



Greenhills Primary School and Nursery Class – Staff Handbook

Greenhills Primary School and Nursery Class – Staff Handbook - Contents

Content
Welcome
Absence monitoring/Late Coming
Accident reporting
Annual Calendar
Appointments
Assemblies
Behaviour
Booking a Room
Buddy system and clubs
Child Protection
Class Admin Folder
Communication Passports
Communication -Parents
Communication - Staff
Complaints
CPD
Credit Union
Data Protection
Early closure
Educational Visits
Elected Members
Emergencies – bomb scare, gas leak, medical, behaviour
Equality
Extra-Curricular Clubs
Fire Procedures
Forward Planning
Funding
Head Lice
Healthy Snacks
Holidays during term time
Homework
House System
ICT
Lunches
Medicines

Content
Non collection of a child
Nursery to P1 Transition
NQTs/Students
P6 Work Experience
Parent Council
Parents' Meetings
Parking
PDR/PRD
Policies
Playground behaviour
Pupil Groups
Racist Incidents
Remits
Repairs
Reporting
Resources
Risk Assessment
Safety
School Hours
School Support Assistants
School Uniform
Secondary Liaison
Security
Sharing the Learning
Smoking
Social Committee
Social Media
Special Leave
Staff Absence
Timetables
Telephones
Transfer of Information
Travelling Expenses
Volunteers
Wet Intervals
Wet mornings
Work Experience



Greenhills Primary School and Nursery Class – Staff Handbook

Welcome

Welcome to Greenhills Primary School. This handbook has been designed to familiarise you with procedures which operate here and provide valuable information about our school. If you require any additional information, please do not hesitate to ask. We hope your experience with us is a happy one.

Absence Monitoring/Late Coming

Teaching staff complete the absence monitoring sheet and send to the office by 9.15am each morning. Office staff check if a parent has called in and make contact as necessary. Absence monitoring sheets are returned to class dookits by morning interval.

The head teacher should be informed if a child has been involved in an accident outwith school or has been admitted to/attended hospital (other than a routine appointment).

Teachers should ensure all children are present after interval and lunchtime. If a child has not returned the office should be contacted immediately. Parents will be contacted and if the child is still missing the police will be informed.

Any child arriving late for school through the office entrance will be asked to order their lunch at the office.

Accident Reporting

Any accidents involving either staff or pupils should be recorded. Office staff will be able to direct you to the accident logs. These logs should be completed as soon as possible by the adult(s), who were directly involved, after the accident. If a child has an accident and is unable to move or be moved, then contact should be made with the office immediately. In the case of any accident resulting in a head injury parents/carers will be contacted.

Serious accidents involving staff require the completion of a RIDDOR form which is available in the office.

Annual Calendar

A copy of the annual calendar is available in the Timetables folder in the staffroom

Appointments

Where possible please arrange appointments out with school hours. When this is not possible please speak to your line manager as appropriate-

Teaching Staff – Head Teacher

Support Staff – Team Leader

Early Years Staff – Team Leader

Assemblies

Weekly assemblies are held at 9.15am each Wednesday morning in the school hall and last 45 minutes. Teaching staff have 45 minutes CCC time during assemblies. Support staff should be in the hall to help supervise children unless redirected to other duties.



Greenhills Primary School and Nursery Class – Staff Handbook

Teachers should ensure the class register is brought to the hall, placed on the stage and collected at the end of assembly.

All children's achievements are recognised at whole school assemblies via the Pride of Greenhills awards. Achievements should be placed in the folders outside the office with the certificate already completed.

P1-3 children have their effort and behaviour rewarded through the Reach for The Stars award every second week and P4-7 enjoy the Greenhills Grammys awards, again every second week. A list of assembly dates is available in Shared Docs under the Assemblies file within the current year and is displayed in the staffroom. Each ASN and Mainstream class should nominate one child each time their year group is receiving awards.

Behaviour

Our behaviour policy (Promoting Positive Relationships and Behaviour) is based on Promoting Positive Behaviour and is tied in with our school values of-

- Happy
- Inclusive
- Believe
- Respectful
- Safe

The desired behaviours throughout the school are READY, RESPECTFUL and SAFE. Each class has a Recognition Board on which children's name are written when they demonstrated targeted behaviours or go 'above and beyond'.

We believe every child has the right to be educated in an environment which is safe and free from bullying. Through H&W lessons we encourage children to be tolerant of and respectful towards each other. Where a parent makes a complaint about bullying, give an assurance that complaints of this nature are taken seriously and will be fully investigated. See Anti Bullying policy

Booking a Room

Should you require the meeting room, visiting services room, nursery parent's room etc there is a folder in the office labelled bookaroom.com. A booking should be made on the appropriate timetable via office staff.

Buddy System and clubs

We operate a playground buddy system between P1 and P7 children. During the summer term of P6 children are invited to apply for a playground buddy position the following year. Children are interviewed and appointed as appropriate. The buddies are asked to come along to the lunch hall at 12.15 to support the children. It is expected all buddies will commit to their duties until the October break and will sign a contract to this effect. Thereafter they will have the option as to whether or not they wish to continue on a termly basis.

Child Protection

Elaine Johnston (Head Teacher) is the Child Protection Officer for the school. During the inset day in August staff are updated on South Lanarkshire Council's Child Protection procedures. The presentation is stored in Shared Docs, Management Info, Child Protection. Keeping children safe is of paramount importance and all staff must be vigilant at all times. Should you have cause for concern regarding a child's welfare please speak to a member of SMT immediately. A concern sheet should also be completed however do not wait to do this if you have a serious concern



Greenhills Primary School and Nursery Class – Staff Handbook

that may require immediate action. If a concern comes to light during class time and time allows the concern form could be sent in a sealed envelope marked urgent. Alternatively a note should be sent to the office marked urgent. The concern sheet can be completed retrospectively. If you have raised a concern you should be informed of any action taken. All staff should have a Child Protection leaflet. If you don't please speak to a member of office staff.

Child Protection files are located in the Head Teacher's office.

Class Admin Folder

Each class has an admin folder. This folder should be readily available on the teacher's desk and contain the following information-

1. Medical Information
2. Timetable, Class List and Email List
3. Planning
4. Behaviour –blank copies of certificates (Reach for Stars, Grammies, Pride of Greenhills)
5. Records – PE kit, Homework, return slips and money, record of meetings with parents
6. Correspondence – copies of PE/Gym shoes/Homework letters, concern forms (blank), copies of school newsletters, spare letters, received letters from parents

Communication Passports

Some children, who experience difficulties managing their behaviour or have additional support needs, have a communication passport which outlines the types of behaviour displayed and specific strategies for supporting them. These should be filed in the Admin folder in each classroom. All children in the supported classes have communication passports.

Communication with Parents

Monthly whole school newsletters are issued to inform parents of school news and events. Class newsletters outlining the work children will be undertaking as well as class information are posted on the school website in line with Forward Planning dates. All letters to be sent to parents should be on headed notepaper and agreed and/or signed by the head teacher.

Staff should not contact parents via telephone without speaking to a member of SMT beforehand. Parents are encouraged to make an appointment to speak with the teacher as opposed to telephone conversations. Should staff meet with parents a record should be kept (Appendix 2) detailing the content and any actions agreed. SMT should be informed of the outcome of any meetings.

Communication with Staff

A weekly diary is available on Shared Docs at the end of the preceding week. This diary is also displayed on the briefing board and any updates are written beside it on a daily basis. Staff are asked to check emails and dookits daily. Please remove any paperwork from dookits daily and most certainly on a Friday so no information is left over the weekend as our school is used by outside agencies at the weekend.

The working time agreement is negotiated with staff annually. A year plan is also issued each session, a copy of which is in Shared Docs, Timetables.



Complaints

In line with SLC Complaints Procedures any complaint must be taken seriously and properly investigated. Our first action is always to try to resolve any complaint quickly and to the customer's satisfaction. Unless there are exceptional circumstances a decision should be provided within 5 working days. If satisfaction is not reached an investigation (Stage 2) will begin. See Complaints policy.

A core value of Greenhills Primary is to provide a supportive working environment which creates openness, mutual respect, dignity and trust. To achieve this all staff in Greenhills Primary must be aware of and challenge unacceptable behaviour such as harassment, bullying, discrimination or victimisation. Inaction is not an option. If you have been/are being unfairly treated you should refer to SLC policy 'Dignity at Work'. Complaints can be made informally or formally. All complaints will be treated seriously. Employees can seek advice from trade unions, Resource Personnel Officer or SLC Personnel Advisor (01698 454 668).

All employees should be aware of the following policies (both of which are available on the intranet)-

- Equality and Diversity Policy
- Code of Conduct for employees

CPD

Staff are encouraged to check People Connect regularly for any courses that may be of interest. Course details are sent electronically to Mrs Murray DHT for approval.

Credit Union for pupils

The school has a credit union operated by Mrs Strachan for pupils. A letter is issued in August each year to pupils.

Data Protection

Any information about you that we hold must be treated lawfully and correctly in line with the safeguards outlined in the General Data Protection Regulation (GDPR).

This means that any personal information that is held by us must be:

- fairly and lawfully processed
- processed for limited purposes
- adequate, relevant and not excessive
- accurate
- not kept longer than necessary
- processed in accordance with your rights as an individual and must not be transferred outside of the European Economic Area without adequate protection

For more information view the Council's [Privacy Policy](#) and [Information Compliance policy](#).

Early closure

In extreme circumstances e.g. no water, heat it may be necessary to close the school early. Every effort will be made to contact parents/emergency contact. Children will be supervised until they can be collected.



Educational Visits

Prior to taking children on an educational outing all staff must first complete online training. All educational visits must be booked prior to November in order to ensure bus availability.

When planning to take children on an outing (which should be related to work being undertaken in class) an Outings Request form (from the office) should be completed and returned to the office. It is important to plan visits well in advance to ensure the necessary organisation can be completed in time to allow the visit to take place. Master copies of the Outings Request forms will be available in the folder in the staffroom.

EV5 forms are issued annually. Forms will be centrally located in the school office. **It is vital that these forms are taken on any visit outside school. Should a new pupil join your class please ensure they receive an EV5 form.**

A risk assessment for the bus journey should be printed prior to the visit and signed by all staff and parent helpers. A copy should be left in the office and a copy taken on the visit. The risk assessment for the venue to be visited should be downloaded or requested prior to the visit and a copy should remain in school.

When leaving school the teacher in charge should have a Greenhills Primary backpack containing a first aid kit, EV5 forms and any medication such as inhalers (from the office). It is good practice to have this bag ready the day before any planned visit. Staff should carry all medication.

Office staff will alert the catering staff to any visits to ensure children in receipt of free meals or P1-3 children are provided with a packed lunch if necessary.

The recommended ratio of adults to children in the mainstream primary is 1:12. In the nursery it is 1:4 for staff and 1:2 for parent helpers. Should you require additional helpers please inform the office staff. For children in supported classes the ratio is dependent on the needs of the children and the class cohort. All parent helpers must have a PVG disclosure. A folder detailing parents who have a certificate is located in the nursery (for nursery parents) and school office.

When going on outings involving travel by coach staff should ensure all children are wearing seatbelts and remain seated throughout the journey and follow the newly updated risk assessment on how to walk to and from school.

Elected Members

If an elected member of Parliament or Local Councillor is to be invited to visit, a form must first be completed and submitted to Communications Department for clearance. No visits are permissible in the months running up to an election.

Emergencies

Medical

Should an emergency situation occur staff should send an adult or child to the office for assistance. In cases of a medical emergency an adult should remain with the casualty until help arrives. In the case of any head trauma the parent will be called. The trained first aider for the staff is Jacqui Cameron. Helen Thomson and Jennifer Phin are appointed first aiders. Office staff give their own time to administering first aid to pupils therefore we all have a role to play in administering simple first aid. Should a child become ill during the school day he/she should be asked to remove their jumper, have a sip of water, visit the toilet, provided with a sick bowl before being sent to the office (as



Greenhills Primary School and Nursery Class – Staff Handbook

appropriate). Office staff will decide if parent should be contacted. If the parent/carer is unavailable, the qualified first aider/SMT will decide the most appropriate course of action.

Behaviour

Staff have high expectations of children's behaviour. Desired behaviours throughout the school are **Ready, Respectful, Safe**. Good behaviour is encouraged, praised and rewarded. Children displaying desired behaviours are used as role models for others and clear guidance is given in relation to desirable behaviour. Strategies such as reflection or calming time, certificates, stickers and verbal praise should be used as appropriate. Children are taught how to share, take turns, co-operate, follow instructions / rules, consider others and exercise self control.

In some cases a Communication Passport is created for the child. The passport outlines particular strategies for supporting the child. Passports are written in conjunction with and shared with the parent.

Duty of Care

The Councils' view is that seeking to avert damage to property alone will not be sufficient reason for physically intervening with a child or young person. However, where staff are of the view that any damage to property is reasonably likely to lead to the child or young person or another person being injured, minimal intervention for a minimal period of time may be justified. The decision as to whether it is reasonable, appropriate and necessary for a member of staff to physically intervene with a child in any circumstances must be taken by staff on a case by case basis, always having regard to the duty of care that they owe. All instances of seclusion and restraint, whether in a mainstream or additional support needs setting, are considered as physical intervention and should be recorded, including details of date, time, name of child, name of staff member and circumstances and parents/carers advised immediately. A recording sheet is available from DHT with ASN responsibility.

In cases of a disruptive pupil staff should employ tactics such as distraction, MAPA training and use of support staff. Should it become necessary the office staff will alert a member of SMT. Should a child become aggressive or violent towards staff or other children the staff member should evacuate the other children from the classroom or work area. Staff should observe the child from a distance and only speak to the child if this helps to calm the child down. Otherwise remain quiet and allow the child time and space to calm down. Should the child exit the building the staff member should follow at a distance without chasing the child. The only time a member of staff should intervene is if the child is in danger of immediate harm or someone else is.

When a member of staff is dealing with an upset or angry child any member of staff approaching should ask the staff member if they require help. The staff member should reply clearly either to say no, they are fine or yes please. In some instances, the staff member can have a situation under control and the appearance of another adult could prove unhelpful.

Bomb scare, gas leak etc

In the event of a major emergency the school will be evacuated and proceed to St Vincent's Primary for a place of safety. At this stage calls must be made to parents/carers.

Equality/Equity

We believe in equality of opportunity. Account should be taken of equality policy documents to ensure all children, parents, partners and staff are treated with sensitivity and tolerance regardless of disability, race, gender, religion, culture, sexual orientation etc. (SLC Equality and Diversity Policy available on the intranet)



Greenhills Primary School and Nursery Class – Staff Handbook

All staff should be aware of Equity in education which means that personal, health or social circumstances including gender, ethnic origin or family background, are not obstacles to achieving educational potential or participating in school events.

Extra Curricular Clubs

Extra curricular school clubs are coordinated by the Principal Teacher. Staff are encouraged to run clubs for children either before school, during lunchtime or after school. Should you wish to start a club please speak to one of the PTs then complete a proforma and give it to the PT. The following procedures should be adhered to-

- A letter providing details (dates, times, purpose, staffing, collection arrangements, permission slip) should be given to the head teacher to sign before being sent out to parents
- A copy of the letter should be given to office staff and any teachers of children who might be attending the club so that they are well informed should a parent make enquiries
- Create and keep a register of those attending the club – give a copy of the register to the office and class teachers
- The office staff should be notified immediately of any non attenders to enable contact to be made with parents straight away
- Notify parents in advance should the club need to be cancelled
- Children who are being collected must remain inside the building until the parent arrives. Any children awaiting collection must be supervised.

Fire Procedures

Fire evacuation plans are displayed in each class. Staff must ensure they are familiar with procedures for exiting the building and **muster point which is the woodland area** at the side of the building. Throughout the session there will be both planned (staff and pupils are notified in advance) and unplanned (pupils are not notified) fire drills. Staff should treat all instances as emergency situations. When at muster point the teacher should indicate everyone is accounted for by raising one arm. Two arms raised means someone is unaccounted for.

As classes move through the building staff should give the children opportunities to identify the nearest fire exit in different areas of the school. Children should be trained that, on hearing the fire bell, they should not return to their class. Instead they should leave by the nearest exit then join their class at the muster area.

Children should evacuate the classroom/area first with the teacher following behind. Teachers should take the class register, close all doors and not return to the classroom to collect anything. Children should be encouraged to remain calm and instructed to line up in twos at the muster point.

Evacuation Plan

- **Main office – phone emergency services/ check office corridor/ exit by main entrance**
- **Janitor's office – exit by main entrance**
- **Management offices – exit by main entrance**
- **Staffroom – check tutorial room/ check staff and disabled toilets/exit by nursery entrance**
- **Nursery office – check disabled toilet/exit by nursery entrance**
- **Nursery class – check pupil toilets/ exit by playroom doors**
- **Main hall – exit by right, left or back doors (whichever is nearest) right door exit by main entrance, left door exit by senior entrance, back doors by junior or canteen entrance**



Greenhills Primary School and Nursery Class – Staff Handbook

- Meeting room – exit by main entrance
- Canteen – exit by canteen exit
- Room 2 – check toilets (2)/exit by fire exit at end of corridor nearest classroom
- Rooms 1,3,4,5 – check toilets (3)/exit by main entrance of annexe building
- Rooms 6,7,8 – check room beside room 7 (7)/exit by fire exit between rooms 6 and 7
- Rooms 11,12,13,14 – check toilets (14)/exit by junior entrance
- Rooms 15,16,17 – check toilets/exit by canteen exit
- Rooms 18,19,20 – exit by corridor between rooms 18 and 20
- Rooms 21,22,23- check toilets (23)/ exit by senior doors
- Junior open area, sensory room – exit by junior entrance
- Senior open area, library – exit by senior entrance
- Visiting services, kitkat, therapy room, changing rooms – exit by fire exit at end of corridor

Forward Planning

A Forward Plan Guidance sheet should be filed inside the Forward Plan folder detailing exactly what should be in the forward plan. When the plans should be submitted to SMT is detailed on the annual calendar. Written feedback is given and Tracking and Monitoring meetings arranged with SMT to review the plan and track children's progress. A class newsletter for parents should be prepared in line with dates detailed on annual calendar. This will be uploaded on to the website.

Funding

School funds – this is money which has been raised by the school through fund raising activities. It should be spent on activities and resources for children. The main school budget is used for school resources and building maintenance.

Staff spending – no purchase should be made without the approval of the Head Teacher. Once approved, a receipt should be handed into the office for reimbursement.

Cash books - each class has a cash book. Staff should record cash collected and send it to the office on a daily basis.

Head Lice

Parents are informed about the appropriate treatment of head lice through school newsletters as appropriate. There is no exclusion period for head lice and the school nurse is not involved in the control of head lice. Any cases of head lice should be reported to SMT so that advice can be issued in the next newsletter.

Healthy Snacks

We very much promote healthy eating and encourage either fruit or low fat crisps as snacks. Children are also encouraged to bring still water in a sports bottle to drink during class time. **Fizzy drinks and glass bottles/cans are not allowed.**

Holidays during term time (children only!)

All requests or letters regarding holidays during term time should be sent to the head teacher.



Greenhills Primary School and Nursery Class – Staff Handbook

Should a parent request work be provided for their child, staff should advise the parent to continue oral reading work, practise wordwalls/phonics and oral counting such as multiplication tables. For older children a diary could be kept. Staff are not obliged to provide work for children who are absent due to holidays.

Homework

A record of children completing homework should be kept by the class teacher. If a child is regularly not completing homework this should be discussed with the relevant member of the SMT. After 3 weeks of homework not being completed a letter will be sent home by the DHT. Children should not be kept in at breaktimes or lose Golden time because of homework not being completed.

For P2 to 7 children targets are set and written in the homework jotter every two weeks for Literacy, Numeracy and Health and Wellbeing. Targets should be individual to the child and not group/class targets.

For P1 children target setting is introduced as follows –

August –Literacy

October – Numeracy

January – Health and Wellbeing

House System

We operate a House System as follows-

- Baird (blue)
- Douglas (yellow)
- Hamilton (green)
- Livingstone (red)

Every adult and child is allocated a house. Tokens are given for abiding by and demonstrating our school values of Honesty, Caring, Respect, Inclusive and Happiness. A House Committee oversees House activities

ICT

Internet agreements are sent home annually and teachers should ensure that these are returned. Chrome books are timetabled for use in classrooms.

Staff should not allow children access to log ins and passwords as there is sensitive information stored within the shared docs area.

Lunches

Menus are sent home each summer/winter to enable parents to help their child select their lunch. Children order lunch as soon as they arrive in the class. Lunches are paid for via Parent Pay. Staff must ensure the bands are given to children as they are dismissed for lunch. Any children who arrive late will order lunch at the office.

Children enter through the doors at room 14 for lunch. P1 are taken straight in to the lunch hall by their teacher. P2 and 3 line up outside straight away to be brought in as soon as there is space. A bell rings at 12.45pm to allow the P4 and 5 children to line up. Another bell rings at 1pm for the P6 and 7 children to line up. This will change on a weekly basis (see rota) rotating P6 and 7 at 12.45pm and P4 and 5 at 1pm. Supported classes should refer to the lunch rota. Children leave the lunch hall through the junior doors. No children should be in the senior area at lunchtimes.



Greenhills Primary School and Nursery Class – Staff Handbook

Children with packed lunches must place their lunch on the relevant trolley first thing in the morning and a member of support staff will put the trolleys away. Children with packed lunches also eat in the lunch hall. Any uneaten packed lunch food should be taken home. In good weather children are allowed to eat their packed lunch outside however in August/September when there are a lot of wasps this is discouraged.

The lunch hall is supervised by a member of SMT.

Medicines

- Parents of children who require medicine are asked to complete a form authorising the administration of any drugs. Parents are asked to ensure supplies of drugs are regularly replenished.
- Parents of children who suffer from asthma should complete a form allowing children to keep inhalers on their person.
- Medicines are locked away in individual bags either in the office or in the kitchen in the Annexe building.
- First aid boxes are located in the main office, janitor's office and nursery.
- Medical details are held in the child's PPR folder in the main office. A list of medical information is issued to staff in August to be stored in their Admin folder. Any teacher working with a class should familiarise themselves with any medical alerts.
- Medication is checked on an ongoing basis
- Any class going on an outing should take a first aid box

Non collection of a child

Staff should be vigilant in ensuring Nursery and Primary 1 children are handed over to a parent/carer at 3pm. Primary 2 to 7 children should be trained to return to their teacher at 3pm if there is no one to collect them. The office will then contact the parent/carer/emergency contact. If no contact can be made by 4.30pm Social Work will be called.

Nursery to P1 Transition

Transition to school starts as soon as our children enter their pre school year. Nursery and P1 staff plan joint learning opportunities weekly. There is a Pre entrant programme in June for all children and parents who will be joining us in P1. The DHT visits all children who are joining us from other nurseries.

NQTs/Students

Newly qualified teachers and students will be organised and supported by a DHT. All staff are expected to contribute to mentoring NQTs and students to ensure a rich and rewarding experience.

P6 Work Experience

As part of Curriculum for Excellence it is important for young people to experience the world of work. To this effect our P6 children are allocated a 4 week block of work experience when they spend an hour each week in the nursery or Primary 1 classes. Prior to starting the children receive training from a member of early years staff and are allocated specific duties.

Parent Council

The Parent Council meets on the last Monday of each month from August to May with the exception of April and December. The list of members is displayed on the notice board in the foyer of the school.



Parents' Meetings

We place a strong emphasis on working in partnership with parents. To facilitate this we have our first 'Sharing the Learning' event each September when an opportunity is provided for parents to come into school one afternoon to meet their child's teacher and join in learning activities.

Individual parents' meetings take place twice a year – November and June

There may also be times during the year when either the parent wishes to speak to the class teacher or the teacher wishes to speak to the parent. Teaching staff should discuss with SMT prior to making calls home or arranging meetings with parents.

Parking

Staff should park in the designated staff car parking spaces. There are additional spaces alongside the annexe building. Please do not park in the Nursery drop off area.

PDR/PRD

PRDs for early years staff in the nursery are carried out by the Team Leader/SMT.

Teaching staff will have their PDR with the member of SMT who monitors their forward plan. It is the duty of individual members of teaching staff to update their GTCS online profile with a view to Professional Update every 5 years.

Support staff have their PRDs updated on an annual basis. The Team Leader will notify staff of the date and time.

Playground Behaviour

The playground is divided into different sections. In the P1-3 playground there is a large woodland area. The children are trained to know that if the large green penguin bin is in the middle of the opening then the woodland area is too wet for use. If the bin is at the side then the woodland area is open. If the woodland area is open, and supervision allows it, the children are allowed to climb the tree. The rule is one tree, one person, first branch only...and only if there is an adult to supervise.

The trim trail is timetabled to allow all children access. The timetable is displayed at each exit and a copy given to each class. There is a container of outdoor activities in the P1-3 playground and the activities are brought out during dry weather.

Staff have a supply of yellow and red cards. If a child needs time out to calm down a yellow card is given. The yellow card should be seen as a preventative measure to avoid conflict. Should a child strike out physically in anger or swear at an adult a red card is given and the child is sent in to the office **however**, where possible the member of SMT on duty in the playground should be alerted in the first instance to deal with the situation immediately. A record is kept of children given red cards so that SMT can see any patterns in behaviour emerging. Staff are encouraged to use 'Restorative Practices' to resolve conflict amongst children.

Policies

Policies are continually being updated. They can be found in Shared Docs, current year, School Policies. Staff should familiarise themselves with the content of all policies.



Greenhills Primary School and Nursery Class – Staff Handbook

SLC also has a number of policies that are available on the Intranet. These are – Learning and Teaching, Quality Management, Curriculum, Maximising the use of resources, Care and Welfare, Inclusion and Equality and Consultation and Communication.

Pupil Groups

We are keen to involve children in all aspects of school life. To do this the following groups operate within our school

Group Name	Purpose
Eco	To encourage a whole school approach in taking forward the Eco Schools agenda
Enterprise	To organise events within the school that encourage children to develop enterprise skills
House	To lead the organisation and development of the House system
Pastoral	To plan and support charitable work within the school
Pupil Council	To facilitate pupil voice on issues concerning their education and school environment and to plan and support charitable work within the school
Junior Road Safety Officers	To promote road safety within our school community

Racist Incidents

Racist incidents are taken seriously and should be reported to a member of SMT via the Racist Incidents recording form (see Good Practice Guide) to agree how the incident should be handled. In most cases the parent of the child will be contacted however a member of SMT will give guidance on this. All incidents will be logged on SEEMIS and parents contacted by SMT to discuss next steps.

Remits

A copy of all management remits is available in Shared Docs, Management Information, Remits

Repairs

Please report any repairs to the janitor by noting them in the book in the Janitor's office. In the event of the janitor being absent please report to the office.

Reporting

A reporting timeline is included in the year planner. Reports will be proof read by SMT however staff are responsible for the content. Guidance will be given during a staff meeting prior to starting to complete reports.

Resources

Staff are invited to request resource items by using the resource request book in the staffroom. Resources that are readily available for staff such as paper, paint are located in the resource cupboard next to the staff room. A stock book is provided to each class and staff are requested to write down any stock they require for the following week and hand it in to the office on a Thursday. Stock will then be issued by a member of the office staff.

Staff should not purchase resources without the prior approval of the head teacher.



Safety

Playground

The janitor will ensure there are safe routes to the main entrance and the Annexe building in snowy/icy weather and will make every effort to ensure the playground is clear for breaktimes. To minimise accidents, the throwing of snowballs and making of slides is not allowed. Children play in different areas according to their stage. Dangerous toys are not permitted in the playground.

School

Children should walk inside the school building. Children should change into dry indoor shoes. Corridors and doorways should be free from obstruction.

School Hours

Nursery sessions are 9am to 3pm. Staff hours are 8.30am to 4.30pm.

School hours are: Mainstream: 9.00 to 10.45am, 11.00 to 12.30pm. 1.15 to 3.00pm

Supported classes: 8.45am to 10.45am. 11 to 12.30pm, 1.15 to 2.45pm

School Support Assistants

School support assistants are a valuable part of our team. They are allocated to classes annually depending on support needs within each class and may be redeployed at any time to meet the needs of pupils.

School Uniform

We are keen to promote the sense of pride in wearing school uniform and actively encourage children to wear it.

Our school uniform is-

- Blue fleece with school badge
- Blue sweatshirt with school badge
- Yellow polo shirt with school badge (green for Primary 7 children)
- White shirt or blouse with blue and yellow striped school tie
- Black skirt or trousers
- Yellow or blue summer dress

Sportswear with logos or team colours are unacceptable. Should a child fail to wear uniform on 3 occasions a letter will be sent home from SMT. The child will be spoken to and if the situation does not improve the parent will be contacted.

Whilst in the school building children are required to change into indoor shoes. If a child fails to bring indoor shoes the teacher should send a reminder home to the parent. If the problem persists a member of SMT should be informed and the parent will be contacted.



Greenhills Primary School and Nursery Class – Staff Handbook

Secondary Liaison

Greenhills Primary School is part of the Duncanrig Learning Community which is made up of nine primary schools and Duncanrig High School. A termly meeting of head teachers is held to share good practice and take forward Learning Community initiatives.

A calendar of events is in place to support transition. Enhanced transition meetings and arrangements are organised for the appropriate pupils.

Security

We aim to make the premises secure and safe for all pupils, staff and visitors whilst maintaining a balance between security and openness.

Playground

The playground is supervised by support staff between 8.45 and 9am each morning. The janitor supervises at the drop off point from 8.45am and the main gate at 3pm.

Visitors

All visitors are asked to report to the main office and will be escorted to the appropriate part of the school as necessary. All visitors must sign in.

Parents

Parents should report to the main office where office staff will direct them as appropriate.

Smoking

The school and its grounds are a smoke free zone.

Social Committee

As we have a large staff it is important that we have a social committee to organise functions such as the Christmas night out and celebrations such as special birthdays, retirements etc. We prefer to have a variety of staff on the committee from different areas of the school. A new committee will be chosen each August. A levy of £10 is taken at the beginning of each session and, if necessary, a further levy may be asked for.

Social Media

Staff are issued with SLC Social Media guidelines each August. Staff are advised not to have contact with pupils or parents through social media sites. Staff should also refrain from discussing work related issues online. Full guidelines are available in Shared Docs, current year, Policies.

Special Leave

Any requests from special leave should be made to the head teacher and will be granted in line with SLC policy.

Staff Absence



Greenhills Primary School and Nursery Class – Staff Handbook

In line with South Lanarkshire Council's policy staff are encouraged to have good attendance at work. If you are unable to come into work contact must be made with the school on the morning of the first day of absence as close to 8.30am as possible. Any member of staff phoning in should ask to speak to the head teacher in the first instance. It is helpful if you can give some indication of the possible length of the absence. Staff should make contact with the school on the 1st, 4th and 7th days of any absence. On return to work contact should be made with the head teacher in order to complete the return to work paperwork.

Where possible appointments should be arranged for out with the working day or within non class contact time.

Timetables

Timetables are located in Shared Docs, current year, timetables. Each August a class timetable should be given to the head teacher. Copies of timetables are also available in the file in the staffroom.

Telephones

A telephone is located in the senior open area. Children should be trained to answer the telephone by stating their name. Staff should not answer the phone in the office. Telephone extension numbers are located on the front panel of each phone.

Mobile phones are not allowed for personal use by staff during working hours (except for personal breaks). They should not be used during CAT/Staff meetings or Inservice days during working hours. Should the use of a mobile phone be required in an emergency situation please let the Team Leader (Support and Early Years staff) or SMT (Teaching staff) know.

Any mobile phones brought by children should be sent to the office during the school day and collected just before 3pm.

Transfer of Information

If a child transfers to another school a summary sheet should be completed. The child's work should be gathered and sent to the office as quickly as possible together with the summary sheet within 2 days.

In June each year teachers are provided with a list of information that should be passed on to the next teacher. A CAT session will be allocated to the transfer of information. All information and work should be passed on prior to the summer break.

Travelling Expenses

Any incurred travelling expenses are claimed through People Connect. Staff must submit evidence of insurance cover annually. Evidence of expenditure must be submitted with each claim i.e. parking receipts, VAT receipt for petrol.

Volunteers

All parent helpers must hold a PVG certificate. All nursery parents are asked if they would be interested in being a parent helper and PVGs are organised at that point. The PVGs are then transferred into school. All parent helpers will receive an advice booklet from office staff. There are two types of booklets; one for helping in school, and one for helping on trips.



Greenhills Primary School and Nursery Class – Staff Handbook

Wet Intervals

During wet breaks (indicated by 4 rings of the bell) children will remain in class. For P1-7 group activities should be provided and the children choose which activity they would like to visit e.g. board games, construction, drawing. Scissors must not be used during wet breaks. Computers should also not be used. All children should be sent to the toilet before a wet break. All children should be aware that they must not run around the classroom during wet breaks.

Two P7 monitors will help supervise each class. This is organised by the P7 teachers and each class will be given a monitors list.

Wet Mornings

Should the need arise a member of staff will ring 4 bells at 8.45am. At this point the outer doors should be opened by a designated member of staff in each area. Children are supervised in the Open Area in each department by support staff (see separate timetable).

Work Experience

A timetable for High School work experience pupils is organised by the PTs. Teachers will be notified in advance if they will be having work experience pupils.