

Llanrhidian Primary School

Staff/Student Handbook





You are warmly welcomed to Llanrhidian Primary School. We hope your time here will be a happy and rewarding period of learning for both you and our pupils.

This handbook has been compiled to provide you with the just some of the information about our school procedures. Staff must also refer to the Llanrhidian Policies, which contain a range of curriculum, safeguarding, and personnel policies.

If any of this information is unclear, or if there is something we've missed that you need to know, please don't hesitate to ask us. No question is too trivial or silly. Your feedback will help us improve this Staff Handbook for future staff members. Your perspective as a new team member is invaluable in this process.

Everything you need is available on our school website. Please take some time exploring and finding out about our school.

"The beautiful thing about learning is nobody can take it away from you"

B.B. King

WELCOME TO OUR SCHOOL/CROESO I'R YSGOL



Llanrhidian Primary School serves a large area of North West Gower, comprising the villages of Llanrhidian, Llangennith and Llanmadoc and the hamlets of Old Walls, Burry Green, Landimore, Cilibion and Llethryd. The school is within a designated Area of Outstanding Natural Beauty and close to the Heritage Coastline. Most of the children arrive by bus from the Llangennith/Llanmadoc area.

Central to the philosophy of the school is that children learn best from first hand experiences. We encourage our pupils to enjoy their learning, have a sense of responsibility and to show consideration for others, so that each child feels good about themselves, about what they do and about the school.

OUR SCHOOL/YSGOL



“Children are the world’s most valuable resource, and it’s best hope for the future.”

J. F. Kennedy

“Inspiring our children to be the best they can be!” (Vision)

“Grow, learn, Succeed Together!” (Mission)

Staff revisit our Vision and Mission annually via the Staff Admin Page to ensure everyone understands the values of the school.

Mr Colourful is our Rights Respecting School Mascot.

OUR VISION & MISSION STATEMENTS





We are committed to ensuring your safety and well-being while you work at our school. To facilitate this, your line manager will conduct an induction session with you, during which you'll receive detailed information on the resources and support available to you.

Additionally, you will be escorted on a tour of the school's facilities to familiarise yourself with the environment.

Should you have any concerns or queries, please don't hesitate to raise them with your line manager. Rest assured, all staff members are approachable and readily available to assist with most inquiries.

In the event of a safeguarding concern, please make it a priority to contact one of the designated safeguarding officers: Mrs Caswell, Mrs Archard, Mrs Marchant, or Mrs Gosney. Your diligence in these matters is crucial for maintaining a safe school environment.

"A person who feels appreciated, will always do more than is expected."

Unknown

INDUCTION



The Education Workforce Council's Code of Professional Conduct and Practice ('the Code') sets out the standards expected of those registered with us and is intended to support and guide their behaviours and judgements as professionals working in education and training roles in Wales. The latest version of the Code came into force on 10 May 2024 and reflects the addition of new categories.

Registrants commit to upholding the five key principles of the Code:

Personal and Professional Responsibility

Professional Integrity

Collaborative Working

Professional Knowledge and Understanding

Professional Learning

[Watch the EWC Video on Code of Conduct here.](#)

Staff are asked to dress smartly and appropriately for our workplace. Please wear sensible and professional footwear and clothing to ensure safety and comfort. Dress choices should reflect the activities of the day, such as sporting events, educational visits, and outdoor activities. For PE sessions, both indoors and outdoors, please change into suitable attire.

**"Integrity is measured
by a person's
conduct, not their
profession."**

Junius

EWC CODE OF CONDUCT



Being a member of our team entails a commitment to mutual support and encouragement. Each staff member leads a busy schedule, making even the smallest acts of kindness invaluable.

It is essential to remain conscious of our working environment. Please refrain from passing by items that require attention; by neglecting them, you inadvertently pass the responsibility to your colleagues.

The well-being of our learners is a collective responsibility. All staff members are expected to provide support to every pupil and to address or report any behavioural issues that may arise.

Collaboration in sharing the workload is fundamental to thriving as a cohesive team.

“A person who feels appreciated, will always do more than is expected.”

Unknown

BEING PART OF OUR TEAM

The values that underpin our children's well being are exactly the same for us as adults. CCOS/UNCRC Policy eg Bullying – Must be reported. It is important that all staff understand procedures and expectations.



How does that look in our school?

Respect – treat others as you want to be treated

Honesty – with tact and confidentiality

Professionalism – not personal, objective

Integrity – our core purpose – the children

Courtesy – appropriate to the situation

“Coming together is a beginning. Keeping together is progress. Working together is success.”

Henry Ford

Dealing with an Upset or Conflict

Speak to the person calmly but tell them how you feel. If this does not resolve, the upset then....

Speak to your line manager or someone appropriate that you trust. That person must suggest that you try talking again or, if this is not possible, initiate mediation proceedings.

Mediation will be arranged and agreed with all parties. This could be with a staff mediator or an external mediator from the Local Authority. If this does not resolve the upset, then...

The school will contact the Local Authority, HR department for further advice.

POSITIVE RELATIONSHIPS



Session Times

Statutory school session times dictate the following times.

Reception to Year 2:

Drop off 8.40 to 8.50

Pick up 3.20 to 3.30

Year 3 to Year 6:

Drop off 8.40 to 8.50

Pick up 3.25 to 3.30

"There is no end to education. It is not that you read a book, pass an examination, and finish with education. The whole of life, from the moment you are born to the moment you die, is a process of learning."

Jiddu Krishnamurti

At the end of the school day, please ensure that pupils have all of their belongings with them. Pupils are expected to leave in the attire they arrived in, meaning they should be properly dressed in their jumpers and coats before departing for home.

It is imperative that pupils do not exit the school premises without appropriate outerwear, particularly in inclement weather. Nonetheless, we trust staff to exercise discretion and sound judgement based on the prevailing weather conditions.

DAY ROUTINES



If pupils are to be the best they can be, all adults working within the school must ensure maximum support to learning at all times. Although timetables are in place in all classes, it is assumed that all adults will manage their time effectively and efficiently in order to maximise learning opportunities and improvements to the classroom environment.

Teaching assistants are an extremely valued resource and provide excellent learning outcomes for pupils when best use of time is made. It is important that teachers ensure that TAs have clear roles and responsibilities within the classroom, and that time is not wasted.

"The best part of teaching is that it matters. The hardest part of teaching is that every moment matters, every day."

Todd Whitaker

MAKING THE MOST OF EVERY MINUTE

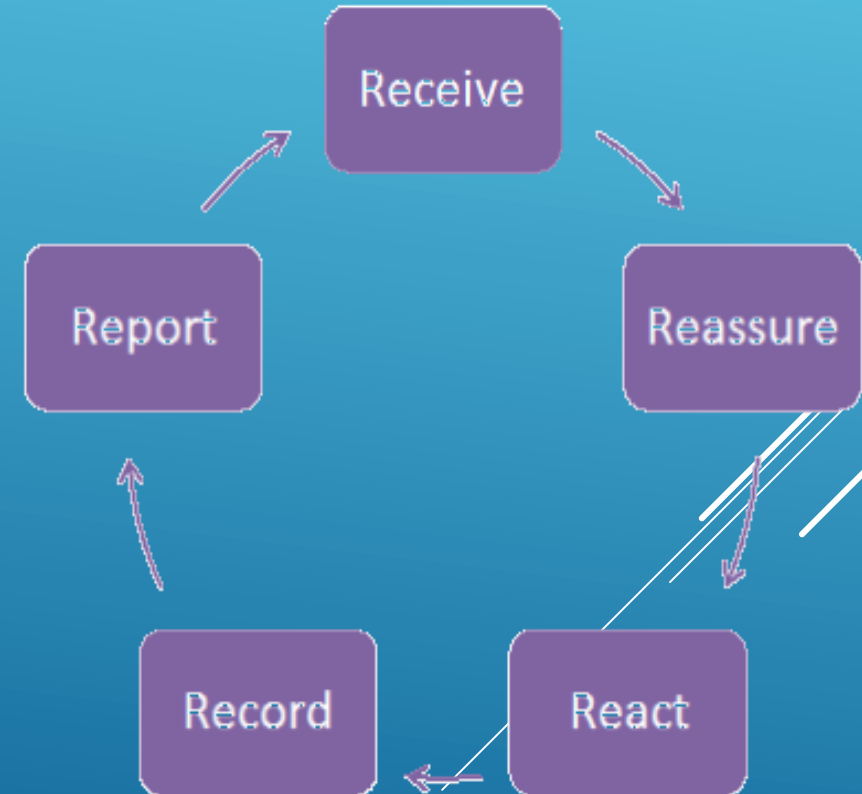
All staff must report any child protection or safeguarding concerns immediately to the head teacher. In her absence this must be taken to the deputy head.

The issue must never be ignored or left to be dealt with at a later date. Every member of staff has a responsibility to ensure that appropriate action is taken.

Every member of staff must read and be familiar with the Child Protection and Safeguarding Policy. This is always available on the school website. Each class also has a safeguarding file with all of the necessary policies. Posters are displayed around the school to support non-designated staff to deal with any disclosure. We call these the 5Rs

"Safeguarding is everyone's responsibility"

Huw Irranca-Davies



SAFEGUARDING

In Pod

We all subscribe to the view that our pupils deserve the very best education that we can offer. Popping out for any reason not only compromises this ideal but also places the member of staff in a potentially difficult position especially if a child sustains a serious injury whilst the class is unsupervised by the class teacher or a qualified teaching assistant.

Should a member of staff need to leave the class, the teacher should notify a senior leader via the office, who will try their best to arrange cover.

At Lunch/Relax & Refuel

Staff are required to position themselves in an area that allows for clear visibility of all pupils. In the event of addressing an incident, please guide the pupils to the periphery of the area while maintaining an overarching view of the surroundings. If necessary, utilise the portable radio for assistance. Under no circumstances should pupils be left unsupervised.



"Play is the beginning of knowledge"

George Dorsey

SUPERVISION OF PUPILS



While the number of policies in any school may initially appear overwhelming, we at Llanrhidian strive to present them in a clear and concise manner. All policies are accessible on the school website, and it is vital for you to familiarise yourself with their locations.

It is mandatory for all staff to read the Child Protection and Safeguarding Policy annually.

Our policies are categorised into three key areas:

Curriculum

Safeguarding

Wellbeing

“Policies are many,
principles are few.
Policies will change,
principles never do”

J C Maxwell

POLICIES



The utilisation of social media by staff and pupils is governed by stringent regulations.

All staff and pupils are required to acknowledge and adhere to the Acceptable Use Policy. This policy is designed to uphold professional standards, thereby safeguarding the well-being of both pupils and staff.

Please navigate to the staff administration webpage and complete the Acceptable Use Policy documentation.

“Don't use social media to impress people; use it to impact people.”

Dave Willis

SOCIAL MEDIA



Registers are taken using SIMS. If you are unfamiliar with this, please ask a neighbouring member of staff for the log-on instructions.

To avoid wasting learning time, the registers are taken as soon as the child enters the pod.

When the register is closed, click on the 'save' button to send the information to the office

'Lates' are marked absent at the time of registration.

Pupils arriving in school after the start of the school day must enter through the main School Reception

Children arriving late will be added at the office.

Dinner Register is to be done using 'I Pay'

If a this will be added to the staff calendar. Parents will buzz the office who will ask for the child to come to Reception.

"Don't miss out on something that could be amazing just because it could be difficult."

Anon

REGISTRATION & EARLY COLLECTION



Mrs Caswell usually leads weekly pod assemblies to enable staff to have some planning time. However, it is expected that staff lead their pupils quietly into the hall and take the lead until Mrs Caswell arrives.

It is important that pupils understand and value the expectations of assembly time. We enter silently, sit in lines, and leave in a similar fashion. We encourage independence of thought as pupils leave and enter the hall.

All assemblies and songs can be accessed here. These follow the “Little People Big Dreams” books.

Mrs Marchant and Mrs Archard also lead weekly Welsh assemblies on a Friday.

Open the Book run assemblies on a Wednesday.

Day	Assembly
Monday	Mrs Caswell
Tuesday	Big Question in Pod
Wednesday	Open the Book
Thursday	Big Question in Class
Friday	Cymraeg

ASSEMBLIES



The Management of Absence Policy clearly sets out procedures as laid down by the CCOS and agreed by the Governing Body. If a member of staff is unwell the following simplified procedures must be followed:-

The employee must (unless exceptional circumstances prevail) telephone their Headteacher/Line Manager no later than 8.00am on the first day of absence, before they are due to begin work.

The employee must provide the Headteacher/Line Manager with the nature of their illness or injury, their anticipated length of absence and if possible any work/class commitments that may need rearranging.

If the employee believes that their absence may have been caused by something that happened at work, they should inform the Headteacher or Line Manager of this and arrange for an appropriate Accident Report Form – HS1 or 3 to be completed.

Exceptionally, if the employee is unable to telephone in person, they should if possible, arrange for someone else to telephone on their behalf, in accordance with 1.1 and 1.2 above. The employee must make direct contact with the Headteacher/Line Manager as soon as possible thereafter.

If there has been no contact since day 1 of absence, employees should contact their Headteacher/Line Manager on the 4th day of continual absence to keep them up to date on their illness.

The school's Leave of Absence Policy is also available on Hwb. A leave of absence form must be completed by a staff member needed time from their role. For the absence to be considered, reference must be made to the associated paragraph within the policy.

**“One book, one pen,
one child and one
teacher can change
the world”**

Malala Yousafzai

STAFF ABSENCE



At Llanrhidian Primary School it is the policy of the Governing Body to provide and maintain safe and healthy working conditions, equipment and systems of work for all and to provide such information, training and supervision as is needed for this purpose.

The ultimate responsibility for health & safety in the school rests with the Local Education Authority, but in practice it is delegated to the Governing Body with the Headteacher Mrs D Caswell as site manager having responsibility for the implementation of this policy statement. Mrs Archard, Deputy Headteacher, will have responsibility in the absence of the Headteacher, or Mrs Marchant in the absence of both.

However, should you directly fail to comply with a request with regard to Health and Safety the responsibility rests with you. Staff have a responsibility to maintain a safe and clutter free environment and to report any Health and Safety defects using the appropriate proforma and submitting it to the headteacher or School Office and/ or recording in the Caretaker's Whats Ap group.

All personnel, including pupils, have the responsibility to co-operate to ensure a healthy and safe place of work and to take reasonable care of themselves and others. Please ensure that you familiarise yourself with procedures outlined in the Health and Safety policy which can be viewed in the School Policies area on website. Further guidance is available on the City and County of Swansea website.

HEALTH & SAFETY



ALN - Teachers will be responsible for differentiation and planning for all learners in their pod.

(Please see pod planning pages)

IDPs and UP targets will be known by all staff.

The ALNCo is available for advice on specific children and will oversee and monitor Additional Learning Provision and Decision Making Process.

Health Care Plans - If a child has a serious health condition, there will be a Health Care Plan displayed in the classroom and all staff will need to be aware of the medical issues. The HCP indicates the nature of the condition and what is required. Please ensure that relevant Health Care Plan box/medical contents are taken with you on any off site activities.

“Education is so serious...we have to make it fun!”

Mrs C

ALN & HEALTHCARE PLANS



Good behaviour must be praised and encouraged. Ensure this is the focus of your reactions during each school day.

Poor Behaviour Choices are discussed with the learner.

Learners will be reminded about the class charter (displayed in each class).

Continuation of poor behaviour choices will be recorded and a pro active plan will be generated and shared.

Staff are advised to keep their own voices calm and quiet even in these circumstances, using de-escalation strategies as appropriate.

Our Positive Relationships Policy outlines our approach to behaviour.

**“Teachers who love teaching,
teach children to love
learning.”**

Unknown

BEHAVIOUR



It is the responsibility of class teachers to see that their workshops are a suitable environment for learning. This will involve the following:

Resources appropriate to the task in hand, should be readily available to the children. Children are responsible for returning resources to their proper place of storage after use. This is a valuable aspect of their training.

It is the responsibility of the teacher to ensure a stimulating workshop environment, through attractive well labelled displays.

It is the responsibility of teachers to ensure that an acceptable level of tidiness is maintained. This will involve the children being responsible for tidying away any mess they make but also implies that the teacher monitors the general standard of tidiness of the classroom.

The entrance hall and corridors give the first impression parents and visitors have on entering the building. It is important that this impression is good. It is the responsibility of all staff to ensure corridors are tidy and children's coats, work and books are not left lying about.

Corridors must be kept clutter-free for fire safety reasons.

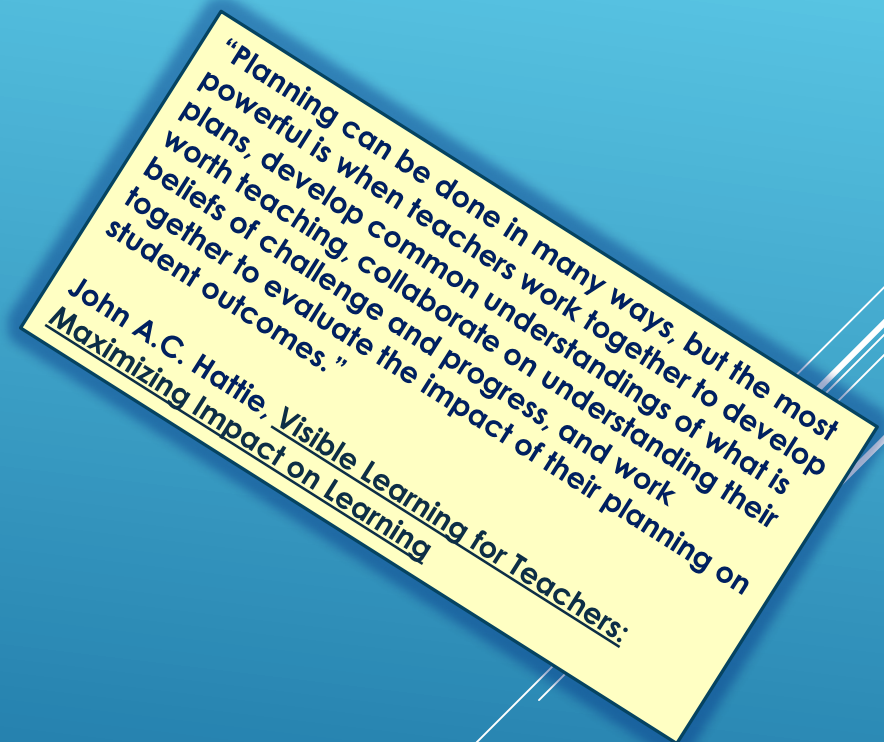
OUR ENVIRONMENT



Staff Meetings are usually held after school each Monday. Upon arrival, Staff are asked to access the minutes of the previous meeting and the staff meeting agenda for that day on the One Stop One Note.

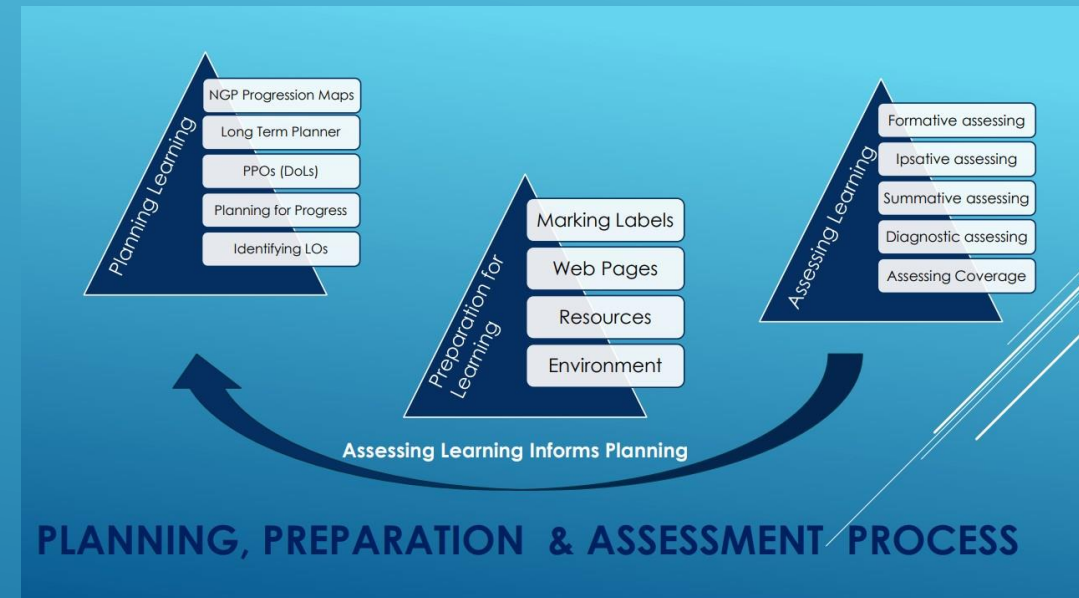
Staff are required to be prepared and remember to bring along any items for example, for a book look, that have been requested. We aim to engender a mutually respectful atmosphere and as such, breaking into private conversations during whole group discussions or checking mobiles are discouraged.

Directed time will be used for staff to meet in pods for a weekly planning. This is usually a Tuesday



STAFF MEETINGS

All teachers are entitled to 10% noncontact time and this is based on time spent teaching classes. PPA is covered within pods. PPA is usually taken in school, but teachers can request that this is taken at home should the need arise. This will be considered by the head teacher and due consideration given to whether the needs of the school can be met.



PLANNING, PREPARATION & ASSESSMENT



Professional Learning is planned by the Professional Learning Lead, and broadly aligns with the School Development Plan priorities. Staff also take responsibility for their own professional learning through research, action research or on line learning.

INSET days and Staff Meetings also provide professional learning opportunities that, despite being offered in house, are often purposeful and drive forward school and personal professional improvement. For staff attending an externally provided professional learning, they are asked to complete a CPD Email to update staff on Governors on what they have learnt and what they will be doing next as a result of the training. Staff are also expected to complete the Professional Learning Tracker.

"The major message, however, is that rather than recommending a particular teaching method, teachers need to be evaluators of the effect of the methods that they choose."

John A.C. Hattie, Visible Learning for Teachers: Maximizing Impact on Learning

PROFESSIONAL LEARNING



Please remember that our children deserve the very best education we can provide. If you are using your mobile phone or devices for anything other than educational purposes, the children are not receiving the full attention they deserve. Mobile phones should be turned off or kept in silent mode during class sessions and staff meetings.

Children should not have mobile phones in school. If they need to bring them, phones should be handed to the office and collected at the end of the day. Since children are not allowed to use mobile phones in school, staff should also refrain from using them in front of the children, unless it is for an educational purpose. Thank you for your cooperation in ensuring a focused and professional learning environment.

All electrical appliances must be PAT tested including chargers.

MOBILE PHONES



The school stands against all forms of discrimination on the grounds of disability, gender or ethnic origin. Please see our Equal Opportunities Policy.

Staff are requested to inform a member of the Senior Leadership of any requirements in relation to disability in the work place.

“People will forget what you said, people will forget what you did, but people will never forget how you made them feel.

Maya Angelou

EQUAL OPPORTUNITIES



During your work you may be involved in discussions in relation to specific children, their learning needs and general welfare. All information is confidential and must not be discussed with any other parties not directly involved with that child. The school, any pupils, members of pupils' families or staff should never be discussed or mentioned on social networking sites, nor should any photographs containing images of staff and / or pupils be placed on any internet pages which can be accessed by the public.

Similarly, staff/ pupils or families / friends should never be talked about in social or other situations on or off the school site. Instances of breaches of confidentiality will be dealt with using appropriate procedures.

**"The mediocre teacher tells.
The good teacher explains. The
superior teacher demonstrates.
The great teacher inspires."**

William Arthur Ward.

CONFIDENTIALITY



The staff room is situated by the school office. Generally, staff bring their own tea/coffee/milk, but will usually share. There is usually a stock of clean cups in the cupboard and hot water readily available. There are no set places, so don't feel you are in someone's seat. Everyone is responsible for staffroom maintenance, which includes washing up any 'stray' cups, cleaning surfaces and generally keeping the room in order. If you require a school lunch, please let kitchen staff know at the start of the day. There are recycling bins and staff are encouraged to recycle waste wherever possible.

Hot drinks must NOT be taken out of the staffroom, unless the drink is in a secured flask (no kettles in classrooms)

“Teaching kids to count is fine,
but teaching them what counts
is best “

Bob Talbert

HOUSEKEEPING

Llanrhidian Primary School
Thank you for
being part of
#TeamLlanrhidian

