

West Newcastle Academy Staff Handbook 2017 – 2018



WNA Vision: All children will achieve their full potential, with holistic support, whilst they enjoy, own and drive their learning, gaining self-respect, self-esteem and self- belief.

WNA Staff Handbook

C O N T E N T S

Section 1	Dates for this Term
Section 2	An introduction to West Newcastle Academy
Section 3	Learning Teaching and Assessment
Section 4	People
Section 5	Procedures
Section 6	Contracts, Appraisal and CPD

SECTION ONE

September 2017

M	T	W	TH	F	S	S
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October 2017

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November 2017

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December 2017

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January 2018

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February 2018

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March 2018

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April 2018

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May 2018

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June 2018

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July 2018

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August 2018

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School Holidays
Bank Holidays
Inset Days

SECTION TWO

Welcome to West Newcastle Academy

Dear Colleague

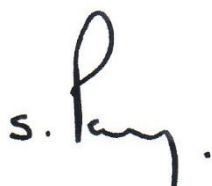
Welcome to WNA

I hope that you will be happy here and gain as much from our school as we will from you. Starting a new job can be daunting but we hope that you will quickly settle in and enjoy your time here.

This handbook is intended to try to give you some guidance about how we do things at WNA but it is possibly easier just to ask if you are unsure of anything. You have a year group partner school and this person will be able to answer many of your questions and help you to feel comfortable here.

Please read this handbook and use it throughout the year as a point of reference. In turn I would be grateful if you would help by reviewing it at the end of the year for future new comers!

Enjoy your time at WNA.

A handwritten signature in black ink, appearing to read 'S. Percy'.

Susan Percy
Headteacher

Introduction

This is a vibrant new school and a new way of learning for the families in west Newcastle. We aim to provide space and time for children to develop a deeper way of learning, and for parents to be engaged in that process. By exploring learning in small groups and in many different contexts (the city, forest, beach, school and home) we will ensure every child has many opportunities to learn in ways that best match their interests and abilities.

We believe that a supportive environment, together with a high ratio of skilled staff, volunteers and parents, will enable children to be enthusiastic and independent learners.

Children will be encouraged and expected to outperform their peers educationally and socially and to make a positive contribution to their community.

There will be strong expectations for all children to achieve their full potential educationally and socially and to make a positive contribution to their community

The School's Vision

All children will achieve their full potential, with holistic support, whilst enjoying and driving their own learning, gaining self-respect, self-esteem and self-belief. Our classroom extends to rich, exciting environments within the forest, the beach, the city and the community as a whole.

Our Ethos

Respect for the core capabilities of children and the recognition that all children are unique individuals with a wide range of abilities and potentials. Children are valued as strong, sociable and capable individuals, constantly learning and enquiring about the world about them.

WNA is a place where children will be encouraged to be curious, to ask questions and to learn from one another. Children at our school will be encouraged to question their teachers, formulate their own theories and validate possible results.

Dialogue with, and democratic decision making between children, staff, parents and the wider community is central to the running of WNA.

All children:

- Will achieve their full potential and will achieve excellence
- Will have a supportive learning environment at home and school with parents valued as the primary educators
- Will develop a love for learning when seen as unique individuals and engaged in meaningful projects
- Will have high levels of respect, self-esteem and self-belief when they learn through collaboration with others
- Cultivate a variety of intelligences and competencies when given the opportunity to learn from experts in a democracy.

Political views should not be promoted in learning or teaching. Where political views are raised by children or volunteers a balanced presentation of opposing views should be offered by staff.

Friends of West Newcastle Academy (FWNA)

Friends of WNA provides a social focal point for parents, guardians and other members of the school community. Through this group the school community can network, share experiences, make friends and contribute to the life of the school. FWNA support the school by fundraising, arranging fun activities for children and families and by bringing the school community together.

You should have your own copy of:

- Staff Handbook
- Planning File
- Assessment File
- Reading Records
- CPD Portfolio/file with Appraisal/NQT information in it.
- Action Plan and co-ordinator file (once you have completed your NQT year)

On the 'Teachers' shared area you will find policies, the SDP and Masters.

Diary

The school diary is managed through Outlook calendar. Speak to the school administrator for details on how to access the diary. All school events will be recorded in the diary. Please let the administrator know if you have any appointments you would like added.

In the School Office you will find:

- Paper copies of all policies
- Health and Safety information

ADMINISTRATION

Letters to Parents

The newsletter is sent home on the first Thursday of every month. If you would like anything included in it, please let the office staff know on the Monday prior to that Thursday.

You can also put information you would like included into the LETTERS folder on the Teacher drive and admin staff will ensure it is included.

Letters are sent home every Thursday. If you have any information you would like included in a letter sent home, please save it in the LETTERS folder on the Teacher drive.

Hard copies of letters are given to the headteacher on a Wednesday for proofing and are then sent to classrooms by lunchtime on Thursday to be sent home.

Absence Information

Parents are asked to call the school every day that a child is absent. If a child is not in school and no message has been received, then admin staff will contact the parents. Absence information will be sent to each class teacher each day and will include why the child is off and when they are expected to return. Teachers will be updated throughout the day if necessary.

Details of absence across the school is also sent to the headteacher.

Ordering - resources

The budget for resources is set in advance and approved by Governors. Resources are ordered in accordance with the budget and to support teaching and learning within school. Generally stock is ordered at the end of a half term for the following half term, dates for submission of orders are detailed below;

Requests for resources must be submitted on a Requisition Form and authorised by the headteacher or SBM. If it easier the Requisition Form can be attached to a catalogue or list or web address. Online weblinks can be emailed to admin staff and noted on the Requisition Form.

No.	What	Who
1	Need identified	Originator
2	Check that budget is available	Originator / SBM
3	Complete Requisition form	Originator
4	Requisition form authorised	Headteacher / SBM
5	Requisition form passed to office (by Monday)	Originator
6	Purchase order raised (on a Tuesday)	Accounts Assistant
7	Orders submitted (on a Wednesday)	Administrator
8	Order arrives and is checked	Administrator
9	Originator is informed that delivery has been made and where it is stored.	Administrator
10	Delivery stored	Administrator

Once goods are delivered, they will be checked and stored and the administrator will inform the originator that they have arrived and where they are stored.

Half Termly ordering schedule:

Deadlines for orders - by half term:			
Autumn II	Deadline for orders		7th Oct 2017
	Orders arrive		w/c 17th Oct 2017
Spring I	Deadline for orders		2nd Dec 2017
	Orders arrive		w/c 12th Dec 2017
Spring II	Deadline for orders		1st Feb 2018
	Orders arrive		w/c 8th Feb 2018
Summer I	Deadline for orders		24th Mar 2018
	Orders arrive		w/c 3 rd April 2018
Summer II	Deadline for orders		12th May 2018
	Orders arrive		w/c 22nd May 2018
Autumn I	Deadline for orders		30 th June 2018
	Orders arrive		w/c 10th Jul 2018

If you cannot find anything please ask!

SECTION THREE

Learning, Teaching and Assessment

How do we teach?

The Curriculum:

The Younger Children - The "Foundation Phase for Wales" will be influenced by the pioneering work of the municipal pre-schools of Reggio Emilia in northern Italy, by the Naturebornhaven schools in Denmark, and by the educational work developed in the UK through the ReFocus Network with extended use of the outdoors (2 full days per week in a local woodland), and supports the principles and traditions of Reggio Emilia.

The Older Children - The IPC offers cross-curricular themed projects which can involve different ages and abilities working together through themes over periods of time. Teaching and learning will continue to have a balance between teacher led and child initiated projects and individual learning plans will ensure that teaching is stage not age appropriate.

References

http://wales.gov.uk/topics/educationandskills/earlyyearshome/foundation_phase/?lang=en

<http://www.sightlines-initiative.com/>

<http://www.greatlearning.com/ipc/>

Important Learning, Teaching and Assessment Policies are available on the Teachers drive on the network. Please do make sure you read them. All policies are available in hard copy form from the office. Many policies are also available on the school website.

Policies you should familiarise yourself with include:

Behaviour in the Workplace

Child Protection Policy

Safeguarding Children Policies & Procedures

Safeguarding Statement

Confidentiality

Equal Opportunities Policy

Early Years Policy

Forest School Policy & Procedures

Health & Safety Policy

Learning and Teaching Policy

SECTION FOUR

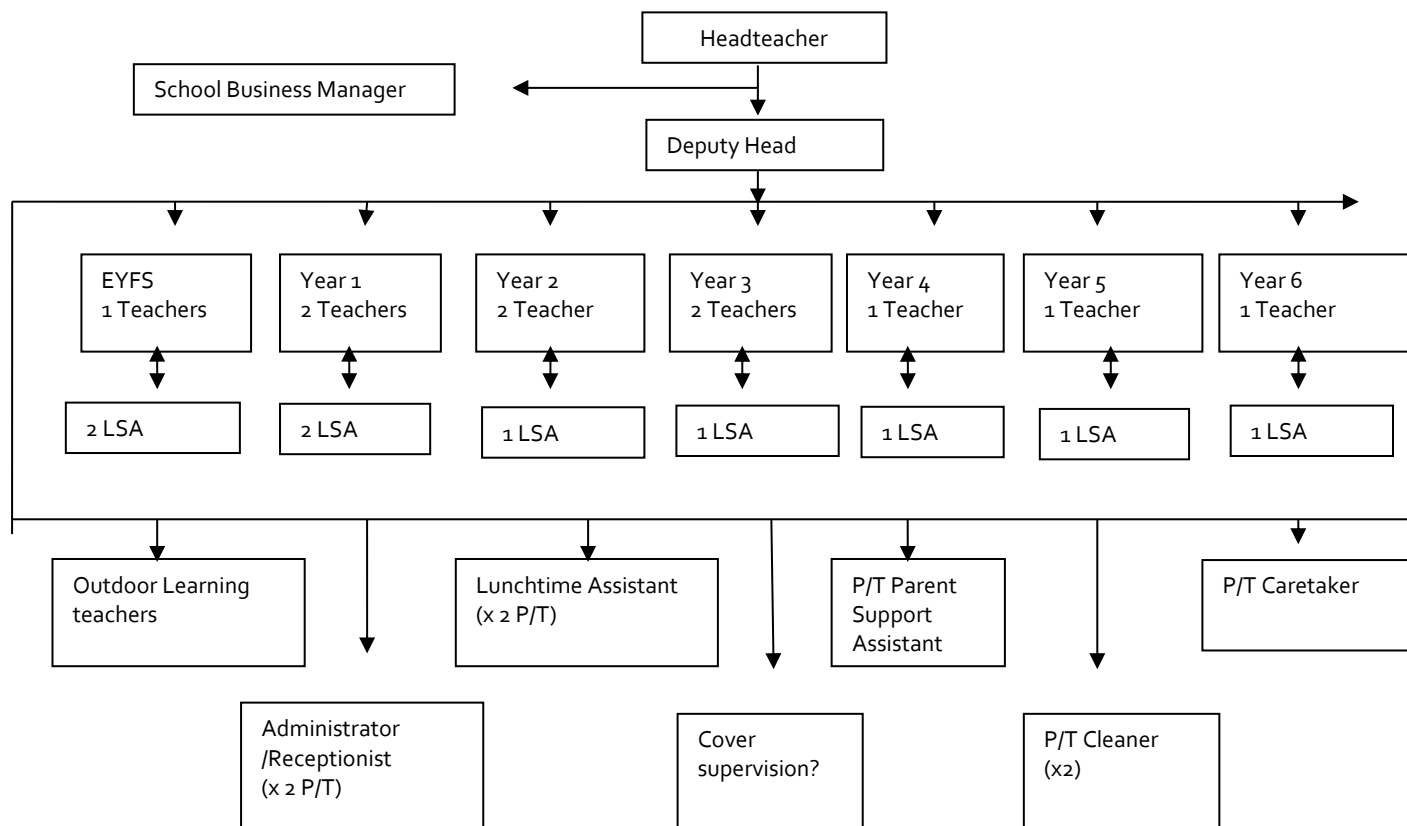
West Newcastle Academy (WNA) Staffing Structure 2017-18

Name	Title	Responsibilities	Contracted Hours
Susan Percy	Headteacher	SLT	Full Time (teaches 2 days as outdoor learning teacher for EYFS)
Saj Anwar	School Business Manager	SLT Finance Health and Safety	Full Time, Term Time only +10 days INSET
Susan Jackson	Teacher – Early Years	EYFS lead	Full Time +10 days INSET
Laura Murray	Teacher – Year Two	Y1 lead KS1 lead	Full Time +10 days INSET
Sophie Mitchell	Teacher – Year Two	Y2 lead	Full Time +10 days INSET
Kay Stott	Teacher – Year Four	Teacher	Full Time +10 days INSET
Robyn McGregor	One to One support – Y3	Assists Learning	Full Time +10 days INSET
Katie Collins	Teacher – Year 4	Assists Learning	Term Time only +10 days INSET
Terri Miller	Apprentice Teaching Assistant - EYFS	Assists Learning	Term Time only +10 days INSET
Tahli Rollitt	Teaching Assistant - EYFS	Assists Learning	Term Time only +10 days INSET
Charlotte Hulland	Teacher year One	Teacher	Full Time + 10 INSET Days
Amy Dunn	Year One Teacher	Assists Learning	Term Time only +10 days INSET
Elizabeth Rodmell	Teaching Assistant Year One	Assists Learning	Term Time only +10 days INSET
Ray Byrne	Minibus Driver	Assists Outdoor Learning	Part Time (0.4) Term Time only +10 days INSET
Carol Hunter	Admin Assistant	Reception/Admin	Full Time Term Time only +10 days INSET
Stewart Rowden	Chef	Catering	Full Time Term Time only +10 days INSET
Phil Little/ George Moat	Caretaker	Facilities	Term Time Only + two weeks
Lynne Murray	Cleaner/Lunch support	Cleaning / Lunchtime support	Part Time (0.25) Term Time Only
Maxine McGlen	Kitchen Assistant	Catering support	Part Time (0.25) Term Time Only

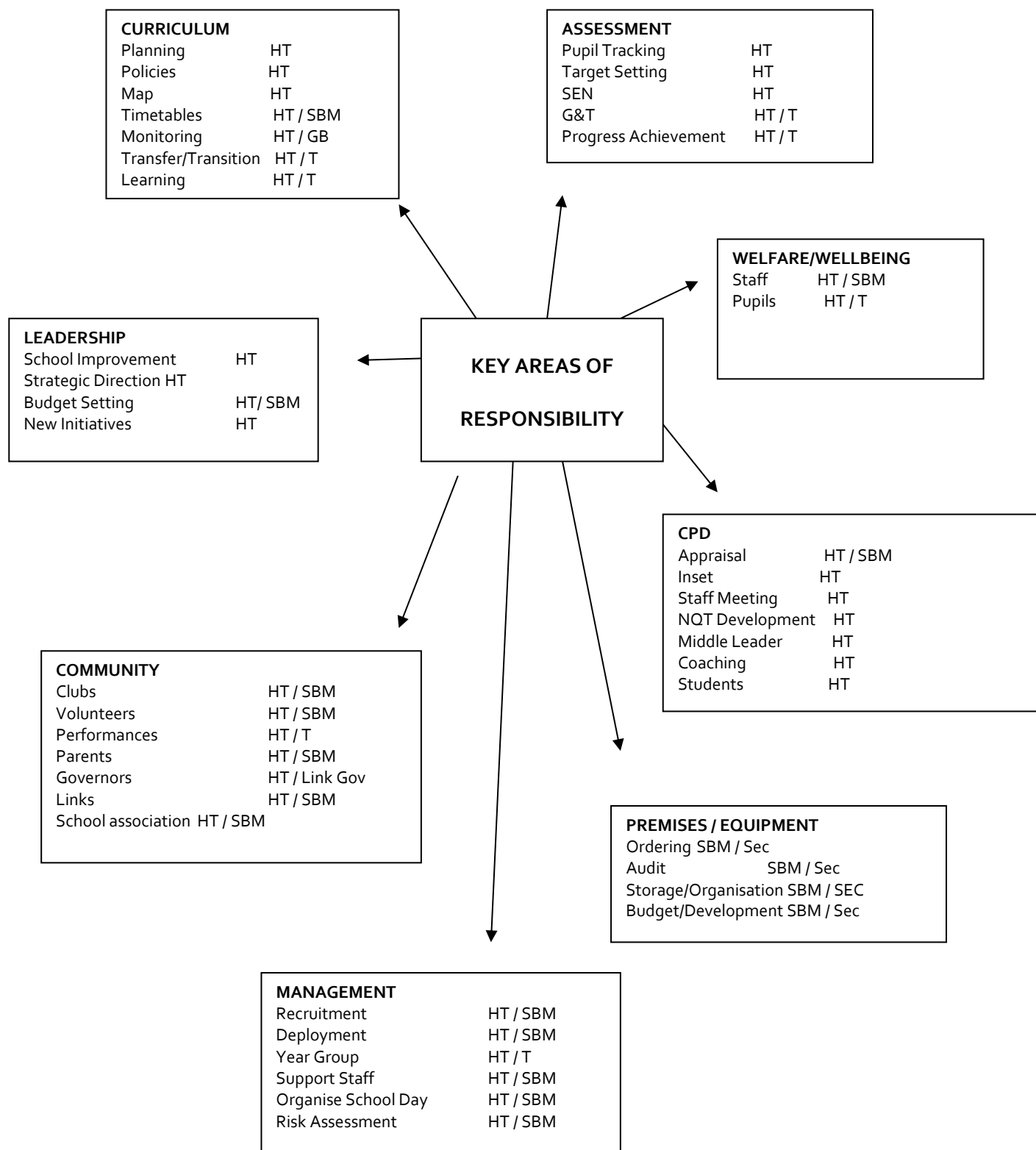
WNA Proposed Staffing Structure

Title	2014-15	2015-16	2016-17	2017 -18	2018 -19	2019 - 20
Headteacher	1					
DH/Inclusion Manager					1	
SBM	1					
Teachers	3	4	5	6	7	8
Classroom Assistant	3	4	5	6	7	8
After School Club/ Play Worker	2	2	2	2	2	2
Parent Support Worker				1		
Receptionist/Admin	1 (0.6)		1 F/T		2 (1 F/T, 1 P/T)	
Cleaner	2 (0.25)			3 (0.25)		

WNA Proposed Staffing Structure:



Planned Areas of Responsibility 2017-18



SECTION FIVE

WNA SCHOOL DAY

Organisation of School Day

7.45am	Breakfast club and Individual Learning Plan (ILP) Activities (including Early Bird Readers)
8.45am	School starts
9am	Class Meeting

No formal break during day – children/staff to take a short break as appropriate

11.40am	Learning Review and Next Steps
11.30 – 1pm	Lunch Children and staff to eat in small family groups 2 sittings 11.30am 12.10pm 12.40 pm
1pm	Class Meeting Afternoon activities continue on throughout afternoon
3.30pm	Children go Home
3.30pm -5.30	Extended Care/Community Activities/clubs

Hours

6 hours per day, 30 hours per week, 1140 hours per year

Staff Organisation

8am	Breakfast Club Leader + 1 member of staff + SP to attend Breakfast Club for ILP Activities
11.30 – 1pm	Lunch with children, 30 minutes' own time
1.30 – 2.30pm	30mins for each teacher to distribute observations and write up Learning Journals/display learning for parents for end of day
3.30 -5.30pm	Planning and Review Meetings - Mon, Tue, Thurs (Wednesday Staff Meetings)
6pm	Caretaker to lock up school and leave school ready for community use

Reporting to Parents

Parental Involvement is important and so every effort is made to ensure that parents are welcome in school. There are opportunities to volunteer; supporting learning and the other work of the school as well as many informal opportunities to discuss their child's progress with a member of staff.

Documentation is a key part of our work and so Learning Journeys are kept for each child and available every day. A formal written report will be provided for each parent with a consultation about learning and progress each term.

Dates for all activities and events are in the School Diary and will also be publicised in monthly school newsletters. There is also a school diary available on the WNA website which includes dates for parents evenings, Christmas plays and other school events.

Whole School Record of Sanctions

Sanctions which involve the headteacher, parents should be recorded in the whole school form but also in the child's individual record. Actions such as bullying, racial language or behaviour which is extreme should always be recorded.

Date	Name of Child	Behaviour and Sanction	Discussion with Parent

What about Meetings?

Planning Meetings

Planning meetings are held weekly for each year group for all teaching and teaching support staff to attend.

Staff Meetings

Staff meetings are held on a Wednesday for all staff to attend. Minutes are taken and circulated afterwards.

Parent-Teacher Meetings

Parent-teacher consultations are held termly to give parents and carers an opportunity to discuss their child/ren's progress.

New Staff and Newly Qualified Teachers (NQTs)

On Appointment

The successful candidate is given a copy of the school's handbook. Details are given of planning meetings and an invitation is made to spend some time in school.

Visit to School

The main aim of this visit is usually to get to know the children and to meet the staff. The new colleague will be introduced to a mentor whose role it will be to offer support and guidance during the early settling in period. If the newly appointed member of staff is a NQT, a more formal mentoring scheme will be put into operation in line with the guidelines issued by the authority.

During the First Few Weeks

Time will be set aside for meetings with your mentor, headteacher or key members of staff.

If the new member of staff has been appointed to a senior post time will be given to discuss their area of responsibility whilst also giving an overview of procedures and routines to be followed in school.

There are many things we quickly take for granted in school and it may be that we have missed some obvious things out of this booklet. If you have any queries which have not been covered in this handbook do not be afraid to ask anyone!

Other Staff:

Confidentiality is essential. As a member of staff you will be privy to sensitive information about a child or their circumstances. Progress or problems should never be discussed with parents or outside school. If you are approached either formally or informally, you should always refer the enquirer to the class teacher. Working with children is a privilege, and respect of the individual should be a priority. Please refer to the children by their name; do not use pet sayings or expressions of endearment, do not raise your voice and try to be calm at all times. The calmer the adults are the calmer the children will be.

When working with children, resist the temptation to do things for the child. It is important that the tasks set are carried out by the pupils even if it is clearing away or tidying up.

If you experience difficulty with a child or their behaviour is unacceptable, please express your disappointment to the child in a calm but firm manner. Do not accept rude or inappropriate behaviour. If a child persists with inappropriate behaviour, please discuss this with the teacher immediately. By working closely together we can usually curtail unacceptable behaviour.

If a child is experiencing difficulty in class e.g. illness, then please take the child out of the class and if appropriate deal with the problem or take them to a person who can deal with the problem. Always report to the class teacher any action you may have taken.

If you have been asked to carry out general duties around the school and you need to visit different classrooms, please remember that it is our policy to disturb the teacher and the children as little as possible during lesson times. Often visits to classrooms can be left to times when we know there will be little disturbance caused. Naturally in cases of emergency then a class will have to be disrupted.

Rewards & Sanctions

1. Encouragement and praise is welcomed
2. Recommend children to the class teacher who have been kind, helpful or played well.
3. Help children make their own decisions about appropriate behaviour
4. A gentle reminder of what 'appropriate behaviour' involves is often needed
5. Physical contact or shouting should never be made with a child.

Children with special behavioural difficulties

Some children have special needs and need to be dealt with in a slightly different way. These children will be made known to you and ways to support them discussed.

First Aid

Pupils who are hurt or feel unwell:

Please use your discretion when referring pupils who feel sick to the school office. If at all possible let a child sit quietly for a period of time and deal with minor cuts and bruises. (these must all be written up in the Accident Book – a copy is retained by the school and a copy goes home with the child and mentioned to the class teacher.

Head Injuries:

All head injuries must be recorded by the school office staff. A child who has had a head injury must receive an Accident Form to take home.

Allergies:

Please be aware of the children that have allergies. Epi-pens are kept in the cupboard by the school office and photographs of these pupils are around school. The school is a 'nut free' zone as we have a child with allergies.

Holidays

To be taken in school holidays only please.

If you feel that something is missing from this section, please tell someone and it will be added.

Office Staff

Our office staff perform a vital role in supporting the teaching and learning in our school. They are important in that they alleviate some of the administrative work of the teachers.

It is important that as a member of the office staff you are punctual, polite and smart in appearance. As you are the first point of contact within the school, it is important to promote the ethos of the school.

Confidentiality is essential. As a member of the office you will be privy to sensitive information about a child or their circumstances. Progress or problems should never be discussed with parents or outside school. If you are approached either formally or informally you should always refer the enquirer to the school. When children are sent to the office they are often upset, ill or worried about something and just need a quiet space for a few moments.

If you need to visit different classrooms, please remember that we try to disturb the teacher and the children as little as possible during lesson times. Often visits to class rooms can be left to times when we know there will be little disturbance caused. Naturally in cases of emergency then a class will have to be disrupted.

If you feel that something is missing from this section, please tell someone.

Parents/Helpers

We really value the contribution made by helpers in school as we know that the time that is given makes a great deal of difference to individual children's learning. We hope the following guidance may be a helpful starting point for helpers to WNA although we do encourage you to ask if you are unsure of anything.

These guidelines will enable all members of our school:

- To learn and work together in a safe environment
- To provide consistent standards and expectations
- To encourage mutual respect
- To give confidence to deal with varying situations

Coming into School

Please always report to the reception office, sign in and get a badge to wear when in school. If you are not sure where to go one of the office staff will guide you to the classroom.

Confidentiality

Parents must be aware of the need to work within school in the strictest confidence. A child's learning or personal situation should not be discussed outside school under any circumstances.

Working in the Classroom

We would ask that you work in a different year group to your child's to prevent them or their friends feeling awkward. Entering the classroom can often be daunting for parent helpers. We have procedures that we hope will help you with this. Teachers usually list the jobs that they need you to do and you should look for this first of all. When carrying out these tasks, try to be as unobtrusive as possible, especially if there is a lesson in progress. Often the Learning Support Assistants will be available to help and guide you; as you become 'a regular' you will quickly know what to do and when to do it. Parents often ask how they should respond to children when working with them. We have outlined some guidance on these issues below.

Standards of Behaviour

1. Mutual respect should be evident in all our interactions
2. Calm and quiet should be maintained throughout the school. No one should shout even when trying to gain attention (Children and adults)
3. Inappropriate language is unacceptable
4. Children should walk within the school building (other than PE or drama lessons)
5. Physical conflict is unacceptable in any circumstances
6. Disputes between pupils should be reported to the class teacher or Teaching Assistant
7. Adults should listen to and respond quickly and effectively to pupils who report disputes between them
8. Pupils should be respectful to others at all times.

Rewards & Sanctions

1. Encouragement and praise is welcomed
2. Recommend children to the class teacher who have worked well, tried exceptionally hard or been polite and kind. This will be taken into consideration when 'praising' children.
3. Help children make their own decisions about appropriate behaviour
4. We have a behaviour system of Star, Warning, Time out and 5 minutes from Golden time which you should display in your class.
5. A gentle reminder of what 'appropriate behaviour' involves may be needed
6. If a child does not heed a gentle reprimand or is uncooperative, you should report the incident to the class teacher
7. Physical contact or shouting should never be made with a child during the process of reprimand

Children with special behavioural difficulties

1. If a crisis occurs, the class teacher or teaching assistant will deal with it instantly
2. If needed, the child should be removed from the classroom in the interests of safety of the other children
3. If such an event occurs, alerting a staff member is critical so that assistance may be sought.

If you feel that something is missing from this section, please tell someone and it will be added.

Health and Safety

- The School Business Manager is the Health and Safety Officer for the school
- There is a Health and Safety Manual for reference in the office
- There will be a termly fire evacuation drill

The Fire Drill

When the fire bell rings please observe the following procedure:

- Leave the classroom or work area by the nearest exit (ensuring an adult is at the beginning and end of the line)
- Encourage the children to move quietly and without panic
- Assistants to check the toilets in each area
- Close doors as you leave if no-one is following
- The class register will be brought out to the playground by the office staff
- Assemble the children in class lines at their muster point (count them and then take the register)
- Check that all helpers are out of the building

Talk to the children about the procedure at the beginning of each term. Stress that they must leave by the nearest exit and do not need to return to the classroom.

First Aid

Pupils who feel unwell:

Please use your discretion when referring pupils who feel sick to the school office. If at all possible, let a child sit quietly in your room for a period of time. Only if you feel the child needs to be sent home should you send them to the office for a second opinion

Injuries:

Again you are asked to use your discretion with minor injuries. If there is a more serious injury either send for assistance or send the child to the office for treatment.

Head Injuries:

All head injuries must be recorded by the school office staff. A child who has had a head injury must receive an Accident Form to take home (white copy) while a copy is retained by school (yellow copy)

Medicines:

Where at all possible, medicine should not be given during school time. Medicines that are administered three times daily can be given at breakfast time, at school pick-up time and then at bedtime. If a child does need medicine administered during school hours, then the parent/carer must complete a form that is then signed by the headteacher. The medicine is then stored in the office.

Inhalers:

In KS1 children's inhalers are kept in their classrooms. KS 2 children keep their own inhalers.

Allergies:

Please be aware of children in your class that have allergies. Also please check the small group of children throughout the school with serious allergies so that you are prepared to act appropriately if you are supervising

them. Antihistamine medicine is kept for named children in the school office. If any children need an Epi-pen, these are kept in the school office and photographs of these pupils are around school. The school is a 'nut free' zone as we have a child with allergies.

Named First-Aiders:

First Aid Personnel

There are three first aid qualifications, and a fourth unqualified role:

1. **First Aider trained in First Aid at Work (FAW)** A person who has successfully completed an approved 3 day course in first aid delivered by an HSE approved training provider. Certificates are valid for three years and can be renewed by attending a 2 day refresher course. Renewal must be completed within 28 days of expiry of the previous certificate.

FAW Qualified Personnel: **Carol Hunter, Sajda Anwar**

2. **First Aider trained in Emergency First Aid at Work (EFAW)** A person who has successfully completed an approved 1 day course in first aid. Certificates are valid for three years.

EFAW Qualified Personnel: **Susan Percy** (First Aid Outside)

3. **Combined Emergency First Aid at Work (Primary) and Early Years First Aid (EFAW/EYFA)** A person who has successfully completed a 2-day training course specialising in first aid for children aged up to 5 years. Certificates are valid for three years. This qualification is required in addition to other first aid qualifications in any establishment where staff will have a duty of care for children up to the age of 5 years.

(EFAW/EYFA) Qualified Personnel: **Laura Murray**

4. **Appointed Person** A person who has been designated to take charge when somebody is injured or becomes ill at work, when a qualified first aider is absent in temporary and exceptional circumstances. The appointed person's role is to call the emergency services when required, and to look after the first aid equipment and facilities.

Appointed Persons: **Susan Percy**

Educational visits

We encourage staff to organise visits which support the curriculum. Please refer to the policy and guidance documents or see the headteacher.

All outings and trips need to ensure that the policy for Emergency Procedures and risk assessment are adhered to. A folder is kept on the intranet.

Staff Absence

If you are ill.....

Ring Susan Percy at 7.30am on 07795985427 to inform about illness.

Ring school office before 3.00p.m. To indicate a likely return date.

All Assistants, Admin Staff, Mid-day Meals etc. should ring the office by 8.00am **on each day** of absence.

If you are absent up to five working days, you will be required to complete a Self-Certification form, available from the school office. (These must be returned a.s.a.p.)

Once absence extends beyond five working days, a doctor's certificate will be required. This is obtainable from your GP (NB the school cannot pay for fit notes)

Absence on Professional Public matters:

To attend interviews, courses, Jury Service, Governing Body meetings. Leave of absence with salary will be authorised by the headteacher

Absence through family or personal reasons:

Leave will be given within the parameters below:

If you are absent due to your child/ren being ill, you will be granted 5 days per academic year paid leave. Any further days will be unpaid. The total amount of leave that may be granted at the discretion of the headteacher to any employee under this section will be limited to 12 working days or 24 half days in any period of twelve months. The headteacher may wish to refer to the Governing Body for guidance and leave may be granted with or without salary after consideration of the individual circumstances.

Compassionate Leave

In the event of bereavement or serious illness where a close personal relationship is involved (spouse, member of the same family, partner or any other person known to enjoy a similar close personal relationship) paid leave as may be approved by the headteacher and Governing Body up to a maximum of six working days in any one financial year, with provision for an extension in exceptional circumstances.

Weddings

Of members of employee's immediate family - up to two days, one with pay.

Of other than members of employee's immediate family - up to two days without pay.

Urgent private or family business

Leave may be approved without salary up to six days.

Attendance at a religious ceremony or observance of a religious festival which the teacher is under a moral obligation to attend or observe by reason of his or her membership of, or office in, church or religious order. Leave of absence not exceeding three days annually, with salary.

Moving House

The amount of leave granted for moving house is 1 day with pay.

Studying for an examination related to work

Leave as may be considered necessary, without salary for up to six days.

University graduation ceremony: self or any member of teacher's immediate family receiving degree

One day, with salary. There may be other exceptional circumstances in which leave of absence will be considered.

Maternity Leave:

Arrangements for absence due to maternity are fully covered by statutory guidance. Please see the Business Manager for information

Paternity Leave and Shared Parental Leave

Arrangements for absence due to paternity or shared parental leave are fully covered by statutory guidance. Please see the Business Manager for information

NB In all the recommendations which prescribe a degree of limitation, teaching staff shall have the right to make application for extension of leave.

Emergency School Closure

Heavy overnight snow

Staff must contact the school, headteacher, or SBM as soon as they can if they foresee difficulties in getting to school before the start of the school day.

If insufficient staff (half or less than half of the establishment) are able to get to school, the headteacher or most senior member of staff in the school, must contact the Chair of Governors to take advice, and to inform them of the intention to close the school because of insufficient staff.

Parents will be asked to wait in school until a decision has been made regarding closure. An announcement will then be made that the school is to close for the day and parents will be asked to listen to the local radio for any information relating to further closures

Staff will be expected to make reasonable efforts to get to a school where they will be able to perform other duties. Staff remaining at home are instructed to report their situation to their headteacher and then carry out school related work from home.

Continuing severe weather

When exceptionally severe weather conditions are forecast for the whole area and the Police are recommending that only essential journeys should be made, a decision may be made to close all schools for pupils for the following day. Local radio will be contacted and staff and parents are asked to adhere to any announcements on Metro Radio.

Pay Dates

WNA pays all salaries directly into employee bank accounts. All staff are paid monthly on or around the last working day of each calendar month. Variation of the payment date normally will only occur at Christmas time.

WNA makes all statutory deductions from salary (e.g. Tax, National Insurance, Student Loan Repayments) and contributions to the Teachers' Pension Fund or Local Government Pension Scheme. Each member of staff receives a monthly itemised pay statement showing gross pay, deductions made and the net amount paid into his/her bank account.

Any members of staff having a query related to the amount of salary paid and/or deducted, or wishing to question their rate of pay etc, they should raise the matter initially with the School Business Manager. Responsibility for the co-ordination and management of WNA's payroll and pay policy is delegated to the School Business Manager.

SECTION SIX

Contracts, Appraisal and CPD

Continual Professional Development (CPD)

The Continuing Professional Development of all staff is a central part of our school improvement. All staff are encouraged to attend relevant courses in line with the School Development Plan. Regular updates and opportunities for courses will be notified to all staff by the headteacher.

Whole staff INSET

INSET days and Staff Meeting are planned, based on our school self-evaluation and the identification of priorities for improvement. Some meetings are used by each KS to discuss forthcoming events, and some INSET days are used to support teachers with their workload (eg writing reports.) Teaching Assistants are invited to whole school INSET as appropriate to their role.

Appraisal

We have a Whole School Appraisal Process which is fully outlined in our Policies File. Staff will be given review meetings to ensure that job descriptions and workloads are relevant and appropriate. Staff will be observed as a part of this procedure.

Job Descriptions/Contacts

All staff should hold an up to date Job Description issued by the headteacher.

Contracts will be issued to all staff. Two copies will be issued – one to be returned to the school and one for your own records. You should read your contract carefully and keep it in a safe place. If you have any queries relating to your contract, please speak to the School Business Manager.

Payment of Salaries

Payroll is administered by Newcastle City Council; you are employed by West Newcastle Academy, but your pay will come via Newcastle City Council. Any overtime worked must be authorised in advance and appropriated signed and submitted on an overtime form. Overtime is paid a month in arrears and overtime forms (or timesheets for casual staff) must be submitted by the 10th of each month to be paid the following month. For example, any overtime worked in September must be submitted by the 10th October. It will then be paid in October.

Salaries are paid by direct bank transfer on the last working day of each month.

Expenses

On occasion it may be necessary for staff to incur expenditure for school business, for example, mileage or the purchase of resources for school. Such expenditure should be authorised in advance. Expenses can be reclaimed by submitted an expenses form and, where appropriate, receipts. It should be noted that the school will not pay fuel costs, but will only pay mileage (currently 45p per mile). The deadline for submission of expense forms is the 10th of each month to be paid that month.

Part time staff

All part time and/or term time only staff are paid on a pro rata basis, based on the full time equivalent salary. Holiday will also be calculated on a pro rata basis. For staff who are employed on a term time only basis, all holiday will be taken during school holidays. Salaries will be paid in twelve equal monthly instalments. If you have any questions relating to the pro rata calculations, please speak to the School Business Manager.