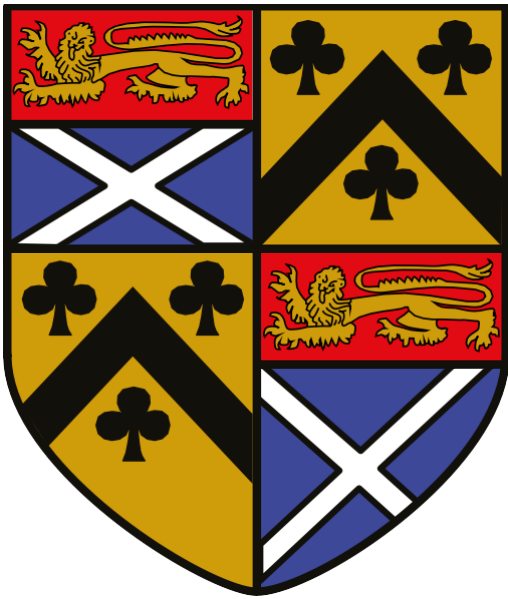




THINKING
SCHOOLS
ACADEMY TRUST



Working at:

Rochester Grammar School
2022 – 2023



WELCOME MESSAGE FROM OUR PRINCIPAL

We are very proud of our school and our mission which is encapsulated in three words: “transforming life chances.” As an International Baccalaureate World School we aim to develop inquiring, knowledgeable and caring students by encouraging and valuing academic, creative, sporting and responsible behaviours.

The IB learner profile describes a broad range of human capacities and responsibilities that go beyond academic success. They imply a commitment to help all members of the school community learn to respect themselves, others and the world around them. Developing learners who are happy and caring as well as academically successful is incredibly important. We aim to develop the whole learner through our exciting programme of extra-curricular opportunities as the experiences of our students do not end in the classroom.



As a school in the Thinking Schools Academy Trust we have a shared commitment “to provide outstanding schools which have an ethos of excellence and high expectations; underpinned by the principles of a fully integrated thinking School.”

We are concerned not just with what our students learn, but with how they learn and how they grow in confidence, independence and critical thinking. We believe our broad and balanced curriculum, which is traditional and academic, will provide all students with the cultural capital required to build the foundations of a successful life.

Our curriculum and assessment model is based on the latest cognitive science, encouraging the building of rich schema and a cumulative approach to education that best supports deeper, life-long learning.

Our curriculum vision is metacognitive; by using Thinking Tools the Thinking Schools Academy Trust are unique in their focus on ensuring that students are equipped with the tools they need to reflect on the knowledge they learn. As a result, the Rochester Grammar School is recognised by Exeter University as one of the few Advanced Thinking Schools in the country and is pioneering the use of a cognitive approach to education and student learning.

I look forward to welcoming you to our school.

Clare Brinklow

Clare Brinklow
Principal

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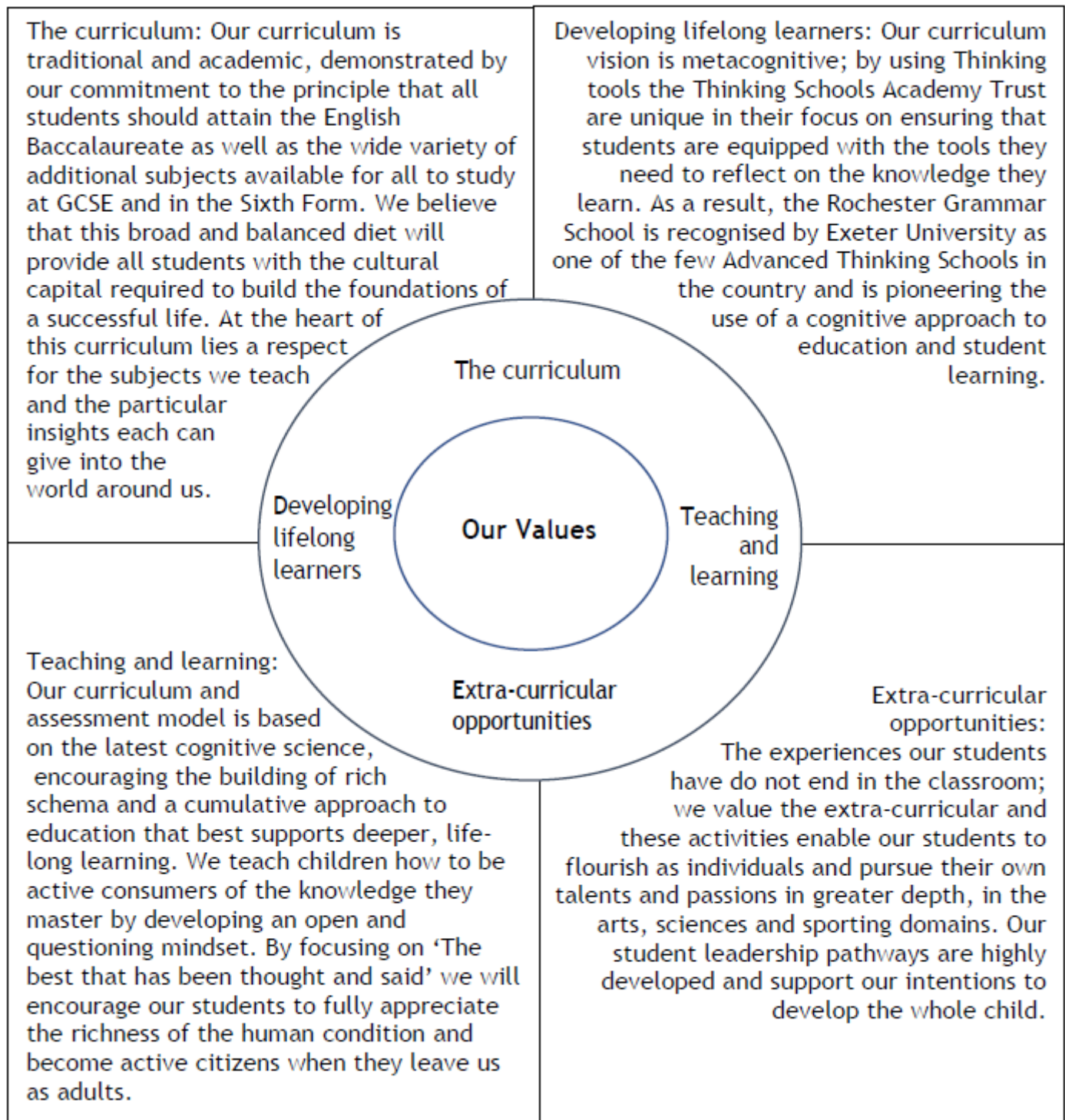
Accessing payslips and HR 'self-service' portal

Wellbeing

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 CURRICULUM

Our aim is to provide an excellent education for all our students, transforming their life chances and, in turn, giving them the knowledge and skills they will need to shape the world in the future.



OUR VALUES

At The Rochester Grammar School, we actively promote positive and inclusive values. These include democracy, the rule of law, individual liberty, mutual respect and acceptance of those of different faiths and beliefs. We believe British Values are those values expected of anyone living in a modern Britain, regardless of their nationality, culture or religious belief.

Our ethos reflects these values. We place great emphasis on building positive relationships in school, amongst the students themselves and between staff and students. We strongly believe students should not merely be taught such values but that they are embedded into school life and how we do things.

We strive to support our students to develop into confident, happy, successful young adults with greater life chances, who have empathy towards and an understanding of those less fortunate than themselves.

All members of the school are expected to help maintain an atmosphere conducive to learning and development, with courtesy and mutual respect as the basic requirements.

OUR SCHOOL'S ORGANISATION



DESIGNATED SAFEGUARDING LEAD



Jo Wadey
Vice Principal



Dan Lloyd
Assistant Principal



Alix Lee
Associate Leader



Caroline Winder
Attendance Improvement
Coordinator



Hannah Garvey
Head of Byron



Wendy Davis
Head of Cassidy



Mia Heathcote
Head of Fitzgerald



Chloe Phillips
Head of Hildegard



Keeley Hutton
Head of Somerville



Leigh Wells
Head of Tomlinson

POLICIES

All of our policies can be found online at www.tsatrust.org.uk/about/policies/ and www.rochestergrammar.org.uk/about-our-school/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 our Trust you are required to take a look at the following key policies:

- Code of Conduct
- Keeping Children Safe in Education (DfE guidance)
- Information Security Policy
- ICT Acceptable Usage Policy
- GDPR practices

Should you require any information or have further questions regarding our policies, please contact Ruth Rivers in school or contact a member of the HR Team on 0333 360 2050 or by email at hr@tsatrust.org.uk

STAFF CODE OF CONDUCT

Staff will ensure that there is no differential application of the Behaviour for Learning Policy on any grounds, particularly ethnic origin, culture, religion, gender, disability or sexuality. Staff will also ensure that they adhere to the following principles.

Students have a right to:

- Work in a safe environment
- Be spoken to calmly and with respect
- Be listened to
- Receive no less than good teaching every lesson
- Have their individual needs planned for

Dealing with Malicious Allegations:

All members of staff are expected to treat students with appropriate respect and any allegations made against a member of staff will be investigated and appropriate action taken. Any investigation will follow guidance from Medway Safeguarding Team where appropriate. Where an investigation concludes that the allegation was in the 'balance of probabilities', malicious, a decision will be taken by the Principal about what further action may be appropriate.

The RGS Code of Conduct General Procedures

This code always applies, in school, on the way to and from school, on school trips, work shadowing placements etc. All members of our community need to know our expectations.

All codes are for the good of our community and are not in place for the sake of it, they are there to help us all work together to:

- Achieve our potential
- Maintain a safe and pleasant environment
- Be respected by our school community and the community surrounding our school
- Be happy and successful

This can be achieved in a non-confrontational environment where everyone works to support and help each other. Students should make every endeavour to keep absence to a minimum, be punctual to all lessons and activities and be prepared to start each lesson as soon as they arrive. Sanctions are in place and will be used if any person is not working to support the ethos of our school.

REPORTING STAFF ABSENCE

The absence line (24 hours) is **033 336 02122**

Please telephone as soon as possible on the first day of your absence before the start of the working day and no later than one hour before your start time. A message can be left on the voicemail service

Staff should ideally contact the absence line by 7:30am on the first day of absence and no later than 1 hour before their start time. Contact should be made by the employee and not a third party unless unavoidable.

All cover work should be sent to the Head of Department and a copy emailed to Cate Lee - c.lee@tsatrust.org.uk

The Absence Management policy can be found at www.tsatrust.org.uk/about/policies

COVER REQUESTS

A cover form should be completed and submitted 7 days ahead of the request. Cover work should be saved on the shared drive and a copy emailed to Cate Lee.

Ext 21219 or c.lee@tsatrust.org.uk

DRESS CODE

All clothing should be of a type that promotes dignity and professionalism. 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:

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

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

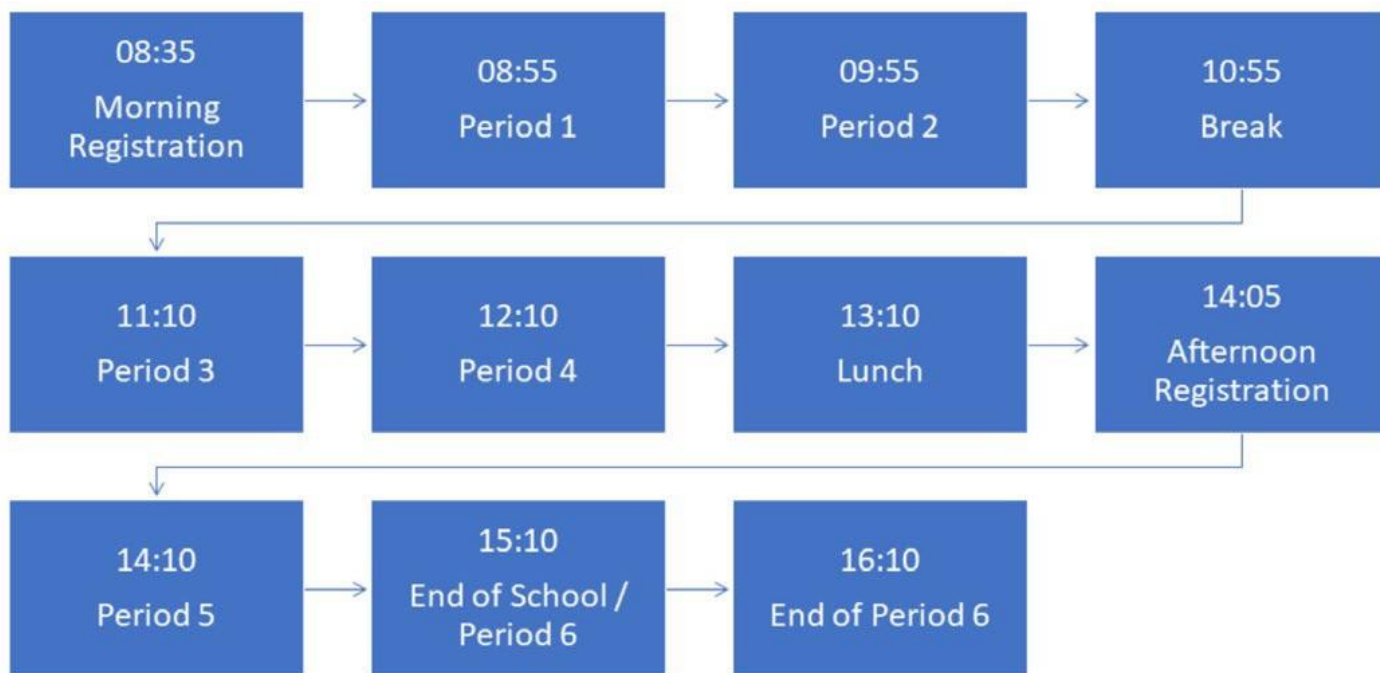
Wherever possible, tattoos must be covered at all times.

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.

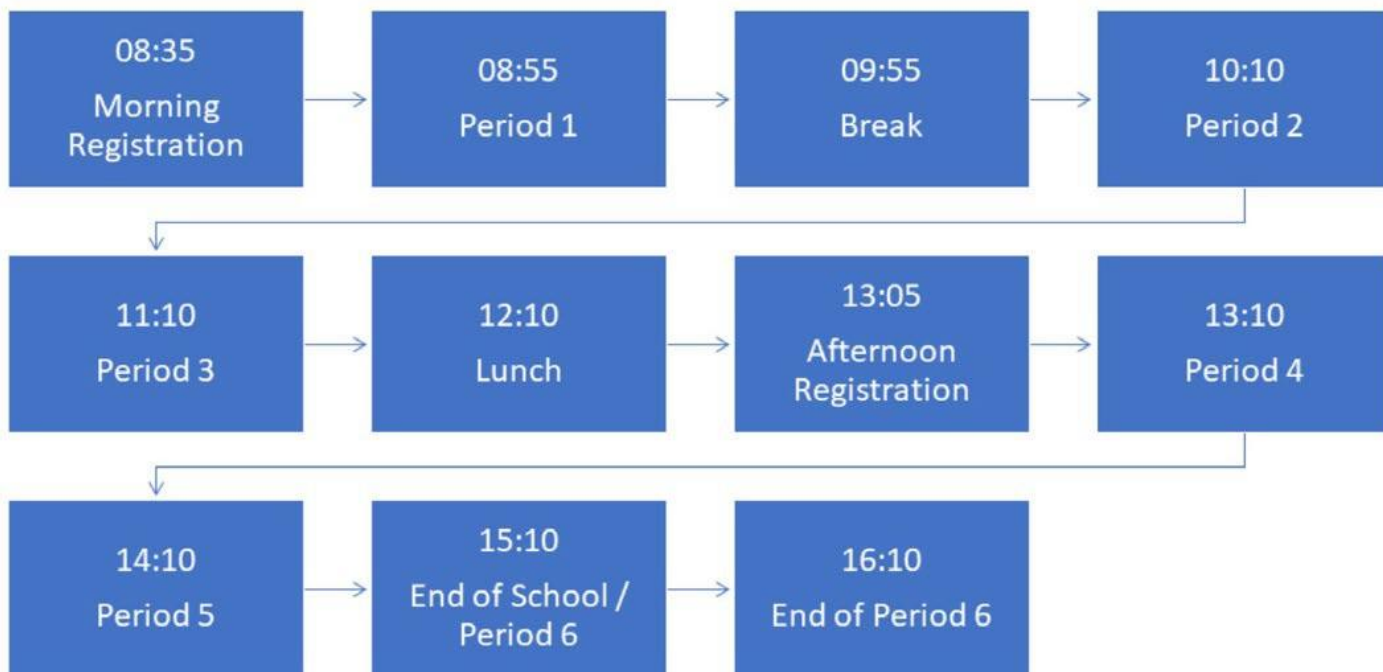
Smoking

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.

BREAKDOWN OF THE SCHOOL DAY



During the external exam period the timings of the school day are adjusted. You will be made aware when these changes are due to start.



TERM DATES & STAFF DEVELOPMENT DAYS

Term 1

Thursday 1 September 2022 - New staff induction & CPD day (taken as twilight) Friday 2 September 2022 - CPD day (all staff attend)

Start: Monday 5 September 2022

Finish: Thursday 20 October 2022

Friday 21 October 2022 - CPD day (all staff attend)

Autumn Break: Monday 24 October 2022 to Friday 28 October 2022

Term 2

Start: Monday 31 October 2022

Finish: Friday 16 December 2022

Friday 25 November - Occasional in lieu day, students and staff do not attend Christmas Break:

Monday 19 December 2022 to Monday 2 January 2023

Term 3

Tuesday 3 January 2023 - CPD day (all staff attend) Start: Wednesday 4 January 2023

Finish: Friday 10 February 2023

February Break: Monday 13 February 2023 to Friday 17 February 2023

Term 4

Start: Monday 20 February 2023

Finish: Friday 31 March 2023

Spring Break: Monday 3 April 2023 to Friday 14 April 2023

Good Friday: Friday 7 April 2023

Easter Monday: Monday 10 April 2023

Term 5

Start: Tuesday 19th April 2023 Finish: Friday 27th May 2023

Early May bank holiday: Monday 2nd May 2023

May break: Monday 20th May - Friday 3rd June 2023

Term 6

Start: Monday 5 June 2023

Finish: Thursday 20 July 2023

Friday 21 July 2023 - CPD day (taken as twilight)

Staff Development Days (when students do not attend school)

- Thursday 1 September 2022
- Friday 2 September 2022
- Friday 21 October 2022
- Friday 25 November 2022 (in lieu day) Monday 3 January 2023
- Friday 21 July 2023

FIRE EVACUATION PLAN

Discovering a fire – what you must do:

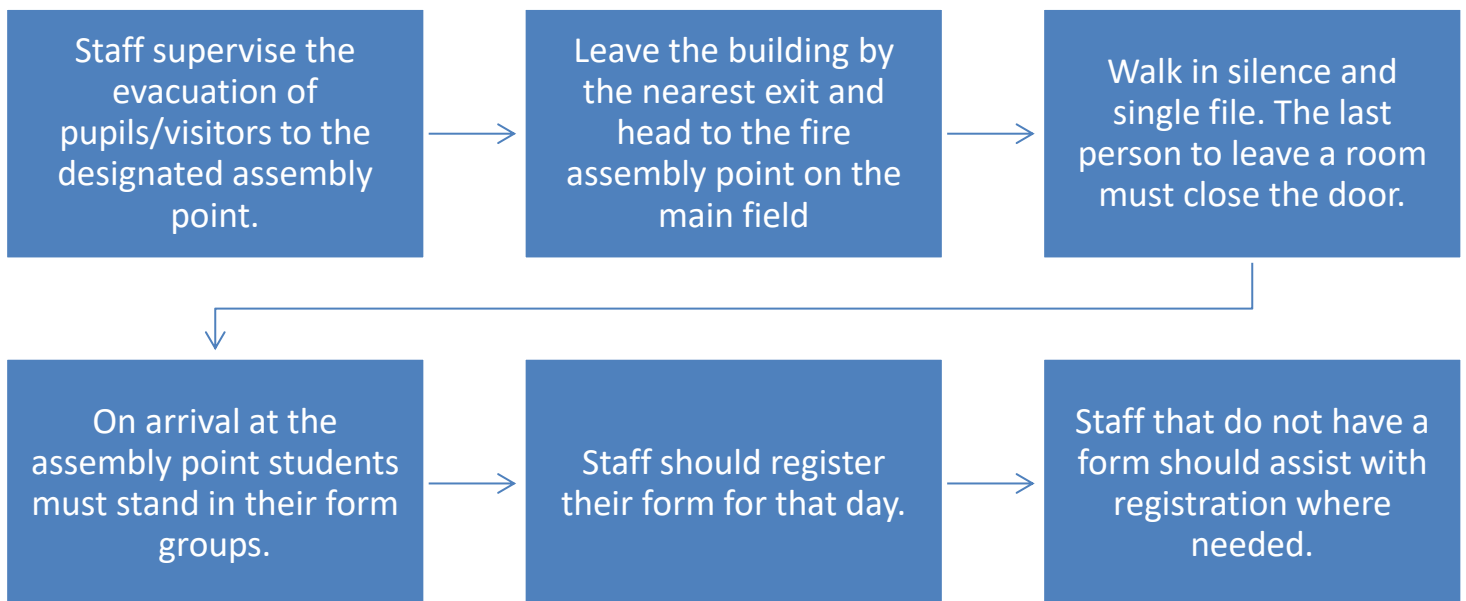
If you discover a fire:

Operate the nearest fire alarm call-point to warn everyone in the building that there is a fire.

The main aim in any fire is to remove students, staff & visitors from the building quickly and safely, ensuring, as far as possible, that doors are closed behind as each class exits. We follow the fire and rescue service policy of:



EVACUATION PROCEDURE:



FIRE EVACUATION PLAN

ON HEARING THE FIRE ALARM:

- All staff, pupils, occupants of building must respond to alarm activations
- The fire alarm is a continuous ringing sound.
- The Site Manager or Deputy will check the fire panel and, if safe to do so, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm.
- Staff will supervise / affect the evacuation of pupils/visitors to the designated assembly point.
- Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to a member of SLT at the fire assembly point.
- Kitchen staff will take their own register and report to the Head teacher at the fire assembly point.

The Fire Assembly Point is located on the main field.

Pupils should leave in single file when instructed by the teacher in charge of the class. Pupils should then leave by the nearest available escape route. The last person to leave the classroom must close the door. Pupils should walk in their subject / form groups and remain with their teacher at the assembly point.

- Do NOT use the lift
- **Do NOT block the fire exits**

If a pupil is not in a classroom when the alarm sounds, he/she must walk to the fire assembly point leaving the building by the nearest marked escape route.

A calm orderly exit is essential.

Walk quickly - DO NOT RUN or stop to collect belongings

On arrival at the assembly area pupils must stand in their form groups while staff check their registers. Registers, visitor's book etc. will be taken out to the assembly point by Office staff. The result of this check must be reported to the Head as soon as it is completed.

All Fire Wardens should report to the Head that buildings are cleared.

The Head / Site Manager will liaise with the fire brigade on their arrival.

The building must not be re-entered until staff are notified it is safe to do so by the Head / fire brigade.

Fire wardens are responsible for ensuring buildings are cleared. They are to check that toilets and offices are empty and ensure all windows and doors are closed on their way out - where it is safe and practical to do so. They then report to the Head at the assembly point.

EMERGENCY EXIT ROUTES:

In the event of the fire alarm sounding, leave the building by the nearest exit. Fire exit direction signs are installed for assistance.

Exit routes will be displayed in every room to show your quickest and safest route out of the building.

FIRE EVACUATION PLAN

Fire Procedures

In the event of a fire it is the responsibility of every member of staff to be familiar with the policy and procedures for dealing with a fire and a controlled evacuation from the building to a safe assembly point where registration of both staff and students can take place.

Evacuation from the building

Staff are to evacuate all students quietly and calmly, leaving all items e.g. coats bags etc. Rooms are to be left unlocked

Staff and students are to leave by the nearest fire escape and make their way via the safest route to their signed assembly point.

All Non-Teaching Staff and Visitors are to go to the main assembly point to be registered.

Stage 2: Registration

All registration is to be carried out by using the form register.

If the fire alarm goes off during break, before first lesson or during lunch students and staff are to go to their form group.

Registration Process - Students (After Evacuation)

Teaching staff are to check off their form group and report any missing students to the head teacher.

SLT are to follow up on missing students and report to site manager, who reports to marshals and Principal.

Registration Process – Staff/Visitors (After Evacuation)

Office Manager is to account for all staff/visitors

ASBESTOS MANAGEMENT PLAN

Due to the age of some parts of the school at RGS, we do have minimal amounts of asbestos present. When it is left intact and undisturbed, asbestos is very low risk. The site is safely monitored and inspected to ensure that the few areas where asbestos is located remains undisturbed. Any high risk areas that have been identified to the school in past surveys have had the asbestos removed safely by trained professionals.

You can view all past inspections and surveys in our Asbestos Management Plan (AMP) which is held in the Site Office. You will receive an annual update of the AMP and any works or amendments will be communicated upon completion.

The Facilities Manager, receives regular training in asbestos awareness and management and is on hand to answer any questions in the first instance.

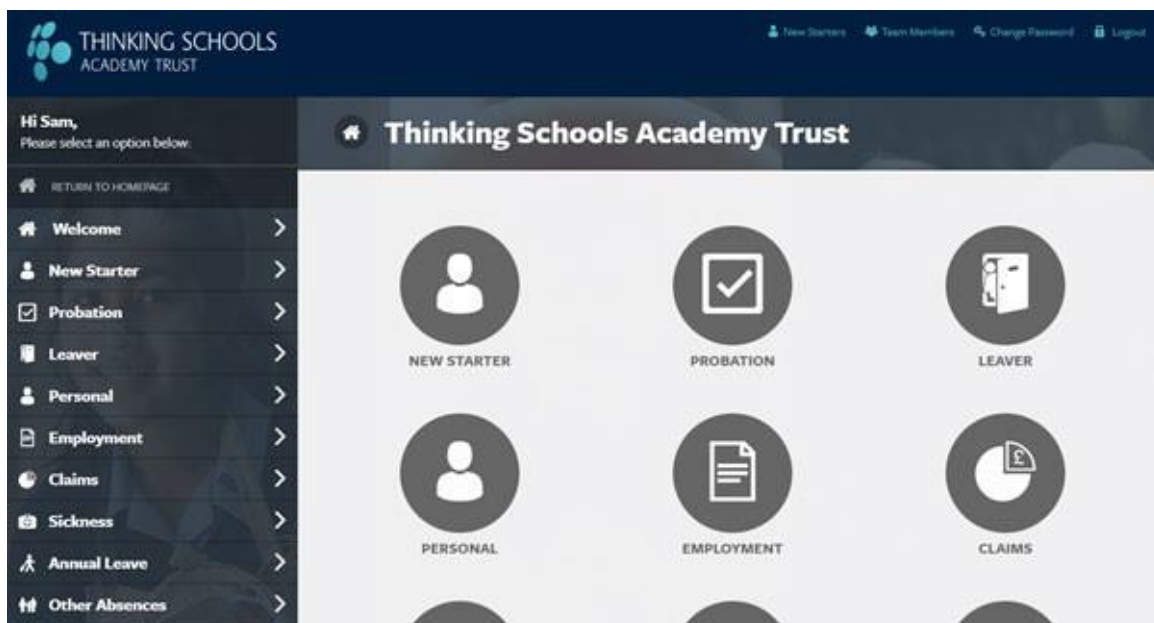
ACCESSING PAYSLEIPS AND “SELF-SERVICE” PORTAL

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

You will regularly use this system to:

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

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



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

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

WELLBEING

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

Over the year the Trust will launch various wellbeing initiatives which we take part in as a school.

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

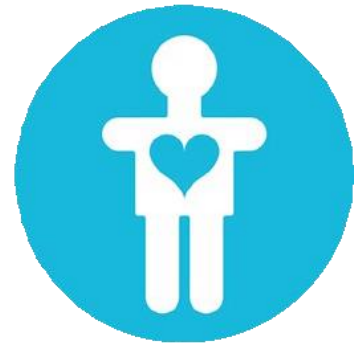
If you would like to be a Wellbeing Ambassador please contact HR via hr@tsatrust.org.uk.

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

Employee Assistance Programme (EAP), Workplace Wellness

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

The contact number is: **0800 1116 387**





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Registered company number: 7359755

TRANSFORMING LIFE CHANCES