



THINKING
SCHOOLS
ACADEMY TRUST



Welcome to your induction at:
Meon Infant School
2022 – 2023



WELCOME MESSAGE FROM OUR HEADTEACHER

I would like to take this opportunity to welcome you to Meon Infant School. I am extremely passionate about education and believe it is our responsibility to share with our pupils a curriculum that will help them master learning, language and life skills to find their place in the world.

A child's first years of school are a big step, and we aim for these years to be happy and rewarding. We strive to foster a positive partnership between school and home, thus ensuring we cultivate children's education, progress, and welfare. In respect of these aims, everyone in our school upholds the ethos of "Child First."

We believe that it is important for every member of the school community, including the children, staff, parents, and governors, to work together to provide the best possible education for the pupils. We consistently pride ourselves on having very high standards and we hope that you will support and join us as we work to maintain these.

We are also very lucky to have an incredibly supportive PTA (Friends of Meon School/F.O.M.S) who organise events and tirelessly raise funds to help purchase those "little extras" that the school values.

In light of our partnership with the Thinking Schools Academy Trust, we have embraced a highly collaborative approach with the several schools locally to continually benchmark and improve our standards. I am confident that joining this family of schools has only enhanced our educational offering to the children.

We hope that the information provided in this booklet will be useful and assure you that we are totally committed to ensuring children "become their best selves" as they embark on the first part of their educational journey. We look forward to welcoming you into our school.

With very best wishes,



A handwritten signature in cursive script that reads "Sara Paine". The signature is written in black ink on a white background.

Mrs Sara Paine
Head of School

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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 VISION & VALUES



MEON INFANT SCHOOL

Leaping Forward Together

VISION

Our vision at Meon Infant school is 'Being Our Best Self.'

We use this in all aspects of school life.

BEING OUR BEST SELF



OUR VALUES

Our school community has chosen 3 key values that help us to 'Be Our Best Self'
These are our 3 Bee's-



BE KIND AND SHOW RESPECT



BE HEALTHY IN BODY AND MIND



BE CONFIDENT AND RESILIENT

OUR VISION & VALUES

If you visit our school and meet our amazing pupils and staff, you will see them demonstrating these values.

WHAT WILL THE VALUES LOOK LIKE?

Our school community has chosen 3 key values that help us to 'Be Our Best Self.'

These are our 3 Bee's-



BE KIND AND SHOW RESPECT

Children and adults showing excellent manners

Our school family looking after themselves, their friends, their school and their local environment.



BE HEALTHY IN BODY AND MIND

Children and adults learn and understand about how our brain works and how to keep it healthy.

Children and adults who understand how to keep themselves fit and healthy and ready for their school day.



BE CONFIDENT AND RESILIENT

Members of our school feel safe to 'have a go'.

We understand the importance of challenging ourselves.

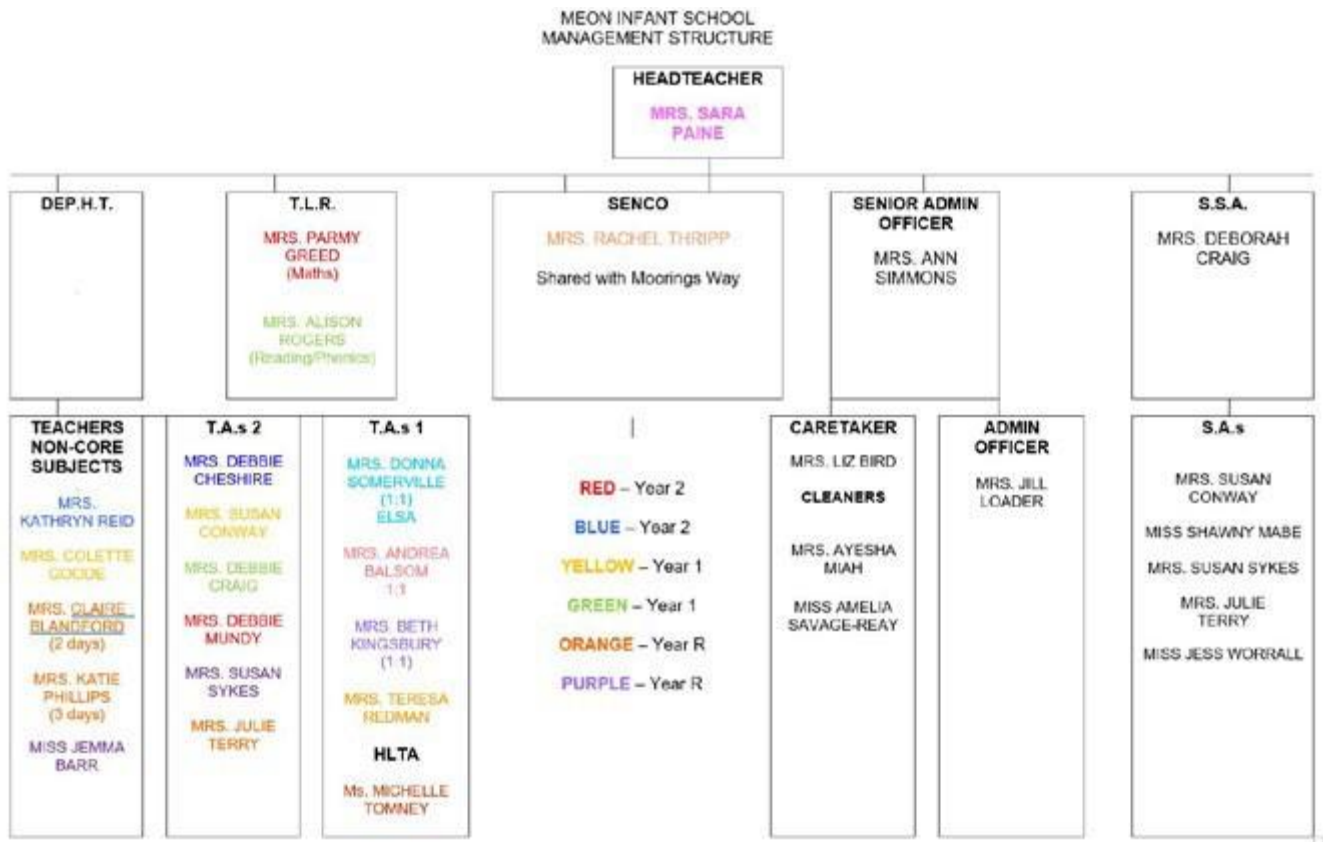
CURRICULUM INTENT

What we strive to achieve

'Mastering learning, language and life skills to find their voice in the world'

'Great communication is the doorway to the wider world. '

OUR SCHOOL'S ORGANISATION



GOVERNORS

We have a joint Academy Advisory Board (AAB) with Meon Junior School. A list of names is available in the school office.

USEFUL CONTACTS

Name	Position
	Teaching
Mrs. Sara Paine	Executive Headteacher
Mrs. Ruth Vonk	Head of School
Mrs. Rachel Thripp	Assistant Head of School/ SEND
Mrs. Parmy Greed	Teacher - Year 2
Miss Jemma Barr	Teacher - Year R
Mrs. Katie Phillips	Teacher (Part time - 3 days)
Mrs. Claire Blandford	Teacher (Part time - 2 days)
Mrs. Kathryn Reid	Teacher - Year 2
Mrs. Alison Rogers	Teacher - Year 1
Mrs. Colette Goode	Teacher - Year 1 (MATERNITY COVER)
Miss Charley Young	Teacher - Year 1 (currently on Maternity leave)
	Other Staff
Mrs. Ann Simmons	Senior Admin Officer
Mrs. Jillian Loader	Admin Officer
Mrs. Andrea Balsom	T.A
Mrs. Debbie Cheshire	YR 2 T.A
Mrs. Susan Conway	YR 1 T.A / Lunchtime Sup
Mrs. Debbie Craig	YR 1 T.A / Snr. Lunchtime Sup
Mrs. Beth Kingsbury	T.A – 1:1
Mrs. Shawny Mabe	Lunchtime Supervisor
Miss Maia McGilp	Apprentice T.A.
Mrs. Debbie Mundy	YR 2 T.A
Mrs. Teresa Redman	T.A. – 1:1 /Lunchtime Supervisor
Mrs. Donna Somerville	T.A – 1:1
Mrs. Susan Sykes	YR R T.A / Lunchtime Sup.
Mrs. Julie Terry	YR R T.A / Lunchtime Sup.
Miss Michelle Tomney	H.L.T.A
Miss Jess Worrall	Lunchtime Supervisor
Mrs. Elizabeth Bird	Caretaker
Mrs. Ayesha Miah	Cleaner
Miss Amelia Savage-Reay	Cleaner

REPORTING STAFF ABSENCE

Staff should inform the Headteacher and, where appropriate the class teacher, as early as possible if absent from school due to sickness. A text to the Headteacher, followed by a phone call to school at 8.15 a.m. is required.

Sickness of longer than five working days will require a doctor's certificate of sickness.

Permission for any other kind of absence should be sought from the Headteacher prior to the absence taking place e.g. funeral, compassionate leave, medical appointment.

STAFF INFORMATION

SCHOOL OPENING TIMES

The school is open from 7.30 a.m. each day and closes at 6.00 p.m. Mon.-Fri. If necessary it can be arranged with the Headteacher for school to be open at other times.

Staff will be informed of dates and times when the school may be accessed during school holiday periods.

SESSION TIMES

Children are collected from the playground class door at the start of session times.

8.50 am – School starts (bell rung)

10.30–10.45 – Playtime

12.00–1.10 – Lunchtime (The SAs will line up each class ready for 1:10pm)

2.30–2.45 - Playtime

2.50–3.10 – Assembly (10.15am on a Friday)

3.20pm Dismissal - Children not collected should stay with the class teacher or taken to School Office

MONEY BROUGHT INTO SCHOOL

All monies brought into school for trips, after school clubs, events etc. should be sent to the office straight away. If no envelope is provided please list child's name and amount on a piece of paper and send round to office where it will be recorded.

TIMETABLES

Playground/First Aid Duty, I.T. Suite use, Hall and Music Room timetables are located in all areas of the school.

A class timetable clearly identifying Numeracy and Literacy strategy P.E./Music/topic times, adult help support and playground duties should be displayed in each classroom. Pupil groups should also be displayed.

REGISTERS

Registers are taken at 8.55 a.m. both attendance and lunchtime. The children use "Cypad" on-line system for the meal selection for lunches. All school lunches are free to infant school children. Year R parents have to register on line. Most Year 1 and Year 2 children make their own selection on the board in the classroom. Registers are sent to the school office immediately after completion. Registers are recorded on the SIMS system in the school office.

There is a "lates" sheet diary kept in the school office to record arrivals/departures during the school day and reasons for absence.

Children who leave school during the school day for any reason have their names placed on the Reasons for Absence sheet located in the office by the phone.

DIRECTED TIME

Pupil Contact Time	190 x 5.25 hours	997.50
Supervision before/after	190 x 0.50 hours	95.00
Professional Days	5 x 6.00 hours	30.00
Staff Meetings - weekly	18 x 1.50 hours	27.00
	18 x 0.50 hours	9.00
Year Group Meetings	36 x 0.50 hours	18.00
Curriculum Meetings	36 x 0.50 hours	18.00
Parent Consultation	37 x 0.50 hours	18.50
		1213.00
Hours for Professional/ curriculum		52.00
Total directed time		1265.00

PLAYGROUND DUTY

The Headteacher is responsible for the duty rota and details are put up around the school. There are always at least two adults in the playground. Children should not go out into the playground until an adult is present.

First Aid which is undertaken in the playground, unless a serious incident occurs, in which case, where safe to do so, children are taken to the school office.

The Year 2 toilets, are the only ones used by the children during playtime/lunchtime.

Duty staff should ensure all children are back in the classroom before leaving the playground at the end of playtime.

Teachers should ensure all children are out in the playground before leaving the classroom. No children should be left in a classroom unattended.

Staff are asked to help each other by promptness at the beginning and end of all break times.

Duties should be re-arranged with another member of staff if you are unable to undertake your allocated time.

WET PLAYTIMES

Children should be settled quietly in the classroom ensuring the duty staff are there to supervise the area before the teacher leaves.

Computers, scissors/glue should not be used during wet playtimes.

Duty staff should patrol corridors and toilet areas.

A list of activities/equipment that may be used by the children should be clearly identified for teachers and lunchtime supervisors' information.

LUNCHTIME SUPERVISION

The senior lunchtime supervisor and SAs are responsible for the children at lunchtime.

Children having packed lunch should be ready with their hands washed at 12 noon. The remainder of the class should be organised in alphabetical order to coincide with the Cypad. Lunchtime Supervisors are aware which classes go in first and the Senior Lunchtime Supervisor can give you more information.

All matters relating to S.A.s should be referred in the first instance to the Senior Supervisory Assistant and to the Head-teacher.

Fire practices will be carried out periodically at lunchtime. Staff should help to supervise the children in the playground. S.A.s will take the registers.

DISCIPLINE

A high standard of behaviour is expected by the children at all times. Full details of discipline procedures, rewards/deterrents are given in the behaviour/discipline policies. Children should be encouraged at all times to be courteous and respectful of adults and peers and sensitive to others' needs. A quiet purposeful atmosphere should be developed while children are working. Talking and discussion is an important part of the children's work but they should learn to speak at appropriate times/levels.

Behaviour concerns should be discussed with the SEN Manager/Headteacher so necessary monitoring programmes/observations can be implemented. (Refer to Behaviour Policy).

CONFIDENTIALITY

We take confidentiality of information very seriously. It is a requirement of the school the Staff/Governors/Volunteers helpers read, understand and sign the Confidentiality statement.

DESIGNATED SAFEGUARDING LEAD

Sara Paine - DSL – s.paine@tsatrust.org.uk

Rachel Thripp – Deputy DSL – r.thripp@tsatrust.org.uk (Assistant Head of School shared with Moorings Way Infants)

Ann Simmons – Deputy DSL – a.simmons@tsatrust.org.uk

Shellie Knight – Deputy DSL – s.knight@tsatrust.org.uk (Based at Meon Junior School)

Lisa Bitri – Deputy DSL – l.bitri@tsatrust.org.uk (SENDSCO Based at Meon Junior School)

In the event of a safeguarding issue this should be reported instantly. Verbally in the first instance followed by a written report.

KEEPING CHILDREN SAFE IN EDUCATION

CHILD PROTECTION GUIDELINES

This includes recognition of child abuse, definitions and signs and symptoms. There is also a flow chart for procedures. This is located in the school office.

LOST CHILD PROCEDURE:

At Meon Infant school security and the child's safety are of the utmost importance. In the unlikely even that a child is reported missing the following actions will be followed:

1. Staff will remain calm
2. Determine when child was last seen and by whom
3. One member of staff (dependent on numbers) will watch over the rest of the children in a safe place with minimal disruption whilst others search the immediate and surrounding areas. The most senior member of staff will assign others to cover all possible areas
4. All "hideaways" will be explored; such as sensory garden, toilets, resource areas, under tables/equipment and around the building
5. If still not found the most senior member of staff will notify the Headteacher and parents. The Headteacher or senior member of staff will then report the incident immediately to the police. Parents will be kept informed every ten minutes of progress
6. Available staff will search the local area
7. Staff will record all events leading up to the disappearance of the child and actions they have taken afterwards. This will then be put into a report by the Headteacher and sent off to OFSTED and the L.A. The Headteacher will carry out an investigation as to why and how the incident occurred and will deal with it appropriately.
8. A photo of the child is useful in case the Police become involved.

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.

MALE MEMBERS OF STAFF

A smart suit or smart tailored trousers and jacket/blazer

Shirt and tie

Smart jumper or cardigan if required (worn underneath the jacket/blazer)

FEMALE MEMBERS OF STAFF:

A smart tailored suit or smart dress, trousers or skirt and a jacket/blazer.

Dresses and skirts should be of an appropriate length (no more than approx. 3 inches above the knee as a guideline)

Smart top that is not low cut

Smart jumper or cardigan if required (worn underneath a jacket)

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 a suitable long top is permissible)
- Shorts
- Flip flops
- Bare shoulders

THE WEARING OF UNIFORM

Where uniforms are required in support functions such as Technicians, Facilities and the Canteen/Catering Department - such 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 parents 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. Lanyards are required to move around the school.

HEAD DRESS

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

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.

JEWELLERY

Jewellery should be commensurate with a professional image. External visible body piercing jewellery should be removed whilst working.

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 and should be adapted to each school. 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.

TERM DATES & STAFF DEVELOPMENT DAYS

2022/2023

Autumn Term 2022

TERM 1: 1st September 2022 - 21st October 2022

TERM 2: 31st October 2022 - 16th December 2022

October half term 24th - 28th October 2022

Christmas holidays 19th – 2nd January 2023

Spring Term 2023

TERM 3: 3rd January 2023 - 10th February 2023

TERM 4: 20th February 2023 - 31st March 2023

February half term 13th - 17th February 2023

Summer Term 2023

TERM 5: 17th April 2023 - 26th May 2023

TERM 6: 5th June 2023 - 21st July 2023

April - Easter Holidays Monday 3rd - Friday 14th May 2023

May half term 29th - 2nd June 2023

Summer Holidays begin 24th July 2023

INSET DAYS FOR 2022/2023

01/09/2022

21/10/2022

03/01/2023

10/02/2023

07/07/2023

FIRE EVACUATION PLAN

On discovering a fire break glass on fire alarm call point nearest to you:

PROCEDURE:

1. Children to be taken quietly by teacher into the playground and stand in class lines by the designated coloured insect.
2. DO NOT stop to collect coats or belongings and DO NOT dress children if in middle of P.E.
3. If possible close doors and windows on exit but NOT if this delays evacuation
4. Head count and check class registers after receiving from Head or Admin. Officer. Notify any absences to the Headteacher or Admin. Officer.
5. All students, helpers and visitors to leave with classes.
6. T.A.s to check toilets and cloakroom areas. Collect keys, inhalers and registers as designated.
7. Admin Office will telephone Fire Brigade.
8. Caretaker to be contacted as soon as possible by Headteacher/Admin. Officer.

FIRE PRACTICES

Fire Practices are held termly and staff must familiarise themselves on the procedures - see Health and Safety Policy. Fire instructions are displayed in each classroom/school area. Staff should know where fire alarms and extinguishers are.

FIRE EVACUATION PLAN

EMERGENCY CALL POINTS ARE LOCATED AT:

Main entrance	Bumble Bee Class Fire Exit
First Floor (top of Stairs)	Honey Bee Class
By Library/SEN area Playground Door	Yellow Class Fire Exit
Blue Class Fire Exit	Green Class Fire Exit
ICT Suite Fire Exit	Outside Toy Cupboard
Red Class Fire Exit	Outside Boiler Room
Fire Exit Outside Stockroom	Outside Servery
Hall Doors Fire Exit	External Exit from Caretaker's Store

FIRE EXTINGUISHERS: WATER

RECEPTION (BOTTOM OF STAIRS)
HALL CENTRE WINDOW (PLAYGROUND SIDE)
INSIDE HONEY BEE CLASS (LEFT OF DOOR)
RED CLASS (Right side of playground door)

ELECTRICAL FIRE EXTINGUISHERS:

ICT SUITE
HONEY BEE CLASS (RIGHT SIDE OF DOOR)
OUTSIDE STAFFROOM
BOILER HOUSE

BLANKET EXTINGUISHERS:

OUTSIDE STAFFROOM
ICT SUITE

FIRE ALARM BOX:

MAIN ENTRANCE LOBBY

DIALLING FOR FIRE BRIGADE – 999 or 112

ASK FOR EMERGENCY SERVICE - GIVE NAME AND ADDRESS OF SCHOOL AND LOCATION OF FIRE

FIRE DRILL PROCEDURES (RESPONSIBILITIES)

GREEN CLASS TEACHER	ACCOMPANY CHILDREN TO PLAYGROUND
GREEN CLASS T.A.	Check Y1 toilets, proceed to playground
YELLOW CLASS TEACHER	ACCOMPANY CHILDREN TO PLAYGROUND
YELLOW CLASS T.A	Check Music Room, proceed to playground
HONEY BEE CLASS TEACHER	ACCOMPANY CHILDREN TO PLAYGROUND
HONEY BEE CLASS T.A	Collect key, unlock Crofton Road gate
BUMBLE BEE CLASS TEACHER	ACCOMPANY CHILDREN TO PLAYGROUND
BUMBLE BEE CLASS T.A	Check YR toilets, proceed to playground
MUSIC ROOM STAFF	Collect key, open fire door and lead children to CROFTON ROAD "garden" gate along and into playground.
BLUE CLASS TEACHER	ACCOMPANY CHILDREN TO PLAYGROUND
BLUE CLASS T.A	Check ICT suite, collect key unlock Shelford Road gate.
RED CLASS TEACHER	ACCOMPANY CHILDREN TO PLAYGROUND
RED CLASS T.A	Check Y2 toilets, proceed to playground
SENIOR ADMIN OFFICER	Telephone emergency services, junior school & pre-school. Unlock main door. Check upstairs in absence of H.T.
ADMIN. OFFICE STAFF	Collect registers and inhalers, collect visitors' book, check medical room. In absence of Snr. Admin. contact Emergency services etc
HEADTEACHER	If in own office - check upstairs. Collect registers/inhalers, visitors' book etc (if appropriate)
ALL STAFF	If time close windows and doors. Ensure everyone has left the classroom.
TEACHERS	Do a head count and check register

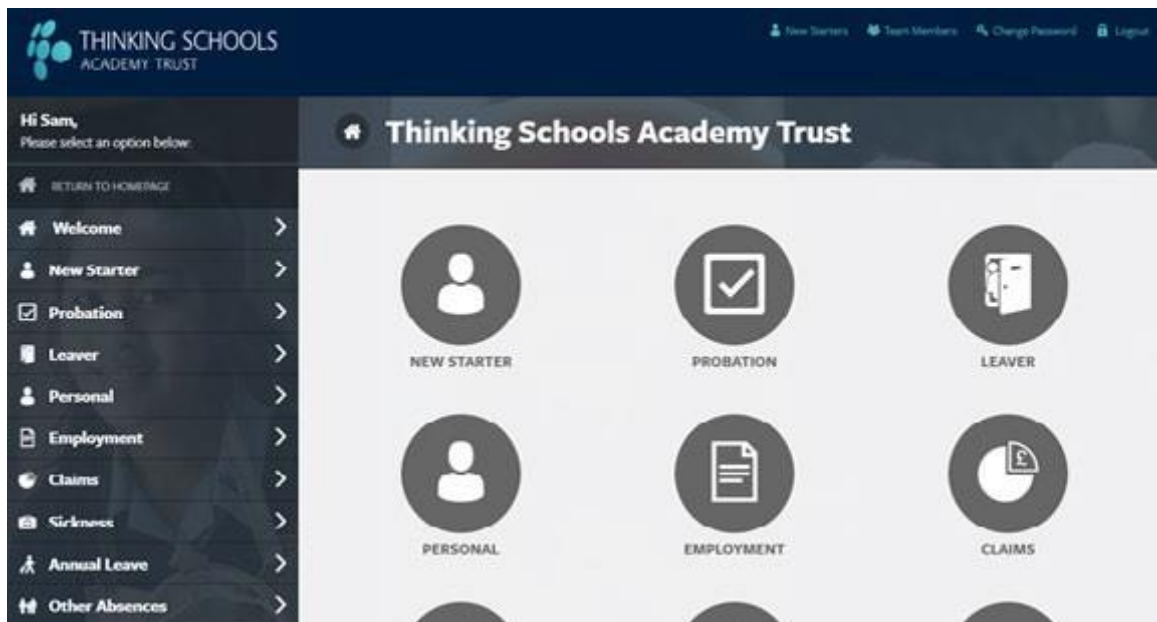
ACCESSING PAYSLEIPS AND HR “SELF-SERVICE” PORTAL

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 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 provides a free confidential counselling service administered by Workplace Wellness.

This provides staff with 24 hours a day, 7 days a week access to confidential counselling, financial and wellbeing support via telephone, website and, where appropriate, a set of 4 face-to-face counselling sessions with a fully qualified counsellor.

To access the service please call 0800 1116387 quoting Thinking Schools Academy Trust or visit the website www.my-eap.com/login. Our username is "TSATwell".

The site has helpful support on careers, money, health and wellbeing, emotional support and much more.

Being a Wellbeing Ambassador and why wellbeing is so important?

In a recent health report of education professionals, 84% said they had suffered from some form of mental health problem in the last 2 years. This worrying statistic got us thinking about how we can encourage all members of the school community to actively address wellbeing at work and maintain positive mental health.

Six ways to well being looks at ways in which small changes can be made to our lives which impact on us and others around us in a really positive way. More and more research is showing us how certain things we do can improve our moods, reduce the risk of depression, strengthen relationships, keep us healthy and even add seven years to our lives.

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.

Each term we will be focusing on one or more of the six ways to well being and this guide will give you some practical and engaging ideas of what you can do in your School.

To encourage your school to get involved we will be giving away some fantastic prizes for the most imaginative and inspiring workplace challenges.



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.*

SCHOOL POLICIES

School Policy files are available on request. Staff should be fully aware of specific policies including Teaching and Learning, Behaviour and Safeguarding and follow the information carefully.

All staff need to be aware of the Child Protection policy. If they have any concerns about a child's safety talk to the DSL (Sara Paine) or Deputy DSL (Rachel Thripp/ Ann Simmons).

The school uses "Safeguard" an on-line tool to record information of a safeguarding nature. All school staff are aware of this process. Only certain staff has access to view all.

Staff need to ensure they are aware of the vulnerable groups/individual children and those who are being monitored for specific reasons.

Staff who use social networking sites must not discuss topics related to any children or other staff or personal issues. A Confidentiality Statement is issued to all staff, governors and volunteers.

CONFIDENTIALITY/WHISTLEBLOWING POLICIES

All staff are given a copy of these policies and are required to sign that they accept conditions.

STAFF SUPPORT

SCHOOL IMPROVEMENT TARGETS:

All staff are involved in reviewing and developing the school's priorities and needs. A copy of the current School Improvement Targets can be located in the reception area. All teaching staff receive a personal copy so that current targets and actions for improvement can be accessed on a regular basis.

STAFF SUPPORT:

The staff work closely together to give each other help and support. Curriculum programme planning is carried out with year group colleagues. The Headteacher, Deputy Headteacher and other subject managers are always willing to give advice and will try to ensure all members of staff have the support they require. There is a full time Learning Support teacher at the school, who undertakes SEN work, class support and non contact time as well as being the Music teacher.

STAFF PROFESSIONAL DEVELOPMENT:

Each member of staff is involved in an appraisal cycle, which takes the form of a professional interview once a year with a mid-term review.

Action plans are discussed, evaluated and reviewed and new developments for action/targets are established. Related training needs once identified, are discussed with the Headteacher so that she can prioritise and plan her budget according to the overall improvement plan.

Teaching staff have access to Blue Sky to maintain and update their P.M. data. The Headteacher will review and approve as and when necessary. Non teaching staff do not currently have access to Blue Sky.

STAFF MEETINGS:

Staff meetings are held each week and are usually on a Monday but are agreed at the beginning of each term and start at 3.40 p.m. It may be necessary to call a special meeting at other times.

PLANNING / PREPARATION / ASSESSMENT

PPA takes place on a TUESDAY, WEDNESDAY and THURSDAY p.m. Both Year Group teachers plan together during the three planning sessions each year group has the same day each week.

The SEN Manager will also plan meetings with you. This is to discuss pupils on the SEN register, and set up their I.E.P.s (Individual Education Plan) to be undertaken in the classroom and by SEN staff.

Staff are required to hand their planning files in at the Headteacher's request. The record keeping policy gives further details of requirements. Subject managers may also request access to planning relevant to their subject responsibility.

Class tracking documents are available from the class teachers. Data is captured each term and is used in termly pupil progress meetings.

TOPIC PROGRAMME/CURRICULUM PLANNING

Each year group uses topic themed approach to deliver different aspects of the curriculum. Staff curriculum meetings are held regularly to support teachers in planning and year groups should plan closely together. Copies of sheets for short term planning are available from the class teachers.

Subject managers may also request access to planning relevant to their subject responsibility.

ASSESSMENT/RECORD KEEPING

Each class has files for keeping assessment records of the children, which are undertaken on a regular basis. Reading records are held separately and diagnostic comments put in each time a child is heard.

Individual records of children's work standards are kept. High work standards are expected of children whatever their ability. Each child should be encouraged to reach the level of which they are able.

Flexible grouping is used throughout the school with more focussed groups where appropriate. Names of the groups are individual to each class.

MARKING:

Marking work must be consistent with the marking policy. Guidelines for marking can be found in each class. The child's work is marked against the success criteria. All work should be dated and children made aware of how they have managed a piece of work. Encouragement and praise are key elements of all classroom activities.

Complete details of the school's assessment and record systems are in the curriculum policy files.

CURRICULUM SUBJECTS

Each member of staff has responsibility for one or more curriculum subjects.

Each member of staff has a subject action plan which is developed and reviewed annually. This action plan is part of the School's Improvement Plan.

Each member of staff is responsible for their subject curriculum budget. The Business Manager keeps budget expenditure details in the school office.

COLLECTIVE WORSHIP

Children should enter and leave the hall quietly. This is a reflective time in which children can listen to the Music. Different members of staff take collective worship throughout the week.

The R.E. policy reflects Hampshire's requirements stated in "Visions & Insight". All R.E. lessons and assemblies are broadly Christian. Hinduism is the other main religious focus at the school.

On Fridays it is Celebration assembly which includes birthdays and the "Sparkly Book". Children's names and the reason for the entry are put in this book when they deserve extra praise for work, attitude or behaviour. All staff should keep a record in their class file of children who have been "Their Best Self" and are put in the Sparkly Book.

A sticker is given to each birthday/Sparkly book pupil.

ASSEMBLIES

Assemblies for parents are held each term. After the assemblies parents are invited into the classrooms where they can spend special time with their child sharing and viewing their work.

Children may be kept back in the classroom for reading during assembly time. However, they should remain there and not sent back into the hall.

Assemblies at present are:

AUTUMN TERM: Harvest Festival and Christmas Concert.

SPRING TERM: Class assembly - reflecting the work being undertaken by the children Easter.

SUMMER TERM: Year Group assembly - YR and Y1 focusing on music work/ songs from the year and Y2 Leavers Assembly.

P.E.

All gym work is completed with bare feet unless a child has a medical reason for wearing trainers which are needed for games lessons. Parents are required to supply a P.E. bag and the school's T-shirt and shorts and trainers - all named and to be kept on child's peg. There are spare clothing items in school for families needing this support. Children's earrings should be covered with tape. Each class has their own supply.

MUSIC

There is a music/drama room at the school. Music is delivered by Portsmouth Music Service on a weekly basis – One year group each term.

HOMEWORK

Homework is produced primarily for Maths and Spellings although some curriculum related assignments may be given. The school uses "Seesaw" (see communication below).

PARENT SESSIONS

It is important that all staff welcome parents and develop good relationships with them.

Parents are encouraged to come into school and see their children's work informally at the request of their child.

An open session from 3.20 - 4.00 p.m. is held once a week usually on a Tuesday but can be subject to change on a termly basis depending on the school's/staff's commitments. These open sessions are in the Autumn and Summer Terms. A "formal" parents evening takes place early in the Spring Term.

HEALTH AND SAFETY

Full details of the school's Health and Safety policy is in the policy files. The safe care of the children should be a priority at all times.

Before and after school parents and children use the playground classroom doors for entry.

In the interests of the children's safety, ten minutes after the school day starts, both gates are locked. A volunteer parent will open the gates ten minutes before the end of the school day. During these times all visitors need access the school by the main door in Shelford Road. Visitors are required to "sign in" and wear an appropriate badge, informing children and staff of their authenticity. On exiting the school all visitors need to "sign out" and return the badge.

An unknown adult should be approached and asked for their reason to be on the premises. Staff should be particularly vigilant before and after school when high proportions of adults are on site and the children are at risk. All visitors should be referred to the School Office. All staff should be aware of issues concerning children and staff safety. Problems concerning such issues should be immediately brought to the Headteacher's attention.

Children should be kept in the building (either with class teacher or sent to Headteacher) when a parent does not arrive at the appropriate dismissal times.

No child is allowed to leave the school site during the day unless accompanied by a known adult who has let the school know the purpose for the child leaving the site.

Children are not allowed to use the electric pencil sharpeners.

FIRST AID

Any pupil feeling unwell or needing first aid should be sent, if necessary and able, to the school office. In circumstances when it is apparent that more specialised help is required staff should send for the school's First Aider – named in Medical Room (currently Mrs. Greed) who will give guidance and take appropriate action.

Office staff will contact parents if a child needs to go home or have hospital treatment.

Disposable gloves for medical purposes are available in each classroom and by each first aid box. Gloves should be worn to protect staff and also children against possible infection.

Pupil's inhalers are held in the medical room but are readily accessible whenever necessary and children should be sent immediately for this treatment if needed.

At playtimes First Aid is administered by a member of staff on duty and only sent to office in extreme circumstances if parents needs to be contacted.

ALLERGIES

If a child has a severe allergy, a photo of the child and description of the type of allergy is located in the medical room.

Epipens are kept in the classrooms. Each child has their own and should be in a named secure container.

MEDICINES

Teaching staff should not keep any medicines in the classroom. All medicines must be handed in to the school office and parents must sign an authorisation form before medicine will be given in school. The school's policy is to administer medicines only if required 4 times a day and are prescribed by a doctor/pharmacist. Cough sweets should be discouraged and are to be handed in and not given to a child before they go out into the playground.

GOVERNORS

A full list of Academy Advisory Board (AAB) members is given in the school brochure. AAB meetings are held once a term. The Teacher Governor and Headteacher should be informed if there is any item a teacher would like raised at a meeting. We have a joint AAB with Meon Junior School.

FRIENDS OF MEON SCHOOL (FOMS)

A parent/teacher group plan and organise events for the school which are often fund raising activities. All support is welcomed. Money raised is given to the school for resource developments and priorities for spending are decided each year with staff.

RESOURCES

The stock cupboard is open at all times and staff are asked to be responsible in its use and keeping the area tidy. Entry is with a key pad code which all members of staff are aware of.

When a member of staff takes the last item, or notices a resource is low, they should inform office staff.

Children may not go into the stock room for any items unattended.

Technology “reclaimed” items are stored in the cupboard adjacent to Year R toilets. Children should be encouraged to use the area sensibly, sorting new items into appropriate boxes and not putting back part used items.

Teacher resources are located upstairs, around the school in various resource areas and should be put back after use. Items of school equipment other than general resource box items/books may be taken home by staff for work purposes.

The item should be signed out and when returned in the book located in school office.

COMMUNICATIONS

MYED

My Ed is our communication service. Messages/emails can be sent from/to school via this link once parents have registered. Payments for trips, events, etc. can also be made using the +Pay part of the app.

SEESAW

Seesaw is a secure online journal where pupils can complete work set by their teacher and that the teacher can see it and mark/give feedback. We can include videos, photos, worksheets, drawings and voice recordings.

GENERAL TIDINESS

Staff are expected to maintain tidiness in their classrooms including clearing tables at the end of the day and cleaning them if required and also other areas in the school.

The tidiness of the school is a whole school responsibility.

In the staff room if the dishwasher is not used staff should wash up their own personal mugs and any other cutlery/plates used so the sink area is kept clear. There is a rota for loading/emptying the dishwasher. Hot drinks should not be carried around the school and mugs/cups should not be left in areas of the school. If on duty a covered mug should be used.

Tea/coffee/milk etc. are provided. Each member of staff has a “basket” in the cupboard to store food/drink items.

PRIVATE TELEPHONE CALLS AND PHOTOCOPYING

PRIVATE TELEPHONE CALLS

Private use may be made of the telephone. If staff use the school telephone a contribution would be appreciated. Staff should not use personal mobile phones during school times. Emergency calls can be made to the school number.

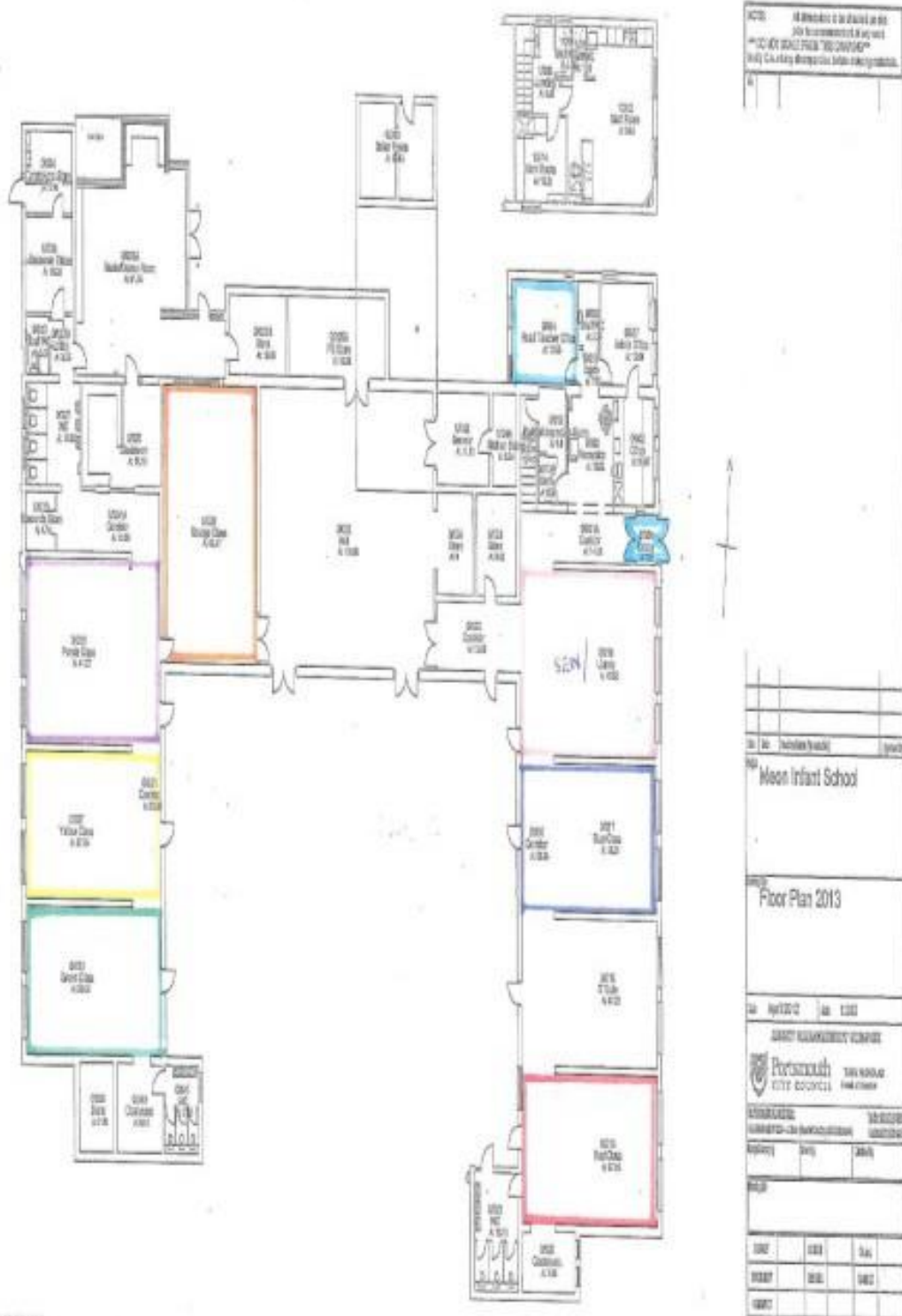
PHOTOCOPYING

Care should be taken that photocopied sheets are kept to a minimum for children's work. Colour photocopying can be organised through the office staff or by using the individual class code if office staff are unavailable.

CAR INSURANCE

Most car insurance policies will cover the holder in connection with his/her business or profession. Staff should check they have appropriate cover if they feel they may need to use their car on school business.

PLAN OF SCHOOL



C&FME



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