

## Independent Bonn International School

### Staff conditions, policies and guidelines for administrative and ancillary staff

Welcome to the staff of IBIS. We hope you will be happy here and be able to contribute much to the life of the school as well as learning a great deal yourself.

This booklet is intended to give you information about school life in order to introduce you to various aspects of school life and to the policies of the school board (Vorstand). It is also an update for all other staff. The regulations are in accordance with the German law. I apologise if certain aspects are covered twice in the welcome to new staff.

Although we have tried to explain everything, you may still have some questions. Please do not hesitate to ask either me, a colleague or the Deputy Head for an explanation. We all remember well what it feels like to be new in a school, so please do not be shy about approaching us.

Irene Bolik  
Headteacher

August 2016

### IBIS Staff Conditions, Policies and Guidelines

#### General -Your Employment and Salary

Legal obligations are outlined in your contract. Your personal appendix outlines details agreed regarding resettlement. If there is any aspect of your contract that you do not understand, you can ask the Head to explain it to you.

Before starting employment the following documentation is necessary:

- Passport-, proof of identity must be shown
- Registration with the local authorities (Anmeldung)
- A residence permit (Aufenthaltserlaubnis) if you are not EU
- A work permit (Arbeitserlaubnis) - if necessary

The school will tell you how to complete the procedures, but it is the employee's duty to obtain these documents and hand them in to the school office. **No contract can be issued and no salary can be paid until these documents have been obtained and you have fulfilled the requirements of employment; evidence of qualifications, 2 references and background check papers for the last 3 years.**

#### Notice

Whether on an open contract or a limited term contract, the school expects all staff to give at least one term's notice in writing if they wish to leave IBIS.

## **Salaries**

Salaries are paid monthly in arrears at the end of each calendar month into your bank account. Please ensure the school office has the relevant details.

Everyone will be taxed at source by the school accountants according to the standard rules unless they have a personal arrangement with the Finanzamt. This is the responsibility of the employee.

Tax is calculated individually. The level depends on various personal issues including your marital status and whether you have children. You will also pay a solidarity tax (Solidaritätszuschlag) to help finance the renewal of former East Germany and you may have to pay a Church tax depending on your religious affiliation. At the end of the year you may need to file a tax return and the Finanzamt may refund you some money or sometimes ask for an extra payment.

Employees with children receive a monthly child allowance (Kindergeld) from the German authorities, but you have to apply for this yourself as it does not come with your salary. Krankenkasse costs will be deducted from your salary and this will be shown on your payslip. There will also be a deduction for Pflegeversicherung to help pay for the sick and handicapped. An estimated salary may be calculated.

## **Health Insurance and Social Security Contributions**

- IBIS makes the standard employer's contribution.
- There are payments towards a pension(Renterversicherung), health (Krankenkasse, unemployment( Arbeitslosengeld) and care for handicapped/ infirm( Pflegeversicherung)
- If you pay into the German pension, you may claim it back when you leave. It has to be transferred to a recognised pension scheme in your country.  
Please ask about the current conditions
- There are arrangements for maternity leave according to German law. Please check with your doctor and inform the school management

## **Conditions, Policies and Procedures**

### **a. Illness**

If you are sick or cannot attend school for any other reason, you must phone the Head or Internal supply teacher from 7.30 a.m. at home (0228 - 85 73 72). For all staff the following applies:

- A doctor's note is required for any absence due to sickness of more than 2 days
- In cases of long-term illness, staff will be paid in full for a period of up to 6 weeks, or any other period as stipulated by German law at the time, less any sick pay received from the employee's health insurance
- Absence of more than two days must be supported by a doctor's certificate that must be handed in to the school office by the end of the third day. Salary payments are usually continued during absence but all payments are in accordance with German law
- The maximum number of casual days illness is 7 per calendar year. No further days will be paid unless there is a doctor's sick note.
- All doctor's appointments are to be made if possible outside school hours. This includes appointments for therapy. Absence during regular working hours for an appointment requires a doctor's certificate. If not payment may be deducted according to the current law

### **b. Leave of Absence**

**For all permanent** full-time and part-time teachers and staff the following applies:

- You must complete a leave of absence form (available in the office).
- One day is allowed for your wife giving birth. There are different laws for maternity/paternity
- **Compassionate leave-2 days local and up to 5 days abroad** will be paid. Leave of absence will be granted in the event of the death of an employee's immediate family (Immediate family means – **mother, father, brother, sister, own children, wife or husband or common law partner**)
- After 2 years' employment at IBIS auxiliary and administration staff may be granted one day's paid leave of absence may for life-threatening illnesses to immediate family or to attend to pressing personal matters, e.g. interviews, exams, close family weddings, if they cannot be dealt with outside normal school hours. Teaching staff have up to 2 days paid leave.
- Personal leave is **not to be considered as additional vacation** and may **not** be added to holidays or taken for casual reasons such as a birthday
- Except in emergency, 2 weeks' notice of personal leave is required
- Personal days in excess of two will be treated as unpaid leave and must be approved by the Headteacher
- In exceptional circumstances unpaid leave up to 5 days may be granted by the Headteacher
- Unpaid leave of absence greater than 5 working days, paid leave of absence greater than 1-2 working days (Personal Leave) and 5 days (Compassionate Leave) require the prior approval of the Board Chair
- Time off for other emergencies is possible. Depending on the emergency, it is expected that missed hours are made up instead of loss of pay
- Removal - one day for local removal, 2 days for distant. This cannot be taken in conjunction with holidays
- All leave of absence requires the prior approval of the Headteacher, or in her absence, the Board Chair.

### **Appraisal**

Currently all staff in the school have a planning and appraisal meeting with the Head at the beginning and end of the school year. Posts of responsibility are also defined and objectives agreed on for the year.

### **Assemblies**

Currently these are held on Monday (KS2) and Friday (KS1) afternoons at 1:10 and Wednesday mornings first thing. Teachers or class assistants are to bring their classes to the hall, sit at the side during the assembly and escort their children from the hall. Having entered the hall everyone is expected to be silent. Wednesdays are music assemblies and **each class is to present at least one assembly per year.**

### **Board of Governors**

The Board of Governors is elected by the School Association. The School Association is made up of parents and staff. There are 6 members and they can co-opt another 3 people (not necessarily parents) to assist with certain projects. The Board meets once a month and, together with the Support Association, manages the school. The Support Association (Förderverein) is the body that collects fees for the school. There is a teacher representative on the Board. He/she will inform staff about current items.

The annual general meeting is held in spring and **all staff are required to attend.**

### **Conflict of interest**

Employees may not engage in activities that would in any way contradict their primary obligation to serve the interests of the school. Any form of employment outside the school must be approved by the School Head.

Employees may not sell items for profit within the school without the permission of the School Head.

### **Complaints**

Please see current policy.

### **Discipline**

Usually the teacher disciplines children as and when necessary. Acceptable sanctions are verbal reprimand, being kept in during break, repeating badly done work again in 'free' time or at home, or exclusion from an activity. For persistent or serious offences the Head must be informed. Please refer to the Behaviour Policy for details. The behaviour and bullying record book is in the office.

**Please do not physically touch any pupil unless there is a danger to others. If clothing is to be changed, please ensure that there are 2 adults present.**

### **Displays**

Teachers are expected to display children's work appropriately in the classroom and in the areas outside each classroom. For central areas there is a rota so that all classes and subjects take a turn during the year. Certificates for good work/ behaviour may also be displayed. The Head will ask for children's names.

### **Duties**

All full-time teaching staff are to be in school from 8:30 until 15:30hrs minimum. Staff meeting is on a Tuesday until 16:30 and other meetings may be arranged after school. Duty rotas for supervision of the children are posted each term.

- For early morning duty the staff member must be on the playground by 8:30. It is from this time we have a legal responsibility for the children.  
Children are **not** to go in the sand areas, but are to stay in the main playground where they may **not** play any ball games because of the danger to small children.
- All staff not on duty are either to be in the playground or in their classrooms by 8:30.
- When the bell goes at 8:50 and after break and lunch staff are to collect pupils from the playground.
- For the end of day duty, please be at the gate as soon as is possible and try and ensure that children leave with their parent or another adult. At 3:30 gather up uncollected children and bring them to the office reception area. Any children whose parent is present can be left in the playground under parental supervision.
- If it is raining or too cold the children may enter the classrooms earlier. Teacher aides or an adult are required to be in the classroom during wet breaks and lunchtimes. Personal breaks to be taken before or after.

### **Extra-Curricular Activities**

All teaching staff are expected to offer an activity once a week. This can take place after school or during the lunch break. A programme is coordinated at the beginning of the school year. Please ensure that pupils know where and when to meet and, if it is an after-school activity, written notice of cancellation is required. Teachers must also ensure all pupils have been picked up.

### **Fire Drills & School Evacuation**

**The policy and procedure is updated every year and is to be read by all staff.**

Ensure that you know the whereabouts of the fire extinguishers nearest to your classroom. Your room should also have a copy of the fire evacuation procedure posted near to the door. There is an Evacuation drill once a term. When the bell sounds continuously, usually accompanied by a siren, line your children up and bring them silently and walking to the side of the playground by Tulpenbaumweg. Ensure you leave your classroom with all doors and windows closed. Remember to bring your register with you so that you can check that all your class are present.

You must familiarise yourself with the evacuation procedure as a priority.

### **Health and Safety**

All staff are responsible for the health and safety of all IBIS children at all times whilst under our care. Please see accidents.

- **Sick Children:** If a child is taken ill and needs to go home, send him or her to the office with an accompanying child. Send a note depending on the age of the child. If a child just needs to lie down for a short time, send or bring them to the office.
- **Medical Problems:** If, when a child registers, the parents declare an illness which could have an effect on their classroom performance, or for which they need regular medication, the office will inform you when the child first arrives. Any medicines brought to school by the children **must be kept in the school office in a locked cabinet. Written instructions from the parents must be given to the office staff.** All medical cases with photos of the children are put on the staff notice board. The school is nut-free.
- **Washing Children:** Occasionally, a child will need to be showered or body washed. If this happens, a second adult must be present to avoid any possible allegations against the teacher.
- Please notify the office if you find any dangerous items in the school. Also faulty equipment indoors and outdoors

### **Homework**

This must be set in accordance with the school guidelines as given to parents. Please confirm with your parallel teacher the procedure that has been set. Language teachers must discuss with the class teacher to arrange homework evenings.

### **Monitoring**

The Headteacher or subject co-ordinator is required to monitor all classes at least twice a year. The Head or co-ordinators will consult with the individual teacher and agree on a suitable format. Colleagues are also encouraged to go into each other's classes and share their knowledge and suggestions.

### **Obligation of Confidentiality**

Every employee is bound to confidentiality about the pupils, all personal and school business and all members of staff. This obligation continues beyond the termination of contracts. Violation of this obligation is a reason for dismissal.

### Open Day

One Saturday in November is usually our Open Day for the public. However, many current parents take it as an opportunity to visit the school. **Full staff attendance** is required on such an occasion.

### Planning

All teachers of parallel classes are required to have the same plans to make sure each class has equal opportunities.

**Long-term and medium-term plans** are to be put on the network **at the start of every term or half-term**. Weekly plans are to be completed and left in an obvious place in case of teacher absence. A copy of the literacy plan must be sent by e-mail to the Literacy Co-ordinator. Timetables are to be discussed with the Headteacher before the start of term. Copies of completed class and personal timetables are to be handed to the school office as soon as possible after the start of term and they should be put on the school server. **The same timetable is to be posted near to the door of your classroom**. Where relevant, this must include the subject(s) for homework each evening.

### Policy Documents

These have been produced for all subjects and many other areas of school life. They will be reviewed and changed in the light of changes of legislation or alterations in school procedure. As a priority you must acquaint yourself with your copy of these documents. They are to be kept in a visible place in your classroom. **All teacher files and planners are also to be kept in a visible place in the classroom. They must contain emergency procedures and child protection policy as well as other relevant documentation such as the complaint procedure and also the school anti-bullying and behaviour policies. Other policies may be viewed on our internal network. Policies are to be reviewed regularly.**

### Posts of Responsibility

There are posts of responsibility for the main subjects and aspects of the school. A list will be drawn up at the beginning of the year after discussion with individual staff. Aims and objectives discussed will form part of the appraisal system.

### VP ( volunteer parents) Functions

The staff is requested to attend the welcome BBQ and the AGM. The attendance at other events is not compulsory but very welcome. The VP Committee consists of elected and co-opted parents. These parents work hard for the benefit of the school.

### Report Writing and Parent Teacher Interviews

Teachers write reports twice a year but are also required to do reports for children leaving or applying for another school at any point of the year. Following the issuing of the reports there are parent/teacher evenings.

- **September:** this is a general meeting when the teacher outlines what he/she is planning to do and explains rules and expectations for that particular class. Assistants are required to attend
- In **November** there is a chance for an individual appointment.
- In **February and June** following the written reports there are opportunities for interviews. Teachers are also expected to be available for brief unscheduled meetings with parents before and after school and for longer meetings by appointment.
- The February written report is in a narrative style with grades for Y2-Y6. In this report it should be indicated in the texts whether the child is attaining the objectives.

- The end-of-year report is a list of the attainment targets for the year with space for comments and grades for Y2-Y6.

### **School Holiday Time Obligations**

- All teachers are to ensure that their teaching areas are welcoming and attractive to the children and are required to spend **at least a week** in school during the summer vacation period preparing their teaching areas for the new year. **This must be completed before the staff in-service starts.**
- The school also requires all staff to be present for in-service before the start of the Autumn Term and notification of dates will be given.
- All new staff will be required to start earlier at a specific date stated in their contract. They must complete all necessary legal papers and sort out banks, accommodation etc before the term starts. They are required to have their classrooms set up ready for the start of school and have a new staff induction course.

### **Staff Meetings**

These are usually held once a week after school until 16.30. Currently this is a Tuesday. If a member of staff is unable to attend they must speak to the Head and ensure that from colleagues or from the minutes kept in the school office they are aware of the items discussed and decisions made at the meeting. It is also expected that teachers will meet to organise their individual or shared plans. Other meetings, e.g. for in-service training, will take place during the year, either on school days or occasionally on Saturdays. Staff will be informed well in advance of such training days.

### **Travel Expenses and In-Service Subsistence**

For all IBIS teachers the following applies:

- Domestic and overseas travel must be approved in advance by the Headteacher, or in her absence, the Board Chair.
- Domestic travel less than 200km one way should wherever possible be by car or train.
- Travel expenses must be approved by the Headteacher prior to reimbursement.
- Use of personal cars will be reimbursed at a rate per km as advised by the school accountants.
- The Board Chair must approve Headteacher travel and associated travel expenses in advance.
- For in-service courses there is a subsistence allowance per day. Please provide receipts.
- Course fees will be paid by the school subject to approval by the Head.

### **Trips and Visits**

Classes should make educational visits to the locality. There is a school budget for such visits but parents are often asked for a contribution to defray costs. Parents must be informed well in advance with the details of the trip and a permission form must be signed. Parents' cars may be used to transport children, if they have the correct insurance cover. (Leased cars cannot be used) There is the possibility of a class/classes going to a field centre for a week. All teachers should complete a **risk assessment** and also write down details of the planned trip. These must be handed in to the office.

### **Tutoring**

No teacher is to do extra teaching with a child for additional payment during the school day. Out of school hours, teachers may only tutor those for whom they are not directly responsible in school. As a matter of necessity and courtesy the tutor must speak with the child's class teacher.

### **Policies and Procedures**

#### **Absence – Pupils**

Each class teacher must mark the register at the start of each morning and afternoon. The register must then be sent to the office. The register must be marked with a diagonal line for present, a circle for absent and the letter 'L' written in the circle if a child comes late. The office will check up on children who are not in school and inform you of illness etc.

#### **Accidents**

There is an accident file in the school office where serious accidents and all head injuries must be recorded. The office will inform parents of all head injuries. Parents are also informed about other injuries.

Minor injuries can be treated in the reception area of the office where there are plasters etc. Disposable gloves should be worn when there is any risk of being contaminated by body fluids.

#### **Computers**

Each classroom and teaching area should have at least one computer. There is a rota for using the computers. We have our own server. If you have any questions regarding computers in school (installing programmes), please speak to the IT co-ordinator.

#### **Equipment Purchases**

Usually the school places a large order for all equipment including books and exercise books in March in readiness for the following year. Please keep a list of items purchased for your class. Teachers are encouraged to purchase articles for their classrooms/subjects when they see anything appropriate. To claim a reimbursement, fill in the Petty Cash claim form in the office and attach relevant receipts.

Any item to be ordered must be done using the standard school order form or on the companies' own order forms. These are to be submitted to the office with your name on it. Please consider the environment and heavy costs of postage when ordering.

#### **Notices**

Important notices will be posted on the staff room notice board. It is important to read this at least once a day. Also, please check your 'pigeon hole' at least once a day. On a Friday there is a staff bulletin with information for all staff.

#### **Room Mothers**

Teachers may use their room mother or other volunteer helpers in their classes. Such volunteers are covered by the usual school insurance for the activities they undertake under your direction.

#### **Textbooks**

Please ensure that pupils look after textbooks you have issued. Lost books must be paid for.

<b>Appendix 1</b>	<b>Complaint policy and procedure</b>
<b>Appendix 2</b>	<b>A guide for parents</b>
<b>Appendix 3</b>	<b>Staff guidelines for supervision</b>

## **IBIS Complaints Policy and procedure.**

This policy applies to the whole school, including EYFS. It is available to parents, pupils and staff. It is on display in the entrance hall and a copy may be received from the office. A complaint is an expression of dissatisfaction about a real or perceived problem. It may be about the school as a whole or about a group or individual. You are able to make a complaint in person or in writing.

### **Principles informing our complaints procedure**

This procedure is designed to:

- be well publicised and easily accessible
- be simple to understand and use
- be impartial
- be non-adversarial
- allow swift handling with established time limits for action and keeping people informed of the progress
- allow a mediation process if agreed by the complainant
- allow for a hearing of a panel of Governors, where appropriate
- respect people's desire for confidentiality, wherever possible
- address all points of issue, provide an effective response and appropriate redress where necessary
- provide information to the school's Senior Management Team so that services can be improved.

### **Dealing with concerns at the earliest opportunity**

If parents or pupils have concerns they should:

1. Discuss their concerns with the member of staff most directly involved.
2. If not satisfied, they can approach the Headteacher. It may be the case that the complainants do not want to speak to the member of staff involved and wish to approach the Headteacher directly. The headteacher is responsible for making decisions on a daily basis about the school's internal management and organisation. So you should contact the school if you are concerned about any issues to do with your child.
3. If the complaint is about the Headteacher then the Headteacher should be approached first then the Deputy Head.
4. A meeting on an informal basis should be encouraged.

At each stage in the procedure, there are various ways in which a concern or complaint can be resolved. It might be sufficient to acknowledge that the concern or complaint is valid in

whole or in part. In addition, it may be appropriate to offer one or more of the following:

- an apology;
  - an explanation;
  - an admission that the situation could have been handled differently or better;
  - an assurance that the event complained of will not recur;
  - an explanation of the steps that have been taken to ensure that it will not happen again;
  - an undertaking to review school policies in light of the complaint.
- Complainants should be encouraged to state what actions they feel might resolve the problem at any stage. An admission that the school could have handled the situation better is not the same as an admission of negligence. Equally, an effective procedure will identify areas of agreement between the parties. It is also of importance to clarify any misunderstandings that might have occurred as this can create a positive atmosphere in which to discuss any outstanding issues.

### **Making a Complaint to the Board of Governors**

Only where all these avenues have been tried and found unsatisfactory should the complainant make a formal complaint to the Chair of the Board in writing at the school address. The envelope should be marked 'FOR IMMEDIATE ACTION' and the Headteacher or staff in the school office must ensure that the letter is forwarded without delay to the Chair of the Board.

On receipt of the complaint the Chair of Governors, with one or two other appointed Board members including the secretary, will:

- clarify the nature of the complaint and what remains unresolved;
- meet with the complainant or contact them (if unsure or further information is necessary)
- clarify what the complainant feels would put things right.

At this point the chair of governors will decide whether a mediation stage should be offered. Mediation can only proceed if the complainant and the staff member are willing for it to be tried. If mediation is not successful, the formal complaint will be considered by the governors' complaints panel.

### **Mediation**

Mediation can be a good way to resolve a complaint because:

- It gives both complainant and staff member another opportunity to hear each other's points of view (with a third party facilitating)
- It gives the third party an opportunity to help the member of staff and complainant identify and build on areas of agreement and resolve remaining differences
- Even if the complaint continues to a governors' panel, the issues to be considered are likely to be much clearer following the mediation.

Mediation may elicit one or more of the responses listed below from either party:

- an acknowledgment that the complaint is valid in whole or in part.
- an apology;
- an explanation;
- an admission that the situation could have been handled differently or better;
- an assurance that the event complained of will not recur;
- an explanation of the steps that have been taken to ensure that it will not happen again;
- an undertaking to review school policies in light of the complaint.

### **Board Complaints Panel**

Where the complainant is still not satisfied that their complaint has been dealt with fully and properly, they may choose to take it to a panel of Governors. The complainant may bring a 'friend' to that panel.

### **Establishing a complaints panel**

- •The governing body should agree the composition of the complaints appeals panel at an early meeting of the governing body each year.
- As governors may not be available at all times governing bodies are advised to agree the names of 4 or 5 possible governors from whom a panel of three may be drawn. The decision about the membership of a particular panel will depend on factors such as availability, whether any governors have prior knowledge etc. and the decision will be made by the chair of governors. In addition, the complaints panel must include one person **who is completely independent of the school and the complainant.**
- When the Chair of governors receives a copy of the complaint form he/she will inform the governing body that a complaint has been received and that it has been passed to the panel to deal with. No further information about the complaint should be shared with other governors.

The secretary is responsible for obtaining papers setting out the case from both sides, with any supporting evidence. These should be copied and sent to panel members, parent(s) and member of staff five working days before the hearing. This ensures that everyone has ample time to read and understand the papers.

There is a meeting with all parties and both sides state their case. The Board will then make a final decision within 5 working days and inform all parties concerned. All complaints are recorded and have to be kept for three years. There are separate policies on Board procedure and staff complaints. Appendix 1 is a guide for parents.

Signed ..... Date.....

Due for renewal.....

Appendix 2 – A guide to parents

## Sharing your concerns about your child's education

IBIS recognises that at times things can go wrong. This guidance will help you understand how to resolve concerns you may have about your child's education.

The school has procedures for dealing with concerns or complaints and we value any feedback about our services, including compliments and suggestions. If you are concerned about any aspect of your child's education, you should contact the Governors at the school.

The school's Governing body has overall responsibility for the school and for ensuring the well-being of pupils and that all pupils receive an appropriate and high standard of education.

The Headteacher is responsible for making decisions on a daily basis about the school's internal management and organisation. So you should contact the school if you are concerned about an issue such as:

- your child's academic progress
- special education needs provision
- your child's welfare
- bullying
- something that has happened in school.

How do I complain to the school?

Every parent/carer has access to the school's complaint policy and you are requested to follow the appropriate steps.

The complaints panel will consist of three governors who (as far as possible) will have no prior knowledge of the events being complained of. The panel may be supported by a secretary who will take notes during the hearing and will stay with the panel while they make their decision in case governors need to be reminded about responses to a particular question. The panel will hear the complaint impartially and make their decision without fear or favour.

Five working days before the hearing the secretary will send to you, the complainant, the Headteacher, the person you are complaining about and the three panel members, copies of all papers submitted by both sides so that there is sufficient time to read the evidence before the hearing.

At the hearing,

1. You and the person you are complaining about will be invited into the room where the panel is being held at the same time.
2. After introductions, you, the complainant will be invited to explain your complaint,
3. The Headteacher or person you complained about may question you
4. The panel will question you
5. The Headteacher, if appropriate, will be invited to explain the school's actions

- 6.You, the complainant may question the Headteacher or the person you are complaining about
  - 7.The panel will question the Headteacher or the person you complained about
  - 8.The panel may ask questions at any point.
  - 9.You, the complainant will then be invited to sum up your complaint.
  - 10.The Headteacher or other member of staff will then be invited to sum up the school's actions and response to the complaint.
  - 11.The chair will explain that you and the Headteacher or other member of staff will hear from the panel within five working days.
  - 12.Both you and the Headteacher or other staff member involved will leave together while the panel decides on the issues.
  - 13.The secretary will remain with the panel.
- Policy reviewed and amended October 2014
- Annual review.
- .....

### **Appendix 3**

**To all staff. Guidelines for supervision of children at break times.**  
**Please take note of the following rules and ask if there is any uncertainty.**  
**Staff are responsible for the health and safety of all children at all times.**  
**This also applies to the early learning classes.**

#### **IN CLASS**

The children are never allowed to be left unsupervised by an adult. Please send a child to the office if help is necessary.

#### **OUTDOOR PLAY**

**Please Be prompt**      **1<sup>st</sup> break – 10:10-10:30**  
**2<sup>nd</sup> break – 10:45-11:05**  
**lunchtime – 12:30–13:10**

Teachers and assistants are required to supervise the children lining up and entering the building.

One person on indoor duty is to check that all children are outside.

Pupils leaving the playground to retrieve a ball must be supervised.

One game of football only on the front playground.

Reception - Year 2 to enter by the front door. Years 3 - Year 6 by the hall doors. The classes will be collected by the teacher or assistant at 8:50, after break and 13:10. Please arrange a rota amongst the group on duty as to where you take up position.

### **ACCIDENTS**

In case of accident, please bring the child into the office and ask the office staff to take over. If the child cannot be moved, send another child to the office.

Any HEAD injuries must be reported to the office and teachers of the injured pupil.

Please fill in an accident form which is available in the office.

### **INCIDENTS**

In case of an incident involving bad behaviour please follow the following procedure:

If the incident is minor, encourage the child to acknowledge his/her behaviour and apologise. The children must also learn to solve little problems amongst themselves and take responsibility for their own actions.

If the incident is more serious, please send the children to the office and complete a behaviour form which is to be found in the office ( Behaviour File). This form is to be left on top of Irene's in-tray. Teachers of the pupils involved should be notified.

**Any incidents of bullying should be reported to the Headteacher.**

### **AREAS for PLAY:**

The front playground has only 1 game of football.

The area behind the new hall is restricted.

### **CHILDREN at RISK**

On the notice board there is a list of pupils with known illnesses. All staff should familiarise themselves with the particular cases on the staff notice board and the list the teacher is given. Please contact the office for immediate treatment.

### **WET WINTER**

The children remain in the classrooms. Areas requiring supervision are divided amongst the number of people on duty accordingly. Assistants are expected to help share the duties. If necessary, extra assistance is required and we request all staff to help if possible.

### **INDOOR SUPERVISION**

Please note that the children are not to be left unsupervised at any time.

Send a pupil for help as required.

**Irene Bolik**

**August 2016**

