



THINKING
SCHOOLS
ACADEMY TRUST



Working at:
All Faiths Children's Academy
2022 – 2023



WELCOME MESSAGE FROM OUR HEADTEACHER

Welcome to All Faiths Children's Academy where we aim to transform the life chances of every child who walks through our door by providing an education which promotes aspiration and fosters a love of learning within a safe, purposeful and nurturing environment.

We hold high aspirations and standards for all members of our school community and work in partnership with all stakeholders for the benefit of all our children.

We are a small one form entry primary and we work hard to give our children as many opportunities for learning as possible, both academically and socially .



Marion Browning

Marion Browning
Head of School

CONTENTS

Our Values

School Organisation

Staff List

Staff Absence

Breakdown of the School Day

Designated Safeguarding Lead

Policies

Dress code

Term Dates

Fire Evacuation

Accessing payslips and HR 'self-service' portal

Wellbeing

Resignation Dates

Transforming life chances by providing an educational framework that promotes the development of effective habits and cognitive structures. Challenging everyone to aspire to and strive for personal excellence. Enabling each individual to realise their potential and become the master of their own destiny.

OUR VALUES

Our school aims are;

ACHIEVEMENT

1. To enable all pupils to achieve high standards in all areas of the curriculum, to enjoy their learning, achieve well and make very good progress in relation to their prior attainment.

QUALITY OF TEACHING

2. To provide all pupils with teaching of high quality that has clear aims, uses effective methods and suitable resources and which is matched to their differing needs.

3. To ensure that all pupils have access to skills and ideas that engage them fully in a relevant, progressive and broad curriculum, which promotes their health and wellbeing and makes good use of extended services.

BEHAVIOUR AND SAFETY

4. To enable all pupils to set themselves high standards, to take pride in their work and to strive towards high achievement.

5. To enable all pupils to be confident and self-motivated and to take advantage of opportunities to make a positive contribution to the school and wider community.

6. To create a happy, relaxed, safe and purposeful atmosphere in which each child and adult can develop personally, socially and morally: where positive and co-operative relationships, tolerance, understanding and respect for all people are inherent.

LEADERSHIP AND MANAGEMENT

7. To provide a lively, stimulating and well-organised learning environment in which staff and pupils work co-operatively towards achieving the school's aims.

8. To involve parents and the wider community in school life to ensure that all aspects of pupils' progress are fully inclusive, shared and supported.

9. To celebrate special aspects of the pupil's work and life at school and cause the school to pursue excellence in all its activities.

10. To provide clear leadership and effective management at all levels which takes the school forward in its chosen direction.

11. To plan realistically, making effective use of the school's resources in order to achieve the best possible learning outcomes for pupils, together with developing effective working relationships with all other agencies involved.

OUR SCHOOL'S ORGANISATION

Head of School

Name: Marion Browning
Email: m.browning@tsatrust.org.uk
Internal: 11221



Assistant Headteacher and Literacy Lead

Name: Charlotte Venter
Email: c.venter@tsatrust.org.uk
Internal: 11686



Lead Teacher of the Deaf

Name: Alice Bailey
Email: a.bailey1@tsatrust.org.uk
Internal: 11683



STAFF LIST

Name	Position
Mrs Marion Browning	Head of School
Teaching Staff	
Mrs Alice Bailey	Lead Teacher of the Deaf
Mrs Jacqui Bennett	Reception Teacher and EYFS Lead
Miss Kim Bolden	Year 6 Teacher
Miss Sian Cox	Year 5 Teacher
Mrs Ruth Everingham	Teacher of the Deaf
Jade Compton	Year 1 Teacher
Laura Cabera Iglesias	Year 4 Teacher
Mrs Charlotte Venter	Assistant Headteacher
Mrs Beth Welstead	Teacher of the Deaf
Mrs Katie Wheeldon	Year 2 Teacher
Paige Wish	Year 3 Teacher
Pastoral Staff	
Mrs Kay Bravo	Special Educational Needs Co-ordinator (SENco)
Mrs Kelly Kelsey	Safeguarding Lead for Children and Families and Home School Support Worker
Support Staff	
Miss Melissa Gladstone	Attendance Improvement Co-Ordinator, LTPL
Mrs Karen Holdsworth	Office Manager
Mrs Nicki Bull	Receptionist / Clerical Assistant
Mr Paul Potts	Facilities Assistant
S/Teaching Assistants	
Ms Donna Bish	STA, LTPL
Mrs Jeanette Bond	Breakfast Club, Interventions and LTPL
Miss Pauline Burrows	STA, LTPL
Ms Diane Chamberlain	LTPL, TA
Miss Bethany Cookman	TA
Miss Louise Davis	LTPL and Speech & Language TA
Miss Tracey Durbin	STA, LTPL
Mrs Paulette Frankling	Senior LTPL, TA

STAFF LIST

Name	Position
------	----------

S/Teaching Assistants

Mrs Joanna Killick	LTPL, TA
Miss Marie Scott	Acting Nursery Nurse
Mrs Kerry Shadick	STA, LTPL
Mrs Jane Fuller	LTPL, TA
Miss Joanne Theobald	STA, LTPL
Mrs Donna Thompson	LTPL, TA
Mrs Claire Vardy	LTPL and Breakfast Club, TA
Mr Matt Webster	STA, LTPL
Miss Gina Wilkinson	SEN, TA, ELSA
Charlotte Riddell	LTPL, STA
Alice Robertson	Apprentice TA

REPORTING STAFF ABSENCE

Reporting Staff Absence:

If you are ill or unable to come in to school for any other reason please follow the procedure below as early as possible and before 7:00am;

- All staff, please **text** Karen on **07974 140009**. Karen will acknowledge all texts and arrange cover as necessary
- Teachers please also **text** Marion on **07729 11379**
- ToDs and STAs please also **text** Alice on **07928 757959**
- Site Team please text Shane on **07540 407 474** who will arrange cover.

Please then **phone** Karen at school on **03333 602100** by 3pm to let us know whether or not you will be at school the next day and/or give an indication of how long you will be absent.

Routine medical/dental appointments should be made outside of school hours. Please complete a 'Request for Leave of Absence' form on the HR portal for any emergency appointments, ensuring that you attach a copy of the appointment letter.

If you need to leave school during the day for any reason please speak to Marion or Karen and if necessary, phone the school by 3pm about the following day.

Please complete a 'Leave of Absence' or a 'Return to Work Self Certification' form on the HR portal for **all** absences.

Please remember to sign in and out every time you enter/leave the building. This is for your safety, as this is used for our fire register.

If you have any queries about what you need to do in case of absence, please speak to Marion or Karen.

All staff who are absent for more than **7 days** (inclusive of weekends), need to supply a Doctor's Certificate on the 8th day.

Please do not return to school following an illness, unless you are absolutely sure that you are fit!

Compassionate leave:

Compassionate leave may be approved if there is serious illness/death of a spouse, parent, sibling or child (or another person in the household of the employee living as a family member). The Headteacher may approve 10 days in any 1 calendar year. Any subsequent days may be granted as unpaid leave. Please complete a 'Request for Leave of Absence' form on the HR portal.

Dependant leave:

Please make the necessary childcare arrangements however, if you have to be absent due to your child being unwell, 1 day's paid leave may be granted to enable you to make alternative arrangements, subject to the Headteacher's approval. Please complete a Request for Leave of Absence form on the HR portal. Only 3 separate days will be paid in a rolling year and only at the discretion of the Headteacher.

BREAKDOWN OF THE SCHOOL DAY

Children are the responsibility of the school as soon as they enter the school gates. Staff meet pupils at the gates each morning.

A member of the Specialist Provision staff meets our deaf pupils.

Please open the outside classroom door and ensure all classroom staff are ready in the classroom to welcome pupils promptly at 8:30am. Pupils need to adhere to the following routine each morning:

- Coats etc. hung up on named pegs.
- Lunch boxes placed on class rack.
- Contact Book placed in labelled basket.
- Change book from class library as appropriate – (See Reading Policy for the criteria and ensure pupils' choices are regularly monitored) and Book Bag placed in labelled basket.
- A task which can be achieved independently must be available, this may address specific needs. e.g. hand eye co-ordination or encourage a particular aspect of learning e.g.: thinking skills.

Pupils use the main entrance from 8:45 a.m. onwards when their name is entered into the Late Book along with the reason for lateness. Lateness is monitored by the Attendance Improvement Co-ordinator but if you are concerned about a particular child, please make a HSSW referral.

Morning Break

Please see separate timetable.

Lunch Break

Please see separate timetable.

All children must be registered in their classrooms at the start of both morning and afternoon sessions.

DESIGNATED SAFEGUARDING LEAD

SENCo and Deputy DSL

Name: Kay Bravo

Email: k.bravo@tsatrust.org.uk

Internal: 11211



HSSW and Safeguarding Lead for Children and Families

Name: Kelly Kelsey

Email: K.Kelsey@tsatrust.org.uk

Internal: 11212

The Designated Child Protection Officer is Marion Browning, the Headteacher. The Deputies are Kay Bravo and Kelly Kelsey.

Safeguarding Training will be arranged as part of your induction. Please read the policy carefully.

The school will follow national procedures for managing allegations against staff. A copy of the Safeguarding policy is on the TSAT website. Please do not put yourselves in a vulnerable position e.g., if you are working alone with a child, always have the door open and be close to other staff/pupils, do not accompany pupils to the toilet alone, etc. Staff are employed in a 'position of trust' and inappropriate behaviour with, or towards children is unacceptable.

Visitors to school – all visitors will be issued with a visitor's sticker. Please challenge firmly but politely, any person in school without identification.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

POLICIES

All of our policies can be found online at <https://www.tsatrust.org.uk/about/policies/>.

Various policies are reviewed and updated on an annual basis and you will be expected to familiarise yourself with these policies throughout each academic year.

Prior to or upon joining the Trust you are required to familiarise yourself with the following key policies:

- Code of Conduct
- Keeping Children Safe in Education (DfE guidance)
- Information Security Policy
- ICT Acceptable Usage Policy
- Please familiarise yourself with the schools GDPR practices

Should you require any information or have further questions regarding our policies, please contact your Office Manager/PA directly or contact a member of the HR Team on **0333 360 2050** or by email at hr@tsatrust.org.uk.

DRESS CODE

All clothing should be of a type that promotes dignity and professionalism and is not provocative, or could be construed as such. All clothes should be clean and presentable and consistent with presenting a professional public image. All members of staff are expected to act as role models for our students and have due regard to compromising child protection or safeguarding.

Information for all staff:

1. Clothing must be professional attire and not casual wear.
2. Shirt, tie, trousers, jacket and smart shoes (except for PE staff and designated support staff) are appropriate.
3. Skirt or trouser suits are acceptable, as well as smart dresses, skirts/trousers and jackets.
4. Any cropped trousers must be formal and tailored. Shirts, blouses, knitwear and other smart tops may be worn.
5. Flip flops or Roman sandals may not be worn
6. In a Primary school setting, the Headteacher may exercise their discretion with regards to a formal dress code, particularly in EYFS setting.
7. For Secondary schools, sleeveless or strappy tops worn without a covering jacket are not acceptable. Jackets should be worn at all times outside of classrooms unless 'short-sleeve' order has been announced.
8. No extreme hair styles are acceptable (for example, shaved designs)
9. Jewellery should be discreet with visible piercings restricted to ears. Single nose studs may be worn for reasons of culture or religious observance only.
10. On formal occasions (such as parents evening), all staff attending should dress in a professional manner befitting the event.
11. When 'short-sleeve' order is announced in secondary schools, jackets and ties do not need to be worn outside classrooms and offices.
12. Where a member of staff believes they are not able to adhere to all aspects of the dress code, the Headteacher will consider the reasons for this and will be able to make the decision to waive part of the dress code in special circumstances.

As an indication, the following is a list of unacceptable dress:

Torn clothing

Clothing with inappropriate writing, logos or visible designs.

Jeans, thin/casual leggings or combat trousers (note: thick/smart leggings with suitable long top is permissible)

Shorts

Flip flops

Bare shoulders

Face coverings:

Face coverings should be worn according to the current Covid Risk Assessment, unless you are exempt (please confirm with the Headteacher). Face coverings should be plain blue or black.

The Wearing of Uniform

Where uniforms are required in support functions such as Technicians, Facilities, Canteen/Catering Department - uniforms will be provided by the Academy and should be worn at all times. Staff should note that it may be a criminal offence not to wear safety dress in certain situations (headwear in kitchens, hard hats in construction areas, etc.) Failure to wear the correct safety dress can amount to gross misconduct, which could lead to dismissal.

For teachers in departments where a uniform is required such as the PE Faculty, uniforms will be provided and should be worn for lessons as required. Track suits provided may be worn at other times including assemblies, covering of other subject lessons, lunch/breaks and non-teaching administration time, with the exception of formal events such as parent's evenings.

Name Badges & Lanyards

All staff when working shall wear a name badge attached to their lanyard, worn in such a way to prevent it being obscured from students and visitors view.

Any staff wearing uniform, name badges and lanyards should be mindful of their behaviour when travelling to and from work, and when leaving the site during the working day (e.g., when having a break). Staff are representing the school and Trust and must therefore behave in a way to ensure the reputation is upheld at all times.

Head Dress

Hats/caps are not permitted inside (except where necessary on health and safety grounds).

Head dress in line with the beliefs and traditions of various religions and sects are allowed except any head covering that covers a substantial part of the persons face. Anything that does cover a substantial part of the face is allowed in staff communal areas, where staff are not expected to communicate with students.

Footwear

Footwear must be appropriate to ensure a safe environment for staff and clients. No trainers should be worn, except where staff are involved in sporting activities. Shoes should have a back strap as a minimum and be of smart appearance. Heels should be moderate height avoiding the risk of trips/falls.

Hair/Nails

Hair should portray a professional image. Nails should be clean and of reasonable length. False nails are prohibited in departments involved with catering, science, practical work or food preparation.

Tattoos

Wherever possible, tattoos must be covered at all times.

The above is designed to provide guidance, but cannot cover all situations. Failure to uphold and/or adhere to appropriate standards of dress may result in formal action being taken. Please seek clarification as required from your line manager should you be unsure with regards to the dress code policy.

Smoking

Smoking, vaping and e-cigarettes are not permitted on site at any of our schools and staff are reminded to not smoke on or near the school premises. Please refer to your school specific guidance on the designated smoking area.

TERM DATES & STAFF DEVELOPMENT DAYS

September 2022 to July 2023 Term Dates:

Term 1

Start: Thursday, 1 September 2022: Staff Development Day

Friday 2 September 2022: Staff Development Day

Monday, 5 September 2022: children back to school

Finish: Thursday, 20 October 2022

Autumn break: Monday, 24 October 2022 to Friday, 28 October 2022

Term 2

Start: Monday, 31 October 2022: **children back in school**

Finish: Friday, 16 December 2022

Christmas break: Monday, 19 December 2022 to Monday, 2 January 2023

Term 3

Start: Tuesday, 3 January 2023: Staff Development Day

Wednesday, 4 January 2023: children back to school

Finish: Friday, 10 February 2023

February break: Monday, 13 February 2023 to Friday, 17 February 2023

Term 4

Start: Monday, 20 February 2023: children back to school

Finish: Friday, 31 March 2023

Spring break: Monday, 3 April 2023 to Friday, 14 April 2023 inc Easter Break.

Term 5

Start: Monday, 17 April 2023: children back to school

Finish: Friday, 26 May 2023

May break: Monday, 29 May 2023 to Friday, 2 June 2023

Term 6

Start: Monday, 5 June 2023: children back to school

Thursday, 20 July 2023 last day at school for children

Finish: Friday, 23 July 2023 Staff Development Day

FIRE EVACUATION PLAN

Assembly Point – at the back on the left-hand side of the school on the upper playground.

The alarm signal is a continuing ringing siren. Strobe lights also flash.

Anyone discovering a fire should immediately activate the nearest alarm call point.

Staff should not attempt to fight the fire.

Our trained Fire Wardens are:

Jacqui Bennett, Kelly Kelsey, Paul Potts, Marie Scott, Donna Thompson.

It will be the responsibility of the site team, or a named Fire Warden (in the absence of site team member) to check the alarm panel and call the Fire Brigade.

On hearing the alarm, teachers lead their class out of the building, via the outside classroom doors, when possible, or the nearest outside door. TAs/STAs check that all pupils have left the classroom and follow the last pupil out.

All other staff will evacuate through the nearest exit.

On hearing the alarm the site team or named Fire Warden (if site team not present) will immediately check the fire alarm panel and call the fire brigade and open the school vehicle gates and back path double gates to allow access to the Fire Brigade.

If safe to do so, a final sweep of the building will be performed by the on-duty site staff.

FIRE EVACUATION PLAN

The entire school will muster at the Fire Assembly Point on the upper playground. Teachers will count their children first and compare to the number noted on the register. Teachers will then call the register. Pupils must be silent, answer 'Here' to their name and raise their arm.

It will be the responsibility of the Office Manager to take out the registers, Late and Out of School books and Visitor books for roll call. The Administration Assistant will double check that teachers are aware of pupils not in school due to medical appointments etc. Adult roll-calls will be carried out by Karen Holdsworth, assisted by the Admin Assistants and/or Kay Bravo.

The Headteacher will ask each teacher "are all pupils present"?

The school will remain at the muster point until the Fire Brigade either confirms that it is safe to go back into the building or instructs the Headteacher otherwise.

Registers	1. Attendance Officer	2. Admin Asst	
Staff Registers	1. Office Manager	2. Admin Asst	
Open Vehicle and Back Path Gates	1. Site Staff	2. Site Staff	3. Named Fire Marshall
KS1 Toilets	1. Year 3 TA	2. Year 2 TA	3. Year 1 TA
KS2 Toilets	1. Year 5 TA	2. Year 4 TA	3. Year 4/5 STA
Year 6 Toilets	1. Year 6 TA	2. Year 6 STA	
Nursery Toilets	1. Nursery TA	2. Year R TA	3. Nursery / Year R STA
Ladies Adult Toilets	1. SENCo	2. Staff using Purple Room	3. Office Staff
Men's / Disabled Toilets	1. Site Staff	2. Site Staff	
Kitchen	1. Kitchen staff		
Resource room	1. SENCo	2. Staff using the Green Room	

FIRE EVACUATION PLAN

Evacuation procedure after hours (3.00pm)

If clubs are running, club leaders must take registers and their club members to the muster point. The staff signing in and visitor lists will be taken out by the senior member of staff on site and the gates opened and fire brigade called by the on-duty site staff.

In the event of an evacuation on parent/carers evening, teachers must accompany parent/carers to the muster point and take their signing in sheets with them.

GATES TO BE UNLOCKED

Driveway vehicle gates – Site staff or Named Fire Wardens
Back path double gates – Site staff or Named Fire Wardens

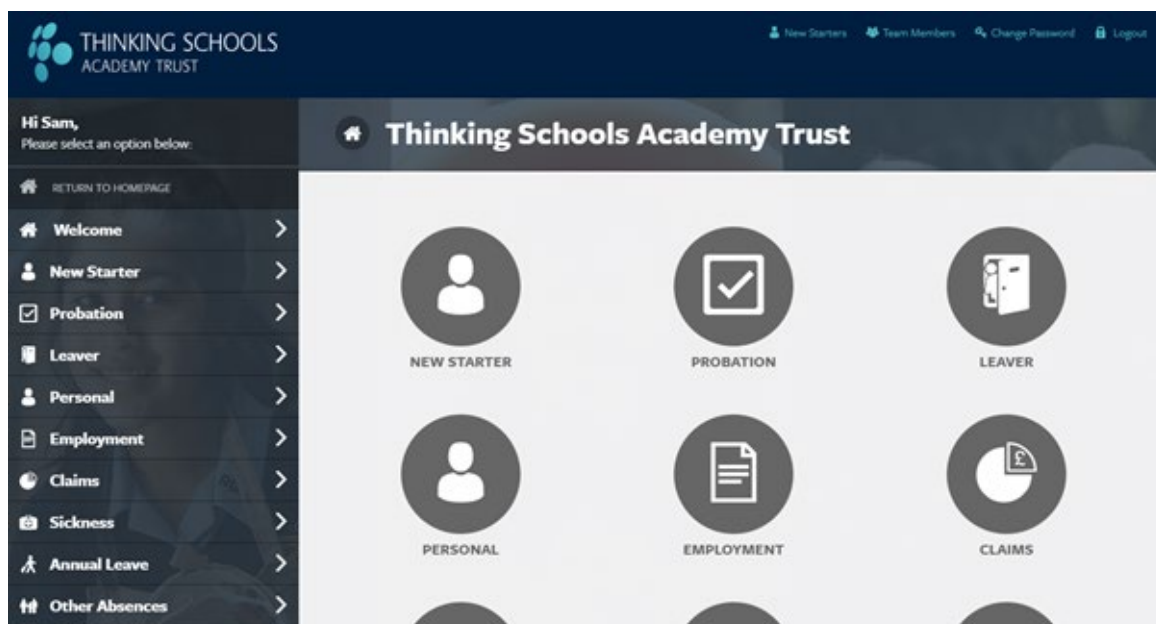
ACCESSING PAYSLIPS AND HR “SELF-SERVICE” PORTAL

Upon joining the Trust, you will be sent login details to access your HR self-service portal. This system will allow you to access your employment details and address all of your employee lifecycle needs in one place.

You will regularly use this system to:

- View/print payslips and P60s
- Request leave
- Update personal details (e.g. address)
- Update bank details
- View key contact details (e.g. pension scheme providers)
- Access key HR policies and documents

The link to the website is <https://tsatrust.selfservice.global/>. The system can be accessed from your own personal device, as well as devices on Academy networks.



When you log in for the first time, you will need to change your password using the link at the top right of the home page.

If you have any queries on the HR Portal, please contact the HR team at hr@tsatrust.org.uk or 03333 602050.

WELLBEING

The trust is committed to supporting the physical and psychological health of all staff. It is important that we look after ourselves as well as each other in the workplace.

At All Faiths Children's Academy, we have:

- Staff social events throughout the Year
- Free tea and coffee
- Regular clothing recycling with the Salvation Army
- Over the year the Trust will launch various wellbeing initiatives which we take part in as a school.

Each term we will focus on one of the Six Ways to Wellbeing which will be notified by the Trust. Each school has a Wellbeing Ambassador who will support in driving the wellbeing initiatives each term.

If you would like to be a Wellbeing Ambassador please contact HR via hr@tsatrust.org.uk.

As a Wellbeing Ambassador you can actively encourage and promote good mental health within school by encouraging your colleagues and the rest of the school community to take part.

Employee Assistance Programme (EAP), Workplace Wellness

The Trust provides a free confidential counselling service administered by workplace wellness.

WorkplaceWellness™

Life is a rollercoaster.
We're here to make the ride smoother



RESIGNATION DATES

The resignation dates and notice periods for teachers in schools within England and Wales are set out in the terms and conditions for teachers, commonly known as the 'Burgundy Book'.

The Burgundy Book refers to three notional terms:

Spring term	1 January to 30 April
Summer term	1 May to 31 August
Autumn term	1 September to 31 December

HEADTEACHERS

For headteachers to leave their post at the end of either the autumn or spring term they must give a minimum of 3 months' notice. If a headteacher resigns at the end of the summer term a minimum of 4 months' notice must be given.

Term	Date by which notice must be submitted	Leaving date
Autumn	30 September	31 December
Spring	31 January	30 April*
Summer	30 April	31 August

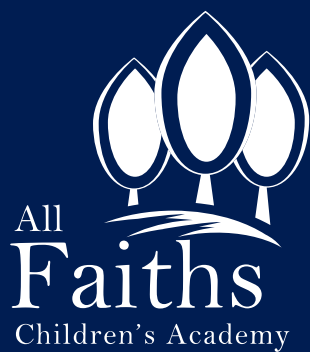
ALL OTHER TEACHING STAFF

In the autumn and spring terms, the minimum notice required is 2 months. For resignation to take effect at the end of the summer term, a minimum of 3 months' notice is required.

Term	Date by which notice must be submitted	Leaving date
Autumn	30 October	31 December
Spring	28/29 February	30 April*
Summer	31 May	31 August

**Please note, irrespective of when Easter falls, the leaving date for the spring term will always be 30 April. If however, they are moving to a new school, or another educational establishment, the leaving date will be the date before they take up employment at their new school or educational establishment where this falls before 1 May.*

Non-teaching staff need to refer to their contract of employment for their notice periods



All Faiths Children's Academy, Gun Lane,
Strood, Rochester, Kent, ME2 4UF

T: 03333 602 100

E: office@allfaithschildrensacademy.org.uk

www.allfaithschildrensacademy.org.uk

Registered company number: 7359755

TRANSFORMING LIFE CHANCES