Monday	21 <sup>st</sup> April 08
May Day Holiday		Monday	5 <sup>th</sup> May 08
New P1 Intake Meeting		Wednesday	7th May 08
Victoria Holiday		Monday	19 <sup>th</sup> May 08
In Service Day		Tuesday	20 <sup>th</sup> May 08
Pupils Resume		Wednesday	21 <sup>st</sup> May 08
Summer Fair		Saturday	24 <sup>th</sup> May 08
Teddy Bears' Picnic		Thursday	5 <sup>th</sup> June 08
Pupils' Reports out		Thursday	5 <sup>th</sup> June 08
School Sports		Wednesday	11 <sup>th</sup> June 08
Nursery Sports		Friday	13 <sup>th</sup> June 08
Rose Day		Thursday	26 <sup>th</sup> June 08
Term Ends	12 noon.	Friday	27 <sup>th</sup> June 08

In Service 1		Monday	18th August 08
In Service 2		Tuesday	19 <sup>th</sup> August 08
Pupils Resume		Wednesday	20 <sup>th</sup> August 08
P1 Parents' afternoon with Teacher		Wednesday	27 <sup>th</sup> August 08
Monday Holiday		Monday	15th September 08
Individual Targets	Given out to Pupils By this date	Thursday	18 <sup>th</sup> September 07
Parents Afternoon Consultations		Wednesday	24 <sup>th</sup> September 08
Parents Evening Consultations		Thursday	25 <sup>th</sup> September 08
All Break		Friday	17 <sup>th</sup> October 08
In Service 3		Monday	27 <sup>th</sup> October 08
Pupils Resume		Tuesday	28 <sup>th</sup> October 08