



THINKING
SCHOOLS
ACADEMY TRUST



Working at:
Penbridge Infant school and
Penbridge Junior School
2022 – 2023



WELCOME MESSAGE FROM OUR HEADTEACHER

Welcome to Penbridge Infant School and Penbridge Junior School, where excellence, effort and happiness are valued equally. The infant school is a two-form entry school with a nursery provision attached for funded 2 year olds and funded 3-4 year olds before they are school starting age, whereas the junior school is a four-form entry school.

At our school, each child and staff member is valued and their unique set of skills and talents developed so that they can 'Be Their Best'. Our belief is that learning should be exciting and engaging. We want every child to leave our school ready for the next stage in their education and with a real appetite for learning aided by a whole school approach to the teaching and learning of Thinking Skills. We pride ourselves on providing a safe, stimulating, challenging and caring environment where children can develop intellectually, physically, emotionally and socially to be prepared for their future lives. Each and every one of our staff members has a vital part to play in this journey and we encourage new ideas and sharing of excellent practice.

I am incredibly proud to be the Executive Headteacher of Penbridge Infant School and Penbridge Junior School and of the children and staff who contribute so much to the life of the school.



A. S. Webb

Anna Webb
Executive 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 VISION AND VALUES

At Penbridge Infant and Penbridge Junior School the children, parents and carers, staff and governors have a common vision.

'Love Learning for Life'

We seek to instil a thirst for learning through an engaging and creative curriculum which will inspire children to become confident and curious learners.

We encourage six core values which reflect a passionate commitment to learning and recognition of the uniqueness of individual learners.

- **Be kind**
- **Show respect**
- **Aim high**
- **Be resilient**
- **Work well with others**
- **Be independent**

Our Ethos:

High Aspiration for all children

We have an ethos of high expectations, where every child can flourish intellectually, personally and morally. We teach our children to be curious, confident learners who concentrate, collaborate and keep improving with resilience and a willingness to take risks, in an environment where children can make mistakes and learn from them.

Making Learning Irresistible

We want to make learning irresistible so that children come to school every day happy and eager to learn. We know that children are naturally inquisitive and we aim to develop this curiosity by providing a curriculum that engages and excites but also provides challenge at the correct level.

As a Thinking School, we teach our children to become creative, analytical, adaptable and resilient thinkers which we believe is a vital skill needed for life in the rapidly changing 21st century.

Above all, we want to give even the youngest children in our school the behaviours that will enable them to become successful lifelong learners.

OUR VISION AND VALUES

A Nurturing and Safe Environment

Children learn best when they are in an environment which makes them feel happy and safe. We pride ourselves on our high-quality learning environment which is calm, purposeful and promotes children's independence.

There are high expectations of behaviour and everyone in the school community has a responsibility for maintaining a relaxed, calm and happy atmosphere. We recognise that all behaviour is a form of communication and that sometimes children need support to make the right choices. (Our relationship and behaviour policy explains this further).

Throughout the school, we will nurture children's social development, to support them to recognise and deal effectively with the different emotions that they experience. Through our school values we will equip our children with the skills which will enable them to be polite, confident, hardworking members of society.

Penbridge Infant and Junior School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share in this commitment. Staff work hard to maintain an environment where children feel safe and secure. The curriculum is designed to ensure opportunities for children to develop the skills they need to recognise and stay safe from abuse – both in real life and online.

OUR SCHOOL'S ORGANISATION

Executive Headteacher

Name: Anna Webb

Email: a.webb@tsatrust.org.uk

Extension: 19221 (PBJ) or 24222 (PBI)



Head of School - Penbridge Junior School

Name: Karen Denton

Email: k.denton1@tsatrust.org.uk

Extension: 19224



Head of School - Penbridge Infant School

Name: Caroline Morris

Email: c.morris@tsatrust.org.uk

Extension: 24221



Assistant Headteacher and
Assessment Lead

Name: Ashlee Cole

Email: a.cole@tsatrust.org.uk

Extension: 19226 (PBJ) or 24222 (PBI)



REPORTING STAFF ABSENCE

Staff

Teaching staff are to call the Executive Headteacher between 7.00am-7.30am on the morning of absence on 07963 069564. Non-teaching staff are to call Sarah Arthur, between 7:00am-7:30am on 07587242511. If there is no answer, please follow this up with a text. All texts will be responded to - if your text is not responded to within 15 minutes please assume the message has not been received and phone again. It is imperative that you make sure this information has been passed on. Please do not email as these may not be read before school starts.

Staff who are absent for more than 5 working days will require a sick note from their doctor. This should be forwarded immediately to the Head's PA, Sarah Arthur (s.arthur@tsatrust.org.uk).

Dinner Staff

Dinner Staff are to call the school office on 033333 602190 before 8:00am on the morning of absence and leave a detailed message as to the reason for absence. If the absence is of a sensitive nature, you can instead leave a message stating you will be absent and for how long and then email the Head of School or Executive Headteacher.

Absence Management

The member of staff should collect a 'return to work' form from the Head of School or Head's PA on the day that they return to work. Failure to complete and return one of these forms before the payroll closes each month, may result in the sickness leave having to be processed as unpaid.

Staff are not expected to have more than 10 days sickness or 4 periods during a rolling 12 month period. Days in excess of this will require a 'Return to Work Questionnaire' to be completed. This may result in formal absence procedures being put in place as per the TSAT Absence policy. A copy of this policy can be obtained from the Head's PA or from the TSAT website.

Any additional hours staff work (other than teaching staff) will be considered as voluntary unless previously arranged with the Head of School or Executive Headteacher. "Time off in Lieu" will only be used in exceptional circumstances. Under no circumstances should any member of staff be off site without the prior knowledge and approval of the Executive headteacher or the Head of School (unless during lunchtime.)

Medical Appointments

Staff are expected to make medical appointments outside their working hours wherever possible. If this is not possible, they should speak to the Executive Headteacher or the Head of School and provide evidence of their appointment which should be given to the Head's PA.

REPORTING STAFF ABSENCE

Emergency and Compassionate Leave

If staff have children who are unwell they are to seek alternative childcare arrangements wherever possible. If no alternatives are available they should speak to the Executive Headteacher or Head of School to arrange a leave of absence. It is at the Executive Headteacher's discretion to designate this as paid or unpaid leave. Although the Executive Headteacher is sympathetic to family situations, the member of staff's sickness record will be considered when deciding to class the absence as paid or unpaid.

Compassionate leave may be approved if there is serious illness/death of a spouse, parent, sibling or child (or another person in the household of the employee living as a family member). The Executive Headteacher may approve compassionate leave and subsequent days may be granted as unpaid. Please complete a Request for Leave Absence form.

Leave of Absence Requests

All leave requests must be made at least 10 days in advance wherever possible. Requests should be made on a Request for Leave of Absence form available from the Head's PA. Leave will be granted on a case-by-case basis by the Executive Headteacher or Head of School with consideration given to the reason for the request and the employees absence record. If the leave is approved, it is at the Executive Headteacher's discretion as to whether this should be paid or unpaid. Leave will not be granted for term-time holidays.

BREAKDOWN OF THE SCHOOL DAY

The school gate opens at 8:40am. Children go straight into class and teachers should ensure they or the teaching assistant are in the classroom at this time with learning activities for the children to carry out.

Teaching assistants should be in the classroom ready to work at their allocated time of either 8:30am or 8:45am unless previously agreed with the Executive Headteacher or Head of School.

Penbridge Infant School - Year R

Register	8.55am
Session 1	9.00am - 10.40am
Play time	10.40am - 10.55am
Session 2	10.55am - 12pm
Lunch time	12pm - 1pm
Registration	1pm
Session	1.05pm - 3.10pm
Home time	3.15pm

Penbridge Infant School - KS1

Register	8.55am
Session 1	9.00am - 10.25am
Play time	10.25am - 10.40am
Session 2	10.40am - 12.00pm
Lunch time	12pm - 1pm
Registration	1pm
Session	1.05pm - 3.10pm
Home time	3.15pm

Penbridge Junior School

Register	8.55am
Session 1	9.00am
Years 3 & 4 Break	10.30am - 10.45am
Years 5 & 6 Break	10.45am - 11.30pm
Years 3 & 4 Lunch time	12pm - 12.45pm
Years 5 & 6 Lunch time	12.45pm - 1.30pm
Home time	3.00pm

Registration

A register will be called at 8:55am and again after lunchtime and recorded on SIMS. Any absences and total number of children present should be recorded on the board at the junior school and outside the classroom on a clipboard at the infant school. Dinners need to be ordered at registration.

No money should be taken from the children as this should all be done online.

Non-contact Time

PPA release time has been arranged for all teachers and takes place in year group teams. During PPA time, classes are taught by HLTAs following work that is planned and prepared by the teachers. Music is also taught during PPA time by a qualified teacher.

Assemblies

Assemblies are held every day of the week and have specific themes. A timetable is prepared each half term.

Penbridge Infant School

Monday: Whole school assembly led by SLT, held over Microsoft Teams at 9:15am

Tuesday: In Class – discussing the value of the week at 2:40pm.

Wednesday: Teachers lead assembly at 2:40pm in the hall

Thursday: Singing assembly led by the music teacher at 9am in the hall.

Friday: Whole school celebration assembly, Gold Box at 1:10pm in the hall.

Penbridge Junior School

Monday: Whole school assembly led by SLT, held over Microsoft Teams

Tuesday: Class assembly or singing assembly

Wednesday: Class assembly or singing assembly

Thursday: Year group assembly

Friday: Whole school celebration assembly led by SLT over Teams

BREAKDOWN OF THE SCHOOL DAY

Play time at Penbridge Infant School

At play time there are three adults on the playground, including at least one teacher and there is a member of staff covering first aid. Duties are based on a rota and it is the responsibility of the adults on duty to ensure the safety of the children. Teachers or teaching assistants take the children on to the playground at the beginning of play time and collect them at the end.

Break Time at Penbridge Junior School

At break times, there are at least four adults on playground duty including a teacher and a teaching assistant on each playground. Duties are based on a rota. Adults on duty should ensure that children are playing safely. Children should be led out to the playground by their teacher at the beginning of break and collected at the end. Adults should be spaced out around the playground and be vigilant to children's behaviour. Children must ask to go to the toilet and not be allowed to go in and out of the school building.

Penbridge Infant School - Snack

We take part in the 'School Fruit and Vegetable Scheme' which provides one piece of fruit or vegetable for each child in Years R-2. Children do not bring in snacks from home. The school provide a free water bottle and this is kept in school and the water is changed daily and the bottles are washed daily by staff.

Penbridge Junior School

Children can bring in a healthy snack for break time, which should be kept in the snack box in the classroom. Our school has a no nuts policy. If a child has a snack with nuts in, it should be sent directly to the office for safe keeping. Children can buy healthy snack bars from school. These are sold by TAs in the classroom during morning registration

If it is wet play, the teacher should stay in the classroom with the children. They can play wet play games, read or draw and should remain calm, quiet and sensible. If it is raining at lunchtime, lunch time supervisors will supervise the children.

Parent Meetings

Once a term there is a parents evening. Parents complete a Microsoft Form sent from the office and times are allocated around the parents' time preference. This is a time for teachers to share children's work with parents/carers, discuss attainment and effort and for concerns to be raised, including attendance and behaviour. The SENCO is available during these times to discuss children with SEND and how parents can support them and how the school supports their child.

DESIGNATED SAFEGUARDING LEAD

Designated Safeguarding Lead

Name: Owen Greenaway

Email: o.greenaway@tsatrust.org.uk

Extension: 19212



Name	Position	Extension	Email
Anna Webb	Executive Headteacher	19221 - Juniors 24222 - Infants	a.webb@tsatrust.org.uk
Karen Denton	Head of School	19224	k.denton1@tsatrust.org.uk
Ashlee Cole	Assistant Headteacher	19226 - Juniors 24222 - Infants	a.cole@tsatrust.org.uk
Kerry Arnett	Behaviour and Attendance	19216	k.arnett@tsatrust.org.uk
Caroline Morris	Head of School	24221	c.morris@tsatrust.org.uk
Helen Corkill	Behaviour and Attendance Officer	24212	h.corkill@tsatrust.org.uk

At Penbridge we are committed to safeguarding and promoting the welfare of children, and young people, and expect all staff and volunteers to share this commitment. All staff and volunteers have the responsibility to report any concern that they may have regarding child protection, safeguarding or radicalisation to the DSL, Owen Greenaway, or in his absence to any of the Deputy DSLs. Additionally, all staff have access to Safeguard on their PCs which allows you to report any disclosures a child may make to the DSL team straightaway.

Staff/volunteers are not permitted to take photographs of children on mobile phones or any other personal mobile devices.

All photos must be taken on the school camera or school I-Pads.

A copy of the school's Safeguarding policy is available on the school website or from the Head's PA.

A DBS at Enhanced level will be required prior to any offer of employment.

All staff and regular volunteers must complete safeguarding, PREVENT and GDPR training.

POLICIES

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

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

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

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

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

hr@tsatrust.org.uk.

DRESS CODE

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

Information for all staff:

1. Clothing must be professional attire and not casual wear.
2. Shirt, tie, trousers, jacket and smart shoes (except for PE staff and designated support staff) are appropriate.
3. Skirt or trouser suits are acceptable, as well as smart dresses, skirts/trousers and jackets.
4. Any cropped trousers must be formal and tailored.
5. Skirts must be of an appropriate length for school wear (not too short).
6. Shirts, blouses, knitwear and other smart tops may be worn.
7. Flip flops may not be worn.
8. In a Primary school setting, the Executive Headteacher may exercise their discretion with regards to a formal dress code, particularly in EYFS setting.
9. No extreme hair styles are acceptable (for example, shaved designs or brightly coloured, extreme hair colour).
10. Jewellery should be discreet with visible piercings restricted to ears. Single nose studs may be worn for reasons of culture or religious observance only.
11. On formal occasions (such as parents evening), all staff attending should dress in a professional manner befitting the event.
12. Where a member of staff believes they are not able to adhere to all aspects of the dress code, the Executive 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

Overly short skirts

Flip flops

Bare shoulders

The Wearing of Uniform

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

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

Name Badges & lanyards

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

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

Head Dress

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

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

Footwear

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

Hair/Nails

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

Tattoos

Wherever possible, tattoos must be covered at all times.

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

Smoking

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

TERM DATES & STAFF DEVELOPMENT DAYS

Autumn Term 2022

Begins: Thursday 1st September 2022

Ends: Friday 16th December 2022

Half Term: Monday 24th October - Friday 28th October 2022

Christmas Holiday: Monday 19th December—Monday 2nd January

Spring Term 2023

Begins: Tuesday 3rd January 2023

Ends: Friday 31st March 2023

Half Term: Monday 13th February - Friday 17th February 2023

Easter Holiday: Monday 3rd April—Friday 14th April 2023

Summer Term 2023

Begins: Monday 17th April 2023

May Day Bank Holiday: Monday 1st May 2023

Ends: Friday 21st July 2023

Half Term: Monday 29th May - Friday 2nd June 2023

INSET DAYS FOR 2022/2023

21/10/2022 Friday (Trust Conference)

02/12/2022 Friday

20/01/2023 Friday

20/02/2023 Monday

07/07/2023 Friday

Please note that all staff development days are compulsory to attend and therefore leave will not be granted for this time, barring exceptional circumstances

ESSENTIAL INFORMATION

Email:

All members of staff are given a school email for school use only. This needs to be checked daily as important information is sent by email including schedules, changes to routine, meeting times and training documents. It is the responsibility of each staff member to ensure they access their emails so that they are aware of what is going on within the school.

Communication:

A weekly bulletin is emailed out with important dates and events for the forthcoming week. It is the staff's responsibility to check this.

Communication with parents can be either by phone call, text or if information to a large group of parents, for example information about a trip, a letter attached to an email. All letters to go home should be brought to the Executive Headteacher's or Head of School's notice.

If the Executive Headteacher's or Head of School's door is open, feel free to enter. If it is closed, please do not disturb, except in the event of an emergency that no other senior member of staff can deal with.

Please do not expect the Executive Headteacher to remember things said "in passing". Please write a note or send an e-mail.

Staff Meetings:

Teachers are expected to attend a staff meeting every Wednesday after school (3.30pm-4.30pm) and Thursday after school 3:30pm – 4:00pm. Staff will be informed if items need to be prepared and staff should bring the relevant items to the meeting. SMT meetings take place fortnightly before school (8.00am-8.30am).

TA meetings are held by the SENCO/Assistant Headteacher every other Friday during school time. TAs will be given notice beforehand via email if they need to bring anything to the meeting.

Inset Days:

The dates and content are decided in advance. Inset days start at 9.00am and will usually finish by 3.15pm unless notified differently. They focus on whole school development issues. ALL staff are required to attend these days; you will be notified in advance if it is not necessary for you to attend. No leave, (except on exceptional compassionate grounds) will be granted on these days.

Photocopying and Resourcing:

Each teacher is able to use the photocopier using their ID badge.

Receipts for items you buy for school (previously agreed by the Executive Headteacher) should be kept and given to the Head's PA.

Classroom stationery will be given out half termly. Any additional items are stored in the school reception area and can be requested.

At Penbridge Junior School there is a science cupboard on the first floor of the upper school, storing equipment. The key is kept in the Head of School's office. All equipment should be put back when used so it is easy for other staff to locate.

Year 3-5 resources for other subjects, including art and DT, are kept in the lower school hall.

ESSENTIAL INFORMATION

Pigeon Holes:

Each member of staff, excluding Midday Supervisors and Cleaners will have a pigeon hole in the staffroom. This should be checked regularly. Staff should avoid using the pigeon hole as a storage area and should be emptied on a regular basis to ensure correspondence does not get overlooked.

Lockers and Door Fobs:

Upon receipt of a deposit of £5.00, staff will be issued with a locker key. This deposit is refundable when the key is returned.

Parking at Penbridge Infant School:

Parking in the school car parking spaces in Penhale Road are on a first come, first served basis. When you join the school as a member of staff the Admin Officer will order you a parking permit meaning that you can park in the surrounding roads around the school. If you change your car during the school year you will incur a £10 charge to change the details on the parking permit. You can park in the surrounding roads for a maximum of 2 hours without needing a permit – this means that dinner staff do not require a permit.

Parking at Penbridge Junior School:

Parking in the school car park is on a first come basis. Under NO circumstances should cars be double parked and the minibus should never be blocked in. If there are no spaces left when you arrive please park in the streets around the school. There are no restrictions on any of the roads.

Union:

It is recommended that everyone belong to a recognised union.

Health and Safety:

The Facilities Team are responsible for the safety of the site and anything that compromises this should be reported to the office.

For all other information, please refer to the school's Health and Safety Policy. This is available in the main office or on the TSAT website under Policies.

Slips, trips and falls are one of the most common sources of accidents in the work place. Always be on the lookout for items on the floor.

Please ensure that you are careful with lifting items that have the potential to be heavy. Lift with your knees bent. If you feel an item is too heavy for you, contact a member of the Thinking Facilities to move it for you.

Small stepladders are available for use when working at height. Please see a member of thinking Facilities if you require assistance. Report all incidents to the office.

If you bring in any electrical equipment into the school from home, please ensure it is PAT tested by a member of the Thinking Facilities before it is plugged in.

If there is anything you notice that has the potential to cause harm (a door slamming too hard, a bare wire, a hole in the fence) please report it to a member of Thinking Facilities or the school office.

For the facilities team contact: helpdesk@thinking-facilities.com

For the IT team contact: helpdesk@thinking-facilities.com

ESSENTIAL INFORMATION

Security:

All visitors and adults helping in the school must report to the office and sign in and out using the touch screen signing in system. The system will print off a visitor label and this should be worn at all times whilst on site.

Should an emergency occur, we will then know who is in school and where they are. Visitors should remove the label when they leave the site. If any unknown people are walking around the school at any time of day without a label, staff are expected to politely approach them and ask them if they have reported to the office.

Staff Room:

Please ensure that you use the staff room respectfully, including the use of mobile phones. It is for the enjoyment of everyone. PLEASE use a plate when eating to avoid others having to pick up crumbs etc. Please put away crockery/cutlery after use or put it in the dishwasher. PLEASE DO NOT leave crockery/cutlery on the draining board at any time. Please do not place dirty crockery/cutlery in the dishwasher if it has finished a cleaning cycle. All staff should be prepared to empty the dishwasher.

First Aid:

The school has designated First Aiders who have carried out training. Each year group should have at least one TA who is first aid trained. A list can be found in each classroom. If a child requires medical attention, they should be sent to the year group first aider. Wherever possible pupils should be kept in class so they do not miss too much learning. At Penbridge Infant School contact the school office for a paediatric trained first aider as needed. At Penbridge Junior School there will always be a first aider available in the school office between 10.45am and 1.30pm each day. First Aid will be administered by the office in the afternoons.

If a member of staff becomes unwell during the day, a member of the senior leadership team should be notified immediately.

In an emergency and as a last resort, the office holds some spare asthma inhalers. This should only be used on children who have already been prescribed an inhaler and do not have theirs in school and have parental consent.

ESSENTIAL INFORMATION

Housekeeping:

Children should make sure the classroom is tidied at the end of the day and all equipment is put away. All equipment from central areas (e.g. computing, art or science resources) must be returned and stored tidily as soon as it is finished with. Tables in classrooms should be clear enough to clean, chairs must be tucked under tables.

Movement around the School:

Children are expected to walk as quietly as possible at all times. On the stairs, children should walk on the left. All adults should remind any child about this rule should they not be following it. There is a one way system on the stairs at the junior school. UP – the stairs past the blue room and music room. DOWN – the stairs past the orange room and yellow room.

Uniform:

All children are expected to wear our school uniform. Our uniform consists of purple or golden yellow polo t-shirts, with plain and dark skirt or trousers. Jumpers, cardigans or sweatshirts should be purple. Sensible black shoes should be worn at all times. Class teachers are expected to speak to children and / or parents who do not wear the correct uniform. If children persistently do not wear uniform, teachers should speak to the parents in the first instance. If the uniform does not improve, children should be reported to the Executive Headteacher or Head of School who will contact the parents.

Charity Collections:

On occasions the school will have a charity event, normally a non-school uniform day. All classrooms should have a pot, and all money collected from the children and staff should be put in the pot and then sent to the office as soon as possible so that it can be banked. The charity money should be kept separate from all other money coming into school.

School Council, Eco-Committee and Junior Road Safety Officers (JRSO):

Our school has a school council Eco-Committee and Junior Road Safety Officers (JRSO) each of which is run by a member of staff. Each class has one or two representatives who should feedback regularly to the class.

Out of school visits:

Educational visits take place throughout the year linked to topics. These are arranged by the year leaders. These may include visits to the local area, including the church, local schools, library and walks in the local area. Children must have permission from parents to take part in educational visits but where these are in the local area, this is covered by the 'local area' permission sought on joining the school.

P.E.:

Children change for PE in their classrooms. Year 5 & 6 classes can swap children to give boys and girls the opportunity to change separately.

PE equipment is stored in the PE shed/cupboard. This is locked and the code is available on request. All PE equipment must be returned and stored NEATLY after the lesson.

Children must be supervised by an adult if putting PE equipment away. Children must not go to the PE shed unattended.

ESSENTIAL INFORMATION

Behaviour:

Please refer to our Relationships and Behaviour Policy for more detailed information.

Rewards:

Positive strategies are used as much as possible by using praise and stickers. Each child has a 'spot card' which has their sea creature at the infant school or their country's flag at the junior school and when they demonstrate the school values or the school's learning powers a child will be given a spot. When the 20 spots on the card are completed, the spot card goes home and the child receives a house point (a coloured token) which is put into the tube in the hall.

One raffle ticket a weekday can be given by the teacher for reading and/or home learning and the child who is picked out can choose a small prize in the classroom.

At Penbridge Infant School each week there is a Gold Box assembly where we celebrate the children's learning. Each teacher chooses two children and they stand up in assembly. At Penbridge Junior School each week, the class teacher should choose a star of the week, a maths star and a child who has worked hard at the week's value. These should be written on the form found in the staffroom by the end of Thursday lunchtime. A raffle winner should also be picked and the name sent to the office by the end of Thursday lunchtime.

School values are extremely important in our school. Each week, the class teacher should choose a child who has worked hard at that week's value. Their name and the reason why they have been chosen should be written on a shell at the infant school and a leaf at the junior school (kept by the year leaders) and added to our value sea scene at the infant school or tree at the junior school.

When things become difficult for children:

We recognise that all behaviour is a form of communication and we use a PACE approach to support our children. If a teacher or teaching assistant needs support with a child's behaviour they should call the school office and a member of the Inclusion Team will come and support them. We use a card-based system; each lesson will act as a fresh start for children. The yellow card will be 5-10minutes time out in another classroom. The orange card will be a loss of 10 minutes of play time or break time. A red card means the child is sent to a member of the Inclusion Team. In Key Stage 2 the Senior Leadership Team can give detentions as they see appropriate.



Detentions:

Detentions can ONLY be given by a member of the Senior Leadership Team. A letter will be sent home with a reply slip to ensure the parent is aware of the detention, and that their child will be later leaving school. Detentions are immediately after school and last for half an hour.

Learning:

Our school has a topic-based approach to learning. Each half term is based around a topic with an engage activity to start and an express event at the end of the topic. These topics are part of our long term overview, designed to meet every area of the National Curriculum and show progression of knowledge through Key Stage 1 through Key Stage 2.

Topics are planned in medium planning documents. Each topic is based primarily on history, geography or science. Science is taught in every half term, however where the topic is science led, more time will be spent on the subject.

Writing is a key focus in the children's learning and purposeful opportunities should be created across the curriculum. Children should be given chances to plan, draft, edit and publish their work, guided by the teacher and independently. This will form a basis for the assessment of their writing.

Maths is taught discreetly using the National Curriculum alongside White Rose Maths teachers plan sequences of lessons.

In Reception and Key Stage 1 phonics will be taught daily using the phonics scheme All Aboard. Guided reading will be taught daily with texts linked to each topic, where possible.

Presentation:

Children must follow the non-negotiables, which can be found on display and in the teaching and learning policy. At Penbridge Infant School children stick in learning intentions and in Key Stage 1 write the date. At Penbridge Junior School there should be a date and learning intention at the beginning of each piece of work which must be underlined.

At the infant school children use pencils for their work. At the junior school children must write in school pens unless they have specific needs. (Children will write in pencil until they have a pen licence).

Drawing must be done in pencil.

When children are responding to feedback, they use green pens. When making amendments or editing their work, children should use purple pen.

Feedback:

We highly value the impact of feedback and believe this can be given in a variety of ways, depending on a range of factors, for example, timing, task and the child. Feedback can be given in a range of different ways, such as verbally, one to one, 'live', as a class or written. Children must be given opportunities to respond to feedback and will use purple pen to show their responses. For more details on this please see the Feedback and Marking policy.

The learning intention should be highlighted by the teacher at the end of the lesson:

- Green – achieved
- Pink – not achieved - Misconceptions should be addressed to ensure understanding.

Displays:

Please see 'display guidelines' which is part of our school teaching and learning policy.

In each classroom there is a Maths and English display. This should be updated regularly, as the learning changes.

One board should be dedicated to the current topic learning journey. At the start of the topic, the display should be used to engage the children with pictures and questions related to the topic. As the topic progresses, children's learning should be displayed. Final outcomes from the topic and from writing should be displayed on this board. These final outcomes should remain in the classroom during the next topic and a new board dedicated to the new topic. These boards are therefore changed in cycle with one another.

In addition to the classroom boards, all classes have a corridor or hall display on which to display final outcomes from learning. These should be changed on a rolling termly basis so that no learning has been displayed for longer than two half terms. (ie changed a minimum of three times a year)

As part of TSAT, our school uses a range of thinking tools in all areas of the curriculum (thinking maps, hats and keys, Penbridge learning powers). These should be on display in the classroom.

Monitoring:

Please see Penbridge monitoring guidance and Quality of Education monitoring schedule for more information.

SLT monitoring takes place weekly in the form of pupil interviews. Learning walks and book looks take place twice a half term.

Year leader monitoring takes place weekly on a cycle of learning walk, book look and year leader checklist.

In addition, subject leaders may choose to carry out monitoring of their subject.

Record Keeping and Assessment:

Insight is used to record formal assessments. Children's data should be updated half termly. Reports to parents go out to parents in the second half of the Spring Term.

Pixl is used for termly formal assessments. Question level analysis is completed for these and the scores recorded on Insight.

Learning intentions for Maths and English should be assessed using Insight. This should be updated at the end of half term.

Professional Growth:

All staff are expected to engage in their own development following the 'Professional Growth' model. This involves staff setting their own development targets and engaging in bi-weekly reflection using an app – Think Ahead. Progress against targets is formally reviewed in February and September.

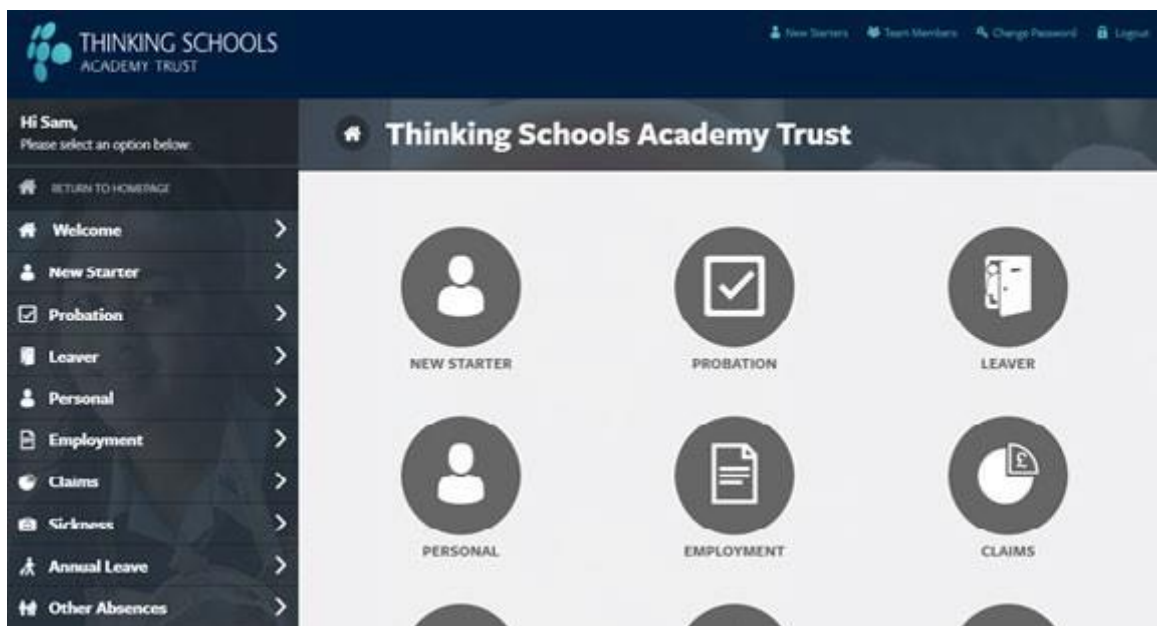
ACCESSING PAYSLIPS AND HR “SELF-SERVICE” PORTAL

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

You will regularly use this system to:

- View/print payslips and P60s
- Request 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.

Penbridge Infant and Junior School expects that its staff and volunteers will:

- Respect other staff, volunteers, pupils and parents and make them feel welcome
- Be sensitive towards others
- Be approachable and pleasant
- Dress and behave in an appropriate manner which promotes healthy and safe working practices
- Adhere to the school's Behaviour Policy
- It is essential for health and safety purposes that staff and volunteers sign in and out of the school, even if leaving the site for a short time

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	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.*



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