



STUDLEY HIGH SCHOOL  
ALWAYS AIMING HIGHER

# **New Staff Handbook**

**2017 - 2018**

## Welcome from the Head



Studley High School is an excellent place to work and learn. Following the success of our accreditation as a Teaching School and National Support School in 2016 we were confirmed as Outstanding in our June 2017 inspection. There is no doubt that Studley High School has a unique atmosphere where all members of the community feel supported and valued. The staff are highly motivated and strive to enable our pupils to achieve to their potential. The pupils are wonderful and continue to impress me with their confidence, honesty and genuine desire to do well.

We work hard at Studley to do the right things in the right way. This year we are looking forward to improving further as a school and securing the best possible outcomes for our pupils, so that they can go on to their chosen pathways at Post-16 with confidence.

Our school priorities for this academic year include enhancing results, developing further opportunities for pupils to engage in the development of their leadership skills, improvements to ICT and the development of PSHE and IAG throughout the curriculum. It is also essential we ensure robust assessment frameworks in preparation for new examinations whilst maintaining the varied and high quality teaching around the school..

Our pupils expect a lot from their teachers but equally we have high standards linked to behaviour, uniform and expectations. I hope that you settle into Studley High School and enjoy the very unique ethos we have. Studley High School is a very positive place to work and I offer you the warmest welcome to our outstanding community.

Mr L. Gray

## Introduction

Dear Colleague,

Welcome to Studley High School.

The following guide is intended to give a summary of key information about how the school operates. All new staff that join in September are expected to attend weekly 'new staff meetings' for the first half-term. These meetings will cover all aspects of induction. It is hoped that they will make your introduction and integration as smooth as possible. **All new staff, regardless of experience, are expected to attend these meetings.**

This guide should be read in conjunction with other key documents and policies, all available on the school's website or RealSmart (our online portal). In particular, please familiarise yourself with the school's behaviour policy. You will also need to read and sign both the Staff Code of Conduct and our e-safety policy.

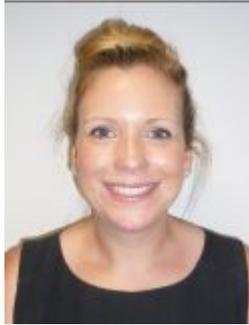
All classrooms are equipped with a telephone and help can be obtained at all times. Please check the school directory for all relevant numbers. If you need immediate assistance, dial 0 (switchboard) and you will be directed to the appropriate member of staff. Copies of all extension numbers are available in each classroom and via the school office.

It is hoped that you find these documents useful but should you require any further information please do not hesitate to ask.

## We're here to help!

There are many questions that may pop up in the first few weeks of a new job, and sometimes it is difficult to know who to go to for help. In the first instance your HOD/ CAL should be spoken or the Anna Ingram (who oversees New Staff Induction). The following staff lead some of the key areas in the school:

	
<p><b>Richard Eost</b> is Deputy Head teacher at Studley High School and leads on behaviour, rewards/sanctions, Safeguarding and data.</p>	<p><b>Anna Ingram</b> is an Assistant Headteacher at Studley High School and leads on Teaching &amp; Learning, CPD and appraisal and leads the Teaching School.</p>
	
<p><b>Amy Page</b> is an Assistant Headteacher at Studley High School and leads on Teaching &amp; Learning, ITT, primary &amp; transition work. She is the Head of House for Castle.</p>	<p><b>Zarana Haines</b> is part of the extended leadership team at Studley High School and leads on Pupil Leadership across the school.</p>
	
<p><b>David Hawkins</b> is an Associate Assistant Head at Studley High School, who leads on Summer School, DofE and supports in other key areas.</p>	<p><b>Daryl Rose</b> is an Associate Assistant Headteacher at Studley High School, who leads Priory House, tutor and assemblies.</p>



**Michelle Dudley** is part of the extended leadership team at Studley High School and is the IT Director.



**Joanne Lumley** is the SENCO at Studley High School.



**Martin Salmon** is Curriculum Area Leader for Technology and Head of Abbey House.



**Jack Sidhu** is Head of Manor House

## **School Day Timings**

8.15am	Briefing begins
8.25	Warning bell
8.30 - 9.20	Lesson 1
9.20 - 10.10	Lesson 2
10.10 - 10.30	Tutor time
10.30 - 10.55	Break
10.55 – 11.45	Lesson 3
11.45 – 12.35	Lesson 4
12.35 – 1.20	Lunch
1.20	Warning bell
1.25 – 2.15	Lesson 5
2.15 – 3.05	Lesson 6

## **Punctuality**

All staff are expected to be in school when briefing begins, at 8.15am. At the end of the school day, staff are expected to stay until 3.15pm, unless there is a CPD session or calendared event that you are required at (please see the online calendar). New staff sessions (for NQTs, RQTs, students and new staff) are usually held on Wednesdays, until 4.15pm. Details of these weekly meetings can be found on the staff calendar.

## **Getting Started**

Please note that the following provides a 'snapshot' only and should be read in conjunction with all school policies available on the website or from Lindsay Thornwell in our school office.

All new staff are expected to read and sign attached copies of the 'Staff Code of Conduct' and 'ICT Policy'.

### **Dress Code**

At Studley High School, all staff are expected to dress in a formal manner. It is acceptable to dress casually on staff training days. If accompanying a trip where pupils are not expected to wear uniform, the same will apply to staff.

### **Briefings**

At Studley High School we have three whole staff briefings (Monday, Wednesday and Friday). Tuesday's briefing is held in your Curriculum Area (directed by your CAL), as is Thursday's. **Week Two** Thursday briefings focus on Teaching and Learning developments and are held in various places across the school (check calendar for details). **All** briefings start at 8.15am and it is the expectation that all staff are punctual to these meetings.

Tutor meetings will also be held and notification for this will be given. **This is usually during Week One.**

### **Registration**

Formal registration is taken at the start of lesson 1 and lesson 5. **This is a legal requirement.** It is imperative that you record all pupils on SIMs accurately (a guidance sheet is available from D. Yapp) at the start of every lesson. If you are unsure about an absence, please phone D.Yapp on ext. 223 or M. Parsonage on ext. 253.

### **Conduct in lessons**

The following are encouraged in lessons at Studley High School:

- House Points should be issued as often as possible. They are linked to rewards which are celebrated in various ways.
- Pupils should not leave the classroom as a general rule. Should it be deemed necessary, the staff member will issue a 'toilet pass'. Any student seen out of lessons should be challenged passes checked.
- Staff should deal with minor first aid issues within the classroom. Medicines (e.g. for headaches) cannot be supplied by school, students should use plasters themselves. Unless a student has a major medical

problem they should not need to leave a lesson part way through. If a first aider is required, please keep the pupil in the classroom and phone for a first aider. If a pupil is ill, they should be sent (at the end of the lesson) to reception and accompanied by another student.

- Avoid sending pupils to stand outside your classroom to 'cool off' if at all possible. They are not being directly supervised and we have a duty of care. If essential, 5 minutes maximum.
- Reasons for lateness to lessons should be followed up and sanctioned if appropriate.
- Teachers should not be aware that pupils have any electronic devices in class i.e. mobile phones, iPod, mp3 players etc. Should it become evident that they have they should be taken from the student and returned at the end of the day. Please ensure that they are locked away – preferably at Reception. They may use them at free-association time but the school cannot take responsibility for them if they are lost or stolen.

### **Pupil Referral System**

If a pupil is disrupting a lesson they should be given a warning and their name written on the board. If the behaviour continues the pupil should then be given a debit. Detentions (10 minute and 20 minute) can be issued if behaviour does not improve. Failure to attend these detentions will result in an after school detention.

If the behaviour persists the pupil should be sent on referral. These are organised by your CAL – *please see Behaviour Policy and Sanction Grid for more detail.*

**For serious incidents telephone reception on 249 or the main office on 0 and ask for a member of FOCUS (SLT) to attend immediately.**

After school detentions can also be set for repeated failure to hand in homework or consistent disruption. These should be organised through your CAL.

### **Conduct around school**

Please note:

- Lost property is kept at Reception. Any items (coats etc.) left in classrooms should be handed in at Reception for safe storage.
- Please read the guidance on jewellery in the planner. Confiscated items should be clearly labelled and handed in at Reception.
- Pupils should sign in at Reception if they are late between 8.30 and 8.45, after that they should register at main reception.

- If pupils need to leave school during the day they should sign out (and back in) at Reception.
- Pupils are allowed to go home at lunchtime if they wish. They should, however, have a pass which they need to apply for via Reception.
- Some pupils catch buses home. Please ensure you let your class leave promptly at 3.05pm.
- Aerosol cans and drinks in cans/ fizzy drinks are not allowed in school.
- This is a non-smoking site which applies to both adults and pupils.

### **Staff Absences**

If you are ill and going to be away, please let Y Clarke know as soon as possible by directly ringing her. She can be contacted on **07990 002519** between **700am and 730am**.

**Please also email [cover@studleyhighschool.org.uk](mailto:cover@studleyhighschool.org.uk) with your work. This is essential** if cover is to run smoothly and supervisors have all the information they require. It is also important that you contact your HOD, to inform them of your absence. With **planned absences** work **should be left in school** prior to the absence.

PGCE and SCITT students are expected to plan cover work for lessons, although the original class teacher will take the lesson rather than a cover supervisor.

Planned absences should be recorded on an 'absence request form' (found in the staff room). These should be passed to your line manager to sign. It is imperative that plenty of notice is given, where possible, for planned absences.

### **Resources**

All rooms have a computer and projector with wireless internet. You will require login details for the computer and the use of SIMs. Please email the ICT Helpdesk if you require ICT support.

Each staff member can use their email address and account password for photocopying. You may also obtain a code to photocopy (please see C.Williams in the finance office). If you require special photocopying (i.e. on card, laminating etc.), you are to complete a 'photocopying request' form that can be found in the staffroom. Please see M. Parsonage for further details.

### **Parents' Evenings**

Parents' evenings are organised by year group. Pupils will ask you for appointments prior to the evening. It is imperative that you keep to the 5 minute time slot in order to alleviate annoyance from parents who have to wait

for long periods of time. They take place on Thursday nights between 4pm and 7pm.

### **Finance**

Parents make all payments via our online Parent Pay system. Staff can also be set up with a Parent Pay login. Please see C Williams (Finance office) for more details.

### **Lunch Arrangements**

The canteen operates a cashless system. You will need to have your fingerprint scanned during your first week at the school and from then on you will be able to add money to your account using the machines available (one in the canteen and one near reception).

### **Staff Room**

Individuals provide their own tea and coffee. Milk is available in the fridge. If you use all the milk, please ensure you replace it from the kitchen. The kitchen staff will be more than happy to get you more! Please remember to bring your own mugs. Lockers are also available or you can share with colleagues.

### **Assemblies**

House assemblies are held throughout the week. Monday is reserved for Manor, Tuesday for Priory, Wednesday for Castle and Thursday for Abbey. Fridays are reserved for special assemblies, when needed. Each assembly carries a theme that should be then discussed during tutor time. Staff may email resources and PowerPoints to support this. Please ensure you have registered your form, following assembly.

### **Tutor Responsibilities**

At Studley High School, tutor time is used to develop the key skills and attributes we want to develop in our pupils. It is imperative that these tutor times are, therefore, planned. Plenty of support is available on the online portal. Once a week, time should be dedicated to record house points and debits in pupils' planners. If a pupil receives more than 10 debits, they should be placed on tutor report. Please see the relevant Assistant Headteacher or Pastoral Manager for support.

Castle	S. Smith and A. Page
Abbey	L. Lakin and M. Salmon
Manor	D. Warman and J. Sidhu
Priory	J. Payne and D. Rose

## **Role of the Form Tutor**

As a form tutor your professional duties are as follows:

- Collect any information from your form's tray (found near reception)
- Issue any notices (given during staff briefing and via email daily)
- Register your form on SIMs
- Complete uniform checks (including make-up and nail varnish)
- Monitor achievement via reports
- Question lateness and absences
- Counselling distressed pupils
- Liaising with parents
- Supporting pupils through different stress points in the academic year (options, work experience, revision etc.).

## **Additional Educational Needs**

From September 2014, there is a new Code of Practice which advocates that *'every teacher is responsible and accountable for all pupils in their class wherever or with whoever the pupils are working with'* and that *'all teachers are teachers of pupils with special educational needs'*.

J. Lumley is the school's SENCO, assisted by S. McKenna. Information on pupils can be found in the relevant SEND area on Real Smart and from your HOD/ CAL.

All teachers are expected to record intervention statements for the SEND pupils they teach. These statements should include brief details about their needs, details on how they are being support and subject-specific targets the pupil is working towards. Please see JL or SMK for further assistance.

Learning Assistant timetables are organised by each relevant CAL. It is imperative that, if you are working with an LA, you communicate in a timely manner relevant lesson topics and plans so that they can best support the pupils. SEND support sessions are run half-termly, for staff that would like to share good practice or receive further support.

## **Safeguarding**

The safety and welfare of all students at Studley High School is our highest priority. In all matters relating to safeguarding and child protection the School will follow the procedures laid down by our Local Safeguarding Children Board which is Warwickshire Safeguarding Children Board (WSCB) (or where appropriate the relevant child's LCSB) together with DfE guidance contained in [Keeping Children Safe in Education](#). It is important that all staff have read the attached document and understand their responsibility to safeguarding at

Studley High School (please also refer to the Child Protection policy on the website).

Safeguarding is of paramount importance to us at Studley High School. **Please ensure you wear your staff lanyard at all times.**

### **Duties**

All staff are expected to complete three duties across two weeks. Staff are usually consulted in July regarding the duties that best fit their timetable (although this cannot always be the case). **It is essential that staff arrive at their duty on time.** We have a duty of care to our pupils and need to ensure they are safe. In order to arrive to you duty on time, it is acceptable for staff to dismiss their form group a few minutes before the bell. Student teachers are not expected to complete a duty. However, it is an excellent way of meeting the pupils and talking to them. If student teachers wish to 'buddy up' with a member of staff to complete a duty, they must approach A. Page for possible areas/staff to work with.

### **Use of Data**

We are working hard at Studley High School to ensure that any data we receive or gather is used to inform planning and intervention. It is vital that all deadlines are met so that they can be accurately checked before sending to parents. Your HOD/CAL will introduce you to the SIMs reporting system before a data collection. Data collection points are all calendared and the assessment calendar is available through your HOD/CAL.

We also use SISRA Analytics to review, analyse and monitor any data that is inputted into SIMs. Class teachers are expected to take ownership of monitoring and analysing this data. Your HOD/CAL will ask you to complete a review of data every time KS4 data is uploaded to SISRA. Further support will be given before and the first data collection point you experience.

### **Parental Communication**

It is vital that class teachers communicate with parents regarding any behavioural issues in their classroom. Similarly, we encourage any praise to also be communicated. We have worked hard at Studley High to improve the communication with parents. However, it is imperative that you consult the communication log, available for each pupil on SIMs, before contacting a parent AND after contact has been made. If you are unsure, please contact the relevant Pastoral Manager for further advice or support. **Some parents should not be contacted at all. Details of these are available on SIMs.**

## **Homework**

The setting of homework is dependent on the subject you teach. Some subjects set half-termly projects (RE for example), whereas some subjects set weekly homework. Please consult the homework timetable, available from your HOD/CAL. It is also available on the school's website. Homework should be challenging, meaningful and purposeful for the pupil. It should be pre-planned and linked to assessment/ curriculum objectives.

## **Real Smart**

Real Smart is our online portal used by pupils and staff to set homework or share appropriate resources. For further information, see your HOD or CAL. You may also contact M. Dudley or ICT support for further assistance.

## **Appraisal system**

All staff are expected to complete an appraisal cycle with their line manager. This includes the setting, monitoring and evidencing of several Performance Management targets. Please see the 'Appraisal' policy for further details (available from AI). NQTs will complete termly-objectives, which are recorded separately to the appraisal objectives.

## **Marking and Feedback**

Marking and feedback form an integral part of teaching and learning at Studley High School. Please refer to the separate 'Marking and Feedback' policy (available from AMP).

## **Class Charts**

In September 2017, a new classroom system will be launched to all staff at Studley High School. 'Class Charts' is a behaviour and teaching & learning system that allows you to register rewards and sanctions, change seating plans, see class data at the touch of a button and monitor the behaviour of your individual classes/ tutor group or area of responsibility. All staff will be expected to use this system in their daily practice. Relevant training will be given.

## **Fire alarms and safety**

If the fire alarm sounds, you should accompany your class in a calm manner to the nearest fire exit. You should escort them to the playground where you will need to wait with your form. A form register will be provided and this should be returned to your Head of House as soon as possible. A second,

longer alarm, may sound in the event of an intruder. In this case, you must remind in your classroom, locking the door until a tannoy is announced.

### **Continuing Professional Development**

At Studley High School, we have a belief that every member of staff matters. We have a full programme of induction for new staff and NQTs and ITT colleagues.

We are a teaching school and lead the Shires Alliance, working with schools across the area to provide opportunities for professional development.

### **Leadership Development**

At Studley High School, we have a commitment to the development of leadership throughout our school; this is encouraged through various training opportunities. As such we offer a leadership development programme that we encourage staff at all levels to undertake.

### **Leadership Programmes**

Developing Leaders Programme – also suitable for existing Middle Leaders. A series of sessions that look at leadership development; there is an evidence-based project to complete and a presentation to the LT.

### **Training opportunities for aspirant and existing middle leaders**

There are a variety of leadership development pathways that might include:

Action Research projects

Lesson Study projects

Shadowing

Attendance at LT meetings

Newly appointed Curriculum Leader support

Middle – senior leadership

### **Middle Leaders**

We are delivering the NPQML and NPQSL qualifications for internal and local primary and secondary colleagues. These courses require up to 50 hours of learning and the delivery of a final assessment.

