

SENIOR SCHOOL POLICY

This Policy relates to the Senior School

Links to other policies:

Seating Policy; Lesson Planner Policy; Homework Policy; Marking Policy

Daily Structure

The school day will operate calmly as long as all staff remains consistent and every staff member keeps to the day structure outlined within this document. This document is now a matter of whole school policy, and all staff are contractually obliged to strictly adhere to its terms and conditions. All policies are open to review at every half-term, and all changes must be agreed upon by the Senior Leadership Team.

08.45am	Registration
09.00 – 10.00am	Period 1
10.00am – 11.00am	Period 2
11.00am – 11.20am	Break
11.20am – 12.20pm	Period 3
12.20pm – 1.00pm	Period 4 (KS3 Lunch)
1.10pm – 2.00pm	Period 5 (KS4 Lunch)
2.00pm – 3.00pm	Period 6
3.00pm – 4.00pm	Period 7
4.00pm	Buses Depart Boarders to boarding houses

1.0 Teaching Responsibilities

1.1 Morning Register: All staff are expected to arrive at school by no later than 8:30 am. A member of staff is on duty in the playground before school starts. The warning bell sounds at 8:40, when all children are then expected to make their way in an orderly fashion to their form rooms. All teachers are to promptly be in their classrooms in preparation for the 8:45 registration on ISAMs.

Please note: All communications from parents / guardians must be taken to the office after teachers have noted the contents, so they can be placed in the pupil's file.

1.11 Staff Briefing: There will be one Staff Briefing which will commence promptly at 8:00am every Monday morning. All full time staff, and part-time staff employed on a Monday are expected to be present. There is

only one briefing in the week, and therefore it is essential that staff show their support, respect and professionalism by arriving promptly before the start of this meeting.

1.12 Compulsory Staff Meeting: From time to time there may be a compulsory staff meeting for all staff present on a Wednesday or Thursday, this meeting will start at 4:05pm and will finish no later than 5pm. Advance notice of any such meeting will be given.

1.13 Senior Leadership Team: Please familiarise yourself with who is on your SLT. I would like to point out that every staff member is respected, and valued, and it is only as a team that the school will be successful in providing a caring, safe, and academically and socially rewarding and happy learning environment.

1.2 MORNING BREAK: Two teachers on duty as per assigned areas on staff notice board. Teacher in main playground duty to regulate access to the Main building and check toilets periodically. One prefect to supervise toast queue; one to patrol between the cottage and playground. If the field is in use, the teacher will supervise the field instead. 2nd teacher to remain in charge of access to Main building and supervising main playground area. Note re field: Pupils only allowed as far up as end of long jump area and not behind walls or new building. Pupils must be seen at all times, and kept well away from the edge of the field, which borders the public footpath. Pupils line up in forms at the end of morning break, giving a chance for staff to give any announcements that may need to be made.

1.3 LUNCHTIME: Lunch duty teachers to accompany pupils to dining hall. Teachers to ensure that pupils sit at the serving hatch end of the room and to remain in Dining Hall until the majority of students have eaten and cleared their tables. After lunch, children go out to the playground, if it is not raining.

1.4 AFTERNOON REGISTER : Afternoon registers are taken on ISAMS in each lesson..

1.5 WET/EXTREME WEATHER ARRANGEMENTS: In the case of wet/extreme weather, ALL pupils to go to Form Rooms and to be closely supervised by form teachers, who will be called upon for duty. In case of wet/extreme weather at lunchtime, both dining room sittings will be extended.

1.6 End of School Day: Evening duty teachers to supervise boarding of the buses 16.00 to 16.10.

1.7 Pupil Movement: All staff have a responsibility to their colleagues to release students promptly at the end of every lesson. Obviously members of staff can keep students back at break and lunch times. If a member of staff should deem it necessary to keep a student behind after a lesson, they must supply the student with a note explaining why they were kept behind and the time that they let them go. For example: Throwing a rubber at a pupil in class – 15:10. Should a student arrive late to your lesson, you should first ask to see their note, before seeking an explanation. No Pupil should take it upon themselves to be absent from a class without permission. If they wish to go to toilet for example between lessons they must first seek the permission from the subject teacher that they have next. Never let more than one student go at a time, another can go when one returns. This will prevent students being silly in the toilets. All teachers have a legal duty for the children within their care, if you are timetabled to be teaching a pupil that has not arrived to your lesson, you must send a responsible student to the school office if they are over ten minutes late to report their absence. Additionally staff should have Mr Harrison and Mrs Frost's mobile phone numbers in case urgent support is required.

1.8 Meet and Greet: All Staff are expected to line up their class outside the classroom, and on ensuring that the line is ordered and quiet lead them into lesson. Equally the class should be dismissed as a class leaving in an ordered manner, with all chairs being placed back under the desks. The teacher must be the last person to leave the classroom locking it up before they go.

1.9 Seating Plans: All teachers are expected to have seating plans for every class, and these should be available on request. Seating plans are an essential classroom management tool. This allows the teacher to manage behaviour, academic progress and monitor vandalism. This also helps other colleagues when covering lessons

for absent colleagues. Students must stand up behind their chairs when a teacher **or visitor** enters the room unless instructed not to do so by the teacher entering the room.

2.0 Classroom Environment: All teachers are responsible for their own classrooms, and therefore it is their individual responsibility to ensure that desks and chairs are not damaged, drawn on etc. A cursory glance around the room between lessons should ensure that damage is kept to a minimum, and students who have carried the vandalism are quickly caught. Classrooms should be tidy free of obstructions and well presented at all times. Classrooms should have meaningful subject related displays which are regularly updated.

2.1. Resources and Books: The school spends thousands of pounds every year to ensure that teachers and pupils have up to date resources. All teachers should record the number of books that they have, and every book which is issued to a student should be numbered and listed against the pupil to whom it is issued. Equally any text books with covers which are ripped and torn or missing should be collected in so that they can be repaired and recovered.

2.2 Toilet Breaks: Common sense should be applied of course, but where possible students should wait to go until the end of your lesson. Pupils can only go one at time, and on their return another maybe granted permission to go.

2.3 Unsupervised Children: No child should be left in a classroom unsupervised; there are no exceptions to this rule. Should any child be injured as a direct result of not being supervised during lesson time, then the school and the member of staff would be legally liable, and may face prosecution. Therefore the school considers leaving a class unsupervised as gross misconduct, which may lead to instant dismissal.

2.4 Assessment Tracker: All teachers are expected to record pupil attainment and effort Levels onto the whole school tracker; this allows the school to assess pupil progress, and 'value added' scores. This system should also have each pupil's recorded aptitude scores.

2.5 Discipline Tracker: Staff should make good use of ISAMs to monitor good and bad behaviour.

2.6 Prep & Homework Diaries: All staff must set homework for the students in accordance with school policy and the homework timetable. The homework must not be a continuation of classwork, and subject teachers are responsible for setting two homework's, which should last for a minimum of forty minutes each. Homework diaries must be checked weekly for each student within your class, and all homework should be recorded, and a parental signature for each week should be present. Checking homework diaries must not be done in lesson time. Please refer to the School's Homework Policy.

2.7 Marking: All homework should be marked on a weekly basis, and books should not be left any longer than two weeks before being fully marked. Please positively mark books, with target setting and comments on how to improve. For example a target could read 'Please ensure that you neatly copy all work down from the board', or 'Please improve upon your layout, ensuring that all numbers are clearly visible'. Marking exercise books must not be done in lesson-time. Please refer to the Schools' Marking Policy.

2.8 Lesson Planners: Teachers must ensure that: all homework scores are recorded within their planners; students that are 'Gifted and Talented' and on the SEN register are highlighted for differentiation. Additionally that there is a plan, for each lesson. This should identify intended learning objectives and outcomes. Please refer to the School's Lesson Planner Policy.

3.0 Duties

3.1 Evening & Weekend Duties: Should a member of staff be ill, or have an engagement on their duty night, then it is their responsibility to arrange cover by swapping duties with another member of staff. We are a team and I would therefore urge all staff to swap and cooperate with other colleagues wherever they can. You never know when you may require the support of your colleagues. All changes to duty arrangements must be confirmed by the Headteacher, who will communicate this to the school office and House Parents.

3.2 Duties: Please can I urge all staff to arrive promptly to their allocated positions at the correct time. Moorland School have a legal duty to provide care which ensures that children are safely supervised and cared for. Staff are not to sit down on the benches, as we expect you to patrol the area under your supervision. This will allow you to see the whole area, talk to children, and stop horse play before things escalate. All members of staff are to familiarise themselves as to what constitutes areas of out-of-bounds.

4.0 General

4.1 Illness Line – All staff are contractually obliged to contact Mr Jonathan Harrison (**0772 5233783**) or Mrs Deborah Frost (**07879 817538**) on *each and every day* of absence. If this policy is not adhered to then your absence will be deemed as unauthorised. Payment for absence is at the management's discretion, and maybe dependent upon being internally covered, as external cover has financial implications.

4.2 Ill Children: It is preferable for a child to remain in your lesson until the end of the lesson. However in some circumstances the pupil may have to leave your lesson to visit the toilet or to go to the school office. Pupil's homework diaries contain a page for 'permission to be out of class' and this should be completed when pupils are allowed to leave the classroom. If a pupil has not returned from the toilet within ten minutes, then please send a responsible member of your class to find them. Should you decide to send them to the school office please do so with a 'buddy', another pupil from your class. Please follow this up as soon as possible with the school office, for example first break, lunch or after school. Please send a child to the school office with a 'buddy' if a child falls ill or hurts themselves during a break time, to a point where you feel that the child requires to (a) let their parents know or (b) they require basic first aid or to sit quietly.

4.3 Confidentiality: No staff member should discuss confidential matters, or criticise colleagues / management with, in front of, or in ear shot of parents, pupils or visitors. All policy documents and pupil documents should be stored in lockable cabinets, desk draws or in personal bags. All school data should be stored in line with the Data Protection Act 2018, and this should not be shared with any third party unless written permission has been granted by the school. **Breach of 4.3 could lead to instant dismissal for gross misconduct.**

4.4 Setting Cover: All staff have a professional duty of care to set meaningful cover for their classes, and children whilst they are absent.

4.5 Staff Cover: All subject teaching staff are expected to cover lessons and duties for colleagues during periods of absence. Cover will be administered as fairly as possible by senior management.

4.6 Letters: No written correspondence can leave school without first being overviewed by Mr Harrison or Mrs Frost.

4.7 Time Table Changes: No changes to your teaching timetable can be made without the consent of the Headteacher.

4.8 Reports and Requested Documentation: All staff have a responsibility to produce documentation on pupils in a timely fashion on being requested by the SLT or Headteacher.

4.9 Uniform: All staff have a responsibility to ensure that uniform standards are maintained, for example shirts tucked in, top buttons done up, blazers on etc. Members of staff should check pupils constantly especially on entering and leaving their classroom environments.

5.0 Dropping Subjects: No subject teacher can make an isolated decision to allow a pupil to drop their subject. Moreover no teacher is to approach a pupil with the suggestion of dropping subjects without first seeking approval from the Senior Leadership Team. No subject will be dropped without seeking written consent in the first instance from the child's parent or carer. A meeting with the parents, subject teacher, student and an SLT member will then be arranged. The Headteacher must give final permission for any subject to be dropped.

5.1 Lesson Observations: Observations will take place at regular intervals as requested by Ofsted. Teachers are expected to meet a minimum observation standard, 'Satisfactory', any colleague deemed as not meeting this standard will be given support, a mentor and an observation program. Failure to make progress may result in disciplinary action.

5.2 Building Security: All staff should ensure that during break times and after school that their classroom doors are locked, lights are switched off and windows are closed.

5.3 Staff Room: No child should be taken into, or allowed to enter the staff room under any circumstance. This is a matter of child protection and confidentiality.

5.4 ICT Room: The ICT room represents an investment of £15,000. Please ensure that you patrol the classroom to ensure that the children remain on task, and that the material being viewed is appropriate for the lesson. Make sure that this room is kept locked at all times when not in use.

5.5 Sports Hall and Equipment: Please can all non PE Departmental staff who use or supervise this area, ensure that this facility is left as they have found it. All equipment put away storage cupboards locked, and all external doors locked.

5.6 Photocopying: The school office is an extremely busy environment, so please can I urge staff to photocopy their resources in the staff room, unless this copier is faulty.

5.7 Litter: Please ensure that you ask pupils to put their rubbish in bins, and ask pupils to pick up rubbish and place it in the numerous bins which are located throughout the site. Please pick up litter yourself should you see it, as this will also reinforce to children that we are all proud of the site, and that we care and respect our environment.

5.8 Piano: The Grand Piano in the ballet studio costs approximately £10,000, Please ensure that this equipment is covered when not in use, and that students are closely supervised around the piano.

5.9 Car Parking: All staff cars must be parked down by the Sports Hall. Special consideration may be given if staff have medical need which might prevent them from using the staff car park. Permission should be sought from the Assistant Principal (Operations).

6.0 Desks, Dormitories and Possessions: Students are not to go into other pupil's desks or dormitories, and pupils must give their consent for another pupil to use their things.

6.1 Out of Bounds Areas: Cottage and the surround to the cottage, including bicycle shed and buildings between the laboratory and the cottage. The approach drive, the back terrace of the main old building and the circle in front of the main house. Behind the new school building and sports hall, anywhere you cannot be clearly seen including the woods directly behind the grass courts. The kitchen and dining room are out of bounds unless the pupil is on duty rota, when they must be supervised by a member of staff. Sports hall or classrooms are out of bounds unless accompanied / supervised by a member of staff.

6.2 School Bus: The bus stops outside the cottage and lets seniors off the bus, we keep the junior children on the bus and drive them into the bus park compound. The driver gathers the junior children together and walks them along the path gaining entry into the end of the junior block. The driver hands the children over to the teacher meeting the children at the front door. NOTE: Drivers must exercise extreme care when entering and moving around the school site.

**** Please note that this document has been produced to support both your contract and the staff handbook, and is not a comprehensive list. The Senior Management Team are of the opinion that this document will standardise our approach to children and the working environment, which in turn will improve our consistency when dealing with the children.***

Reviewed and updated by Deborah Frost, September 2020

Next Review Date: September 2021