



THINKING
SCHOOLS
ACADEMY TRUST



MARITIME
ACADEMY

Working at:
Maritime Academy
2022 – 2023



WELCOME MESSAGE FROM OUR DIRECTOR OF EDUCATION

On behalf of the staff, governors and students – welcome to our school. Here at Maritime Academy we believe strongly in the importance of parents and school working closely together in partnership, for the benefit of all our children. We all work very hard to create a positive atmosphere where everyone can feel happy, secure and valued. Our aim is to provide an education that meets the needs of all our children and we expect high standards of behaviour and a positive attitude to learning.

We aim to provide a curriculum that is broad, balanced and meaningful; that provides the children with relevant, memorable first-hand experiences.

As part of the Thinking Schools Academy Trust, we strongly believe in teaching children how to become independent thinkers, thus preparing them for the ever- changing world that awaits them.

We aim for each child to experience success and to believe in themselves. We work together to ensure we enable children to succeed in the 21st Century.

I look forward to welcoming you to Maritime Academy.

Jody Murphy

Jody Murphy
Director of Education



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Transforming Life Chances by providing an educational framework that promotes the development of **effective habits** and **cognitivestructures**. 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**.

ETHOS AND VALUES

At the heart of Thinking Schools Academy Trust is the belief that the work that we do must **transform the life chances of students**.

We believe that the best way to transform life chances is to actively shape the minds, attitudes and habits of young people through a framework of cognitive education that enables them to become the master of their own destiny.

This framework of cognitive education is constructed through the use of the Thinking School approach. Research from organisations such as the Sutton Trust has repeatedly demonstrated that when children understand how their brains work they achieve better academic and personal outcomes than those who do not. This is known as meta-cognition.

The Maritime Academy is proud to be part of the TSAT family. We embrace a cognitive approach to education and our ethos values are aligned with that of the wider Trust family and our commitment to transform life chances is evident in everything that we do.

Making Excellence a Habit

To truly transform life chances, we need to transform people: developing effective habits that will support our students to achieve success both within the Academy and beyond. Our expectation is that students will strive for excellence in academic performance and work hard to be the best member of our school community that they can be.

We will:

- Identify and teach effective habits
- Support our students to be reflective and to 'transform'
- Identify obstacles and support students to overcome them
- Use a range of thinking tools to support the organisation of thinking and learning
- Expect support from all members of the school community, including families and Governors
- Recognise and reward excellent habits

High Expectations for All Students

We have an ethos of high expectations, where every student flourishes intellectually, personally and morally. We teach our students to be successful independent learners who concentrate, persevere, take risks and have a willingness to make mistakes. We want all our students to make accelerated progress and achieve well.

Strength

Students at the Maritime Academy will demonstrate strength in character.

They will take responsibility for their actions and develop the skills of resilience, initiative, tenacity, integrity and morality to take safe risks and be courageous.

Our students will be determined: demonstrating commitment and perseverance to overcome challenges and barriers to achieve success and be their best selves.

Pride

Students at the Maritime Academy will demonstrate pride in attending a Thinking School. They will illustrate pride in their aspirations, achievements, personal qualities and the contributions they make to the school and wider community.

Our students will have a strong connection to our school representing our values and ethos through their excellent habits and impeccable conduct.

Unity

Students at the Maritime Academy will be united as a community to support each other to be their best selves.

They will demonstrate respect for where they learn, who they learn with, and who they are as unique, aspirational young people.

All students will hold a united responsibility and commitment to sustainability. Students will also ensure that our school is a calm and purposeful environment where everyone can learn and flourish.

STAFF ABSENCE

You are expected to attend daily and only take time off in exceptional circumstances as your absence will have an adverse effect on the pupils. If you are ill and unable to come into work, please contact the appropriate person:

- Teachers: Telephone James Carr, Assistant Principal, between 6am & 7am stating the reason for your absence on 07801704562
- Teaching Assistants: Telephone Sam Kemp, Assistant Principal on 07872560183 between 6.30am & 7.30am
- Office Staff: Telephone Kerry Masters, Office Manager between 6am & 7am on 07921 111300.
- If the illness is severe and likely to be more than a few days, you must phone the Academy each day before 2.30pm and inform the Academy if you will be in the following day. Arrangements for cover must be made as soon as possible therefore we require a decisive answer to understand if you will/will not be at work.
- In ALL circumstances, days one to seven of an illness (inclusive of weekends) is self-certificated – these certificates should be completed along with your return to work on the first day back after absence to work – please advise the Office Manager/Line Manager of your return to work on the day of return.
- After day seven of illness (inclusive of a weekend) a Doctor's Medical Certificate is required and should be forwarded to Academy as soon as possible for processing.
- All absences and lateness for duty are recorded on the HR Portal.
- A return to work meeting may be carried out in line with the Academy's Managing Sickness Absence Policy on your return as all absence is recorded and managed accordingly
- Staff should arrive in good time to carry out their duties, therefore it is expected that you work your contracted hours, and arrive before your start time and leave after your end time.
- Other than exceptional circumstances, lateness will not be tolerated and the Trust's policies will be applied. On the odd occasion you believe that you are going to be late, please call your relevant line manager.

BREAKDOWN OF THE SCHOOL DAY

SCHOOL DAY – MONDAY TO THURSDAY:

Registration	08:20-08:30am
Tutor Time Learning	08:30-09:00am
Period 1	09:00-10:00am
Period 2	10:00-11:00am
Break	11:00-11:15am
Period 3	11:15-12:15pm
Period 4	12:15-13:15pm
Lunch	13:15-14:00pm
Period 5	14:00-15:00pm
Period 6	15:00-15:50pm
Students Dismissed	15:50pm

SCHOOL DAY – FRIDAY:

Registration	08:20-08:30am
Tutor Time Learning	08:30-09:00am
Period 1	09:00-10:00am
Period 2	10:00-11:00am
Break	11:00-11:15am
Enrichment 1	11:15-12:15pm
Enrichment 2	12:15-13:15pm
Lunch	13:15-14:00pm
Students Dismissed	15:50pm

DESIGNATED SAFEGUARDING LEAD

The Designated Safeguarding Lead (DSL) is Sam Kemp and should be the first point of contact for all pastoral and Safeguarding concerns. s.kemp1@tsatrust.org.uk

However, all Safeguarding concerns must also be logged on our electronic Safeguarding Platform - training will be provided for all new staff.

The Academy has several child protection and e-safety policies that you will need to read in conjunction with this handbook- these are located on the Academy or Trust website.

Mrs Lee Lucas is the Trust Safeguarding and Welfare Lead.

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 Kerry Masters, Office Manager and PA to the Director of Education, 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 EYS 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, 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

Trainers unless teaching PE

Bare shoulders

Underwear/Bra straps on show

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.

Appearance

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.

TERM DATES & STAFF DEVELOPMENT DAYS

2022 – 2023 Term Dates

New Staff Induction Days:

Wednesday 13th July – all day

Saturday 16th July – am only

Wednesday 31st August – 9am to 3pm

Term 1

Staff Development Days: Thursday 1st and Friday 2nd September, Friday 21st October

Monday 5th September 2022 – Friday 21st October 2022

Autumn Break: Monday 24th October 2022 – Friday 28th October 2022

Term 2

Monday 31st October 2022 – Friday 16th December 2022

Christmas Break: Monday 19th December 2022 – Monday 2nd January 2023

Term 3

Staff Development Day: Tuesday 3rd January 2023

Wednesday 4th January 2023 – Friday 10th February 2023

February Break: Monday 13th February 2023 – Friday 17th February 2023

Term 4

Monday 20th February 2023 – Friday 31st April 2023

Spring Break: Monday 4th April 2023 – Friday 14th April 2023

Term 5

Monday 17th April 2023 – Friday 26th May 2023

Early May Bank Holiday: Monday 1st May 2023

Late May Bank Holiday: Monday 29th May 2023

May Break: Monday: Monday 29th May 2023 – Friday 2nd June 2023

Term 6

Monday 5th June 2023 – Thursday 20th July 2023

Staff Development Day: Friday 21st July 2023

FIRE EVACUATION PLAN

Fire drills are carried out regularly - please familiarise yourself with the fire evacuation procedure and your working area in order to ensure quick but safe evacuation. When the fire alarm sounds, the following procedure must be followed by all members of staff and pupils:

Everybody will immediately stop whatever it is they are doing and stand.

- All pupils will remain standing still whilst the teachers and other adults' issue clear and precise instructions as to what they should do.
- Pupils will line up in alphabetical order, as they do for all other times of exiting the classroom and moving around the school.
- The nearest/safest exit will be used. Pupils will be required to walk in an orderly and quiet manner and line up at the exit – which will be opened by an adult.
- The pupils will leave in an orderly manner, in silence, under the supervision of an adult. The adult must make sure that all the pupils have left the premises.
- All adults and pupils will walk to a pre-arranged meeting point and line up in their normal class lines. Pupils with mobility problems will walk, be pushed in a wheelchair or be carried to their appropriate meeting point where they will assemble with their class.
- All kitchen staff and clerical staff will leave by the nearest or safest exit and meet at the allocated assembly point.
- The office staff will bring the class registers and visitor books onto the playground. Any missing persons should be reported to the Person in charge, generally the Headteacher.
- Teachers will immediately check the presence of all pupils – any pupils missing should be reported immediately to the Person in Charge. Once all pupils are accounted for the teacher will raise their hand. This is for quick visual confirmation to the Head Teacher.
- The Kitchen Manager will ensure that all the Kitchen staff are present – any absence to be reported immediately to the Person in Charge.
- AT NO TIME until the ALL CLEAR is given by the Person in Charge will any member of staff or child re-enter the building.

Other actions/points to be taken/noted: -

- If the fire alarm sounds, any member of staff can contact the emergency services. A member of the site team, if safe, will check the alarm panel to find the source of the fire.
- Pupils need to be taught what to do if they find themselves without adult supervision when the alarm sounds, i.e.; in the toilet. They must immediately exit the area they are in and walk to the nearest/safest exit to meet the rest of the Academy at their designated assembly point.
- Members of staff must not attempt to fight any fire other than when it is of a very minor nature and any attempt to prevent injury to others must not put their own safety at risk. Their main concern should be to evacuate the building and take a head count.
- Adults can, if time allows, shut windows, switch off electrical appliances and shut doors when evacuating the building.
- The building should be evacuated and all staff, visitors and pupils accounted for within five minutes.
- The fire alarms are tested weekly (Caretaker's responsibility).
- Fire drills will take place at least once a term and full evacuation of the building (including kitchen staff) is essential.
- The fire exits are clearly marked throughout Academy and on the Site Plan.

ESSENTIAL INFORMATION (A-Z GUIDE)

ACCIDENTS & INCIDENTS OF ILLNESS – Recording & Reporting:

Adults: Please see the Academy Office Manager.

Children: Record any accident in accident report book.

Children & Adults: When either a child or an adult suffers a major injury, accident or has to make a visit to a hospital, please immediately see the Academy Office Manager so a report can be made to the appropriate authorities.

In all cases: please note briefly both the cause of the accident as well as the nature of the injury.

- If a child has sustained a 'bump to the head', an entry should be made in the first aid log and a copy of the log slip should be sent home to inform parents/carers of this fact. If the head injury is anything more than minor, the parents/carers must be contacted as soon as possible and advised to take their child to Casualty at the local hospital as a precaution – a First Aider can make this decision.
- If a child is taken ill then the parents/carers must be contacted as soon as possible in order that they may collect their child from Academy.

ATTENDANCE – Pupils:

Children have the right to an education and their life chances are considerably hindered by poor attendance therefore this is an area that the Academy rigorously monitors:

- The Academy should be notified of all absences by telephone on the first day of absence and then by letter. If no reason for absence is received, then the absence must be recorded as unauthorised.
- All absences and late arrivals after registration has closed will be recorded in the attendance registers using the agreed codes.
- Children leaving during Academy time will be collected and signed out. Medical evidence such as an appointment card should be provided as evidence of the appointment. However, it should be encouraged that all appointments are made outside of Academy hours
- Holidays in term time are not permitted unless there are extreme circumstances. Parents should make an application FAO the Headteacher. However, staff have a duty to inform parents should they be approached, that the holiday will likely be declined and they will therefore be referred to the LA and receive a fine.

The Academy is committed to: “to continue to work with parents and the community to reduce pupils’ extended leave during term time”.

BEHAVIOUR – Class and General:

- All members of our school community are expected to be polite, respectful and good role models to each other.
- All staff are responsible for maintaining good standards of behaviour throughout the Academy, no example of poor or inappropriate behaviour should be ignored.
- All members of staff should familiarise themselves with the Home/Academy Agreement and ensure it is followed at all times.
- Pupils are expected to respond appropriately to all instructions concerning either their general conduct or learning behaviour and all pupils should be made fully aware of what is expected of them.
- Please refer to the Academy’s Behaviour for Learning Policy for further detail.

ESSENTIAL INFORMATION (A-Z GUIDE)

CARETAKER & CLEANERS:

- We have Keith Carlton who will provide support throughout the whole day.
- All staff and pupils should assist him by ensuring rooms are tidied at the end of each Academy day and that no unnecessary items are left on the floor or tables. Computers should be switched off by staff.
- Any damage, breakage or faults should be reported as soon as possible to the Caretaker. Please email helpdesk@thinking-facilities.com
- If any item or area within the Academy is thought to present a danger to the students/staff, it must be reported immediately to the Caretaker.

CAR INSURANCE FOR STAFF:

If you need to transport children in your car, you must ensure you inform your insurance company and get appropriate cover. A copy of your valid MOT, Insurance and Driving License should be presented to the Office Manager to comply with Health and Safety expectations.

CODE OF CONDUCT & EXPECTATIONS:

The Academy aims to provide a learning environment in which every member of the Academy is able and willing to develop his or her full potential. The values which the Academy aims to foster include:

The Academy aims to provide a learning environment in which every member of the Academy is able and willing to develop his or her full potential. The values which the Academy aims to foster include:

- Acknowledgement of and respect for, the differences between individuals;
- Honesty, trust, tolerance, self-respect and self-discipline;
- Respect for property and the environment.

Everyone in the Academy must work towards making Maritime Academy an orderly place to be with a positive ethos. Negativity doesn't help change things or move things forward; instead it acts as a vehicle for breeding low morale and in some cases self-esteem.

The one rule of conduct for us all in the Academy is that everyone should act with courtesy and consideration towards others at all times – "treat others as you would wish to be treated yourself and treat all children as you would wish your own to be treated".

Pupils are expected to:

- Be punctual to Academy and to lessons;
- Be co-operative in ensuring learning is able to take place in the classroom and teachers are able to teach;
- Demonstrate good manners;
- Be responsible for their own behaviour throughout Academy;
- Respect other people's property and the environment;
- Be in full Academy uniform.

Staff should aim to:

- Set high expectations of all pupils;
- Recognise achievement and use encouragement;
- Operate on mutual respect and consistency;
- Boost pupil's self-esteem;
- Challenge stereotypes and foster tolerance
- Ensure that children are wearing the correct uniform and are wearing it with pride (ties straight, shirts tucked in, no nail varnish etc.)
- Develop the pupil's awareness of right and wrong.

ESSENTIAL INFORMATION (A-Z GUIDE)

COMPLAINTS/GRIEVANCES:

In the first instance, you should refer to the complaints policy and take up your complaint/grievance with your Line Manager. Further information relating to relevant procedure is available from the Trust Website.

There is a clear policy for parents/carers should they wish to complain and this must be followed and adhered to. All incidents should be dealt with by the Class teacher, Phase leader, AHT, DHT, HT, TSAT Director of Education, Chair of Governors - please see concerns resolution forms for further details and clarification.

CONFIDENTIALITY:

- Confidential matters will be discussed during meetings and must not be discussed outside these meetings.
- Confidential items may be disclosed on a “need to know” basis.
- Issues which are to be kept “confidential” to the Academy and are discussed openly with many members of staff, are dealt with this way so that a variety of views can be sought before making a final decision as to what action should be taken. All members of staff involved in such discussions must feel free to make their thoughts known so that the best solution to the problem can be found.
- Any member of staff who discusses a problem of a personal nature with any other member of staff should feel secure in the knowledge that it will go no further unless they wish that it does so.
- If a parent/carer discusses a “confidential” matter with any member of staff which relates to the well-being of a child within our Academy, please inform our Designated Safeguarding Lead or the Head Teacher.
- Confidentiality relies on the ability of any member of staff to trust the integrity of their colleagues.
- Any information about the organisation of the Academy, children or staff should not be discussed or shared on any form of social media.

CONTACT WITH PARENTS/CARERS:

- Parents/carers should feel they are welcome to speak with members of staff at any time within the Academy year.
- Teachers should feel free to contact parents/carers to discuss any issue which they feel parents should be involved in.
- The majority of issues where contact is made by teacher to parent/carer or; parent/carer to teacher, will be fairly straightforward and will not necessarily have to be first discussed with members of SLT. However, on some occasions, it will be necessary to discuss the issue first before speaking to parents/ carers and on other occasions, it will be necessary to relate the concerns parents/carers have raised with teachers with members of the SLT before deciding what action to take.
- Teachers must use their discretion as to what needs to be discussed with other members of staff and if in doubt, always seek an opinion.
- Many parents/carers will have a “quick word” either at the beginning or end of the day, which only takes a moment, but there will be other occasions when more time is needed to be set aside. On such occasions, an appointment should be made which is convenient to the parents/carers and to the Academy.
- Conversations whereby parents/carers have raised concerns or worries should be recorded on the parent conversation form and emailed to the phase leader and saved on to the Shared Drive in the parent conversation folder as the child’s initials and date of conversation, who will inform the SLT. This is to monitor the types of information that is causing concern for parents/carers as well as monitoring the impact that such conversations are having on the team’s time.

ESSENTIAL INFORMATION (A-Z GUIDE)

DATA – Personnel - Upkeep & storage:

It is important that any of the following personal changes be advised to the Office Manager as soon as known, it is also your responsibility to update the details on the HR Portal;

- Change of address or telephone number (mobile or land line).
- Change of details of an emergency contact.
- Change in personal circumstances, i.e.; single status to marital status.
- Change in Bank Details

Please be assured that all personal details are kept confidentially and not divulged to any unauthorised body.

DATA – Pupils – Upkeep & storage:

It is vital that pupils' records are kept up to date and as accurate as possible. If any parents/carers inform an adult in class of changes to personal circumstances, i.e.:

- Change of address and/or telephone number (mobile or land line).
- Change in emergency contact details;

Please ensure that the Academy Office are informed so that all records relating to the relevant pupil are amended accordingly.

DISABILITY DISCRIMINATION ACT 1995

Pupils with disability are welcome at the Academy and every effort is made to include all pupils in the everyday activities with other pupils. Please refer to Academy policies for more information.

DISCLOSURE AND BARRING (DBS) CHECKS

All employees, governors and volunteers must have a current DBS check. Please see the Office Manager if you have any queries.

E-SAFETY

Please refer to Academy policy.

ELECTRICAL RESOURCES:

Electrical resources within the Academy are all security marked – please ensure safekeeping by storing securely. All portable appliances are tested to ensure compliance with Health & Safety legislation. Unfortunately, appliances that have not been tested in this manner cannot be brought in for use in Academy.

EMERGENCY CONTACT LIST – Pupils:

Contact details of each pupil are held within the student details on BromCom.

EQUAL OPPORTUNITIES:

Maritime Academy aims to create a positive, stimulating and happy learning environment through which all children will achieve success and develop their potential to the full. We look to promote their spiritual, moral, cultural and physical development so that in time, they will be ready for the opportunities, responsibilities and experiences of adult life. All pupils and members of staff, regardless of race, creed, culture or sex, will be treated equally in every aspect of Academy life.

ESSENTIAL INFORMATION (A-Z GUIDE)

FINANCE:

The Academy's Business Manager is Mr Simon Brown. He oversees the financial planning for the Academy in conjunction with the Headteacher.

ORDER SYSTEM:

INTERNAL ORDER request form must be raised for ALL expenditure, i.e. goods or services and passed and emailed to the Assistant Principal. Orders will only be accepted by the approved budget holder and therefore must be emailed from the budget holder's account. Email orders to accounts@tsatrust.org.uk

REPORTS:

Budget expenditure reports are provided every term but interim reports can be made available any time upon request.

IF IN ANY DOUBT ABOUT ANY FINANCIAL PRACTICES, PLEASE SEE THE OFFICE MANAGER OR CONTACT

accounts@tsatrust.org.uk

FIRST AID POLICY - DEALING WITH BODY FLUIDS – Blood, etc.:

Aims:

- To administer first aid, cleaning, etc., for the individual.
- To protect the individual and others from further risk of infection.
- To protect the individual administering first aid, cleaning, etc.

Procedure to adopt when dealing with blood, body fluids, excreta, sputum and vomit: Isolate the area.

- Always use disposable gloves.
- NEVER touch body fluids with your bare hands.
- Clean the spillage area. Contact a member of the site team to clean the area.
- Double bag all materials used and dispose of in outside dustbin.
- Blood loss – if possible give individual gauze pad to hold against themselves whilst you put on disposable gloves.
- Always wash hands after taking disposable gloves off.

GDPR:

New Data Protection laws came into force in 2018 and as a result all members of TSAT staff are required to complete an online training module. You will be sent a link via email before commencing employment with TSAT. The training will take around 20 minutes and must be completed as a matter of urgency. Please see the Office Manager if you don't receive the link

All members of staff must ensure that they are aware of data protection expectations, should staff be unsure about sharing data, then please speak to a member of the leadership team.

GOVERNING BODY:

There are two layers of Governance; the Interim Management Board (IMB) and the Regional GoverningBody (RGB).

The IMB meets every term and consists of parents, members of the community, staff and a member of the RGB.

The RGB meets every other term and consists of the Headteacher of each school within the hub, TSAT director of Education, CEO, Finance director and Deputy CEO, Directors and members of the community with skills and expertise to fulfil the core principles of the Governing body.

All tiers of Governance are actively encouraged to visit the Academy throughout the academic year as they play a crucial role in supporting and challenging the work of the Academy.

ESSENTIAL INFORMATION (A-Z GUIDE)

HEALTH & SAFETY:

The Health & Safety of both pupils and staff is considered very carefully at all times. Staff must note that they have the responsibility for their own health and safety at all times.

HEALTH OF PUPILS:

If you have a concern about the health of a child you should bring it to the attention of any member of the teaching staff. There is an Academy nurse attached to our Academy. Appointments with her can be made through the Academy Office who can contact the Academy nursing team if necessary.

ICT:

If you have any questions regarding ICT please email the ICT helpdesk on helpdesk@thinking-technology.com this will be picked up by all members of the ICT team.

INTERNET – Email and Intranet Responsibility of Use & Security:

Internet access in Academy is provided on the curriculum network to support the professional work of all staff. Staff have the opportunity to access educational materials and good curriculum practice, to communicate with the advisory and support services, professional associations and colleagues, exchange curriculum and administration data with the LEA and DfE, receive up-to-date information and participate in Government initiatives. When using the computers please apply the following:

- I will only access the computer system with the login and password I have been given.
- I will only use an encrypted memory stick
- I will not access other people's files.
- I will not install any programmes we do not own a licence for.
- I will ensure my home PC is virus protected to keep the network safe.
- The sending and receiving of personal e-mails and surfing the web for personal information is not allowed during working/directed hours.

The hardware is free for use;

1. In your own time, and/or;
2. If the computer is not required by pupils.

JEWELLERY (Pupils):

Pupils are permitted to wear small stud earrings only for Health and Safety reasons no other jewellery is permitted. Exceptions such as Sikh bangles or other religions items of jewellery are permitted; however, a discussion should take place with the parent/carers to ensure that we know their expectations enabling the Academy to show respect for their religious beliefs.

KITCHEN:

The main school kitchen is run by Chartwells. There is a kitchen manager on site daily and there are members of staff cooking the meals from scratch for the children. The Headteacher meets directly with the area lead for Chartwells at least twice a year and any concerns should be direct to the Headteacher for discussion.

LETTERS TO PARENTS/CARERS:

Parents/Carers should be kept as fully informed as possible about issues and events which involve their children and letters are one of the best ways of ensuring this happens.

All members of staff are free to write letters to groups of parents/carers or individual parents/carers as required. All letters must be sent to the office for checking and signed off by the Headteacher prior to them being sent out.

All letters written on behalf of the Academy should be sent on the Academy's letterhead and signed by the person who has written it.

Parents/carers have requested that a minimum of two weeks' notice is needed prior to wanting them to attend any event within school hours.

ESSENTIAL INFORMATION (A-Z GUIDE)

LOST PROPERTY:

There is a lost property area located in the main office. Please check/send children to check if they have misplaced any items.

MEDICAL CERTIFICATES:

No matter what length of absence has been taken due to illness ALL staff will be required to complete a Self-Certification Certificate. Absences of seven days plus (including weekend days) will require a Medical Practitioner's Certificate available from your local GP and should be handed in to/emailed to the Academy Office Manager, at the earliest opportunity.

MEDICAL NEEDS – Pupils:

Special Medical Needs of individual pupils are held in class with full details, i.e.; blood disorder, specific allergy. Medical plans are discussed with parents and the Academy to ensure a clear understanding of roles and responsibilities - this is the responsibility of the SENCo.

MEDICINES IN ACADEMY FOR PUPILS:

Inhalers for treating pupils with asthma in the Academy are securely held in class for self-administration by the child. Prescribed medicines are kept in the Academy Office and will only be administered on receipt of full instructions of dosage/application from parents/carers. Short course medicine must be handed by a parent/carer to the Academy Office.

MOBILE PHONES:

Mobile phones are permitted on site but must be switched off (for class-based staff) during contracted working hours. Under no circumstances must a mobile be used during directed teaching time. If an emergency occurs, please find a responsible adult to sit with pupils and take the call away from the classroom.

Pupils: Our approach to electronic devices including mobile phones, smart phones, MP3 devices and other similar devices is simple – they are not to be seen, heard or used at any point during the Academy day (including lunch and break). Students will be fully focused on their learning, and enjoying the varied experiences the Academy offers. We recognise the use of these devices when a student is travelling to and from the Academy, but if a student chooses to bring a device into the Academy it is their responsibility and at their own risk. Parents/carers and students should be aware of the following:

Mobile phones will be confiscated for the following reasons:

- A student's phone is seen or heard on the school site.
- A student is found to be carrying more than one mobile phone (in this case, all of the phones are confiscated).
- A student's phone is found to be turned on while on the school site.
- A student has been involved in inappropriate social media activity.

The first occasion a mobile phone is confiscated, it will be held at the Academy student services for the duration of one week. The second occasion a mobile phone is confiscated, it will be held for the rest of the half term. Should a mobile phone be confiscated close to a school holiday, the duration of the confiscation will include the holiday period and will equate to a week, or the equivalent of a half-term (usually 6 weeks) dependent on the 1st or 2nd offense.

Further sanctions:

- If any phone is confiscated, the student will receive a detention.
- If they refuse to hand it over or if they pretend it was not theirs, the item is confiscated until the end of the following half-term.

Some families like their children to ring home to confirm that they have arrived at school. Please be assured that if a child does not turn up for school, the school will contact the family directly within an hour of the morning register being taken. This reduces the need for students to carry phones.

ESSENTIAL INFORMATION (A-Z GUIDE)

MONEY BROUGHT INTO ACADEMY:

Class teachers should not accept loose money. Exceptions to this are fund-raising activities and educational visits. We have a cashless system so all monies, are paid via MCAS (My Child At School). Parents/carers have their own unique log in to pay online. Any queries on this please contact the Academy office.

NOISE LEVELS:

- Noise levels should always be appropriate for the type of task being undertaken and should never be at a level, which will disturb or distract others in the Academy.
- Noise levels should normally be fairly low and should reflect the fact that children are expected to be “On Task” throughout the Academy day.
- When classes or groups of children are moving around the Academy, i.e.; into assembly, they should remain silent and move in an orderly manner.
- Noise levels in the hall at lunchtime will be higher as children tend to chat to each other over their lunch. Provided the children are not shouting and provided they are sensible then a higher level of noise is acceptable.
- All staff and pupils should be aware of the classes who are working as they move through the Academy, i.e.; to dinners.

OVERTIME:

Overtime will only be granted in exceptional circumstances and at prior approval by the Headteacher. No overtime will be granted if a request was not discussed with the Headteacher prior to time. On agreement an overtime form can be collected from the office for payroll purposes.

PARENTS/CARERS:

Parents/carers are always welcome in Academy – we are keen to develop liaison with families and the community. Please encourage offers of help for:

- Working alongside staff in the classrooms.
- Sharing stories with small groups of children in English.
- Making/mending resources and apparatus.
- Organising the library areas
- Assisting on Academy visits.

Any interested parties should have their details referred to Mrs Master who is overseeing all volunteers.

PARENTS EVENING:

Parents have the opportunity to discuss their child’s work and end of year report on two occasions throughout the year.

PARKING:

The Academy has limited parking facilities.

PAY SCALES:

Pay scales are determined by TSAT and are reviewed on an annual basis in line with a staff member’s performance management. Cost of living awards may be awarded in line with TSAT pay policy.

PENSION SCHEMES:

When receiving your contract of employment, you will have the option to join a pension scheme which aims to provide an income for employees in retirement under a range of circumstances including age, ill health and retirement. Please speak to pay roll for further information if necessary.

ESSENTIAL INFORMATION (A-Z GUIDE)

PERFORMANCE MANAGEMENT:

Please read the Academy's Performance Management Policy for Teachers and Support Staff. Any queries arising about Performance Management Objectives/Reviews should be deferred to your Line Manager/Mentor. All staff receive an annual performance management review.

Performance management is not an 'add on' and should be seen as a professional dialogue to develop your practice of working with children.

PERSONAL PROPERTY:

As the title suggests, personal property is the responsibility of each person. Please ensure safekeeping of the same to the best of your ability. Handbags, etc, should be stowed out of sight in a known 'safe' place. Lockers are provided in the staff room and should be used if appropriate. Please do not bring excess cash or valuable items into Academy.

PERSONAL SAFETY:

It is your responsibility to take care of your own safety in Academy and not do anything that could put any other adult or child in danger.

PLANNING PROCEDURES:

Planning formats and expectations are provided to teachers from SLT. Teachers should ensure that learning is skills based, excites and encourages a love of learning. Plans will be made in conjunction with the Head of Department for each phase. Careful planning is expected to ensure that each child develops the skills, knowledge and understanding as set out in the National curriculum.

All planning is to be saved in the All MA Teachers Teams area and be emailed to the TAs before the beginning of the week. A year group meeting takes place after school where best practice and general feedback is shared. TAs contributions are valuable to the learning for the children. Planning files will be kept in an orderly manner and made available to any member of staff.

PLAYGROUND DUTY:

If you are timetabled to be on duty and know you will be absent due to training or other, please arrange appropriate cover. Hot drinks are only permitted if they are contained within a sealed flask and pose no risk to the children. Please ensure you have a whistle available in case of an emergency or when requesting that the children line up.

POSTAGE:

The Academy will pay for all postage of items relevant to the Academy's business. Unless indicated otherwise (i.e.; Recorded Delivery) on the top right hand corner of the envelope/parcel, all items will be posted second class by Royal Mail. Letters etc. can be dropped off to the Academy Office.

PRIVATE PHOTOCOPYING & TELEPHONE CALLS:

These are very much 'Trust' items – please do not abuse.

RELIGIOUS OBSERVANCE:

Staff who celebrate religious events may be granted leave of absence for religious observance. The Head Teacher will advise of requirements as and when appropriate dates arise.

RECRUITMENT & SELECTION:

The purpose of recruitment and selection is to ensure that the most suitable applicant is appointed to a vacant post whilst ensuring all legal responsibilities are met. Vacancies arising are posted internally and externally.

ESSENTIAL INFORMATION (A-Z GUIDE)

REGISTERS & REGISTRATION OF DINNERS:

Registers are legal documents and must be completed thoroughly and accurately by a responsible person.

- Children will be marked present or absent on the BromCom electronic register as the case may be.
- Late, authorised, unauthorised and holiday absences will be marked in the manner described in the guidelines.

RESIGNATIONS:

Resignations from whatever post should always be given in writing, addressed to the Headteacher. The required periods of notice to be given will be detailed in your personal Contract of Employment. If in doubt, please refer to the Office Manager.

SCHOOL RULES:

Our Academy has a small number of positively worded Academy rules. Pupils are expected to behave sensibly at all times and have consideration for others. Fighting, swearing or any kind of verbal abuse will not be tolerated.

SCHOOL TRIPS, VISITS AND VISITORS:

- Before making arrangements for educational visits please consider where the pupils have visited before. A pre-visit and risk assessment form should be completed before the trip. (please speak to a member of SLT)
- Teachers should discuss with their line manager; the costs of the trip and the amount the pupils' parents/carers will be asked to contribute – note; any letter to parents/carers requesting money must include the standard voluntary contribution wording and must be referred to as an “Educational Visit” not a “trip”
- Head of Departments should make all arrangements in conjunction with the Educational Visits Co-ordinator
- The office team will book coaches, can offer advice and can make relevant phone calls to ensure value for money
- A request form is completed and passed to the Assistant Principal who will discuss with the Headteacher for approval
- An evaluation form is then completed after the visit involving all parties involved to evaluate the benefit to the children's learning.

SECURITY – Desirable electrical resources:

All portable 'desirable' electrical resources (i.e.; computers, television sets, DVD players) are security marked and noted in the Academy's inventory. Please ensure, to the best of your ability, the security of these items.

SECURITY:

- All external doors should be locked as a matter of course whether staff and children are gaining access in or out. Access to the main building during the day is electronically controlled by a member of the Office Team.
- At the end of the school day, please lock the external doors after you have dismissed your class. This is to support your security when working in your classrooms/ other areas of the school.
- Fire doors must not be wedged open.

SMOKING:

Smoking, vaping and e-cigarettes are not allowed in any part of the Academy buildings or grounds.

ESSENTIAL INFORMATION (A-Z GUIDE)

SPECIAL EDUCATIONAL NEEDS (SEND)/ INCLUSION:

- The Academy aims to provide a caring and supportive environment in which all pupils are valued equally and are given the opportunity to develop their full potential. The emphasis is on inclusion and all students are given access to the Curriculum and all other activities – physical, moral and spiritual – so that they have a broad and balanced curriculum.
- Should you have concerns about a child's individual needs. Please refer to the Inclusion team, completing the appropriate paperwork, who will be able to offer guidance and support.

SOCIAL NETWORK SITES:

Please refer to Academy policy on expected behaviour. However, the basic rule is “Do not say or do anything that brings the Academy or the trust into disrepute.”

STAFF ROOM:

There is tea and coffee available but you will be asked to contribute towards the cost of the drinks. This is a staff communal area and therefore it is expected that you will keep it clean and tidy - any mess will be binned without warning.

STAFF & THEIR RESPONSIBILITIES:

During Academy hours all staff are expected to behave in a manner befitting role models for the pupils and as ambassadors for the Academy. See also the Staff Code of Conduct.

STOCK CONTROL:

- The Academy does its utmost to keep a regular stock of all basic resources, please ensure that:
- Wherever possible, specific 'out of the ordinary' resources required for 'specialised' lessons be ordered as far in advance as possible.
- 'Normal' resource stock, if seen to be low – please advise the office so that replacement stocks can be ordered before running out.
- All resources are costly – please do not use haphazardly or hoard resources in your classrooms.

STUDENTS ON PLACEMENT:

The Academy regularly has placement students on site – please be amenable to help in any way you can. We wish their stay with us to be enjoyable.

SUPPLY STAFF:

- On the rare occasion that supply cover is needed a Supply teachers form should be completed. A copy left for the teacher and copies provided to support staff and the Head of Department.
- If a member of staff knows that they are going to be absent and if the supply teacher that is going to cover for them is known then the member of staff should, if possible, first discuss the work that has to be covered.
- If a member of staff is ill and a supply teacher is called in, the teacher should make every attempt to email current and up to date plans for their use.
- Whenever possible, supply teachers will be expected to continue with the planned lessons and follow the normal timetable.
- Supply teachers are expected to mark work completed.
- If any supply teacher has any problems or difficulties with regard to resources or any other aspect of their day, including discipline problems, they should feel free to call upon any member of staff for guidance or assistance.
- In most instances of classroom routine and the location of equipment, resources or books, etc, the children will know exactly what is required or where things are.
- Whenever possible, supply teachers already familiar with the Academy will be called upon to cover absences.

ESSENTIAL INFORMATION (A-Z GUIDE)

TERMS OF ADDRESS:

First name terms of address are encouraged amongst colleagues but in the presence of all pupils, staff are to be addressed by their formal title, including their surname. Pupils are not to call any adult by their first name.

TRAINING – Continued Professional Learning (CPL):

- All staff have the opportunity to attend relevant courses throughout the year – see your Line Manager and complete a request form
- Some of the courses will be “In Academy” (INSET) training and will be held on the five training days. Others will be through the designated training for NQT courses, Co-ordinator courses, etc.
- Any person attending courses on behalf of the Academy as a whole will be expected to feed back on the training received in staff meetings and INSET days so that all staff can benefit – see the CPL Co-ordinator for support with this.
- All members of staff are required to keep their own electronic CPD folder which contains details of courses attended and how this training can be applied to their daily practice within Academy.

USE OF THE ACADEMY’S COMPUTER NETWORK:

All staff are allowed to use the Curriculum and Office Networks and appropriate passwords and user settings can be arranged following consultation with the Network Manager. You will have been made aware of the Academy’s Responsible Use of Internet Policy.

VISITORS TO ACADEMY:

- All visitors to the Academy should report to the Academy Office, sign in and wear a “Visitor’s Lanyard”.
- If a member of staff plans for a visitor to come to the Academy, they should inform the Academy Office prior to the visit.
- Any unexpected, unannounced or unrecognised visitor(s) entering the Academy or Academy grounds should be “challenged” by any member of staff who sees them by first saying to them; “May I help you?”
- All visitors should first report to the Academy Office but if this has not happened, you should tell them to do so and the purpose of their visit will be dealt with from there.
- When your visitor(s) is/are ready for departure please ‘remind’ them to sign out at the Academy Office and return their “Visitor’s Lanyard”.
- If any person visits the Academy or is seen taking an “interest” in a child or children in such things as playtime activities, it must be reported to member of SLT immediately by whatever means is necessary but at no time leave the children unattended (ways of handling such a situation are discussed at various times).
- All staff will be informed if any circumstances prevail which prevents a child being taken out of Academy by a particular person.

WHISTLE BLOWING POLICY:

The Academy has a Whistle Blowing Policy. Copies of the policy are available from the Academy office or follow the link on the Academy website.

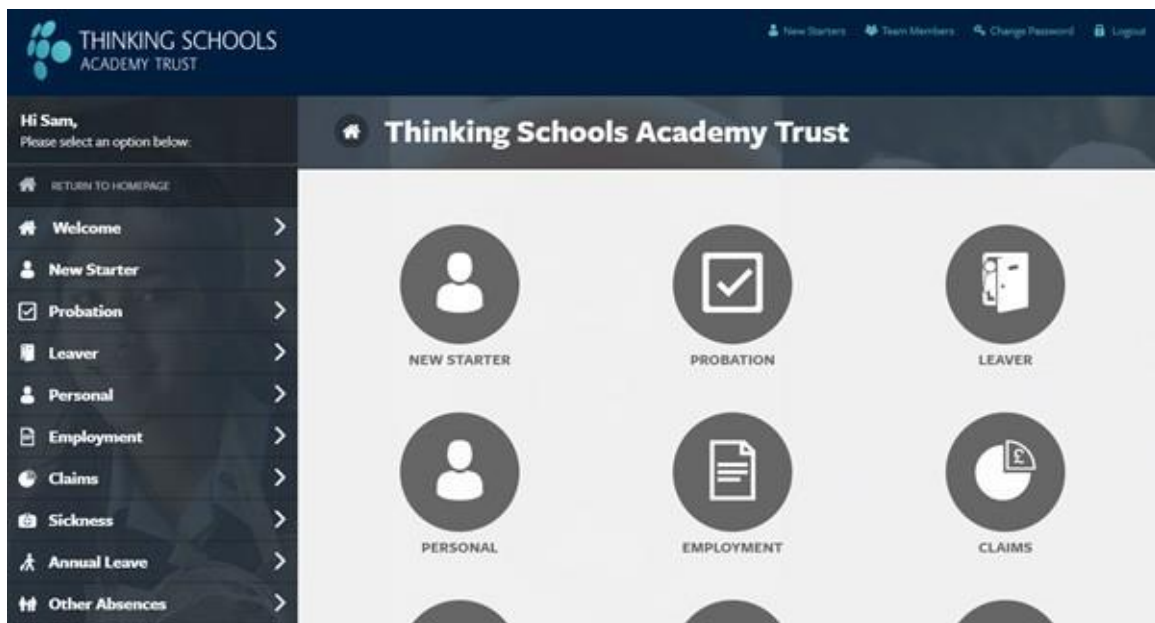
ACCESSING PAYSLEIPS AND “SELF-SERVICE” PORTAL

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 annual 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.

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 your 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	31 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.*



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TRANSFORMING LIFE CHANCES