



STAFF HANDBOOK

Statement of Intent

The staff and proprietors of **Moorland School** believe that *we should provide a caring, positive, safe and stimulating environment, which promotes the social, physical and moral development of the individual child.*

Moorland School recognises the importance of helping each and every child to achieve more in a safe environment.

Introduction

Welcome to Moorland School. Please ensure that you read your copy of the Moorland Staff Handbook, and that if you are unsure after reading this document on any aspect of the school life or in our internal governance, policies then you take it upon yourself to seek advice or guidance from the Senior Leadership Team.

The Moorland Staff Handbook forms an integral part of your contractual terms and conditions, and therefore any infringements of the school policies could result in disciplinary action for gross misconduct.

Moorland School are an equal opportunities employer who fully comply with your statutory legal rights. Moorland School fully adheres to the Data Protection Act 2018; Sex Discrimination Act 1975; Age Discrimination Act 2006 and Race Relations Act 1976. Therefore, Moorland School will take extremely seriously any acts of discrimination; harassment or attitudes that discriminate on the grounds of race; colour; ethnic or national origin; religious belief; political opinion or affiliation; sex; marital status; sexual orientation; gender reassignment; age or disability.

Our staff team are warm; supportive; loyal; dedicated and hardworking, and as such we all work together in partnership to benefit the lives of the children that attend Moorland School. If you are a new member of staff then I would like to join the entire staff team in welcoming you into the Moorland family, as I feel confident that you will enjoy working at the school, and in making a valuable positive contribution to life within Moorland School.

Jonathan Harrison, Headteacher

Contents

Statement of Intent.....	1
Introduction	1
School Policies which should be read in conjunction with this Handbook	7
Handbook Updates	8
Our Professional Code of Conduct -	9
‘The Moorland Way’	9
Daily Structure.....	11
Headteacher & SLT Academic Responsibilities	11
Assistant Headteacher Responsibilities.....	11
Joining our Organisation	12
1. ACAS Two-Year Employment Ruling	12
2. Job Description	12
3. Employee Training	12
4. Performance and Review	12
5. Staff Appraisal Scheme	12
6. Job Flexibility.....	12
7. Mobility	12
8. Induction.....	12
9. Safer Recruitment Checks	13
10. Contact Details.....	13
11. Wages and Salaries	14
12. Lateness/Absenteeism	14
13. Shortage of Work.....	14
14. Maternity/Paternity Leave and Pay	14
15. Parental Leave	15
16. Time Off for Dependents	15
17. Pension Scheme	15
Holiday Entitlement and Conditions.....	15
1. Annual Holidays.....	15
2. Conditions Applying to your Annual Discretionary Holiday Period.	15
3. Public/Bank Holidays	15
Sickness, Injury Payments and Conditions	16
1. Notification of Incapacity for Work	16
2. Evidence of Incapacity	16
3. Payments	16
4. Return to work	16
5. General	17
Safeguarding & Child Protection.....	17
1. Designated Safeguarding Lead	17
2. LADO (Local Authority Designated Officer)	17

3. Mobile Phones.....	17
Confidentiality	18
1. Confidential Information.....	18
2. Copyright.....	18
3. Statements to the Media	18
4. Use of School Letterheads and Written Material.....	18
5. Providing References	18
Disciplinary Rules, Termination of Employment	18
1. Capability and Disciplinary Appeal Procedure	18
2. General Dismissal and Appeal Procedures	18
3. Grievance Procedure.....	19
4. Termination of Employment – Teaching Staff	19
5. Termination of Employment – Non Teaching staff	19
6. Retirement.....	19
7. Terminating Employment without Giving Notice.....	19
8. Return of our Property.....	20
9. Garden Leave	20
10. Payment in Lieu	20
11. Acknowledgement	20
12. Disciplinary Rules and Procedures	20
13. Disciplinary Rules.....	20
14. Rules Covering Unsatisfactory Conduct.....	20
15. Serious, Gross Misconduct.....	21
16. Disciplinary Procedure	22
17. Period of warnings	23
18. Disciplinary Appeal Procedure	23
19. Grievance Procedure.....	23
20. Equal Opportunities Policy	24
21. Personal Harassment Policy and Procedure	25
22. Making a Protected Disclosure	27
23. Capability	28
Health and Safety.....	28
1. Responsibility.....	29
2. Policy	29
3. Support	29
4. Playground Safety.....	29
5. PAT Testing	29
6. Sports Safety	29
7. Sports Hall.....	30
8. Risk Assessment	30
9. Safety Management	30
10. Buses and Outings.....	30

11. Minibuses	31
12. School Security	31
13. Classroom conditions	31
Your Responsibilities	31
1. Additional Attendance	31
2. Alcohol and Drugs.....	31
3. Changes in Personal Details	32
4. Damage.....	32
5. Housekeeping.....	32
6. Illness.....	32
7. Other Employment	32
8. Reducing Waste.....	32
9. Safety; Hygiene; Health and Welfare	33
10. Smoking Policy.....	33
11. Standards of Dress	33
12. Time Keeping	34
General Information.....	34
1. Time Off	34
2. Bereavement Leave	34
3. Expenses	34
4. Communications.....	34
5. Employees' Property.....	34
6. Lost Property	34
7. Parking.....	34
8. Mail.....	34
9. Telephone Calls, Mobile Phones.....	35
10. Parents & Children's Contact Numbers	35
11. Buying or Selling of Goods	35
12. Collections from Employees	35
13. Friends and Relatives Contact.....	35
14. Political and Religious Activities	35
15. Client relations.....	35
16. Unwell Pupils	35
17. ISAMs	35
18. Senior Leadership Team	36
Teaching Responsibilities	36
1. Morning Register	36
2. Afternoon Register	36
3. Evening Duty	36
4. Prep	36
5. Senior School Staff Briefing:	36
6. Staff Meetings:	37

7.	Morning Break:.....	37
8.	Lunchtime	37
9.	Wet/Extreme Weather Arrangements:.....	37
10.	End of the School Day	37
11.	Pupil Movement	37
12.	Meet and Greet	38
13.	Seating Plans	38
14.	Classroom Environment	38
15.	Resources and Books.....	38
16.	Toilet Breaks:.....	38
17.	Unsupervised Children	38
18.	Assessment Tracker	38
19.	Discipline Tracker	38
20.	Prep & Homework Diaries	38
21.	Marking	39
22.	Lesson Planners	39
23.	Duties.....	39
24.	Confidentiality	39
25.	Setting Cover	39
26.	Staff Cover	39
27.	Time Table Changes	39
28.	School Policies	39
29.	Reports and Requested Documentation.....	39
30.	Uniform	39
31.	Dropping Subjects	40
32.	Lesson Observations	40
33.	Building Security	40
34.	Staff Room.....	40
35.	ICT Room	40
36.	Sports Hall and Equipment	40
37.	Photocopying.....	40
38.	Litter	40
39.	Piano	40
40.	Desks, Dormitories and Possessions:	40
41.	Out of Bounds Areas	40
42.	School Bus	41
43.	Access Controlled System:.....	41
44.	Pupil Supervision in The Classroom:.....	41
45.	Additional Attendance	41
46.	Marking & Assessment.....	41
47.	Room Environment	41
48.	Trips & Visits.....	41

49.	Staff Absence - Sickness & Permission to be Off Site	41
50.	Procedures for Staff if Bullying is Reported	42
	Parents' Terms & Conditions.....	43

School Policies which should be read in conjunction with this Handbook

Copies of the School's policies can be found:

- On the Staff MS Teams Group
- In the Staff Room in the Senior Teaching Building and in the Junior Block
- In the Assistant Headteacher's Office

Able, Gifted and Talented Policy
Administration of Controlled Drugs Policy
Admissions Policy
Alcohol, Smoking & Drugs Education Policy
Arrivals & Departures Policy
Assessment, Marking and Record Keeping Policy
Attendance Policy
Anti-Bullying Policy
Building Better Behaviour Policy
Business Continuity Plan
Child Missing from Education Policy
Complaints Policy
Contractor Management Policy
Critical Incident Policy
Curriculum and Assessment Policy
Data Protection and Privacy Notice
Dealing with Abuse & Violence Towards Staff
Diabetic Children Policy
Display Screen Equipment Policy
Door Access Control Policy
Edmodo Policy
Education and Welfare Provision for EAL Pupils Policy
Educational Visits Policy
Epileptic Children Policy
Equal Opportunities Policy
Equality and Diversity Policy
Examination Policy
Female Genital Mutilation Policy
Fire Safety Policy
First Aid Policy
Hands on Code of Conduct for Staff
Health & Safety Policy
Homework Policy
ICT and Acceptable Use Policy
Inclusion, Equality & Diversity Policy
Induction of New Staff Policy
Intimate Care Policy
Marking Policy
Medical Policy for Boarders
Missing Child Policy
NQT Induction Policy
Promoting British Values & Preventing Radicalisation Policy
Pupil Welfare & PHSE Policy
Restraint & Corporal Punishment Policy
Risk Assessment Policy
Safeguarding & Child Protection Policy

Safer Recruitment Policy
Scholarly Activity Policy
School Minibus Policy
Seating Plan Policy
SEND Policy
Senior School Policy
Senior School Behaviour Management Policy
Sports Hall Policy
Staff Code of Conduct Policy
Staff Development Policy
Staff Disciplinary Policy
Staff Handbook
Supervision of Pupils Policy
Suspension, Expulsion & Removal Policy
Transport Policy
Visitors and Visiting Speakers Policy
Whistleblowing Policy
Work Related Stress Policy

BTEC POLICIES

BTEC Assessment Malpractice Policy
BTEC Assessment Policy
BTEC Conflict of Interest Policy
BTEC Internal Verification Policy
BTEC Learner Portfolio Policy
BTEC Reasonable Adjustment & Special Consideration Policy
BTEC Recruitment, Registration and Certification Policy
BTEC Scholarly Activity Policy
BTEC Student Appeals Policy
BTEC Student Complaints Policy

EXAM POLICIES

Exam Complaints & Appeals Procedure
Exam Contingency Policy
Exam Disability Policy
Exam Internal Appeals Policy
Exam Lockdown Policy
Exam Non-Examination Assessment Policy
Exam Room Evacuation Policy
Exam Word Processor Policy
Examination Policy
Exams Archiving Policy

Handbook Updates

Pages Updated	Document Issue Number	Date
1 to 40	1	January 2009
1 to 40	2	September 2011
1 to 41	3	September 2013
1 to 49	4	May 2014
1 to 49	5	July 2015
1 to 51	6	October 2015
3, 4, 20, 16	7	February 2016
9, 13, 28, 44, 47	8	September 2017
All Pages	9	July 2020

Our Professional Code of Conduct - 'The Moorland Way'

All employees at Moorland School are expected to undertake their work in a professional environment. In order to ensure that such an environment exists, it is expected that staff work to achieve a calm, supportive, co-operative and collegiate professional environment.

This code of conduct applies to all those working within our School, regardless of status, and you are advised to familiarise yourself with this important set of standards which we ask you to observe and comply with.

Staff are expected to read and understand the document 'Keeping Children Safe in Education; information for all school and college staff' (KCSiE). The current version of this document is issued to all staff on recruitment, and any subsequent updates to KCSiE are shared on issue.

Both the 'Information for all School and College Staff' guidance and the full version of 'Keeping Children Safe in Education' can be found here: [Gov.uk - Keeping Children Safe in Education documents](#)

A copy of the underpinning statutory guidance 'Working Together to Safeguard Children', 2018, can be found here: [Working Together to Safeguard Children](#).

Staff should also read and understand the following documents relating to the Prevent Duty. The Prevent duty is the duty in the Counter-Terrorism and Security Act 2015 on specified authorities, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism:

[Prevent Duty Guidance for England and Wales, July 2015](#)

[Prevent Duty Departmental Advice for Schools and Childcare Providers, June 2015](#)

All staff receive a copy of, and should read and understand, the School's [Safeguarding & Child Protection Policy](#). Your behaviour and professional conduct must set a good example to all pupils. Each employee has a responsibility to uphold our core values and reputation as an excellent educational establishment, both inside and outside of your normal working hours.

As a minimum we ask you to demonstrate high standards of conduct by:

- Being calm at all times.
- Assuming the best of intentions on behalf of other colleagues.
- Always supporting and being respectful of the school and colleagues when meeting parents, visitors and other people from outside the school.
- Using professional language at all times, and refraining from making inappropriate comments about children, parents and staff.
- Ensuring at all times language used is non-discriminatory, including race, religion, sexuality or gender.
- Refraining from being bad tempered; emotional; negative or from losing self-control.
- Refraining from using inappropriate or offensive language at all times whilst in the presence of our pupils and your colleagues.
- Treating all colleagues equally and showing professional respect for all.
- Not imposing additional burdens on other staff through personal inaction.
- Being punctual at all times.
- Avoiding putting yourself at risk of allegations of abuse or unprofessional conduct. The School's Safeguarding and Child Protection Policy gives guidance for staff in the section "Child Protection and Safeguarding – Adults - Avoiding allegations of abuse – guidance for staff". Staff should also adhere strictly to the School's ICT and Acceptable Use Policy.
- Taking reasonable care of pupils with the aim of ensuring their safety and welfare at all times.
- Under no circumstances are any adult staff, visitors or volunteers to enter/establish an inappropriate relationship with a student within the school, irrespective of age. Teaching, Administrative and Support staff are in a position of trust with all of our children, whatever their age, and breaking that trust is forbidden by law.
- Raising concerns if you suspect that colleagues or children seem at risk. Please raise your concerns with your line manager, Designated Person for Safeguarding, Headteacher, or indeed with Children's Social Care. We believe it is essential to support whistleblowing procedures and a culture that enables issues about safeguarding and

promoting the welfare of children to be addressed. Staff should read and understand the school's Whistleblowing policy and Safeguarding and Child Protection policy.

- Adhering to the School's ICT Policy with regards to acceptable use of ICT. Not using laptops/PCs or handheld devices in an inappropriate way; keeping passwords safe and secure, whether using inside or outside school.
- Not entering into a personal financial or business relationship with our parents without full disclosure to the Directors.
- Not discussing your personal life or relationships with the children in an over familiar or inappropriate manner, including burdening them with your emotional; financial or personal issues, openly crying in front of students, and encouraging them to become involved.
- Being aware of confidentiality: no staff member should discuss or disclose personal or confidential information with parents or anyone that this does not directly relate to. All discussions should be appropriate and confidential. Staff should read and understand the School's Data Protection Policy. Staff should also read and understand the section "Record Keeping and Confidentiality" in the School's Safeguarding and Child Protection Policy.
- Ensuring that your actions do not bring Moorland School into disrepute and to ensure that no negative comments can be linked to the school through social media networks. Do not use social media or direct contact for inappropriate images or contact with children; liking their pages etc. is not permitted. Please keep your own Social Media identity as locked down as possible, so that children at school cannot find out inappropriate information about you and your family.
- Fulfilling duties and tasks that you are scheduled and committed to, and undertaking all reasonable requests, (as stipulated in your contracts of employment), made by the Senior Leadership Team and other colleagues, such as covering duty staff and rearranging shifts where necessary. We have a legal responsibility to manage staff and safeguard the children within our care, to the regulatory standards deemed safe by Ofsted & the ISI.
- Finding time to listen to others' views, and showing respect and empathy.
- Being active and updating understanding of safeguarding issues, including the Prevent Strategy (radicalisation) and FGM.
- Observing the school's Dress Code for staff. By dressing appropriately; suits and ties or a smart jacket and trousers for men and dresses or smart trouser suits for women, we show our professionalism and model appropriate standards for pupils, thus aiding respect.

Failure to comply with this code of conduct will likely lead to disciplinary action and, in the case of a serious breach, could result in instant dismissal for gross misconduct.

"Positivity is infectious, and negativity is divisive and poisonous. If you believe a policy, system or decision is flawed then bring your own constructive suggestion and become part of the solution. Ownership, support, common sense, humour and humility must prevail at Moorland School.

As a team we should all ask how we can help to support one another, as ultimately we should ask, what more can we offer the school and children to ensure that we enrich their experience of school life?

Please remember that everything is under constant review and therefore subject to an appropriate discussion."

Mr Jonathan Harrison, (Headteacher)

*"All successful organisations start by getting the **right people on the bus**, the wrong people off the bus, and the right people in the right seats."* **Jim Collins**

Daily Structure

The school day will operate calmly as long as all staff remain 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 obliged to strictly adhere to its terms and conditions.

Registration is to commence promptly at 8:45am, and the first lesson of the day will begin at 9am. The school day officially ends at 4pm. Teaching Staff should remain on site for a reasonable period of time after the end of the last lesson, both to prepare classrooms and lessons for the next day, and to deal with any pupil enquiries/concerns. Teaching Staff should not be down the drive before the school buses have left.

Headteacher & SLT Academic Responsibilities

Our parents/carers are spending approximately £11,000 (day) and £27,000 (boarding) per year for expert; competent and qualified teaching professionals, who have been handpicked by the Headteacher and SLT team. They trust that the management team have ensured that all teachers are competent; warm and dedicated, and that teachers are up to date with curriculum changes; marking; recording and assessment. The Headteacher and SLT have the responsibility to ensure that teachers are well managed, and that book trawls; lesson observations; homework setting and staff appraisals form an essential part of maintaining these standards.

Assistant Headteacher Responsibilities

The Assistant Headteacher ensures that parents are regularly communicated with, and academic concerns, examination dates and assessment grades are communicated home to parents. The Assistant Headteacher also ensures that through School Reports; CAT Testing; Parent Evenings and Option Nights regularly occurring throughout the academic year, parents and carers are given accurate and honest assessments of where children's grades are currently at.

The Assistant Headteacher is also responsible for planning whole school timetables; setting cover; organising after school masterclasses; prep duties; sanctioning trips & visits, and overviews all CPD training. Please note that any member of staff who intends to: be offsite during core hours; attend training courses; organise a trip, visit or to bring outside visitors to the school site must inform and have the approval from the Assistant Headteacher and the Headteacher.

Joining our Organisation

1. ACAS Two-Year Employment Ruling

Whilst we do not recognise an official probationary period, as all appointments are subject to the ACAS Code of Conduct, where all staff will be fairly treated and all positions offered after 6th April 2012 will be subject to the ACAS two-year employment ruling.

This being said all staff during the first twelve-month period will receive greater checks and supervision in regards to their work performance; attitude and general suitability to the position to which they have been appointed. If you have not reached the required standard after the first twelve months of employment, then it would be likely that we would place you into 'Support Measures', which could result in the termination of your employment without recourse to the capability or disciplinary procedure. In the event of you failing to improve during the specified support period, then your employment will be terminated without recourse to the capability or disciplinary procedure.

2. Job Description

You have been provided with a job description of the position to which you have been appointed but amendments may be made to your job description from time to time in relation to our changing needs and your own ability.

3. Employee Training

At the commencement of your employment you may receive training for your specific job, and as your employment progresses your skills may be extended to encompass new job activities within the school. All staff should be responsible for their own CPD, informing management of their interests and areas that they feel require strengthening.

4. Performance and Review

Our policy is to monitor your work performance on a continuous basis so that we can maximise your strengths, and help you overcome any possible perceived weaknesses.

5. Staff Appraisal Scheme

Staff appraisals take place yearly, and provide an opportunity for staff to positively discuss their employment; aspirations; resources; happiness; training and vision. This will also provide management with an opportunity to evaluate performance; competency; attitude; work ethic; attendance and punctuality.

6. Job Flexibility

It is an express condition of employment that you are prepared, whenever necessary, to transfer to alternative departments or to carry out any duties within our school that the management deem to be fair and reasonable. The Headteacher reserves the right to deploy his human resources to suit the needs and direction of the school business, and whilst his vision may be explained it is not the right of the employee to object on the grounds of not agreeing with or sharing this vision. Furthermore, teachers may be required to teach different subjects or Year Groups, and full training will be provided where an employee has demonstrated concerns within the gaps of their academic knowledge. For example, a Year 1 teacher maybe required to move and teach a Year 6 class, and vice-versa.

7. Mobility

It is a condition of your employment that you are prepared, whenever applicable, to travel to any other sites that are owned by the 'Group', within reasonable travelling distance on a temporary basis: This mobility is essential to the smooth running of our school, associated educational businesses, and an allowance may be considered based upon distance.

8. Induction

You will be shown around all areas of the school, and introduced to fellow staff members. You will be informed of any special medical or educational needs of children in your class, SEN and EHPs or care, on a need to know basis. You will be shown where all school policies and statutory documents are located. You should pay particular attention to fire drill and safety precautions. Safety is every staff member's concern: all concerns, problems should be fully documented in the appropriate book i.e. accident book, maintenance book.

You will be given an access card and details for your Moorland email account, and you will be required to attend refresher Safeguarding and First Aid training within the first term of commencing your employment with Moorland School.

9. Safer Recruitment Checks

- 9.1. In accordance with the School's Safer Recruitment policy, you will have been asked to supply all identification documents including proof of address, copies of any relevant qualifications and other personal information as part of the recruitment procedure.

Policy statement on the secure storage; handling; use; retention and disposal of disclosures of information: The Disclosure and Barring Service (DBS) and /or Scottish Criminal Records Office (SCRO) Disclosure Service to help assess the suitability of applicants to work with school children. We comply fully with the DBS/SCRO Code of Practice regarding the correct handling, use, storage, retention and disposal of disclosures and disclosure information. The school complies fully with its obligations under the Data Protection Act.

Access to disclosure is strictly controlled and limited to those who are authorised to see it, as part of their duties in accordance with Section 124 of the Police Act 1997. We maintain a record of all those to whom disclosures and disclosure information has been revealed and we recognise that it is a criminal offence to pass the information to anyone who is not entitled to receive it.

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Once a recruitment (or other relevant) decision has been made, the school does not keep disclosure information for any longer than is absolutely necessary. Since your work will involve excessive contact with young school children, we are required by ISI/OFSTED to police check all job applicants. Full consideration will be given to the data protection and human rights of the individual.

Once the retention period has elapsed, the school will ensure that any disclosure information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, disclosure information will not be kept in any insecure receptacle (e.g. a waste bin or confidential waste sack). The school will not keep any photocopy or other image of the disclosure or any copy or representation of the contents of the disclosure. However, the school will keep a record of the date of issue of the disclosure, the name of the subject, the type of disclosure requested, the post for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment (or other relevant) decision taken.

9.2. Your Responsibilities under DBS regulations:

- To notify the school immediately if you have been arrested or have received a Police caution since the issuing of your DBS.
- To notify the school immediately if you have been disqualified under the Childcare Act 2006 (and August 2018 update to this). Please refer to the guidance if you are unsure what this entails: [Disqualification under the Childcare Act 2016](#)

10. Contact Details

If you have moved, then you must inform us of your change of address as soon as possible.

If you have changed your telephone or mobile number, then you must advise us of your new number as soon as possible.

11. Wages and Salaries

11.1. Payment

All staff are paid on or before the last working day of the month, and therefore it is the employees responsibility to ensure that they manage their personal finances and direct debits accordingly.

11.2. INSET

All Staff are paid for the attendance of INSET days, as these days are allowed for / calculated in your salary / hourly rate, and therefore it is a minimum expectation that all staff attend INSET meetings. Disciplinary action may be taken for non- attendance.

11.3. Overtime

Overtime is only paid when agreed and sanctioned by the Headteacher or your direct line manager in the instance of Nursery Nurses by the EYFS Area Manager. Please ensure that an overtime request sheet is completed prior to working the additional hours.

11.4. Overpayments

If you are overpaid for any reason, the total amount of the overpayment will normally be deducted from your next payment. If this would cause hardship, arrangements may be made for the overpayment to be recovered over a longer period.

11.5. Income Tax and National Insurance

At the end of each tax year you will be given a P60, showing the total pay you have received from school during that year, and the amount of deductions for Income Tax and National Insurance. You may also be given a form P11 D, showing non-salary benefits. You should keep these documents in a safe place, as you may need to produce them in your dealings with the Inland Revenue, and other government departments, or if completing a self-assessment form.

12. Lateness/Absenteeism

You must attend work punctually at the specified time(s) and you are required to comply strictly with any time recording procedures relating to your work.

All absences must be notified in accordance with the sickness reporting procedures laid down in this Employee Handbook.

If you arrive for work more than 30 minutes late, without having previously notified us, other arrangements may have been made to cover your duties and you may be sent off the premises for the remainder of the work period or day without pay.

If you are going to be late, or absent you should telephone the Assistant Headteacher, Mrs Frost, by 08.30am at the latest on the morning of the lateness, or absenteeism. If you are a Teacher you should have work set for just such an emergency, and be able to give the location of this to the Assistant Teacher, to minimise difficulties and disruption caused to children's' education and their teaching colleagues when they are late or absent from the classroom.

Lateness or absence may result in disciplinary action and/or loss of appropriate payment.

13. Shortage of Work

If there is a temporary shortage of work for any reason, we will try to maintain your continuity of employment even if this necessitates placing you on short time or having to lay you off work without pay other than statutory guaranteed pay.

14. Maternity/Paternity Leave and Pay

You may be entitled to maternity/paternity leave and pay in accordance with the current statutory provisions. If you (or your partner) become pregnant you should notify the Headteacher at an early stage, so that your entitlements and obligations can be explained to you.

15. Parental Leave

If you are entitled to take parental leave in respect of the current statutory provisions, you should discuss your needs with the Headteacher, who will identify your entitlements and look at the proposed leave periods dependent upon your child's/children's particular circumstances and the operational aspects of the school.

16. Time Off for Dependents

You may be entitled to take a reasonable amount of unpaid time off during working hours to take action that is necessary to provide help to your dependents. Should this be necessary you should discuss your situation with the Headteacher who, if operational possible will agree to the necessary time off.

17. Pension Scheme

Moorland School are legally required to operate a staff pension scheme where staff and employer contribute funds. All staff will be automatically enrolled into this scheme, and those staff wishing to opt out of the scheme will be required to opt out each year. Currently staff who do not chose to opt out will be required to contribute a minimum of 1% of their pay each month, there is no maximum. This percentage of contribution will be increased as time goes on by further legislation. Please check the staff handbook for updates or ask the Headteacher for guidance or advice.

Holiday Entitlement and Conditions

1. Annual Holidays

- 1.1. Your holiday year begins on 1st September and ends on 31st August each year.
- 1.2. Your annual holiday entitlement is shown in your individual Statement of Main Terms of Employment in Schedule 2.
- 1.3. It is our policy to encourage you to take all of your holiday entitlement in the current holiday year. We do not permit holidays to be carried forward, unless with express permission of the Headteacher.

2. Conditions Applying to your Annual Discretionary Holiday Period.

- 2.1. Paid holidays shall not be less than the statutory entitlement limit, any holiday period indicated in excess of the statutory minimum entitlement is granted only on a discretionary basis and is not a contractual right.
- 2.2. Teachers and employees who work term-time only, must take all their holidays outside term time.
- 2.3. All Nursery and EYFS staff must take their holidays in accordance with their contract of employment. All EYFS staff are entitled to the statutory minimum holidays, as per their staff contract.
- 2.4. For holidays taken when the school / nursery is in session, (teachers; nursery; office; maintenance; house parents; kitchen staff; drivers and auxiliary staff) then approval must be given in writing by either the Headteacher or Assistant Headteacher or, in the case of the EYFS, the Area Manager.
- 2.5. In the EYFS, the Area Manager will sanction agreed holidays on a "first come – first served" basis, whilst ensuring that operational efficiency and minimum staffing ratios are observed as set by our regulators, ISI.
- 2.6. You should give at least 3 weeks' notice of your intended holiday dates, so that effective arrangements can be made to cover your absence.
- 2.7. You may not normally take more than two occasional days holiday consecutively.
- 2.8. Your holiday pay is included in your salary, and no additional payment will be made for holidays not taken. Part-time workers are paid for holidays on a pro rata basis, and paid monthly over the whole 12-month period.
- 2.9. No holidays may be taken during a notice period. (a period, where notice has been given to terminate your employment), unless this has been expressly agreed by the Headteacher.

3. Public/Bank Holidays

Public/Bank Holidays may occasionally fall inside the school calendar, and therefore they may be deemed to be normal school days. If this is the case no additional payment, or time in lieu will be given.

Sickness, Injury Payments and Conditions

1. Notification of Incapacity for Work

- 1.1. You must notify us by telephone on the first day of incapacity, at your earliest possible opportunity, and by 8.30am. Notification should be made personally to the Assistant Headteacher. Junior School teaching staff should also inform the Head of Juniors as soon as possible. If you are a teacher you will have work set for the children, ready to cover any unexpected absence. You should let the Assistant Headteacher know where it can be located. You should try to give some indication of your expected return date and notify us as soon as possible if this date changes. You must contact the school each and every day of your absence.
- 1.2. If your incapacity extends to more than seven days you are required to notify the school of your continued incapacity once a week thereafter, unless otherwise agreed.

2. Evidence of Incapacity

- 2.1. Doctors' certificates are not issued for short-term incapacity; the first 4 days therefore can be self-certified. In these cases of you must sign a self-certification absence form on your return to work.
- 2.2. If your sickness has been (or you know that it will be) for longer than four days (whether or not they are working days) you should see your doctor and make sure he/she gives you a medical certificate and that you forward this to the school office without delay. Subsequently you must supply us with consecutive doctors' medical certificates to cover the whole of your absence.

3. Payments

- 3.1. You are entitled to statutory sick pay (SSP) if you are absent because of sickness or injury, provided you meet the criteria in the current SSP regulations. When you are absent for four or more consecutive days you will be paid SSP by us, if you are eligible. This is treated like wages and is subject to normal deductions.
- 3.2. Qualifying days are the only days for which you are entitled to SSP. These days are normally your working days, unless otherwise notified to you. The first three qualifying days of absence are waiting days for which SSP is not payable. Where a second or subsequent period of incapacity (of four days or more) occurs within 56 days of a previous period of incapacity, waiting days are not served again.
- 3.3. Any other contractual sickness/injury payments are shown in your individual Statement of Main Terms of Employment.
- 3.4. Any days of contractual sickness/injury, payments, which qualify for SSP, will be offset against SSP on a day-to-day basis. An offset will be made for any other state benefits received if you are excluded or transferred from SSP.
- 3.5. If you are entitled to any contractual payments in excess of SSP and your entitlement expires, full or part payment may be allowed at our discretion where it is considered that there are special circumstances warranting it.
- 3.6. Where the circumstances of your incapacity are such that you receive, or are awarded any sum by way of compensation, or damages in respect of the incapacity from a third party, then any payments which we may have made to you because of the absence (including SSP) shall be repaid by you to us up to an amount not exceeding the amount of the compensation or damages paid by the third party and up to, but not exceeding, any amount paid by us.

4. Return to work

- 4.1. You should notify the Headteacher as soon as you know on which day you will be returning to work, if this differs from a date of return previously notified, or is different from your 'Fit Note'.
- 4.2. If you have been suffering from an infectious or contagious disease or illness such as rubella or hepatitis you must not report for work without clearance from your own doctor. Separate rules relating to infectious

diseases and food handlers are to be found later in this handbook and you, if you are a food handler, must familiarise yourself with them.

- 4.3. On return to work after any period of sickness/injury absence (including absence covered by a medical certificate), you should report to the Headteacher on the first morning back to work. You should complete a self-certification absence form and hand this to the Headteacher on the first morning back to work.
- 4.4. Upon returning to work you will likely be interviewed by the Headteacher, or nominated member of the school's Senior Leadership Team for the purposes of ascertaining your well-being and fitness for duties.

5. General

- 5.1. Submission of a medical certificate or sickness self-certification absence form, although giving us the reason for your absence may not always be regarded by us as sufficient justification for accepting your absence. Sickness is just one of a number of reasons for absence and although it is understandable that if you are sick you may need time off, continual or repeated absence through sickness may not be acceptable to us. Please understand that your absence may throw an additional work load on your colleagues
- 5.2. In deciding whether your absence is acceptable or not we will take into account the reasons and extent of all your absences, including any absence caused by sickness. We cannot operate with an excessive level of absence as all absence, for whatever reason, affects children's education and reduces our efficiency.
- 5.3. We will take a serious view if you take sickness, injury leave, which is not genuine, and it will result in disciplinary action being taken, with likely dismissal for gross misconduct.
- 5.4. If we consider it necessary, we may ask your permission to contact your doctor or for you to be independently medically examined by a school appointed Doctor.

Safeguarding & Child Protection

1. Designated Safeguarding Lead

Mrs Deborah Frost, Assistant Headteacher, is the school's nominated Lead DSL (Designated Safeguarding Lead) and all disclosures should be immediately disclosed to her in writing. Miss Hayley Moss crop is the Deputy Designated Safeguarding Lead and is the nursery school Nominated Safeguarding Officer. Staff are reminded that you cannot guarantee confidentiality to students making a disclosure, nor can you start questioning them. The information given should be recorded in their exact words.

This includes reporting and documenting any instances where worrying behaviour is being demonstrated that is deemed to be aggressive; sexual; self-harming or non-age specific. Please note that this also includes the reporting of suspicious bruising; injuries or unexplained absences. Please refer to the school's Safeguarding and Child Protection Policy.

2. LADO (Local Authority Designated Officer)

The LADO should be immediately contacted should any teacher suspect a colleague, or member of the Senior Management, including the Headteacher or Directors, of abusing children.

3. Mobile Phones

Moorland operates a strict no mobile phone policy on the school site and no images of children should be taken on personal devices or removed home on pen drives etc. All pictures and images being taken should be sanctioned through the school office, and school cameras and photographic equipment should only be used. Please refer to the school's Mobile Phone Policy. (This is also regulatory law).

Confidentiality

1. Confidential Information

- 1.1. Teachers and all employees must not discuss confidential matters; have inappropriate conversations or discuss other staff members; children; parents or management, policies negatively in front of children or parents. Please act professionally and in accordance with the 'Moorland Way'.
- 1.2. No staff member should divulge a third party's address or telephone contact details without express permission from either that individual concerned or without consent from the Headteacher.
- 1.3. Defamatory, slanderous or damaging remarks which affect the school's reputation will be robustly defended with legal action. This includes theft of information and its unauthorised release to a third party.
- 1.4. You are to exercise reasonable care to keep safe all documentary or other material containing confidential information, and shall at the time of termination of your employment with us, or at any other time upon demand, return to us any such material in your possession. This includes information on school laptops; cameras and pen drives.

2. Copyright

All written material, whether held on paper, electronically or magnetically which was made or acquired by you during the course of your employment with us, is our property and our copyright. At the time of termination of your employment with us, or at any other time upon demand, you shall return to us any such material in your possession.

3. Statements to the Media

Any statements to reporters from newspapers, radio, television, etc. in relation to our school, individual pupils, parents, or other members of staff will be given only by the Headteacher unless specifically instructed to the contrary in writing by the Headteacher or Directors.

4. Use of School Letterheads and Written Material

It is an expressed term of your employment that, written material on school letterheads, and all other correspondence from school must always be approved by the Assistant Headteacher or Headteacher.

5. Providing References

Staff are sanctioned to provide personal character references for colleagues only. Therefore, it is not allowed to make mention of a fellow colleague's attendance and punctuality record or to make a professional judgment as to how they performed in their duties as an employee of Moorland School. Any unsanctioned references supplied either on school letter headed paper or via a school email address will be deemed as gross misconduct and this will likely result in instant dismissal.

Disciplinary Rules, Termination of Employment

The disciplinary rules that form part of your contract of employment and the procedures that will apply when dealing with disciplinary issues and disciplinary dismissals are shown under the heading "Disciplinary and Disciplinary Dismissal Procedures" in the Employee Handbook to which you should refer. For the avoidance of doubt, these procedures will also incorporate (on a non-contractual basis) the procedures shown under the heading "General Dismissal and Appeal Procedures" where legally required.

1. Capability and Disciplinary Appeal Procedure

Should you be dissatisfied with any decision to take action or dismiss you on capability or disciplinary grounds, you should apply, either verbally or in writing, to the Headteacher within five working days of the decision you are complaining against. Further information can be found in the Employee Handbook under the heading "Capability, Disciplinary Appeal Procedure" to which you should refer.

2. General Dismissal and Appeal Procedures

The procedures that will apply, where legally required, when dealing with dismissals other than capability or disciplinary dismissals, are shown under the heading "General Dismissal and Appeal Procedures" in the Employee

Handbook to which you should refer. These procedures are set down by statute and do not form part of your Contract of Employment. Should there be any change to the relevant statutory procedures or to the circumstances in which they apply then such changes will be taken into account. Additional procedures may be followed where appropriate to the circumstances of any particular case. Should you be dissatisfied with any decision to dismiss you under these procedures, you should apply, either verbally or in writing, to the Executive Headteacher within five working days of the decision you are complaining against.

3. Grievance Procedure

Should you feel aggrieved at any matter relating to your employment, you should raise the grievance with the Headteacher, either verbally or in writing. However, you should be aware that in order to avail yourself of certain statutory rights, you must set out your grievance and the basis for it in writing. Further information can be found in the Employee Handbook.

4. Termination of Employment – Teaching Staff

4.1. NOTICE OF TERMINATION TO BE GIVEN BY EMPLOYER: Termination may be given within the first two years of employment, (ACAS Code of Conduct) by the employer giving the employee one terms notice within the first two working weeks of the Summer Term, April month. Or alternatively by the employee, giving one terms notice within the first two working weeks of the Summer Term, April month.

The employer, employee has been deemed to have accepted another full year's contract, (3 terms) should their notice not be given during these two weeks, (first two working weeks of the Summer Term, April month). Therefore, this is a continuous employment contract, and the employer holds no duty to write to an employee that they have accepted a further year's employment, as this is accepted and implied by no notice being given during the specified notice period.

All notice must be given in writing to the other party, and the last working day will be deemed to be the last working day of that academic year, Summer Term. (therefore there may be limited monies owing for July, and no monies owed for the month of August).

4.2. NOTICE OF TERMINATION TO BE GIVEN BY EMPLOYEE: Termination may be given within the first two years of employment, (ACAS Code of Conduct) by the employer giving the employee one terms notice within the first two working weeks of the Summer Term, April month. Or alternatively by the employee, giving one terms notice within the first two working weeks of the Summer Term, April month.

The employer, employee has been deemed to have accepted another full year's contract, (3 terms) should their notice not be given during these two weeks, (first two working week of the Summer Term, April month). Therefore, this is a continuous employment contract, and the employer holds no duty to write to an employee that they have accepted a further year's employment, as this is accepted and implied by no notice being given during the specified notice period.

All notice must be given in writing to the other party, and the last working day will be deemed to be the last working day of that academic year, Summer Term. (therefore there may be limited monies owing for July, and no monies owed for the month of August).

5. Termination of Employment – Non Teaching staff

For non-teaching members of staff, termination of employment may be made by either party in accordance with terms laid out in Schedule 2 of your Contract of Employment.

6. Retirement

The normal age for retirement is 65, and it is our policy for the school to then ask employees as to whether they still feel capable to continue to manage the roles and responsibilities of their job. It is the responsibility of both the employer and employee to be fair and honest in their assessment of their abilities to maintain standards and the wellbeing of the children and other colleagues. Please note that we fully support

7. Terminating Employment without Giving Notice

If you terminate your employment without giving or working the required period of notice, as indicated in your employment contract, Schedules 1 and 2, then you will be subject to the financial penalties therein. You will also

forfeit any contractual accrued holiday pay due to you over and above your statutory holiday pay, if you fail to give or work the required period of notice.

8. Return of our Property

On the termination of your employment you must return all our property which is in your possession or for which you have responsibility. Failure to return such items will result in the cost of the items being deducted from any monies outstanding to you. This is an express written term of your contract of employment.

9. Garden Leave

Upon either party giving notice of termination of employment, the school may, at any time and for any period, require you to cease performing your job and, or prohibit you from entering any of our premises. During such period of garden leave, we will continue to pay your wage, salary and provide all benefits (or an allowance in lieu thereof) that form part of your contract of employment.

10. Payment in Lieu

We reserve the contractual right to give pay in lieu of all or any part of the above notice by either party.

11. Acknowledgement

By being supplied with the staff handbook you acknowledge receipt of this statement and agree that, for the purpose of the Working Time Regulations, any applicable entitlements and provisions constitute a Relevant Agreement.

12. Disciplinary Rules and Procedures

It is necessary to have a minimum number of rules in the interests of the whole organisation. The rules set standards of performance and behaviour whilst the procedures are designed to help promote fairness and order in the treatment of individuals. It is our aim that the rules and procedures should emphasise and encourage improvement in the conduct of individuals, where they are failing to meet the required standards, and not be seen as a means of punishment. Every effort will be made to ensure that any action taken under this procedure is fair, with you being given the opportunity to state your case and appeal against any decision that you consider to be unjust.

The following rules and procedures are in line with those set out by ACAS, and therefore they ensure:

- 12.1. The correct procedure is used when inviting you to a disciplinary hearing.
- 12.2. That you are fully aware of the standards of performance, action and behaviour required of you.
- 12.3. That disciplinary action, where necessary, is taken speedily and in a fair, uniform and consistent manner;
- 12.4. That you will only be disciplined after careful investigation of the facts and that you will be given an opportunity to present your side of the case. On some occasions temporary suspension on full pay may be necessary in order that an uninterrupted investigation can take place. This must not be regarded as disciplinary action; prejudgment or as a penalty of any kind.
- 12.5. That other than for an "off the record" informal reprimand, you have the right to be accompanied by a fellow employee or union representative, who may act as a witness or speak on your behalf but they may not answer direct questions. This is the case at all stages of the formal disciplinary process.
- 12.6. That you will not normally be dismissed for a first breach of discipline, except in the case of gross misconduct.
- 12.7. That if you are disciplined, you will receive an explanation of the penalty imposed and you will have the right to appeal against the finding and the penalty.

13. Disciplinary Rules

It is not practicable to specify all disciplinary rules or offences that may result in disciplinary action, as they may vary depending on the nature of the work. In addition to the specific examples of unsatisfactory conduct, misconduct and gross misconduct shown in this handbook, a breach of other conditions, procedures, rules etc. within this handbook will also result in the disciplinary procedure being used to deal with such matters.

14. Rules Covering Unsatisfactory Conduct

You will be liable to disciplinary action if you are found to have acted in any of the following ways: -

- 14.1. Failure to abide by the general health and safety rules and procedures.
- 14.2. Persistent absenteeism and /or lateness.
- 14.3. Unsatisfactory standards or output of work; including a lack of planning and marking.
- 14.4. Rudeness towards Parents, members of the public or other employees.

- 14.5. Objectionable or insulting behaviour; harassment; bullying or bad language.
- 14.6. Failure to devote the whole of your time, attention and abilities to our school and its affairs during your normal working hours.
- 14.7. Unauthorised use of E-mail and Internet.
- 14.8. Failure to carry out all reasonable instructions or follow our rules and procedures.
- 14.9. Unauthorised use or negligent damage or loss of our property.
- 14.10. Failure to report immediately any damage to property or premises caused by you.
- 14.11. Use of our vehicles without approval or the private use of our commercial vehicles without authorization.
- 14.12. Failure to report any incident whilst driving our vehicles, whether or not personal injury or vehicle damage occurs.
- 14.13. If your work involves driving, failure to report immediately any type of driving conviction, or any summons which may lead to your conviction. **(Gross Misconduct)**
- 14.14. Carrying unauthorised goods or passengers in our commercial vehicles or the use of our vehicles for personal gain.
- 14.15. Loss of driving licence where driving on public roads forms an essential part of the duties of the post.

15. Serious, Gross Misconduct

Where one of the unsatisfactory conduct or misconduct rules has been broken and if, upon investigation, it is shown to be due to your extreme carelessness or has a serious or substantial effect upon our operation or reputation; you may be issued with a final written warning in the first instance.

You may receive a final written warning as the first course of action, if, in an alleged gross misconduct disciplinary matter, upon investigation, there is shown to be some level of mitigation resulting in it being treated as an offence just short of dismissal. However please note that acts of Gross Misconduct will likely lead to instant dismissal. Please look at examples of Gross Misconduct below. We expect our staff to act professionally and care for children within our care at all time, whilst observing and fully complying with our Safeguarding policies. The examples supplied below are by no means an exhaustive list.

- 15.1. Smoking on school premises, other than the smoking shed. This includes smoking in front of the children within our either on or off the school site. **(Gross Misconduct)**
- 15.2. Consumption of alcohol or illegal drugs on the premises. This includes being over the legal driving limit whilst on duty or in charge of the supervision of children. **(Gross Misconduct)**
- 15.3. The possession, supply or use of illicit drugs. **(Gross Misconduct)**
- 15.4. Incapacity at work or poor performance caused by intoxicant or drugs. **(Gross Misconduct)**
- 15.5. The use of company Letterheads for personal gain; references or unsanctioned communications with parents or external stakeholders. **(Gross Misconduct)**
- 15.6. Grossly indecent or immoral behaviour, deliberate acts of unlawful discrimination or serious acts of harassment. **(Gross Misconduct)**
- 15.7. Bringing pornography into school, or viewing these materials in electronic form on the school site. This includes using school equipment, computers to look at inappropriate images and videos. **(Gross Misconduct)**
- 15.8. To use personal Social Media, Facebook; Twitter as a means to contact our children or parents. To place inappropriate comments or negative remarks on an open forum about children; parents' colleagues or management that damages the school's reputation or causes offence. **(Gross Misconduct)**
- 15.9. Theft or unauthorised possession of money or property, whether belonging to us, another employee, student, or a third party. **(Gross Misconduct)**
- 15.10. Dangerous behaviour, fighting or physical assault. **(Gross Misconduct)**
- 15.11. Deliberate falsification of any records (including time sheets, absence records and so on, in respect of yourself or any fellow employee). **(Gross Misconduct)**
- 15.12. Failure to report, disclose a criminal record or prosecution **(Gross Misconduct)**
- 15.13. Knowingly giving misleading or false information to parents, or management particularly under a formal investigatory procedure; interview. **(Gross Misconduct)**
- 15.14. Giving a false address, or failing to give any address at which you can be contacted. This includes falsification of qualifications and references. **(Gross Misconduct)**
- 15.15. Gross insubordination and or continuing refusal to carry out legitimate instructions which are fair and reasonable requests. **(Gross Misconduct)**
- 15.16. Taking part or hosting, organising, planning in activities which result in adverse publicity to ourselves, or which cause us to lose faith in your integrity. This includes holding house parties and other events with our children

in your own home or in buildings not belonging to the school without first seeking the express permission from the Headteacher. **(Gross Misconduct)**

- 15.17. Undertaking private work for our clients, parents either on or off the premises and, or in working hours without express permission. **(Gross Misconduct)**
- 15.18. Using your personal mobile phones on the school site where children are present, designated area is the staffroom only. This includes taking pictures of our children on these devices. **(Gross Misconduct)**
- 15.19. Allowing a third party to use your access control card, this includes children, parents, colleagues and visitors. **(Gross Misconduct)**
- 15.20. Allowing children that you are timetabled to care for to be left unsupervised in a classroom. **(Gross Misconduct)**
- 15.21. Failure to disclose serious safeguarding concerns to the DSP, Designated Senior Person. **(Gross Misconduct)**
- 15.22. Failing to attend compulsory training days, which include safeguarding; first aid and INSET days; this also applies to part-time staff. **(Gross Misconduct)**
- 15.23. Deliberate destruction, sabotage of our property, or any property on the premises. **(Gross Misconduct)**
- 15.24. Serious breaches of the health and safety rules which endanger the lives of employees, or any other person. **(Gross Misconduct)**
- 15.25. Abuse of the personal harassment policy. **(Gross Misconduct)**
- 15.26. Abuse of the protected disclosure provisions. **(Gross Misconduct)**
- 15.27. If you have acted in such a way that parents feel that they have lost all confidence in leaving their children in your care, or in their child having any further contact with you. **(Gross Misconduct)**
- 15.28. Not adhering to school policies; specifically, failure to mark books; plan lessons; differentiate resources; accurately record attainment grades; failure to mark coursework / controlled assessments; loss of coursework. Please note that a failure to mark or plan would normally require evidence of approximately 40% of one of your classes books not being marked, or only 'light touched marked' for a period exceeding two months. Light touch marking as being defined, as ticks on a page with little or no evidence of teacher pupil feedback /meaningful target setting. Please refer to policy. **(Gross Misconduct)**

16. Disciplinary Procedure

Disciplinary action taken against you will be based on the following procedure: -

OFFENCE	FIRST	SECOND	THIRD	FOURTH
Unsatisfactory Conduct	Formal verbal warning	Written warning	Final written warning	Dismissal
Misconduct	Formal verbal warning or move to immediate written warning		Final written warning	Dismissal
Serious Misconduct		Written warning	Final written warning	Dismissal
Gross Misconduct	Dismissal			

- 16.1. We retain discretion in respect of the disciplinary procedures to take account of your length of service and to vary the procedures accordingly. If you have a short amount of service you may not be in receipt of any warnings before dismissal, as you will have been deemed to have failed in regards to your professional conduct, and as such will be subject to the ACAS two-year employment ruling, (this applies to all staff who were employed after the 6th April 2012).
- 16.2. If a disciplinary penalty is imposed it will be in line with the procedure outlined above, which may encompass a formal verbal warning, written warning, final written warning, or dismissal, and full details will be given to you.
- 16.3. In all cases warnings will be issued for misconduct, irrespective of the precise matters concerned, and any further breach of the procedure in relation to similar or entirely independent matters of misconduct will be treated as further disciplinary matters and allow the continuation of the disciplinary process through to dismissal if the warnings are not heeded.

The disciplinary procedures indicated in this staff handbook are not contractual, and may be varied according to individual circumstances via their contract of employment.

16.4. Disciplinary Authority

The operation of the disciplinary procedure contained, in the previous section, is based on the following authority for the various levels of disciplinary action. However, the list does not prevent a higher level of seniority progressing any action at whatever stage of the disciplinary process.

PERSON AUTHORISED TO TAKE DISCIPLINARY ACTION IN THE CASE OF:	
<i>SANCTION</i>	<i>MANAGEMENT</i>
Formal verbal warning	Senior Leadership or Senior Management Team
Written warning	EYFS Director; Headteacher; Executive Headteacher
Final written warning	EYFS Director; Headteacher; Executive Headteacher
Dismissal	EYFS Director; Headteacher; Executive Headteacher

17. Period of warnings

17.1. **Formal verbal warning** will normally be disregarded after a six-month period.

17.2. **Written warning** will normally be disregarded after a twelve-month period.

17.3. **Final written warning** will normally be disregarded after an eighteen-month period.

17.4. Notes

17.4.1. If you are in a supervisory or managerial position, then demotion to a lower status at the appropriate rate may be considered as an alternative to dismissal except in cases of gross misconduct.

17.4.2. In exceptional circumstances, suspension from work without pay for up to five days as an alternative to dismissal (except dismissal for gross misconduct) may be considered by the person authorised to dismiss.

17.4.3. A Break in service may also be another consideration; especially in instances where the employer can demonstrate and evidence a loss in confidence.

17.4.4. Gross misconduct offences will result in dismissal without notice.

17.4.5. You may appeal against any disciplinary action (see Disciplinary Appeal Procedure).

18. Disciplinary Appeal Procedure

18.1. The disciplinary rules and procedures which form part of your contract of employment incorporate the right to lodge an appeal in respect of any disciplinary action taken against you.

18.2. If you wish to exercise this right you should apply either verbally or in writing to the person indicated in your individual Statement of Main Terms of Employment.

18.3. An appeal against a formal warning or dismissal should give details of why the penalty imposed is too severe, inappropriate or unfair in the circumstances.

18.4. The disciplinary appeal procedure will normally be conducted by a member of staff not previously connected with the disciplinary process so that an independent decision into the severity and appropriateness of the disciplinary action can be made.

18.5. If you are appealing on the grounds that you have not committed the offence, then your appeal may take the form of a complete re-hearing and reappraisal of all matters so that the person who conducts the appeal can make an independent decision before deciding to grant or refuse the appeal.

18.6. You may be accompanied at any stage of the appeal hearing by a fellow employee of your choice, or union representative who may act as a witness or speak on your behalf. The result of the appeal will be made known to you in writing within five working days after the hearing

19. Grievance Procedure

- 19.1. It is important that if you feel dissatisfied with any matter relating to your work you should have an immediate means by which such a grievance can be aired and resolved.
- 19.2. Nothing in this procedure is intended to prevent you from informally raising any matter you may wish to mention. Informal discussion can frequently solve problems without the need for a written record but if you wish to raise a formal grievance you must do so in writing from the outset. You have the right to be accompanied at any stage of the procedure by a fellow employee who may act as a witness or speak on your behalf to explain the situation more clearly.
- 19.3. If you feel aggrieved at any matter relating to your work (except personal harassment, for which there is a separate procedure following this section), you should first raise the matter with the person specified in your Statement of Main Terms of Employment, either verbally or in writing, explaining fully the nature and extent of your grievance. You will then be invited to a meeting at which your grievance will be investigated fully. You will be notified of the decision, in writing, within ten working days of the meeting, including your right of appeal.
- 19.4. If you wish to appeal you must inform your Manager, in writing, within five working days. You will then be invited to a further meeting.
- 19.5. Following the appeal meeting you will be informed of the final decision, which will be confirmed in writing.

20. Equal Opportunities Policy

We recognise that discrimination is unacceptable and although equality of opportunity has been a long standing feature of our employment practices and procedure, we have made the decision to adopt a formal equal opportunities policy. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.

- 20.1. The aim of the policy is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability.
- 20.2. We will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.
- 20.3. The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity.
- 20.4. The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.
- 20.5. We will maintain a neutral working environment in which no employee or worker will feel under threat or intimidated.
- 20.6. Recruitment and Selection
 - 20.6.1. The recruitment and selection process is crucially important to any equal opportunities policy. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.
 - 20.6.2. Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.
 - 20.6.3. Job descriptions, where used, will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.
 - 20.6.4. We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
 - 20.6.5. We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.

- 20.6.6. All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.
- 20.6.7. All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.
- 20.6.8. Short listing and interviewing will be carried out by more than one person where possible.
- 20.6.9. Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
- 20.6.10. We will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.
- 20.6.11. Selection decisions will not be influenced by any perceived prejudices of other staff.

20.7. Training and promotion

- 20.7.1. Senior staff will receive training in the application of this policy to ensure that they are aware of its contents and provisions.
- 20.7.2. All promotion will be in line with this policy.

20.8. Monitoring

We will maintain and review the employment records of all employees in order to monitor the progress of this policy. Monitoring may involve: -

- 20.8.1. The collection and classification of information regarding the race in terms of ethnic/national origin and sex of all applicants and current employees.
- 20.8.2. The examination by ethnic/national origin and sex of the distribution of employees and the success rate of the applicants.
- 20.8.3. Recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.

The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.

21. Personal Harassment Policy and Procedure

- 21.1. Many people in our society are victimised and harassed as a result of their race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability.
- 21.2. Personal harassment takes many forms ranging from tasteless jokes and abusive remarks to pestering for sexual favours, threatening behaviour and actual physical abuse. Whatever form it takes, personal harassment is always taken seriously and is totally unacceptable.
- 21.3. We recognise that personal harassment can exist in the workplace, as well as outside, and that this can seriously affect employees' working lives by interfering with their job performance or by creating a stressful, intimidating and unpleasant working environment.
- 21.4. We deplore all forms of personal harassment and seek to ensure that the working environment is sympathetic to all our employees.
- 21.5. We have published these procedures to inform employees of the type of behaviour that is unacceptable and provide employees who are the victims of personal harassment with a means of redress.

21.6. We recognise that we have a duty to implement this policy and all employees are expected to comply with it.

21.7. Examples of Personal Harassment

Personal harassment takes many forms and employees may not always realise that their behaviour constitutes harassment. Personal harassment is unwanted behaviour by one employee towards another and examples of harassment include:

- Insensitive jokes and pranks.
- Lewd or abusive comments about appearance.
- Deliberate exclusion from conversations.
- Displaying abusive or offensive writing or material.
- Unwelcome touching.
- Abusive, threatening or insulting words or behaviour.

These examples are not exhaustive and disciplinary action at the appropriate level will be taken against employees committing any form of personal harassment.

21.8. Complaining about Personal Harassment

21.8.1. Informal complaint

We recognise that complaints of personal harassment, and particularly of sexual harassment, can sometimes be of a sensitive or intimate nature and that it may not be appropriate for you to raise the issue through our normal grievance procedure. In these circumstances you are encouraged to raise such issues with a senior person of your choice (whether or not that person has a direct supervisory responsibility for you) as a confidential helper. This person cannot be the Headteacher, who will be responsible for investigating the matter if it becomes a formal complaint. If you are the victim of minor harassment you should make it clear to the harasser on an informal basis that their behaviour is unwelcome and ask the harasser to stop. If you feel unable to do this verbally then you should hand a written request to the harasser, and your confidential helper can assist you in this.

21.8.2. Formal complaint

Where the informal approach fails or if the harassment is more serious, you should bring the matter to the attention of the Head Teacher as a formal written complaint and again your confidential helper can assist you in this. If possible, you should keep notes of the harassment so that the written complaint can include: -

- The name of the alleged harasser.
- The nature of the alleged harassment.
- The dates and times when the alleged harassment occurred.
- The names of any witnesses.
- Any action already taken by you to stop the alleged harassment.

21.8.3. On receipt of a formal complaint

We will take action to separate you from the alleged harasser to enable an uninterrupted investigation to take place. This may involve a temporary transfer of the alleged harasser to another work area or suspension with pay until the matter has been resolved. The person dealing with the complaint will carry out a thorough investigation in accordance with our disciplinary procedure. Those involved in the investigation will be expected to act in confidence and any breach of confidence will be a disciplinary matter. When the investigation has been concluded, a draft report of the findings and of the investigator's proposed decision will be sent, in writing, to you and to the alleged harasser. If you or the alleged harasser are dissatisfied with the draft report or with the proposed decision this should be raised with the investigator within five working days of receiving the draft. Any points of concern will be considered by the investigator before a final report is sent, in writing, to you and to the alleged harasser.

21.8.4. General Notes

If the report concludes that the allegation is well founded, the harasser will be subject to disciplinary action in accordance with our disciplinary procedure. An employee who receives a formal warning or who is dismissed for harassment may appeal against the disciplinary action by using our disciplinary appeal procedure.

If you bring a complaint of harassment you will not be victimised for having brought the complaint. However, if the report concludes that the complaint is both untrue and has been brought with malicious intent, disciplinary action will be taken against you.

22. Making a Protected Disclosure

The School has a Whistle Blowing policy. Under certain circumstances, employees have legal protection if they make disclosures about organisations for whom they work. These employees are commonly referred to as 'whistle blowers' and their activities have often received wide publicity in the media.

- 22.1.** An employee who believed, for example, that organisations were disposing of toxic waste illegally may have 'blown the whistle' directly to the press or television, perhaps because of concern for the environment, a belief that the organisation would attempt a 'cover-up' if asked to stop, or for financial gain.
- 22.2.** Employees who blew the whistle on organisations were often treated detrimentally by them or their engagements were terminated. These discouraged employees from whistle blowing even where such action would be for the good of the public. The legislation is designed to protect employees from suffering any detriment or termination of engagement for whistle blowing.

22.3. Qualifying Disclosures

Certain disclosures are prescribed by law as 'qualifying disclosures'. Disclosures are qualifying disclosures where it can be shown that the company commits a 'relevant failure' by: -

Committing a criminal offence.

Failing to comply with a legal obligation.

A miscarriage of justice.

Endangering the health and safety of an individual.

Environmental damage.

Concealing an information relating to the above.

These acts can be in the past, present or future, so that, for example, a disclosure qualifies if it relates to environmental damage that has happened, is happening, or is likely to happen.

22.4. The Procedure

If you so wish you should, in the first instance, report any concerns you may have to your Manager who will treat the matter with complete confidence. If you are not satisfied with the explanation or reason given to you, you should raise the matter with the appropriate organisation or body, e.g. the Police, the Environment Agency, Health and Safety Executive or Social Services Department. Please refer to the School's Whistle Blowing Policy.

If you do not report your concerns to your Manager, you may take them direct to the appropriate organisation or body.

General notes

The Public Interest Disclosure Act 1998 prevents you from suffering a detriment or having your contract 'terminated for 'whistle blowing' and we take very seriously any concerns which you may raise under this legislation.

We encourage you to use the procedure if you are concerned about any wrong doing at work. However, if the procedure has not been invoked in good faith (e.g. for malicious reasons or in pursuit of a personal grudge), then it will make you liable to immediate termination of engagement or such lesser disciplinary sanction as may be appropriate in the circumstances.

23. Capability

Introduction

We recognise that during your employment with us your capability to carry out your duties may deteriorate. This can be for a number of reasons, the most common ones being that either the job changes over a period of time and you fail to keep pace with the changes, or you change (most commonly because of health or personal reasons) and you can no longer cope with the work.

23.1. Job Changes

If the nature of your job changes, we will make every effort to ensure that you understand the level of performance expected of you and that you receive adequate training and supervision. Any concerns regarding your capability will be discussed informally in the first instance, and you will be given time and an opportunity to improve.

- 23.1.1. If your standard of performance is still not adequate you will be warned in writing that a failure to improve and to maintain the performance required could lead to your dismissal. We will also consider the possibility of a transfer to more suitable work if possible.
- 23.1.2. If there is still no improvement after a reasonable time and we cannot transfer you to more suitable work, you will be issued with a final warning that you will be dismissed unless the required standard of performance is achieved and maintained.
- 23.1.3. If such improvement is not forthcoming after an agreed period of time, you will be dismissed with the appropriate notice.
- 23.1.4. If, following an ISI inspection, your performance in the classroom is criticised you should take on board the observations and recommendations made. If you feel that you require further training to improve your performance it is up to you to seek the help you think you require. If a second or subsequent inspection reveals the same weaknesses in performance the Headteacher may dismiss you without a full disciplinary process being enacted. Please see the classroom policy document.

23.2. Personal Circumstances

Personal circumstances may arise which do not prevent you from attending for work but which prevent you from carrying out your normal duties (e.g. a lack of dexterity or general ill health). If such a situation arises, we will normally need to have details of your medical diagnosis and prognosis so that we have the benefit of expert advice. Under normal circumstances this can be most easily obtained by asking your own doctor for a medical report. Your permission is needed before we can obtain such a report and we will expect you to cooperate in this matter should the need arise. When we have obtained as much information as possible regarding your condition and after consultation with you, a decision will be made about your future employment with us in your current role or, where circumstances permit, in a more suitable role.

There may also be personal circumstances which prevent you from attending work, either for a prolonged period(s) or for frequent short absences. Under these circumstances we will need to know when we can expect your attendance record to reach an acceptable level. This may again mean asking your own doctor for a medical report or by making whatever investigations are appropriate in the circumstances. When we have obtained as much information as possible regarding your condition, and after consultation with you, a decision will be made about your future employment with us in your current role or, where circumstances permit, in a more suitable role.

Health and Safety

The Head Teacher is fully aware of the responsibilities under the Health and Safety at Work Act 1974 and other Health and Safety legislation relevant to the School's operation. In order to meet these responsibilities, the school regards Health and Safety of paramount importance and give it the highest priority. The objective of the Health and Safety Policy is to minimise risks to Health and Safety of the Pupils, Staff and others affected by the School's activities, by identifying and then controlling hazards.

1. Responsibility

The Head Teacher will provide a positive lead in organising Health and Safety activities, using the best available knowledge and methods and whatever resources are necessary to achieve the required standards. Accident prevention is essential for the smooth and efficient running of the School requiring full co-operation between all concerned. Staff are under a legal obligation to cooperate fully in Health and Safety matters by ensuring that all areas are safe for themselves and others. They are also required to act in a safe way themselves, use protective equipment provided, follow the Health and Safety Rules, Regulations and Requirements and report any hazardous conditions to the school office or Principal.

2. Policy

Moorland School will ensure that there is an effective policy for Health and Safety within the School and will be responsible for ensuring the establishment and effectiveness of that programme. Moorland will periodically discuss the effectiveness of the policy with the teachers at staff meetings to ensure that any necessary changes are made.

3. Support

All staff will ensure that they request a member of the maintenance team if requiring any support requiring Manual Handling; Working at Height (HSE), or the use of a specific tool, such as a power tool.

All maintenance staff will ensure that they are aware as to all guidelines involving Manual Handling; Working at Height (HSE), or the use of a specific tool, such as a power tool. No member of maintenance staff should undertake any duty; role or operation without first seeking advice; guidance or adequate training. The school employs a relatively large number of maintenance staff whom are all professionally qualified or highly experienced in the performance and function of most general maintenance and building functions. Therefore, it is the employee's responsibility to make management aware of any gaps in training, or concerns with equipment and or in its correct use.

Moorland will ensure that adequate staff, funds and material is provided to meet the requirements of the Health and Safety at Work Act 1974 and subsequent Health and Safety legislation.

4. Playground Safety

The School Staff have a Duty rota to ensure that adequate supervision is available at all times. Staff ensure that pupils have a satisfactory amount of freedom in the Playground and fields, commensurate with enjoying a healthy and safe environment.

5. PAT Testing

Testing of portable electrical appliances. Annual electrical and visual tests will be carried out on all of the school's portable appliances (All appliances that require a removable plug to connect to the main supply) Test records will be kept.

6. Sports Safety

Sport in the Schools is co-ordinated and organised by our PE teacher and football coach, plus other specialist staff. They have devised full policies for sport activities complete with Risk Assessment as required. Staff are generally trained for supervising and refereeing the various sports for which they have responsibility and the School ensures that staff are competent to supervise the sport that they are controlling.

- 6.1.** Pupils who do not bring a note to school stating a reason why they should not participate will be expected to take part in sport. The only exception to this will be in a situation where injury or illness has occurred during the day when pupils will be excused sport. For all sports, the School requires that the relevant protective equipment be worn. Where sport is undertaken off site, full assessments are in place to cover the venue and the activities.
- 6.2.** There is a full procedure in place for injury in sport activities. Sports Staff are First Aid trained and will handle the situation provided that it is within their sphere of competence. Where appropriate, the First Aid coordinator at the site will be involved and if it is deemed appropriate then an Ambulance will be summoned as appropriate. Staff are required to assess the situation and make a reasoned judgement as to whether an Ambulance is required and in such cases, the pupil's parents will be contacted to advise them of the extent of the injury.

7. Sports Hall

The Sports Hall is normally only used by the School itself and pupils are not permitted into the Halls without supervision. The Sports Hall is used for PE as well as other activities. In this situation care is exercised in the selection of activities so that injury from other non-sport equipment in the Sports Hall is minimised. There is a strict rule concerning the wearing of appropriate footwear in the Sports Hall. It is also most important that the shoes are clean and that shoe laces are tied tightly.

8. Risk Assessment

Risk Assessments will be carried out on all hazardous work activities in line with the requirements of The Management of Health and Safety at Work Regulations 1998.

Risk Assessments will be carried out on all areas of the school.

Risk Assessments will be carried out on all trips and activities.

The Assessment will establish potential hazards, risks and the control measures necessary to mitigate risk.

9. Safety Management

The School has a safety group, comprising of the Proprietors; Headteacher; Assistant Headteacher and Maintenance Team which meets on a termly basis and its purpose is to carry out the following: -

- To promote Health and safety throughout the School.
- To receive reports relating to Health and Safety on the effectiveness of the implementation of the Health and Safety Policy.
- To consider and introduce additional safety rules (or restrictions) that may be required from time to time.
- To ensure that current Health and Safety legislation is being complied with.
- To consider the causes of any accidents that have occurred and to establish methods and procedures to prevent any recurrence.
- To carry out any inspection of the School that may be required.
- To consider what material, publicity or training should be used in order to help promote Health and Safety throughout the School.
- To investigate any special hazards and to recommend action to be taken.
- To consider any communication received from official bodies and recommend action to be taken as appropriate.
- To review any comments or suggestions that comes out of the termly staff meetings.

10. Buses and Outings

It is the duty of staff to ensure pupils carried on the coach or minibus are all seated and have their seat belts on. No-one should be allowed to stand whilst the vehicle is in motion.

- 10.1.** Before starting off, staff should familiarise themselves with the location of the first aid kit and fire extinguisher and ensure that the rear emergency door is properly closed. When the bus reaches its destination, pupils should remain seated until a member of staff opens the doors and supervises an orderly embarkation.
- 10.2.** When crossing roads with children, the member of staff should halt the traffic first and then direct the children across. There should be no stragglers and preferably a member of staff at the head and tail of the column. It is important at all times that the children are well behaved and disciplined, both for their safety and for the reputation of the school.
- 10.3.** Pupils are expected to be on their best behaviour, properly dressed and walking in a quiet, orderly manner. Chewing or drinking from cans in the street, or on the school bus is not allowed. The member of staff organising the trip must inform all teaching staff that would be affected by their class being away on the trip especially part-time staff. No pupil should be allowed to leave the bus until the staff member opens the door. See National Guidelines on organizing outside visits, kept in the staffroom. Check compliance with guidelines.
- 10.4.** ALL TRIPS MUST BE RISK ASSESSED.

10.5. (All Trips and Visits must be sanctioned through the school's Educational Visits Coordinator, EVC.)

11. Minibuses

The School Minibuses are all fitted with seat belts and are regularly serviced in accordance with manufacturers' recommendations, and MOT guidelines. Each vehicle is equipped with the following items: -

- First Aid Kit
- Fire Extinguisher
- Basic Tools
- De-icer (in Winter)

11.1. Before commencing a journey, the following procedure will be adopted:

- 11.1.1. The Member of Staff driving (the Driver) will satisfy him or herself that the minibus is in good order and ready for the road.
- 11.1.2. The Driver will ensure that aisles are free of luggage and any luggage carried inside is secured correctly.
- 11.1.3. Driver will ensure that seat belts are worn by all passengers. Bylaw, belts must be used by all passengers if they are fitted, and for passengers under the age of 14 years, responsibility rests with the driver to ensure compliance.

11.2. In the event of a breakdown, the following procedure will be adopted:

- 11.2.1. In the event of a breakdown, the driver will summon help by using a mobile telephone which is always taken on journeys and will remain with the minibus but in a place of safety until assistance arrives.
- 11.2.2. Control of vehicles is of paramount importance within the school's site. Speed limits are employed to control the speed of vehicles in the grounds.

12. School Security

The School takes all reasonable steps to prevent unauthorised entry into its premises. The main school building has controlled entry, via a voice link, to the school of ice. All visitors are required to report to reception and sign the visitor's book. School staff, contractors and visitors all wear badges.

Staff are required to be vigilant at all times and to challenge any person who is not known to establish whether or not they should be on the School premises.

13. Classroom conditions

Conditions in these areas are monitored regularly to ensure that temperature, ventilation and lighting are adequate for their purpose, and that the standard of decoration and facilities meet fully the managements aims of providing a progressive and dynamic learning environment.

Your Responsibilities

1. Additional Attendance

Staff are expected to attend outside of normal school hours at Parent Evenings; Open Days and Evenings; Prize Giving; Carol Concert; and GCSE Results Day, please note that this list is not exhaustive.

2. Alcohol and Drugs

The School's Alcohol, Smoking and Drugs Policy should be read and understood by all members of staff. The consumption of alcohol by students is forbidden, whether at events on school premises or during trips or outings outside of school. Students are forbidden from bringing alcohol onto school premises.

Under legislation we, as your employer, have a duty to ensure so far as is reasonably practicable, the health and safety and welfare at work of all our employees, and similarly you have a responsibility to yourself and your colleagues. The use of alcohol and drugs may impair the safe and efficient running of the school and, or the health and safety of our employees. The effects of alcohol and drugs can be numerous (these are examples only and not an exhaustive list):

- Absenteeism (e.g. unauthorized absence; lateness; excessive levels of sickness, etc.)
- Higher accident levels (e.g. at work, elsewhere, driving to and from work)
- Work performance (e.g. difficulty in concentrating; tasks taking more time; making mistakes; etc.).

If your performance or attendance at work is affected as a result of alcohol or drugs, or we believe you have been involved in any drug related action/offence, you may be subject to disciplinary action and, dependent on the circumstances, this may lead to your dismissal.

3. Changes in Personal Details

It is a contractual requirement that you notify us of any change of name, address, telephone number, etc., so that we can maintain accurate information on our records and make contact with you in an emergency, if necessary, outside normal working hours. Failure to notify us will be considered as gross misconduct.

4. Damage

The following provision is an express written term of your contract of employment: -

- 4.1.** Any damage to vehicles, stock or property (including non-statutory safety equipment) that is the result of your carelessness, negligence or deliberate vandalism will render you liable to pay the full or part of the cost of repair or replacement.
- 4.2.** Any loss to us that is the result of your failure to observe rules, procedures or instruction, or is as a result of your negligent behaviour or your unsatisfactory standards of work will render you liable to reimburse to us the full or part of the cost of the loss; and
- 4.3.** In the event of a 'fault accident' whilst driving one of our vehicles you may in cases of a serious driving offence be required to pay the cost of the insurance excess up to a maximum of £250.00.
- 4.4.** In the event of failure to pay, we have the contractual right to deduct such costs from your pay.

5. Housekeeping

Both from the point of view of safety and of appearance, work areas must be kept clean and tidy at all times, and this includes classrooms and common areas.

6. Illness

- 6.1.** If you are suffering from an infectious or contagious disease or illness such as rubella or hepatitis you must not report for work without clearance from your own doctor.
- 6.2.** If you are suffering from an infectious or contagious disease or illness, or have a bowel disorder, boils, skin or mouth infection, you must not report for work without clearance from your own doctor.
- 6.3.** Contact with any person suffering from an infectious or contagious disease must be reported and you must have clearance from your own doctor before commencing work. You must report to the Headteacher before commencing work.

7. Other Employment

If you already have any other employment or are considering any additional employment you must notify us so that we can discuss any implications arising from the current working time legislation.

8. Reducing Waste

- 8.1.** We maintain a policy of "minimum waste" which is essential to the cost-effective and efficient running of all our operations.

8.2. You are able to promote this policy by taking extra care during your normal duties by avoiding unnecessary or extravagant use of services, time, energy, etc. The following points are illustrations of this: -

8.3. Handle machines, equipment and stock with care.

8.4. Turn off any unnecessary lighting and heating, report when the heating of the buildings is not required to the office and maintenance team.

9. Safety; Hygiene; Health and Welfare

9.1. Health

You should make yourself familiar with the school's Health and Safety Policy and your own health and safety duties and responsibilities, as shown separately.

You must not take any action that could threaten the health or safety of children; parents; yourself; other employees; customers, or members of the public.

Protective clothing and other equipment which may be issued for your protection because of the nature of your job must be worn and used at all appropriate times. Failure to do so could be a contravention of your health and safety responsibilities. Once issued, this protective wear/equipment is your responsibility.

You should seek training if you are unsure about using any equipment and you should refer to the HSE guidance in terms of working at height, ladders and in regard to correct lifting.

You should report all accidents and injuries at work, no matter how minor, so that the office can record these in the accident.

9.2. Hygiene

9.2.1. Refreshment Making Facilities. We provide refreshment-making facilities for your use, the equipment and the area must be kept clean and tidy at all times. The refreshment making facilities may only be used during authorised breaks.

9.2.2. Rest Room. We provide a rest room for your use, which must be kept clean and tidy at all times. It may only be used during authorised breaks.

9.2.3. Hygiene for Food Handlers

You must wash your hands immediately before commencing work and after using the toilet.

Any cut or burn on the hand or arm must be covered with an approved visible dressing.

Head coverings and overalls/uniforms, where provided, must be worn at all times.

No jewellery should be worn, other than wedding rings, without the permission of the Headteacher.

You should not wear excessive amounts of make-up or perfume.

10. Smoking Policy

Smoking is not permitted anywhere inside our school buildings. Outside of school buildings smoking can only take place inside the smoking shed. By making this concession the school accepts no responsibility for damage caused to the health of staff that use the smoking shed. Non-smoking staff enter the smoking shed at their own risk, and the Directors would strongly urge them not to do so, as smoking seriously damages your health. **This policy must be observed and adhere to at all times.**

11. Standards of Dress

As you will be in contact with pupils, parents and members of the public, it is important that you present a professional image with regard to appearance and standards of dress. Where uniforms are provided, they must be worn at all times whilst at work and laundered on a regular basis. Where uniforms are not provided, you should wear clothes appropriate to your job responsibilities, such as suits and ties or smart trousers and jackets for men, and smart suits, or dresses for women, smart trouser suits are acceptable. Maintenance men and gardeners only can wear Jeans, and other forms of dress resembling overalls. We are a fee-paying school and insist that our pupils wear school uniform, including ties. Our staff should lead from the front and show an example to our pupils.

12. Time Keeping

- 12.1.** Start work on time and with the minimum of delay after arriving for work and after breaks.
- 12.2.** Breaks; staff are expected to keep to the specified times and contractual allowance.

General Information

1. Time Off

Circumstances may arise where you need time off for medical, dental appointments, or for other reasons. Where possible, such appointments should be made outside normal working hours. If this is not possible, time off required for these purposes may be granted at the discretion of the Headteacher and will normally be without pay.

2. Bereavement Leave

Individuals' reactions to bereavement vary greatly and the setting of fixed rules for time off is therefore inappropriate. You should discuss your circumstances with the Headteacher and agree appropriate time off. The school is not contractually obligated to pay for bereavement leave, however the Directors may elect to in part or in whole. Please note that factors such as length of service, and severity, 'closeness' of bereavement will be factors taken into consideration.

3. Expenses

We will reimburse you for any reasonable expenses incurred, provided you have authorisation from the Headteacher, or prior agreement with your line manager to incur the expense. You must provide receipts for all expenditure. Please note un-sanctioned expenditure will not be refunded. Please note that you will lose your right to claim any monies that predate six months from the date that the expenses had been lodged with the school's Business Manager, Mrs Deborah Frost.

4. Communications

The school notice boards are used to help keep parents and staff informed about events at school, they are not for private use. We discourage using them to offer goods or services to our parents or other individuals. Only in exceptional cases will the Headteacher give permission for such use.

5. Employees' Property

We do not accept liability for any loss of, or damage to, property that you bring onto the premises. You are requested not to bring personal items of value onto the premises and, in particular, not to leave any handbags unattended or items overnight. A limited number of lockers are available for members of staff, please ask the Headteacher for availability.

6. Lost Property

Articles of lost property should be handed to the Assistant Headteacher who will retain them whilst attempts are made to discover the owner.

7. Parking

No liability is accepted for damage to private vehicles, however it may be caused. The staff car park is situated by the Sports Hall. This is the only part of the school premises that staff may park their cars on. It is important that cars are not parked anywhere else on the school grounds to assist in safety for the children, and to allow our parents clear access to deliver and collect their children from school. No responsibility can be accepted for injury to people using our car park. The alternative is to park on the public car parks, or highway.

8. Mail

All mail addressed to the school will be opened, including that addressed to employees. Private mail, therefore, should not be sent care of the school. No private mail may be posted at our expense, except in those cases where a formal re-charge arrangement has been made.

9. Telephone Calls, Mobile Phones

Telephones are essential for our school. Incoming personal telephone calls are allowed only in the case of emergency. Outgoing calls can only be made with the prior permission of the Headteacher. Mobile telephones should be switched off while in school. Mobiles are only allowed to be used in the provided staffroom or smoking area. Children are not allowed to use mobile telephones in school and staff should set an example.

10. Parents & Children's Contact Numbers

Parents should not be given your personal contact details either, mobile or home phone numbers; and nor should you have theirs stored in your phones. Parents must be contacted via work telephones and work email accounts only, and must not be texted private messages during the working day, evening or weekend. Please refer to the school's Communication Policy.

11. Buying or Selling of Goods

You are not allowed to buy or sell goods on your own behalf on our premises or during your working hours.

12. Collections from Employees

Unless specific authorisation is given by the Headteacher no collections of any kind are allowed on our premises.

13. Friends and Relatives Contact

You should discourage your friends and relatives from either calling on you in person or by telephone except in an emergency.

14. Political and Religious Activities

Although we have no political or religious bias, we do fully respect all faiths. However, any political or religious activities on our premises must first be cleared by written consent from the Headteacher prior to taking place.

15. Client relations

We provide services to our parents and you are employed by the school to do work on behalf of our pupils. Because of this relationship our parents may from time to time request an individual member of our staff to do private tuition, or childcare services. In such circumstances it is the school's policy to ask you to discourage such requests. If you are approached and you want to work with children from our school in a private arrangement, you should seek advice from the Headteacher. It is only in exceptional cases that permission may be given. Experience has shown that if an occasion arises where the services provided in any private arrangement are not entirely to the satisfaction of the parent. The result is an upset parent, which could cause the school a great deal of embarrassment and can lead the school to lose a fee paying child's place. If this request is not acceptable to you, we may have no alternative but to terminate your employment. This procedure is separate from any concurrent disciplinary matter which may need

16. Unwell Pupils

- **Boarders:** Any boarder who has had an unsettled night will be assessed in the morning by one of the House Parents. A decision will be made as to fitness for classes and teaching staff will be advised if a boarder will be absent from lessons. If necessary, parents will be asked to collect their child from school.
- **Senior School** If any child is taken ill during a lesson, they should be escorted to the Pastoral Manager's office by another child. Over the counter medication will be administered, providing parental consent is in place. If necessary, parents will be asked to collect the child or in the case of boarders, they will be sent to bed or the medical room. It is very important that a record is kept and the parent or guardian is informed. It is also important to note that a medical opinion should be sought if there is any doubt.
- **Junior School** If any child is taken ill during a lesson, the Head of Juniors should be advised. Over the counter medication will be administered, providing parental consent is in place. If necessary, parents will be asked to collect the child or in the case of boarders, they will be sent to bed or the medical room. It is very important that a record is kept and the parent or guardian is informed. It is also important to note that a medical opinion should be sought if there is any doubt.

17. ISAMs

The school uses the ISAMs MIS system for pupil records, registration, behaviour management, reporting and other administrative tasks. All Teaching and Administrative staff will be given an ISAMs login, and will receive training its use.

18. Senior Leadership Team

Please familiarise yourself with who is on your SLT. 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. The Senior Leadership Team convenes weekly. We would welcome other staff to attend these meetings in order to celebrate everyone's strengths, concerns and guidance. Please formally request attendance at a SLT meeting by email to the Assistant Headteacher.

Teaching Responsibilities

1. Morning Register

All staff are expected to arrive at school by no later than 8:30 am. The registration bell sounds at 8:45, when pupils may be admitted to their form rooms. Tutors should take the register and collect mobile phones, which should be placed in the child's envelope in the box. Phones are to be taken to Ms McConnells's office for safekeeping.

Form registers should be taken using ISAMs. If, for any reason, tutors are not able to carry out registration on ISAMs, then a manual register should be completed and a list of absent students emailed to the Assistant Headteacher (dfrost@moorlandschool.co.uk) **before 9.30am**.

2. Afternoon Register

Afternoon registration takes place immediately after KS3 and KS4 lunch. Registration is taken by form and should be taken using ISAMs. Staff responsible for afternoon registration will be advised of this via their timetable. If, for any reason, it is not possible to carry out registration on ISAMs, then a manual register should be completed and a list of absent students emailed to the Assistant Headteacher (dfrost@moorlandschool.co.uk) **before 9.30am**.

3. Evening Duty

- **Senior School.** Full time teaching staff undertake one evening prep duty per week, on a rota basis.
- **Junior School.** Junior teaching staff undertake after-school duties from 4pm to 5pm, Monday to Thursday.

4. Prep

KS3 Prep takes place from 4pm to 5pm, Monday to Thursday

KS4 Prep takes place from 4pm to 5.30pm, Monday to Thursday

- 4.1. Pupils should start work on time and with the minimum of delay after arriving for work and after breaks.
- 4.2. Teachers are there to help the pupils. It is vital that the session is formally structured and supportive.
- 4.3. Prep is a quiet time; music is not allowed on individual headsets.
- 4.4. Please do not let the children use a laptop unless you are sure that their prep requires. The screen must be visible to teaching staff at all times, and therefore pupils must sit on the other side of the desk so that monitors are clearly in view.
- 4.5. Please observe additional rules for prep as below:
 - Hands up for questions.
 - Sit in allotted places, not next to pupils in the same class.
 - Normal classroom rules apply.
 - Watch out for copying. If pupils can't do the work - give help!!
 - Please watch out for pupils who need to be stretched. Extension work could be given.
 - Ensure that Prep is done correctly and that great pride is demonstrated.
 - If Prep is finished early, pupils can read books or perhaps write letters home.
 - Any misbehaviour during prep must reported to the form tutor (or Headteacher if serious) the following day.
- 4.6. Once prep is over, **CHECK ALL CLASSROOMS ARE LOCKED AND ALL WINDOWS ARE CLOSED.**

5. Senior School Staff Briefing:

There will be one Staff Briefing which will commence promptly at 8:00am every Monday morning, and will finish by no later than 8:45am on the warning bell. Attendance is compulsory, with all full time staff, and part-time staff employed

on Monday 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.

6. Staff Meetings:

From time to time, an after school staff meeting may be required. Staff will be given adequate advance notice of these, so that arrangements can be made.

7. Morning Break:

Senior School: Two teachers on duty as per duty list on staff notice board. Teacher in main playground duty to regulate access to the Main building and check toilets periodically. If the field is in use, the teacher normally supervising the Hard Court will supervise the field instead; no pupils allowed on Hard Court at that time. 2nd teacher to remain in charge of access to Main building and supervising main playground area. Pupils must be seen at all times, especially when on the playing field, and kept well away from the edge of the field, which borders the public footpath.

Junior School: Break times usually take place on the Hard Court Area, supervised by members of staff on a rota basis.

8. Lunchtime

Junior:	12noon dining room, 12.30pm hardcourt playground
KS 3:	12.20pm, into dining room at 12.30pm
KS4 & 5	1.10pm

Pupils will line up outside the dining room and will be called in, in year group order, by the staff on duty. Staff eating in the dining room should, wherever possible, sit amongst pupils in order to monitor and encourage good table manners and behaviour and to engage with the children outside of the classroom environment. Staff will be on duty in the dining room, and outside, on a rota basis, supported by two lunchtime supervisors who are on duty from 12noon to 2.00pm.

9. Wet/Extreme Weather Arrangements:

In the case of wet/extreme weather, all staff are required to go to their form rooms where each form is kept for the duration of the break. Prefects will help with supervision of the corridors and toilet areas and all staff to assume a supportive role during wet breaks. If the wet breaks continue into registration all students should go straight to their form and registration to take place, there.

10. End of the School Day

With the exception of those classrooms being used for Senior Prep, staff should ensure that classrooms are left in an orderly fashion at the end of the school day. Chairs should be placed upside down on desks, windows closed and lights switched off. The Evening duty teachers should supervise boarding of the buses 16.00 to 16.10. Please note that timings are subject to operational change to suit the needs of the business, and therefore all times illustrated are to be taken as a guide.

11. 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 Pastoral Manager if they are over five minutes late to report their absence.

12. 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 under the desks during the school day and on top of desks at the end of the day. The teacher must be the last person to leave the classroom, ensuring that windows are closed and lights are off before they go.

13. 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.

14. 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.

15. 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. Any text books with covers which are ripped and torn or missing should be collected in so that they can be repaired and recovered.

16. Toilet Breaks:

Common sense should be applied of course, but where possible students should wait to go until the end of your lesson. Pupils may visit the toilet during lessons if absolutely necessary but only one at a time.

17. 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 an act of gross misconduct, which will likely lead to instant dismissal.

18. Assessment Tracker

Pupils half term and end of term report data should be entered via ISAMs, thereby creating an assessment tracker for each student.

19. Discipline Tracker

Discipline must be the responsibility of everyone in the school, and this means we must all apply a calm consistent approach to dealing with the children. The discipline system at Moorland has been put in place, and we must all use ISAMs to record merits, demerits and detentions. This system produces a whole school approach to discipline and rewards within school, as well as providing evidence on who has been sanctioned; for what and by whom, whilst providing feedback as to how the incident has been handled.

20. 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 senior school subject teachers are responsible for setting two homeworks, which should last for a minimum of forty minutes each. Senior School prep should be set via MS Teams, with instructions, notes and worksheets, if any, uploaded to the relevant lesson Team. Hard copy Homework diaries are used in the Junior School.

21. Marking

All homework should be marked on a weekly basis, and books should not be left any longer than one week before being fully marked, (Please note that this is a 'minimum' requirement, and you should read the school's Curriculum Policy for the school's more detailed expectations). 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 and report writing must not be done in lesson-time.

22. Lesson Planners

Teachers must ensure that:

- all homework scores and assessment grades are recorded within their planners;
- students that are 'Gifted and Talented' and on the SEN register are highlighted and appropriately differentiated for.
- that there is a plan, for each lesson. This should identify intended learning objectives and outcomes.

23. Duties

- 1.1. **Morning and Lunchtime Duty:** Staff are urged to arrive promptly to their allocated positions at the correct time. Moorland School has 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.
- 1.2. **Evening Duty:** 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 notified to the Assistant Headteacher

24. 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 1998, and this should not be shared with any third party unless written permission has been granted by the school. **Breach of this could lead to instant dismissal for gross misconduct.**

25. Setting Cover

All staff have a professional duty of care to set meaningful cover for their classes, and children whilst they are absence.

26. 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.

27. Time Table Changes

No changes to your teaching timetable can be made without the consent of the Headteacher or Assistant Headteacher.

28. School Policies

A copy of all Moorland School policies can be found in the relevant folder of the Moorland Staff MS Teams Group. Hard copies are available in the Senior and Junior School staffrooms, and the Assistant Headteacher's Office.

29. 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. This includes meeting all pre-set deadlines.

30. 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.

31. 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.

32. Lesson Observations

Observations will take place at regular intervals as requested by ISI. 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.

33. Building Security

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

34. 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.

35. 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.

36. Sports Hall and Equipment

Please can all non PE Departmental staff that 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.

37. Photocopying

Staff should use photocopiers in the Junior and Senior School staffrooms and not the main school office copier. During busy periods, such as internal exams, requests for copying or printing can be sent to the school office staff. **At least 48 hours' notice** is required for any work sent to them.

38. 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.

39. 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.

40. 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.

41. Out of Bounds Areas

The drive, from the Junior School to the end of the school drive; the back terrace area behind the old building, the 'Willows'; the trench behind the tennis court and the circle in front of the main house. Behind the sports hall, between the science lab and the maintenance / bus area, and anywhere that a child cannot be clearly seen including the woods directly behind the grass courts. The kitchen and dining room are out of bounds outside of its normal use. No child is allowed to the edge of the school fields, near to the public footpath.

42. School Bus

The bus stops outside the Junior School lets juniors off the bus, accompanied into the teaching block by the driver. Senior children remain on the bus and are driven into the bus park compound. NOTE: Drivers must exercise extreme care when entering and moving around the school site.

43. Access Controlled System:

No member of staff is to allow pupils into areas that they have not been granted access to. For example, no student should be allowed into the Staffroom; because there is confidential information contained on the notice boards, and is not an appropriate area for a pupil to be in. No member of staff is to give a pupil their access card for any reason.

44. Pupil Supervision in The Classroom:

No pupils are to be allowed to be in classroom unsupervised for any reasons, and no teachers should leave their teaching environments unsupervised for any reason. (This could result in a serious accident, and because of the level risk leaving pupils unaccompanied in a classroom would be deemed as gross misconduct).

45. Additional Attendance

Staff are expected to attend outside of normal school hours at Parent Evenings; Open Days and Evenings; Prize Giving; Carol Concert; and GCSE Results Day, please note that this list is not exhaustive.

46. Marking & Assessment

Mark all books and use the teacher planner in accordance with the school policy; record; monitor all homework and assessment grades. Set meaningful homework in accordance with policy that last the minimum duration expected. Revision exercises must be supported with written outcomes. Please refer to the school's Curriculum Policy.

47. Room Environment

Ensure that all displays are current, (for example no Christmas displays and decorations on display on the return to school in January, Spring Term. All classrooms should be well presented and show evidence of marked worked set against national reported levels. The classroom should be neat and tidy with all teaching resources well presented. There should be no breakages left in the classroom, and all damage should be reported to the school office. Should teachers require storage or resources then it is their responsibility to ensure that they have notified management as to what is required.

48. Trips & Visits

These must all be approved by Assistant Headteacher in the first instance before being sanctioned by the Headteacher.

Appropriate ratios will be adhered to, which reflect the risk, and all contact details of parents and children will be taken.

Parental permissions will also be sought and the risk assessment in cases of trips and visits will be signed off by the EVC.

49. Staff Absence - Sickness & Permission to be Off Site

All sickness must be reported as early as possible on the morning of the first day of sickness, so that cover and sufficient planning can take place. Notification should be made to the Assistant Headteacher by telephone or text to 07879 817538 and this should be followed up with an email to dfrost@moorlandschool.co.uk. It is the teacher's responsibility to set appropriate cover whether off work due to sickness; appointment; training or for any other reason.

No member of staff should leave work for any reason during their core hours without first informing the Assistant Headteacher and the school office. No member of staff should use a planning and preparation lesson, 'free' as an excuse for being off-site. For example, coming into work late or leaving early.

Staff wishing to request time off site during the school day, for any reason, must complete the appropriate request form, **Permission to Be Off School Site during Core Hours**, copies of which can be found in the staff room and on the Staff MS Teams Group.

50. Procedures for Staff if Bullying is Reported

All instances of reported bullying are to be taken seriously at Moorland School. Each case must be responded to appropriately and speedily. Pupils must be confident that reported bullying will be investigated and taken seriously. Pupils may see failure to respond to incidents or allegations, as toleration of bullying. It is vital that we act promptly and firmly to combat it whenever and wherever it occurs. If bullying of one pupil by another is suspected, the member of staff must inform the relevant person:

- Pastoral & Welfare Manager
- EYFS Director
- Head of Juniors
- Assistant Headteacher
- Headteacher

A written report of the incident/s will be taken. The report is then kept in a central bullying file. Facts required in the report must include:

- Who is being bullied and by whom
- Exactly what has happened
- All the people who are involved – bully and bystanders
- Who saw/heard what happened
- How often this has happened
- Where and when it happened
- Any action which has been taken already
- Further action to be taken.

All cases of bullying are reported to the Head Teacher, Head of Juniors, EYFS Director and Pastoral & Welfare Manager; this allows patterns to be identified. When a pupil moves from one Key Stage to another any relevant information will be transferred.

For all incidents of bullying:

- The relevant lead must be informed, as identified above
- The Headteacher must be informed
- Reassurance, support and strategies will be put in place to help all involved, working towards reconciliation where possible.
- All parties will be interviewed individually and asked to write an account of events
- Bully and victim must understand each other's feelings and points of view. The bully should be counselled to understand the effects of their actions
- The incident must be recorded on the Schools' Rewards and Sanction System.

Pastoral staff have an important part to play. Pupils may be unaware of the effect of their actions or may be experiencing difficulties which may manifest themselves in aggressive behaviour. Corrective measures can be talked through with an individual.

The parents/guardians of all parties should be informed and invited into school to discuss the matter. Where appropriate, bullies will be punished through withdrawal of privileges. Temporary exclusion may be implemented and in extreme cases they may be asked to remove their child from the School

Incidents of suspected bullying may be brought to the attention of the staff by parents. Staff should refer this to the Head Teacher, Head of Juniors, EYFS Director, Pastoral & Welfare Manager as appropriate who will put in motion the steps outlined above and will keep in contact with parents at all stages.

Our aim is to achieve a successful outcome for all parties concerned.

Parents' Terms & Conditions

Moorland Parents agree to certain terms and conditions when enrolling their child at the school. These terms & conditions are sent to them with every school invoice they receive. These conditions are:

Contractual Terms and Conditions

(These are included on the reverse of all fee payments, or attached along with your fees in instances where your fee invoices are emailed to you.)

School Fees

All termly school fees are strictly payable before the commencement of the academic term.

Parents may opt to pay school fees monthly but this will be subject to a levy of 3% charge to disburse the school fees over twelve equal monthly payments. This option has been changed from September 2017, as monthly fees are now payable through the financial provider Premium Credit. Moorland School reserve the right to charge a 5% interest charge to any outstanding school fees which remain outstanding after the first week of that term.

A charge of 17% will be levied against fees that remain outstanding from a previous term, on the commencement of a secondary term, unless authorisation has been agreed in writing by the school for late payment.

Should the school find itself in the regrettable position of taking legal action to recover outstanding fees and charges, then all legal costs will be recoverable, including any charges applied by debt recovery agents. In this instance the outstanding balance will incur interest charges of 17%, (this includes fees in lieu of notice).

The school will also seek full financial redress in your country of residence, and this will include contacting the authorities, and employers where appropriate.

Examinations

Important note to all parents: School fees do not include any external examination costs, and therefore all costs associated with sitting GCSE; A-Levels and BTEC exams, (including modules) will be passed on to parents / carers. This is standard practice operated by the vast majority of all private schools. The school reserves the right to make uplift on the examination fees charged by the examination boards as this contributes to our increased invigilation; administration and postage costs. Any outstanding fees must be paid in full before your child sits their 1st G.C.S.E. examination, failure to do so will result in them being excluded from taking their examinations.

Work Experience

All Year 10 students will be expected to complete a full working week with an employer, as part of our work experience programme. We believe that this is a vital stage of preparing young adults for the work place, as they learn about responsibility, reliability and professionalism. This may also help to guide future career choices and A-Level options. Please can all parents and carers note that there will be no refunds offered for not being in school that week, either for academic studies or for food and transport. The school must continue to provide these services, and indeed there is an additional cost to school as all of these employers must be visited at least twice and risk assessed.

Year 11

The policy of Moorland School and its Management is not to allow study leave to the Year 11 students. It is expected that all students will remain in school and will continue to go to lessons as normal. This allows our teachers to deliver a programme of revision study sessions, ensuring that your child is best equipped to be able to perform at their best. However, the school does reserve the right to choose when students should go on study leave. This usually occurs when the majority of students have completed their examinations, and one or two have a couple of GCSE examinations left remaining. As you can imagine it becomes very difficult in this situation to manage students' behaviour when they have effectively completed their examinations, and therefore school, in this instance would deem that Year 11 students had ultimately finished school and their GCSE's.

The school can elect to send individual Year 11 students on compulsory study leave should their behaviour become unsatisfactory, and or they cause disruption to other students learning environment.

All Year 11 students will have completed schooling before the end of the summer term, as is the case in every school across the United Kingdom. Please can all parents and carers note that there will be no fee reductions or refunds offered due to the shortened term for children not being in school until the very end of the Summer term, either for academic studies or for food and transport. This is the standard practice within all private schools. All Year 11 students will be expected to leave the school after the last day of their final GCSE examination. All Year 11 boarding students will be expected to leave the boarding house on the Sunday after their Prom. The Prom will only occur after the final GCSE examination has been taken. Please check the school calendar for the Prom date, which should fall in July. Please note that this date may have to be requested in January, as we may not know the date of the final GCSE examination prior to this date.

Trips & Visits

Moorland School enrich the children's lives by organising and planning a number of trips and visits throughout the academic year these include, skiing holidays; Museums; theatres; outdoor pursuits; sponsored walks; charity events and of term trips such as Light Water Valley. Once parents / carers have given permission and paid deposits it is the policy that these will be non-refundable, unless the school cancels the holiday /activity. The school will not offer any refunds for loss of enjoyment, lack of time at an event or for any other unforeseen eventuality. However, monies will be passed on to parents should they be recovered from the company hosting the event, or transport provider.

Personal Property

The school would strongly advise all parents not to encourage their children to bring high value items into school; this includes mobile phones, iPod, watches, jewellery, clothing, money etc. The school will not accept responsibility for their loss or recovery, and therefore there will be no offer to financially reimburse parents or carers for their loss.

Attendance and Punctuality

All periods of absences must be communicated to the school office on the day, and all and any appointments and holidays must be sanctioned by the Headteacher. The school reserves the right to refuse a student from taking a GCSE where their attendance has fallen below 90%. Our teachers and the school work extremely hard with our pupils to ensure that they achieve their true academic potentials. Therefore, it is not acceptable that the school's results should be affected by pupils who refuse to attend school or lessons. However, the school may consider relaxing this policy in cases of medically substantiated illness or bereavement. The school also reserves the right to insist that a student will be entered as an external candidate should they fail to work to an expected commitment to work and hand in work on time, or fail to meet the agreed 90% attendance.

Suspension and Expulsions

Moorland School has an ethos and policy of selecting children based upon their behaviour, and therefore the Headteacher and Directors reserve the right to bypass our disciplinary procedures and suspend or expel pupils in order to safeguard standards and other pupils within their care, without the right of appeal. It is important to note that this would be the very last resort as we like to exhaust our own internal behaviour management systems in the first instances. However, should a suspension or expulsion be deemed necessary, there will be no refunds offered for loss of academic studies, food or transport costs. This is the standard practice within all private schools.

Social Networking Sites

Moorland School would like to remind all parents that you must be over the age of thirteen to register with Facebook. Moorland School would strongly advise all parents to only give their children access to computers and the internet in public areas of the house, and not on laptops and in the bedroom. Parents should also have accounts, and should be friends of their children so they can view and access their accounts at will, in order to protect and police their accounts. Ultimately accounts accessed from home or out of school hours is the responsibility of our parents, and not the school. The school takes a zero tolerance to bullying in all forms be it in the playground at school, or through cyber space. Whilst the school cannot be held accountable for comments or images posted on Facebook, or other social mediums, we certainly will fully investigate where one of our pupils is being victimised or threatened.

This includes reserving the right to contact parents outside of school hours to demand the instant removal of upsetting comments and or images. Failure to comply with these requests could jeopardise your child's place at Moorland School.

Notice of Termination

All parents agree to give Moorland School one full terms notice of their intention to withdraw their child from the school. This is a standard clause which the majority of all private schools operate by, and this allows the school to appropriately budget, staff, plan and resource the educational provision to best fit the needs of their children. This clause appears within the signed contract, agreement between school and our parents / carers.

Disclaimer

These terms and conditions can be found on the school's website www.moorlandschool.co.uk, and also appear within the school prospectus. Additionally, these appear in font size 8 on the reverse of your school invoice. On paying your invoice you are also acknowledging that you are aware of these conditions, and that you continue to accept the terms of the agreement in which you entered with Moorland Private School Limited. Please do not hesitate to contact the Headteacher or the school office, should any of these terms and conditions not be fully understood.

Issue Date: 1 July 2020

Review Date: 30 June 2021