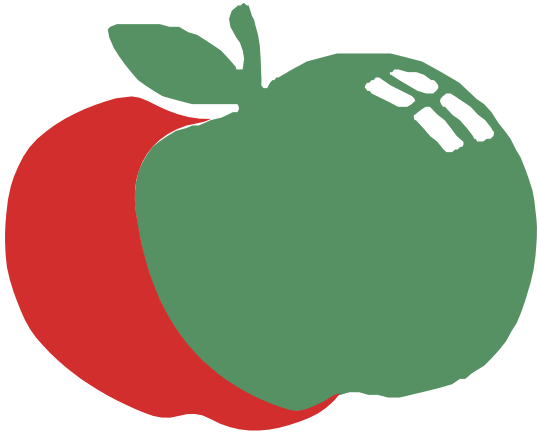




THINKING
SCHOOLS
ACADEMY TRUST



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



WELCOME MESSAGE FROM OUR HEADTEACHER

I am incredibly proud to be the headteacher of Meon Junior School and would very much like to welcome you to our staff. Meon junior School is a friendly school where hardworking staff ensure our pupils are exposed to learning experiences in which children can flourish and become confident, capable and well prepared for life in modern Britain.



Sara Paine

Sara Paine
Headteacher

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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 VALUES

At Meon Junior School our vision is to provide an engaging, inspiring and relevant curriculum in which all children make excellent progress.

As staff we strive to ensure our pupils achieve Meon Mastery which is:

Mastering skills, knowledge and understanding. Acting with thought and bravery.

Recently we have worked together as a school community to choose 6 values that underpin this:

Independence, Focus, Self-belief, Respect, Kind and Creative

OUR SCHOOL'S ORGANISATION

Executive Headteacher - Mrs Sara Paine

Head of School - Miss Christine Turner

Assistant Headteacher/Inclusions Lead – Mrs

Rachel Thripp

Year 3 Lead – Miss Tamara Gale

Year 4 Lead – Mrs Claire Watton-Lawrence

Year 5 Lead – Mrs Anna Finch-Judd

Year 6 Lead – Mrs Michala Wallace

Behaviour Support – Miss Alex Faye

Pastoral Support – Miss Shellie Knight

Office Manager – Mrs Jan Atrill

SEND Lead – Mrs Lisa Bitri

Attendance Improvement Co-ordinator – Miss Charlotte Osborne

REPORTING STAFF ABSENCE

Advise Headteacher: 07891 611 049 (This should be a phone call where possible)

Advise Office: 0333 360 2175 or j.atrill@tsatrust.org.uk

Advise Year Leader: by Email

BREAKDOWN OF THE SCHOOL DAY

School day:

School opens for children at 8:30am with the register at 8:50pm

School ends at 3:10pm

Break time:

Lower school break is 10:30-10:50am

Upper school break 11:10-11:30am

Lunch time:

Lower school lunch is 11:45-12:30pm

Upper school lunch is 12:30-1:15pm

DESIGNATED SAFEGUARDING LEAD

Mrs Sara Paine – Executive Headteacher

Miss Christine Turner – Head of School

Mrs Rachel Thripp – Assistant

Headteacher/Inclusion Lead

Mrs Lisa Bitri – SEND Lead

Miss Shellie Knight – Pastoral Support

Miss Alex Faye – Behaviour Support

KEEPING CHILDREN SAFE IN EDUCATION

The KCSIE document is available to read on Safeguard:
<https://app.safeguard.software/auth.asp?page=login>

By logging into Safeguard, download loading, this will be evidence that you have read the document.

It is a requirement that all staff read this document as well as attend annual training.

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 tailored 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.

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 – 21st October 2022

TERM 2: 31st October – 16th December 2022

October Half Term: 24th – 28th October 2022

Christmas Holidays: 19th – 30th December 2022

Spring Term 2023

TERM 3: 2nd January – 10th February 2023

TERM 4: 20th February – 31st March 2023

February Half Term: 13th – 17th February 2023

Summer Term 2023

TERM 5: 17th April – 26th May 2023

TERM 6: 5th June – 21st July 2023

Easter Holidays: 3rd April - 14th April May

Half Term: 29th May – 2nd June

Summer Holidays: begin 24th July

Inset Days for 2022 / 2023

1st September 2022

21st October 2022

3rd January 2023

10th February 2023

7th July 2023

FIRE EVACUATION PLAN

All staff should congregate on the playground, with the children they have with them at the time, if the fire alarm should sound. Children line up in their classes where the teacher will take the register. All staff should advise office staff that they are present.

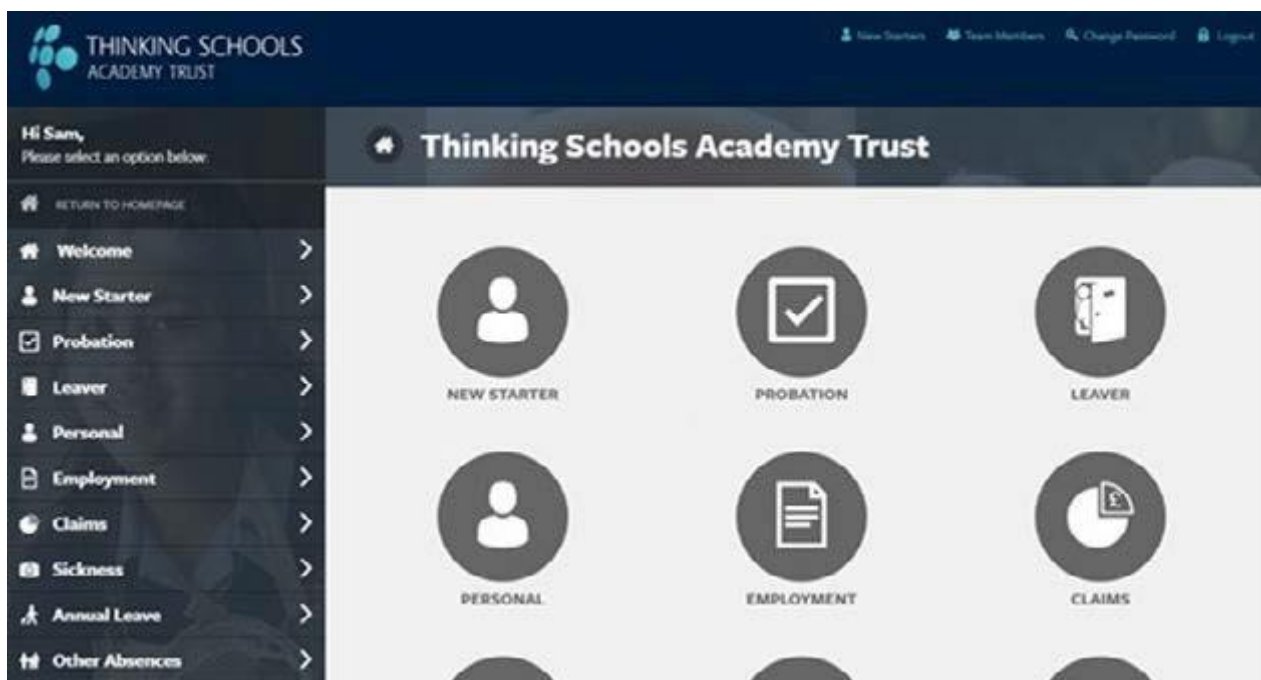
ACCESSING PAYSLEIPS AND HR “SELF SERVICE” PORTAL

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 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 coming year we will be launching various wellbeing initiatives of which we would encourage you to take part in. Please watch out for communications throughout the year with regards to these initiatives.

We want to encourage all members of the Trust community to actively address wellbeing at work and maintain positive mental health.

We need to start putting ourselves first and make small positive changes in our lives, which in turn will impact others around us in a really positive way.

We understand the daily pressures of school life, the importance of wellbeing at work and positive mental health. Which is why during this school year we'll look at ways in which we can provide support, ideas, and information to improve your wellbeing, with a bit of healthy competition and fun thrown in for good measure!

Our 'Thinking You' campaign focuses on wellbeing and looking after ourselves and each other, by looking at the little things we can all do to improve our day to day lives.

Over the coming year, we will be following the 'Six Way to Wellbeing', looking at random acts of kindness and how to brighten each other's days.

So join us on our journey of Wellbeing during 2018/19 as this will be an exciting opportunity to involve colleagues in a range of workplace challenges throughout the year, helping you all to feel good and function well.

Each term we will be focusing on one of the 'Six Ways to Wellbeing' and 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.*

BEHAVIOUR SUPPORT

Miss Alex Faye

STAFF ROOM AND BRIEFINGS

There are daily staff briefing via emails each morning Mon-Fri. It is expected that all staff read these at the start of their working day.

OPENING HOURS AND SECURITY

ID passcard required, open from 7am Monday - Friday (Check with Site Manager for holiday opening hours).



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Registered company number: 7359755

TRANSFORMING LIFE CHANCES

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