THINKING
SCHOOLS
ACADEMY TRUST

THE
VICTORY
ACADEMY

Working at:
The Victory Academy
2022 – 2023

CONTENTS

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 SCHOOL'S ORGANISATION

Department	Line Manager
Data & Reports	Charlie Lillicrap - Data & Reporting Manager
Cover & Absence	Billy-Jo O'Boyle – Cover Manager
Exams & Admin	Tracey Littlemore - Examinations & Qualifications Officer & Office Manager
Chartwells Catering	Amanda Irlam - Catering Manager
Lettings	Sarah Daffey - Catering Assurance Lead & Community Development Officer
Midday Meals Supervisors	Katie Watkins - Deputy Office Manager / Deputy Exams Officer
Principal's PA	Kealy Davidson – PA to the Principal, HR Admin, AAB Clerk & GDPR Lead
Safeguarding	Ann Pullen – Designated Safeguarding Lead Terri Hope – Deputy Designated Safeguarding Lead
Site Team	Liam Riley - Premises Manager
Student Services	David Miller - Student Services Manager

SENIOR LEADERSHIP TEAM

Principal - Michelle Smith
Vice Principal (Curriculum & Academic Standards) - Phil Jones
Vice Principal (Inclusion) - Olly Owen
Assistant Vice Principal (Behaviour, Welfare & KS3) - Matthew Fenton
Assistant Vice Principal (Teaching, Learning & KS5) - Laura Hryniewicz
Assistant Vice Principal (Student Futures & KS4) - Laura Simperl

Extended Leadership Team

Second in Charge of Humanities & Professional Mentor - Darren Anderson
Associate Leader of Humanities - Chris Grabski
SENCo- Jo Loveridge
Associate Leader of Science - Sophia Riaz-Condron
Associate Leader of English - Michaela Steeples
Associate Leader of Maths - Rakesh Vashisht

HEADS OF DEPARTMENT

Art
Carley Dawkins – Head of Art

Business
Jennifer Alsop – Head of Business & Careers Lead

Design Technology
Scott Banks - Head of Design Technology

English
Michaela Steeples - Associate Leader of English

Humanities
Chris Grabski - Associate Leader of Humanities

ICT
Palwinder Dhillon - Head of ICT & Computing

Maths
Rakesh Vashisht - Associate Leader of Maths

MFL
Robert Pugsley – Head of MFL

PE
Amanda Kirkaldy - Head of PE

Performing Arts
Kim Voisey - Lead Teacher of Performing Arts

Science
Sophia Riaz-Condron - Associate Leader of Science

SEND
Jo Loveridge – SENCo
Emma Johnson – Assistant SENCo

Victory Citizenship
Chris Grabski – Associate Leader of Humanities
Sabrina Anderson – Lead Teacher of Victory Citizenship

USEFUL CONTACTS

Catering & Lettings Manager
Name: Sarah Daffey
Email:
s.daffey@tsatrust.org.uk
Telephone: Ext 23662

Community Liaison Officer
Name: Monika Oravcova
Email: m.oravcova@tsatrust.org.uk
Telephone: Ext 23698

Data & Reporting Manager
Name: Charlie Lillicrap – Data & Reporting Manager
Email: c.lillicrap@tsatrust.org.uk
Telephone: Ext 23218

Exams & Qualifications Officer & Office Manager
Name: Tracey Littlemore
Email: t.littlemore@tsatrust.org.uk
Telephone: Ext 23208

Finance Team
Email: accounts@tsatrust.org.uk

HR
Email: HR@tsatrust.org.uk

IT
Email: helpdesk@thinking-technology.com

PA to the Principal, HR Admin, AAB Clerk & GDPR Lead
Name: Kealy Davidson
Email: k.davidson@tsatrust.org.uk
Telephone: Ext 23209

Regional Facilities Manager
Name: Damian Diomede
Email: d.diomede@tsatrust.org.ukTelephone: Ext 23661

Site Team
Name: Liam Riley
Email: facilities@thevictoryacademy.org.uk

helpdesk@thinking-facilities.com
Telephone: Ext 23662

SCHOOL DAY/TIMETABLE

Time	Description
8:10 AM	Breakfast Club
8:30 AM	All students to be on site
8:40 AM	Morning Registration
9:00 AM	Learning Period 1
10:00 AM	Learning Period 2
11:00 AM	Break
11:20 AM	Learning Period 3
12:20 PM	Learning Period 4
1:20 PM	Lunch
2:00 PM	Afternoon Registration
2:05 PM	Learning Period 5
3:05 PM	Academy Day Ends

Note: Staff briefings take place on Monday's at 8:15am. Teaching staff, please check the directed time calendar for CPD and after school events.

TERM DATES & STAFF DEVELOPMENT DAYS

Term 1 – Monday 5th September 2022 to Thursday 20th October 2022

Inset Days – Thursday 1st September 2022, Friday 2nd September 2022, Friday 21st October 2022 (no students in school)

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

Term 2 – Tuesday 1st November 2022 to Friday 16th December 2022

Inset Day – Monday 31st October 2022 (no students in school)

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

Term 3 – Tuesday 3rd January 2023 to Friday 10th February 2023

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

Term 4 – Monday 20th February 2023 to Friday 31st March 2023

Spring Break – Monday 3rd April 2023 to Friday 14th April 2023

Term 5 – Monday 17th April 2023 to Friday 26th May 2023 (1 May – Bank Holiday)

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

Term 6 – Monday 5th June 2023 to Thursday 20th July 2023

CPD Twilight Day – Friday 21st July 2023 (no students in school)
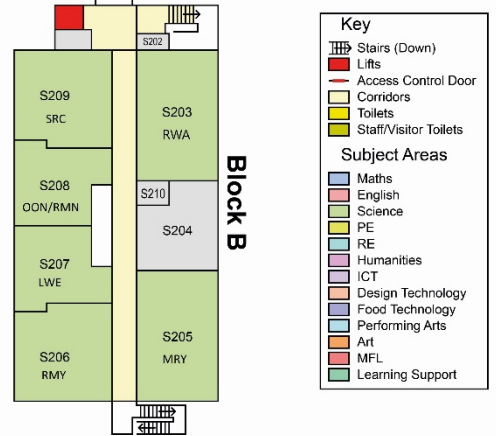
Students Last Day – Thursday 20th July 2023

SCHOOL MAP

Admin

G03	Trust Office/ MGE
KDN	HMN	Site Team	G08

G01 ADMIN

G10
G11
G12 | G13

RECEPTION

Main Entrance

Block A1

G18 DAN

G19 MWB

G25 STAFF BASE

G31 TSR

G32 (ICT)

Sixth Form Study

G38

G37 JWD

G36 CGI

G35 SAN

G34 MSM

Sixth Form Common Room

Sixth Form Library

Block A2

RMY

G44

G45 SBS

G48 CRO

G47

Block D

Library

G112

G111

The Galley Cafeteria
G110

G105

G96 SPR

G97 Overflow Food Room

Ground Floor

G98 MMR

G76 CED

G77 KGM

G78 BCS/ODE

G79 CMO

Fitness Suite G80

G95 PDN

G94 PTH

G88 STAFF BASE

G82 AKY

G81

Block C

Block B

G50 IEU

JN

G51 (ICT)

Dockyard
G72

G73
G74

G53 | EJN

G70

G71

G55

OON

Student Services

MHL

MSH

DMR | WRE

APN

Sports Hall

PE OFFICE

Key

- Stairs (Down)
- Lifts
- Access Control Door
- Corridors
- Toilets
- Staff/Visitor Toilets

Subject Areas

- PE
- RE
- Humanities
- ICT
- Design Technology
- Food Technology
- Pastoral

THE VICTORY ACADEMY

Block A1

F104 EWS	F105 AKI	F106 ACG	F108 CMS	F109 HCN	F110 SNN	F111 STE

Block A2

F126 BSR	F127	F132	F131	F133 PTN

QUARTER DECK
F101

F102

F103

F125 AHK	F124 MSS	F123 GGR	RCH CED SAN	DAN SNN	F114 VBT	F113 RCH	F112 PMA	F137 JVN

F136 CES	F135 CDS

THE VICTORY ACADEMY

Block D

Activity Studio

LHZ

F183 ELY
F181	F182
F180 SSD
F179 CWN
F178
F176	F177

F188
F189
F190
F192 AJN
F196	F194
F197
F198	F199	F200

RMN

F141 STAFF BASE

F148

F147 TBA
F145 BCS, JCR
F146 JTS

F142 EKI
F143 BCS
F144 JCR

Block B

First Floor

F154 RVT	F155 JBG	F156 EWN	HODs	LSL	F165 LSL	F166 RPY	F167 SNO/MSH

F175 MAY	F174 ZAI	F173 DHY	F172 CHK	F170 SBE	F169 MAE	F168 ENA

Block C

THE VICTORY ACADEMY

Second Floor

Block B

Key

Stairs (Down)
Lifts
Access Control Door
Corridors
Toilets
Staff/Visitor Toilets

Subject Areas

Maths
English
Science
PE
RE
Humanities
ICT
Design Technology
Food Technology
Performing Arts
Art
MFL
Learning Support

S202

S209
SRC

S203
RWA

S208
OON/RMN

S210

S204

S207
LWE

S206
RMY

S205
MRY

REPORTING STAFF ABSENCE

In the event of a staff absence, the Academy must be notified by 7.00 a.m.

All staff, teaching and support, must call personally on the **designated absence line 03 333 602 142** clearly indicating their name, the telephone number they can be reached on, the nature of the illness and the likely expected date of return. **This needs to be repeated on each day of the absence,** unless a medical certificate/fit note has been obtained (required for absence of 7 days inclusive of weekend). Medical certificates/fit notes should be given to the PA to the Leadership Team as soon as possible, via email (photo) is acceptable (if posted, please ensure you send by recorded/registered post).

Teaching staff should also notify their Head of Department to inform them of the absence and support staff should notify their line manager.

The Cover & Data Manager is responsible for arranging cover where needed, so your earliest notification would be most appreciated. Work for classes is to be emailed to the Head of Department and to staffabsence@thevictoryacademy.org.uk

The Academy will continue to monitor attendance as part of the Absence Management Policy.

A self-certification form will be processed via PSP on your return to work and a Return to Work interview will be conducted by your Head of Department/Line Manager. This is not a paper exercise and is to ensure that any on-going issues and concerns can be raised and dealt with to support you. Meetings should:
· Be informal and held in private
· Aim to ensure the employee has fully recovered
· Offer the employee the opportunity to share any underlying problems
· Be an opportunity to share support
· Offer an opportunity to review an individual's absence record if appropriate

Should you fall ill during the school day or need to leave work in an emergency or under other circumstances, please see a member of SLT or the PA to the Principal.

APPLYING FOR LEAVE

If you need to apply for leave, please first refer to the Special Discretionary Leave Policy, available on the TSAT website (https://www.tsatrust.org.uk/about/policies/) for details. Full time colleagues should book annual leave via their annual leave record and submit this to their line manager.

Please note that to apply for leave you must complete the corresponding coloured form, available fromthe Main Office:

Planned personal absence (Pink Form)
Completed with supporting paperwork and submitted at least 2 weeks in advance.

CPD/Training (Blue Form)
Completed with supporting paperwork signed by your Line Manager. Please note-do not book the course yourself.

Internal/External Meetings (Purple Form)
Completed with supporting paperwork 7 days in advance.

IT NETWORK INDUCTION

As a member of staff at The Victory Academy, you will have full access to our IT systems and services. This includes network access, printing, filtered wireless, remote access and much more.

Key Information:

Username
Please contact the PA to the Principal

Email
Your email address will be your username@tsatrust.org.uk. In order to access your emails, click on the Microsoft Outlook icon located on your desktop or start menu. You can also view your emails at home by browsing to https://mail.thevictoryacademy.org.uk/owa/

Printing
We use a Follow-Me print system around the Academy. This enables you to print a document to a queue and release it from any print station around the site. In order to print:

1. Select 'File – Print' within the application you wish to use.
2. Ensure either Mono-FollowMe or Colour-FollowMe are available in the drop-down menu. If they are missing, you can add the printers by clicking the drop-down arrow and selecting 'Add Printer'. Click 'Find Now' and then right click on the printer name and select 'Connect'
3. A pop-up box will appear from PaperCut asking you what department you wish to bill your printing to. You are allocated a department depending on your timetable in SIMS. Please make sure you select the appropriate billing code. The print cost will appear in the pop-up box.
4. Walk up to a printer and either use your staff card or manually type your details in to release the job.

User Area
You are allocated a 10GB personal user area where you can save your documents. This is backed up every night. User Areas are mapped to the letter H:\ when logged onto a networked computer.

Shared Areas
All members of staff have access to a public staff and student drive in order to share documents. You will only be able to save into the folders you teach.

SIMS Access
In order to access SIMS, double click the icon on your desktop. This will automatically log you in.

Wireless Access
In order to connect to our wireless network, please select 'VIC BYOD'. The user credentials you need to supply are the same credentials used to log onto a computer.

Room Booking System
Staff have the ability to book classes into IT rooms or to use devices such as laptops or iPads. In order to access the room booking system, browse to https://victory.roombookingsystem.co.uk/ You can log into the system using your network credentials.

Remote Access

Staff have the ability to access their documents from home by using the Remote Desktop Service. This can be accessed by browsing to http://www.thevictoryacademy.org.uk/ and at the bottom of the page, select 'RDS'. In the username field, type bora\ and then use your network credentials. You must then select 'RDS Farm'.

If you have any IT related issues, please email IT@thevictoryacademy.org.uk

OneDrive/Sharepoint/Teams

All staff have access to OneDrive/Sharepoint where they can save and share files with colleagues. Staff belong to groups where they can work collaboratively on documents, and discuss through comments and video meetings.

ACCEPTABLE USAGE POLICY

The computer system is owned by the Academy and is made available to students to further their education and to staff to enhance their professional activities including teaching, research, administration and management. The school's Network Access Policy has been drawn up to protect all parties - the students, the staff and the school.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited. The same applies to all emails sent and received through school accounts.

- Access must only be made via the authorised account and password, which must not be made available to any other person
- All Internet use should be appropriate to staff professional activity or students' education
- Activity that threatens the integrity of the Academy's IT system, or that attacks or corrupts other systems, is forbidden
- Sites and materials accessed must be appropriate to work in school. Users will recognise materials that are inappropriate and should expect to have their access removed
- The same professional levels of language and content should be applied as for letters or other media, particularly as e-mails are often forwarded
- Posting anonymous messages and forwarding chain letters is forbidden
- Copyright of materials and intellectual property rights must be respected
- Legitimate private interests may be followed, providing Academy use is not compromised, and prior permission is requested from and granted by the Network Manager. Similar arrangements are in place for the use of the phone network. Phone use is monitored and usage data recorded.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden
- Attachment of personal laptops, PDA's and devices to the network may only be sanctioned by the Network Manager
- As e-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media
- The use of games on the school machines is strictly forbidden

Any actions that are deemed to be irresponsible, malicious or offensive may result in the cessation of the individual's ability to access any network resources PERMANENTLY.

IT - SOCIAL NETWORKING CODE OF CONDUCT

Rationale and context:

Over the past years the use of social networking sites has become increasingly popular. Such sites are used to share information, photographs and news with friends across the world.

Whilst the use of such sites (known as social networking) has very many benefits there are potential problems concerning privacy and appropriate usage. These may include breaches of confidentiality, unsuitable language or images, and in some cases breaches of the law.

Examples of such problematic usage of publicly accessible social networking could be:

• Staff referring to clients by name
• Staff referring to business matters
• Staff using derogatory or offensive language about clients or colleagues
• Staff posting images of themselves in inappropriate dress or situations
• Staff participating in illegal activities such as the sharing of indecent images of children
• Partners or friends posting inappropriate comments concerning staff
• Partners and friends posting images that show staff members in situations which may not be in keeping with their professional status

This code of conduct is designed to protect staff and service users who may use such sites in their private lives. Whilst it is not intended to govern colleagues' private use of social networking, it does set out expectations around online behaviour that could affect professional standing, integrity and dignity.

What this code does not cover:

• Social contact between adult colleagues. However, staff need to be mindful of what they are posting and who can see it. This is important in respect of confidentiality, workplace relationships, and the fact that their online contacts may not appreciate the difference between private and professional comments.
• Online contact with young people made as part of professional duties.
• Membership of professional networks or forums is not covered by this code as these are usually covered by a professional body's own code of conduct.
• Membership of other chat rooms or forums is not covered, although in extreme cases legal restrictions may apply. Staff should however remember that what they say may reflect upon their professional lives and moderate their comments accordingly.

Code of conduct:

- Staff should not allow themselves to enter into online contact with adult clients or the families of such clients. Friend requests from adults in this context should be politely declined by explaining that it is against Council guidance, which is designed to protect staff and the public from abuse and misunderstandings.
- Staff should not create web pages, groups or contact lists concerning professional activities carried out on behalf of TSA Trust unless they have express written permission from their Assistant Director to do so.
- There must be absolutely no private online contact between professionals and any young people with whom they have a work-related relationship.
- Online contact made as part of professional duties should always be logged and the content recorded securely. This requirement extends to the use of instant messaging services and private chat rooms, where content can be stored by switching the system's "history" setting on.
- Staff are strongly advised to be careful about what they say online in contact with other young people such as relatives or family friends. This caution should apply to images or video material.

STAFF PRIVACY AND DIGNITY

Staff are strongly recommended to check that their online privacy settings only allow "friends" to see their profiles. It is also advised that as a general measure to protect their personal safety and identity, staff do not accept friend requests from people who are not personally known to them.

Staff may wish to ask friends to check before photographs are posted which may cause them embarrassment. Staff posting their own images should bear in mind the fact that any image can easily be downloaded and manipulated and they should choose which images they share accordingly.

It is recommended that staff do not post images that could be used to identify their homes or families.

All staff are advised to make themselves familiar with the parent/carer pages on the CEOP "Think You Know" site at www.thinkyouknow.co.uk

DESIGNATED SAFEGUARDING LEAD

Our Safeguarding Team

THE VICTORY ACADEMY

DESIGNATED SAFEGUARDING LEAD	PRINCIPAL	VICE PRINCIPAL INCLUSIONS	STUDENT SERVICES MANAGER
MRS PULLEN	MRS SMITH	MR OWEN	MR MILLER

- Ms Hope – Deputy DSL
- Mr McLellan- Teacher of Science
- Miss Simperl-Assistant Vice Principal
- Miss Crane-Herbert-Head of Year 7
- Mr McAllister- Head of Year 9
- Mrs Anderson- Head of Year 10
- Mrs Talbot-Intervention Manager
- Ms Loveridge- SENCO
- Miss Reeve- Attendance Improvement Manager
- Ms Johnson- Assistant SENCO
- Mrs Allard- Pastoral Support Assistant

KEEPING CHILDREN SAFE IN EDUCATION

Young People have the right to be and feel safe. The Victory Academy has a duty to ensure that employees have suitable procedures in place to safeguard children and vulnerable adults.

All employees should agree and adopt the procedures detailed below regarding appropriate behaviour:-

Touch
There may be occasions when you need to have contact with a learner (e.g. when you are guiding themin carrying out a technical operation) but these should be kept to a minimum. No one should touch a young person in any way that causes physical harm. No one should make suggestive, inappropriate or sexual remarks to young people.

Behaviour
Whilst it is important to reassure any young person who may be nervous and could be particularly reliant on your guidance, you should avoid being over familiar. Never permit 'horseplay' or inappropriatebehaviour which may cause embarrassment or fear.

Environment
Where possible avoid being on your own in an isolated or closed environment with a young person.There should not be any images on display that may cause offence i.e. those of a sexual or religious nature.

Language
Ensure language used around young people is appropriate, so that communications are not derogatory, offensive or have sexual connotations.

Travel
Wherever possible ensure that you are not travelling alone with a student. This is to safeguarding both yourself and student.

Mentor
Care should be taken over the choice of staff having daily responsibility for young people. Those placed immediately in charge of young people should be competent in their work-role, have a mature and responsible approach and feel at ease in the company of the young people.

Disclosure
Occasionally young people may disclose confidential information to a work colleague that gives rise to concern for their physical or emotional safety. In such situations you should speak to your line manager and share (within 24 hours) with the Designated Safeguarding Officer.

Disqualification
You are reminded that you are required by law to protect children/vulnerable adults from harm and that any employees are required, under the Criminal Justice and Court Services Act 2000, to declare if they are disqualified from working with children and/or vulnerable adults.

Confidentiality
We will always treat nay information you share with us as confidential. However, if you tell us that you or someone else is being abused or is in danger, we have a duty of care and must take further action.

SEXTING GUIDANCE

The following questions will help decide upon the best course of action:

- Is the student disclosing about themselves receiving an image, sending an image or sharing an image?
- What sort of image is it? Is it potentially illegal or is it inappropriate?
- Are the school child protection and safeguarding policies and practices being followed? For example,is a member of the child protection team on hand and is their advice and support available?
- How widely has the image been shared and is the device in their possession?
- Is it a school device or a personal device?
- Does the student need immediate support and or protection?
- Are there other students and or young people involved?
- Do they know where the image has ended up?

A device can be examined, confiscated and securely stored if there is reason to believe it contains indecent images or extreme pornography. When searching a mobile device, the following conditionsshould apply:

- The action is in accordance with the school's child protection and safeguarding policies
- The search is conducted by the head teacher or a person authorised by them
- A member of the safeguarding team is present
- The search is conducted by a member of the same sex

NEVER
- Search a mobile device even in response to an allegation or disclosure if this is likely to cause additional stress to the student/young person UNLESS there is clear evidence to suggest that there isan immediate problem
- Print out any material for evidence
- Move any material from one storage device to another

ALWAYS
- Inform the school designated safeguarding lead (DSL)
- Record the incident
- Act in accordance with school safeguarding and child protection policies and procedures
- Inform relevant colleagues/senior management team about the alleged incident before searching a device

What the law says:

It is important to be aware that young people involved in sharing sexual videos and pictures may be committing a criminal offence. Specifically, crimes involving indecent photographs (including pseudo images) of a person under 18 years of age fall under Section 1 of the Protection of Children Act 1978 and Section 160 Criminal Justice Act 1988. Under this legislation it is a crime to:

* take an indecent photograph or allow an indecent photograph to be taken
* make an indecent photograph (this includes downloading or opening an image that has been sent via email)
* distribute or show such an image
* possess with the intention of distributing images
* advertise and possess such images

While any decision to charge individuals for such offences is a matter for the Crown Prosecution Service, it is unlikely to be considered in the public's interest to prosecute children. However, children need to be aware that they may be breaking the law.

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 child protection or safeguarding.

Information for all staff:

- Clothing must be professional attire and not casual wear.
- Shirt, tie, trousers, skirts, 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 blazer are not acceptable.   Blazers should be worn at all times outside of classrooms unless 'short-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 'short-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.

As an indication, the following is a list of unacceptable dress:

- Torn clothing
- Clothing with inappropriate writing, logos or visible designs
- Jeans, thin/casual leggings or combat trousers (note: thick/smart leggings with suitable long top is permissible)
- Shorts
- Flip flops
- 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. Tracksuits 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 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. 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 person's face. Anything that covers a substantial part of the face is allowed in staff communal areas.

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.

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 is not permitted on site at any of our schools and staff are reminded to not smoke on or near the
school premises.

FIRE EVACUATION PLAN

FIRE PROCEDURE

- On hearing the alarm leave the area you are in IMMEDIATELY (taking your class with you if you are with one)
- If you are in area of the building that you do not normally work do NOT try and return to your normal work area
- Leave by the nearest SAFE Fire Exit
- Do NOT return to your desk or collect personal belongings
- On leaving the building go to your designated Assembly Point in advance of any possible emergency
- Please ensure that you are aware of the designated Assembly Point in advance of any possible emergency
- DO NOT – UNDER ANY CIRCUMSTANCES leave the Assembly Point or try to re-enter the building unless authorised to do so by an authorised person
- If you discover a fire go to the nearest red Break glass and press the centre of the Break glass with your thumb or finger.
- Shout FIRE as loudly as you can
- DO NOT TRY AND DEAL WITH THE FIRE UNLESS YOU HAVE BEEN TRAINED TO DO SO AND IT IS WITHOUT RISK TO YOURSELF OR OTHERS

FIRE DRILL PROCEDURE
Aim
To evacuate the building within 2 minutes with all personnel accounted for within 5 minutes.

Preparation
Each classroom should contain details of the nearest fire appliance and the route to be taken in case of an emergency. Please familiarise yourself with the details.

Staff encountering a fire
Assess the situation and raise the alarm as appropriate.
Send pupils to gather at the Fire Assembly Point in the playground.
If a minor fire – not putting yourself at risk:
If an electrical fire – cut the power and attempt to extinguish
If non-electrical – attempt to extinguish with nearest fire appliance

Alert - the pips sound a continuous wail
Classroom Teachers
WINDOWS	- get pupils nearest to close them
PUPILS	- leave all equipment and bags
	- last pupil to close the classroom DOOR behind them
	- stress silence and speed
	- marshal them into a single line and escort to Assembly point
	- use designated route where possible
	- line pupils up at Assembly point in tutor groups by form
REGISTRATION	- obtain register from member of Student Services Team
	- personally register pupils
	- inform Head of Year / Student Services of the names of any children missing but marked as "present"; otherwise inform as "all present and accounted for".

ESSENTIAL INFORMATION

Here are a few hints to help you find your way around and to feel part of the team.

Access Card System
- We have a proximity card system. This card allows you to access the building, retrieve your printing,copy and scan, and to purchase food from The Galley.
- Please see colleagues in the Main Office to obtain an access card on your first day if you are not givenone prior you your start date.
- Should you misplace your ID Card, please report immediately to the PA to the Principal so the card can be deactivated and a new one printed.

Accident Book
Please note that all accidents are to be logged in the Accident Book, available from Student Services.

Admin Support
- Please send admin requests to TVAStaffDptGrpOffice@tsatrust.org.uk
- Copying requests should be sent to Reprographics@thevictoryacademy.org.uk
- Stationery and orders should be made via your Head of Department or Line Manager.

Behaviour Support
You can email for assistance or send a sensible student to reception so that contact can be made with a Pastoral Support Assistant. All Heads of Department carry a radio for support.

Buddy/Mentor
Your Line Manager/Head of Department will allocate you a buddy/mentor to guide you.

Class Lists – for Teaching Staff
The class lists for each lesson are not issued in paper form; you will need to take a register on SIMS for each lesson. If for any reason you cannot access SIMS please take a paper register which then must besent to Student Services at the beginning of each lesson.

Cover Work
If you are used for cover, please check the folder in the shared drive teaching drive. It is in month order, then date, then Teacher name for the work that has been set. If the cover work includes handouts, please   see the Cover Manager. If work has not been set, please contact the Head of Department. Please send cover work to staffabsence@thevictoryacademy.org.uk

CPD
A schedule for the year can be obtained from the Assistant Vice Principal (T&L). Sessions are held onMondays. You will also find details in the Academy calendar, available on the T:drive.

Driving on Business

If you use your car for work purposes other than to and from The Victory Academy, you are covered under a TSAT business use insurance policy. This includes going to another Trust school for a meeting, going to the bank, to the shops or anything else you do on Trust business.

In order to comply with Health and Safety requirements, if you are using your car for Trust business, we now need to see your driving licence, MOT certificate (if applicable) and certificate of insurance on an annual basis. We do not take copies of these, but we do need to confirm that we have seen them.

If you use your car as detailed above, please take the required documentation to the Site Team for check-ing.

Employee Assistance Programme – Workplace Wellness

The Trust subscribes to an employee assistance programme, Workplace Wellness, which you are welcome to access 24 hours a day. This is a confidential service. Information is available at www.my-eap.com/ login the contact number is 0800 1116 387.

First Aid

Students can receive first aid from Student Services. If non-urgent, this can be administered at break or lunch.

Breakfast, Lunch, Snacks

You are welcome to purchase food at The Galley at breakfast, break and lunch. The Galley operates a cashless card system. You will need to top up your access card online. Details will be sent to you via email.

GDPR

The GDPR Lead is the PA to the Principal, should you have any queries. Please note, should you need to take sensitive data out of the Academy in paper form, please complete a green form available from the Office. This requires authorisation. Online training should be completed prior to your start date.

Governance

Under a Multi-Academy Trust, schools run an Academy Advisory Board or AAB. For details, visit http:// www.thevictoryacademy.org.uk/53/governance or enquire with the PA to the Leadership Team.

Gym

The Academy and the Trust has excellent gym facilities. You can also book classes through Thinking Fitness. To join, email info@thinking-fitness.com To use the gym at the Academy after school hours, you can access the key from the lock box outside the gym. All staff have free use of the gym facilities one evening per week, outside of school hours.

HR/Pay Queries

• HR queries should be referred to the PA to the Principal.
• Finance/pay queries should be referred to the Finance Team at
accounts@tsatrust.org.uk
• Overtime claims should be submitted using the relevant form, available from the main office.
• Payslips are accessed online via your PSP account. Login details will be provided to you.
• If you have any queries regarding your PSP account please contact hr@tsatrust.org.uk

IT Support

Send IT errors/queries to the IT Support Desk at **helpdesk@thinking-technology.com**

Lost Property
Students' lost property can be collected from Student Services at break, lunch or after school. Unclaimed items are given to charity at the end of the academic year.

Mobile Phones
Students are not permitted use of mobile phones on site. These rules are relaxed for Sixth Formers, although they should use their phones only when necessary. Staff can make personal calls at break or lunch in the Staff Bases.

Opening Hours & Security
- The Academy is open Monday to Thursday until 20:00 and until 17:00 on Fridays.
- If there is an event scheduled to take place whereby the usual closing time needs to be changed, please notify the Site Team in advance of your requirements.
- During holidays, The Academy is open 0800-1600, Monday to Thursday and 0800-1530 on Fridays.
- As always, it would be appreciated if you could support the Site Team in locking up by ensuring that all windows are closed and locked.
- The vehicle and pedestrian gates are locked when the Academy is in session to safeguard students. The gates are activated with your access card.
- To alert the Site Team to a H&S issue or log a request, please email

helpdesk@thinking-facilities.com

Overview
Please refer to our website (About Us) for information on our culture, ethos and background.

Parking
There is a staff car park next to the Academy site; the entrance/exit is from Magpie Hall Road. Parking in the Academy grounds is for guests and visitors only, with designated bays for disabled drivers. The disabled bays can be used by staff temporarily for loading/unloading.

Professional Growth
Professional Growth targets are set at the start of each academic year/on induction with a review mid-year. Performance Growth is recorded via the Trust's Think Ahead platform. Your Line Manager will discuss this with you along with objective setting. You will find further information about Professional Growth on our Trust's website at www.tsatrust.org.uk. Various documents have been password protected and you will be provided with the password to access them.

Safeguarding

The Lead Safeguarding Officer is Ann Pullen. If you have any concerns about students, please raise these immediately with the safeguarding team at safeguarding@thevictoryacademy.org.uk or complete a safeguarding concern form and leave in the postboxes, available in the main office and at Student Services.

Signing In and Out

Please ensure you sign in/out at reception every time you enter/leave the site. This is imperative.

Staff Briefings

Staff briefings are held every Monday morning at 8.15 am in the in The Quarterdeck. Please attend as important information is disseminated. The minutes are sent by email and are stored in the shared Teaching drive under Staff Briefing Notes. Please remember to sign in at a register, available on the stagetogether with a bulletin.

Staff Post Trays

Department and support area post trays are situated in the main office (left of reception) for any notes/papers to be passed on.

Staff Room / Staff Bases

There are four Staff Bases, one in each block where you can store personal items. Please remember to lock the room on leaving. Please feel free to use the staff bases during free periods, break and lunch. There is a kitchen unit for you to make drinks (tea and coffee is complimentary) and a fridge to store food.

Staff Toilets

The main staff toilets are to the right-hand side of reception. Please use a key to access disabled toiletsaround the campus and ensure you lock them afterwards.

Lockers

If you require a locker for personal items, please see a member of the Site Team who will be happy tohelp.

Timetable Queries

Please liaise with the Data Manager.

Please note, this is a strictly no smoking site, staff must not smoke within a 500 yard radius of the Academy site.

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 oneplace.

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 ownpersonal device, as well as devices on Academy networks.
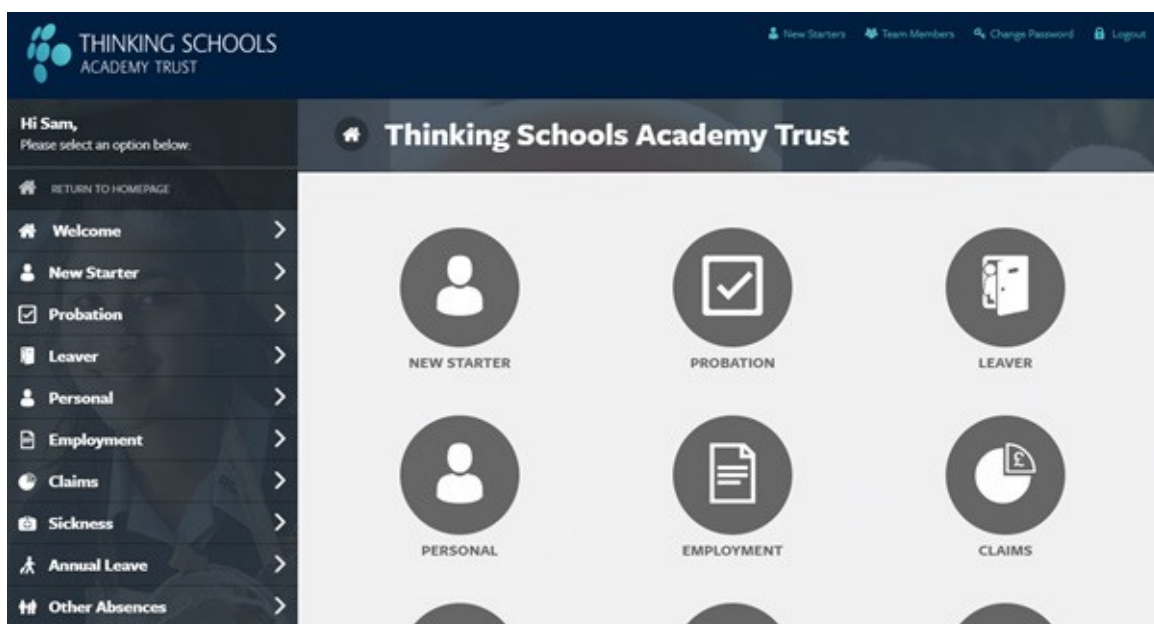
When you log in for the first time, you will need to change your password using the link at the top rightof the home page.

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

WELLBEING

We as a Trust provide a free confidential counselling service administered by WorkplaceWellness.

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.

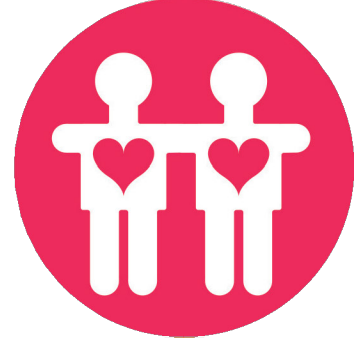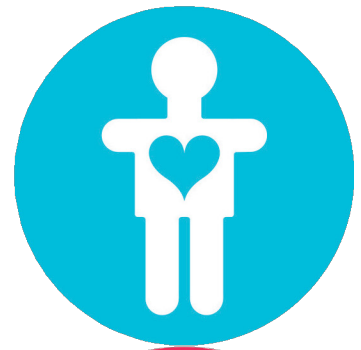**Being a Wellbeing Ambassador and why wellbeing is so important?**
In a recent health report of education professionals, 84% said they had suffered from some form of mental health problem in the last 2 years. This worrying statistic got us thinking about how we can encourage all members of the school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

Six ways to wellbeing 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 evenadd 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 wellbeing and this guide will give you some practical and engaging ideas of what you can do inyour School.

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