



## Fierté Multi Academy Trust

### **Induction Policy**

#### **2016-2017**

Welcome to the..... I am very pleased to greet you as a new member of staff and hope that your time working with us is a happy and successful period of your professional career. Inevitably at your new school there will be times when you are unsure what is expected of you, when activities happen, where things are kept or should go. Please ask any member of staff. They will be more than happy to help you out, or point you in the direction of someone who can!

As a new member of the team you will be offered an induction "package" that has been designed to support you (in light of other people's experiences). If however you feel it is not addressing your needs please ask either your mentor/buddy or myself and we will do our best to re-tailor this package to your needs.

I wish you every success and happiness during your time here with us. Could you please sign and return the slip below to .....

Once again, welcome!!

.....  
Headteacher

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#### Fierte Academy Trust Induction

Name

Position

Date

I can confirm that I have received an induction meeting with ..... Yes / No

I can confirm I have received an induction information pack. Yes / No

I can confirm I have received my Copy of the Health and Safety Policy Yes / No

I confirm I will read and familiarise myself with the contents of the Health and Safety Policy Yes / No

Signed

## The School

**Headteacher:**

**Address:**

**Telephone number:**

**Fax number:**

**Email:**

[Headteacher@violetway.staffs.sch.uk](mailto:Headteacher@violetway.staffs.sch.uk)

**Web site**

The academy has a nursery on site. The nursery is staffed by a well qualified dedicated team. Members of staff are always on hand to speak to parents at the beginning and end of sessions and at regular parent consultations.

Before and after school care is also available from 7.30a.m. – 8.45a.m. and from 3.00p.m. – 6.15p.m. This is a busy club and benefits from well qualified staff and excellent resources. Parents pay for this provision.

### Introduction

This handbook is part of the induction process and is designed to give all new members of staff knowledge of school routines and policies and to supply information on important areas of school organisation and administrative arrangements.

The induction process will identify how the individual will be engaged in their role and will highlight what support will be offered to ensure that he/she can engage quickly and effectively as a member of the academy within the Trust.

The induction period combines an individualised programme of monitoring and support, which provides opportunities for individuals to develop their knowledge, skills and achievements.

All staff are expected to acquaint themselves with the details given in this handbook, to uphold the policies and to follow procedures set out. The consistency of approach is important for all staff, pupils and their parents.

New members of staff are requested to familiarise themselves with all policy documents at their earliest opportunity. A folder containing copies of these documents is kept in the office. A copy of policies required can also be emailed to you on request.

It is our aim that each School should be a happy and caring environment. Our expectations of the children are high in all areas, both academic and behavioural. Children are encouraged to produce their best regardless of their ability. They will need help and support at times individually and collectively both in their learning and in their relationships. These are major tasks and responsibilities for all staff who set the tone and atmosphere of the school and which children can choose to follow.

## **The Aims of the Fierte Trust**

At our schools we want:

- To provide a broad and balanced education that complies with the requirements of the National Curriculum and the 1988 Education Act, with particular emphasis on the basic skills of oracy, numeracy and literacy.
- To foster the social, moral, spiritual and cultural development of all pupils.
- To foster a positive attitude to learning and encourage self-discipline towards work.
- To promote equality of opportunity for all pupils, irrespective of ability, race, gender, age or background.
- To foster consideration and good relationships with all others.
- To build a partnership between home, school and the community.
- To provide a stimulating, safe and efficiently run environment in which to work and play.

## **The Fierte Trust ~ Mission Statement**

Our schools provides a focus for quality life-long learning.

All children are encouraged to become confident, happy, well-adjusted and successful individuals with a sustained desire for learning.

We aim to help each child to discover and develop their various talents and abilities to the full, within a safe, stimulating, creative and ordered community of learners. Children are encouraged to value each other, to respect and value the school and locality they are a part of and in turn become valued members of our immediate community.

Staff and Governors model their own learning in their day-to-day relationships with children. They too are encouraged to access opportunities for their own continuous professional development.

Parents and the wider community are also encouraged to be life-long learners by enabling them to access a range of learning and development opportunities based on our school site.

As a focus for learning within our community we aim to motivate and empower each learner, child or adult, and thereby equip them to make positive life choices for their futures.

*Staff and Governors worked together on this revision of the school's Mission Statement in May 2015. This current statement sets out our vision for all the members of our school community regardless of their age, gender, race or ability.*

## **The Values of the Fierte Trust**

*The values of the Violet Way Academy are qualities that are upheld and shared by the staff, children and Governors who make up the community of our school. They are:*

- *Respect for self,*
- *Respect for others members of our community*
- *Respect for our environment,*
- *Integrity*
- *Honesty*
- *Friendship,*
- *Fairness,*
- *Responsibility*
- *Co-operation,*
- *Patience,*
- *Compassion*
- *Commitment to learning*

These values underpin the ethos within which the school works, and support the aims that we work towards for our children and other members of our school community.

This revised statement of our values was developed through joint discussions between the Governors and Staff of Fierte Multi Academy in May 2015.

## **Name of Academy**

Chair of Gov

PARTNERSHIP

PARENT GOVERNORS

HEADTEACHER

DEPUTY HEADTEACHER

COMMUNITY

STAFF GOVERNOR

ASSOCIATE

## **STAFF INFORMATION IN FIERTE TRUST**

### **Dress Code**

It is important that appropriate standards of personal appearance are maintained by all staff to encourage a pride in their own appearance among the children. Whilst working at all academies all staff including students on temporary placements should dress smartly but appropriately. Under no circumstances should staff wear jeans or leggings on a normal school day. In P.E. lessons staff must change into sports wear. Here too colleagues are asked to dress appropriately for the activities they will be engaged in.

### **Staff Absence**

Any absence must be notified as early as possible (before 7:30am or before 3:00pm if you know you will be unable to attend the following day) in order to obtain the services of a supply teacher where applicable.

Contacts:           Headteacher:  
                          Deputy Headteacher:

If none of the above are available please contact the school on as soon as possible and leave a message for the appropriate department.

All staff are required to complete a SSP as soon as possible after their return to work. An absence of more than seven days requires a Doctors Certificate. Please contact the School Business Manager for further details.

All staff that wish leave of absence for whatever purpose must:

- Consult the Headteacher before making arrangements
- Complete appropriate documentation

### **Telephone**

If staff need to make urgent calls they are welcome to do so from the office. Messages for staff will be taken by the admin staff and placed in their pigeonholes unless the message is urgent.

Mobile phones **must** be switched off during all working hours.

### **Car Parking**

Places are marked for car parking at the front of the School. Please park tidily and do not park on the driveway, in the middle of the car park or in reserved places.

### **Tea/Coffee**

Please provide your own tea and coffee. School will provide milk and sugar. There will be a rota for tidying the kitchen area.

### **Reprographics**

Please leave photocopying in the Headteacher's tray, located in the school office. Any photocopied work will then be put into your pigeonhole.

## **Money**

Children should not have money in school, only that required of them by the school e.g. dinner money.

Staff should never leave money lying about in the classroom.

Class teachers must pass on all monies to the office after collection – in the manner listed below.

## **Dinner Money**

Dinner money should be brought in a sealed envelope with the child's name, class and amount written on it (this should be on a Monday morning). This should be collected in the dinner box and left in the sealed envelope. The dinner box is then sent to the office with the children or taken by the teacher to the office by 9.20 a.m. at the latest.

## **Other monies:**

Photograph money is collected by the photographer in the sealed envelopes which are provided to parents.

## **Additional Hours/Supply Teacher Claims**

Forms for these claims are kept in the school office. Supply teachers – please collect a form and the Headteacher or school business manager will authorise the claim.

## **Meetings**

Teaching staff meetings take place each Thursday from 3.30 - 4.30 pm.

The Senior Management Team meets each..... and again..... on these meetings vary in length.

Team Meetings are held on a..... These address both immediate "local" issues and longer term school development priorities.

On occasions you may be asked to attend whole school staff meetings at the end of the school day or as a joint session with the governors in the evening.

All members of staff on a permanent contract are contracted to attend the five teacher training days.

## **Staff Development**

The school is committed to providing training and development opportunities for all the staff, which will relate, if possible, to the School Development Plan. Individual needs will be addressed in discussion with mentors or appraisers, with the PDC Co-ordinator having the overall responsibility.

We have a comprehensive appraisal system and staff are encouraged to participate in life-long learning. Some courses may be supported by school in line with development needs.

We also receive details of a wide range of other professional development opportunities. If you would like to attend a course please speak to your Line Manager about the professional development you require.

## **Health And Safety**

The staff responsible for Health and Safety are .....and the site technician

All staff are expected to:

- Familiarise themselves with the Health and Safety Policy at the earliest opportunity.
- To exercise effective supervision of pupils and visitors.
- To know the emergency procedure in respect of fire, bomb alert and first aid, and to carry them out for and on behalf of pupils.
- To have a thorough knowledge of the specific safety measures to be adopted in their own working area, and to ensure that they are correctly and effectively applied.
- Personally to follow safe working practices and procedures.
- To make recommendations to their Line Manager or Business Manager on matters which could improve the safety and well being of others. (This may apply to the provision of safety equipment or for additions or improvements to equipment, which are, or could be potentially dangerous.)

## **First Aid**

All support staff undertake emergency First Aid training.

First Aid Boxes are kept in the following areas:

- Medical Room
- Reception area

It is the responsibility of .....to regularly update the First Aid Boxes. The required list of contents is as listed in the County Councils Health and Safety Manual. Only the listed contents should be used, and no other items (e.g. antiseptic creams).

First aid materials must be taken on all educational visits.

All teaching assistants in the school will be encouraged to take a first-aid qualification, and it will be the school's policy to fund any necessary courses.

Even though all possible precautions must be taken, it is inevitable that accidents will occur. Immediately after an accident, it is essential that the member of staff in charge of the activity complete an accident report form. The accident report book is available from the School office.

Any accident, other than minor cuts and bruises, which is recorded in the Accident Book, should be reported to the headteacher/ Deputy Headteacher. The member of staff in charge of the activity must record accidents of a more serious nature.

## **Fire And Evacuation Procedure**

The fire evacuation points are:

- Main playground
- Car park
- Nursery playground

Any member of staff discovering a fire must operate the nearest fire alarm point.

On hearing the fire alarm the Headteacher, or nominated person, will telephone the fire brigade immediately. If the school phone is out of order or unreachable, and a mobile is not available the nearest phone is at.....

The Headteacher is responsible for ensuring that termly fire drills are carried out; that the fire alarms are tested on a weekly basis (currently Monday evening at 6.00p.m.); and that the emergency lighting is tested on a regular basis. The Site Technician keeps a record of these tests.

The Headteacher will delegate a member of staff (currently.....) to be responsible for ensuring that all fire-fighting equipment is regularly maintained.

When the Fire Alarm sounds the following procedures should be followed:

- Pupils should be escorted from the classroom to the nearest exit in an orderly manner. They should not take belongings with them.
- The office staff will take the registers out.
- All classroom windows must be closed and the door shut when the room has been vacated.
- Pupils should line up in their class groups.
- Staff must check that all pupils in attendance are present.
- All visitors must be asked to leave the premises and report the assembly point. The School Administrator will check visitors against the visitors signing in book.
- Class groups must stay in line until dismissed by the Senior Member of Staff.
- Certain members of staff will be designated extra responsibilities, e.g. ensuring that toilets, etc are vacated.

Staff Responsible

Headteacher  
Vice Headteacher  
Business Manager  
Administrator

### **Medicines**

While medicine in school is not encouraged, parents are welcome to come into school to administer oral medicine at the appropriate times.

Children requiring regular medication, such as inhalers, parents will be asked to complete a medical report form advising of dosage etc and these records will be kept in the medical room. Staff will then record when the medicine was given.

### **Non-Accidental Injury**

Where a member of staff suspects non-accidental injury or abuse (including neglect) they should discuss their concerns with the Headteacher or .....

### **Child Protection**

There are three areas of child protection:

- Neglect
- Physical abuse
- Sexual abuse

Outlined below are the essential points that concern all staff, teaching, and support staff.

1. Each school has to designate one person to co-ordinate action within the school, and to liaise with external agencies. .... is the link person for this school. She/ He will liaise with the "Children and Families" team at Social Services. If there is a case of suspected abuse, .....is required to contact Social Services.
2. School staff are particularly well placed to observe outward signs of abuse, or unexplained changes in behaviour or performance, which may indicate abuse. Such signs can do no more than give rise to suspicion, but all staff should be alert to them. If you have cause for concern, discuss the matter with..... Any report of child abuse (this includes neglect), or any suspicion that abuse is likely to occur or may be occurring, must be reported to Social Services. The guidelines leave no discretion in this matter. If you are in any doubt, this should be resolved by reporting the incident rather than by not reporting it.
3. If you suspect abuse, or if a child reveals it to you directly, remember that this is a confidential matter. Conversations can easily be overheard, and rumours can do untold damage to a child already in an extremely vulnerable position. However, do not offer confidentiality to the child, as you may have to share information with other agencies.
4. In the case of a child speaking to you directly about abuse, do not question the child. Allow the child to talk, but listen only. As soon as possible, tell the child you will have to get help, but ensure the child meets a sensitive and caring response and knows the disclosure is believed. Contact ..... immediately. Swift action is vital, but ignorance of the procedure to follow can do great harm. The child should not be asked to re-live unpleasant experiences more than once, so the least number of questions should be asked by the least number of people. Make accurate notes of what was said, but do not probe. Leave the interview to the experts - the Child Protection Officer and the Social Services Team.

You may feel it is most unlikely that a child would confide in you, but the reasons why a child may choose a particular member of staff are complex, and you must be prepared.

**REMEMBER** - it is our duty to protect the child, and act in his/her best interests.

### **Special Educational Needs**

The Special Educational Needs Framework is well developed within the school. Its two focuses are Learning Support and Behaviour Management. The Special Educational Needs Co-ordinator (SENCO) or Headteacher will spend time with new members of teaching staff explaining how the SEN Framework is implemented at Violet Way Academy. The SEN Code of Practice is well established and a number of children will be supported.

Special Needs Assistants work with individuals or small groups either in the classroom or on a withdrawal basis within the Special Needs Base. The focus may be learning or behavioural.

### **Statements Of Special Educational Needs**

Where a child is at Stage 5 of the Code they have received a Statement of Special Educational Need. This may or may not specify support hours. The I.E.P's for a child with a Statement are relatively complex and class teachers, the SENCO and SNA's will work together to implement these as effectively as possible.

## **Behaviour Management**

Assertive Behaviour Management is a major focus for the school. The Behaviour Management Policy gives detailed guidance on the systems within use in the school. This may be found in the Curriculum Statement Policy Document folder and the Welcome pack. Every member of staff is expected to manage behaviour within the school as a whole. Support is readily available with managing difficult and demanding behaviour from within the Special Educational Needs Framework. Staff are encouraged to consult the SENCO or the Headteacher if they are concerned about any aspect of a child's behaviour.

## **A Rewards Culture**

At Fierte Multi Academy Trust we recognise that rewarding good work, effort and attendance are a very important part of establishing an achievement culture. Pupils are awarded stickers for good work or merit certificates for those who have put considerable effort into their work.

Please do not make it too difficult to gain a reward from you but conversely do not give them away too easily as this makes them valueless, students must feel they are rewarded for good work and effort.

## **Times of school day:**

**Main school** 8.55am – 3.15pm

**Nursery** 8.45am – 3.00pm

Within these times there are the following variations:

### **Main School:**

<b>Year Reception</b>	Start time	8.55am
	Break time	10.25am – 10.40am
	Lunchtime	12.00noon – 1p.m
	Home time	3.10pm

<b>KS1</b>	Start time	8.55am
	Break time	11am – 11.15am
	Lunchtime (Y1)	12.15pm – 1.15pm
	Lunchtime (Y2)	12.30pm – 1.30pm
	Home time	3.15pm

<b>KS2</b>	Start time	8.55am
	Break time	11am – 11.15am
	Lunchtime (Y1)	12.15pm – 1.15pm
	Lunchtime (Y2)	12.30pm – 1.30pm
	Home time	3.15pm

### **The Beginning Of The Day**

All staff should be outside to welcome their children at 8.55 a.m., to allow them to be calm and in control before they enter the school building. When the bell rings the children line up straight away in front of their class teacher. No class should be taken inside until all the classes are standing still without talking.

### **Registration**

- Children should be in School ready for registration at 9.00 am
- All phone calls regarding absence to the office are recorded in the diary.
- Registers are taken electronically and should be sent to the office after registration in the morning and after lunch.

### **Assembly**

The Assembly pattern for the week is:.....

Monday	-	Whole School
Tuesday	-	Class Assembly
Wednesday	-	Hymn Practise
Thursday	-	Year group assembly following music
Friday	-	Merit assembly

Staff are expected to bring their children quietly to the hall so that assembly can begin at 9.15a.m. The children should be silent as they enter and be seated with the minimum of fuss, so that they can listen and allow others to listen to the music that will be playing. Their children remain the class teacher's responsibility, but should any member of staff see a child acting inappropriately they are expected to act discretely and with the minimum of fuss.

### **Morning Breaks**

There is a 15-minute break each morning as shown above.  
Children buy toast at the beginning of term or bring a healthy snack from home.  
Sweets are not allowed at any time.

### **Afternoon Breaks**

Children do not have a formal break in the afternoon.

It is important that all staff should support their colleagues on duty by responding promptly to the internal bell. This ensures that children do not become noisy and fractious if they are left waiting outside. Children should not be sent in unsupervised. If a member of staff is late, the duty teacher must wait outside with both classes.

### **Playtime duty**

All teaching staff and teaching assistants carry out playground duty on a weekly rota. This involves supervising on the playground each morning break. Year 1 staff are on duty during wk 1, Year 2 staff are on duty during wk 2.

### **Wet Play Times**

When it is not possible for children to go outside, teachers stay with their children.

Support staff are asked to bring drinks for themselves and the class teachers they are working with to the classroom.

### **Authorised/Unauthorised Absence**

An absence is only authorised when a parent/carer has given a verbal or written reason for that absence. Telephone messages, face-to-face communication or a written note qualify as authorisation.

If no note or telephone message is received within 2 days of a child returning after an absence, a written note should be sent from the School Administrator who will then follow this through. In no circumstances must an absence be authorised without explanation from a parent.

### **Lateness**

Children who arrive late will have their name recorded in the late book at the Reception desk. If a child is developing a pattern of consistent lateness or absence, the class teacher should inform the Headteacher so that they may tackle this issue straight away.

### **Child Illness**

If possible, give the child a quiet place in the classroom until they feel better.

We aim not to send children home unless they are extremely ill. Please DO NOT send sick children to Reception unless they are going home.

If a child receives a bump to the head, please monitor their condition and ensure that they have a head bump letter to take home to their parents and been written in the medical book (located in the medical room).

### **Lunchtimes**

Teaching staff collect children off the playground at end of lunchtimes.

### **Wet Lunchtimes**

Children will watch a video or take part in activities that will be set up in various classrooms. This will be co-ordinated by the lunchtime supervisors.

### **Home Time**

Staff must leave classrooms tidy.

In Reception parents/carers will be asked to come onto the playground and children will be handed to the parent/carers at their exit door. All Y1 & Y2 staff are asked to take their children down to the front gate and to spend time ensuring the children are collected by their parents/carers. Reception children who attend Out of School Care Club are taken to the club by the class teacher/classroom assistant. KS1 and KS2 children walk around to the OSCC at 3.15pm. The last member of staff at the gate must ensure it is locked.

### **Extra Curricular Activities**

It is essential that parents/carers always know the times and days of the activities. If for any reason it is necessary to cancel an after school activity, at least 24 hours notice must be given in writing. If this is not possible the member of staff must make alternative arrangements for supervision with responsibility for the activity.

## School Uniform

Each academy has an attractive but simple uniform. It is a basic uniform and details of cost and where to buy can be obtained from the School Office. Trainers are not a part of this uniform and should not be worn by pupils. The majority of our pupils enjoy wearing their uniform and are proud to be associated with the school. It is important for all staff of the school to be consistent and mutually supportive in maintaining a coherent approach. We encourage our pupils to be proud of their appearance and to learn the needs for neatness and tidiness as part of their social development. The presence of a uniform in school is a matter of pride and helps develop self-respect, self-confidence and a sense of formality in our pupils.

### UNIFORM FOR .....

Boys: Grey trousers/shorts  
Purple polo shirts / shirts  
School sweatshirt purple - round neck / cardigan

Girls: Summer: purple and white dresses  
Winter: Grey skirts/pinafores/trousers  
Purple polo shirts / blouses  
School sweatshirt purple - round neck / cardigan

Girls: Summer: purple and white dresses  
Winter: Grey skirts/pinafores/trousers  
Purple polo shirts / blouses  
School sweatshirt grey - round neck / cardigan

### P.E. UNIFORM

Boys and girls: Purple t shirt  
Purple shorts  
Black plimsolls

# INDUCTION CHECKLIST

Name:

Department:

Job Title:

Date Started:

## 1 Introduction

Welcome to School

Confirm name of line manager/HOD/HOY

Outline of School

Introduction to school handbook

Introduction to school development plan/mission statement

Tour of the school

Introduction to colleagues

Introduction to Resources

Tick	Date

## 2 Safety

Introduction to school health and safety policy

Employee/employer responsibilities

First Aid. Accident reporting, accident book

Fire Safety including evacuation procedures

Harmful Substances (COSHH regulations)

Electrical Safety

Lifting and Carrying ( Manual Handling Regulations )

Safe use of computers

Tick	Date

## 3 Condition

Job description/role of employee

Pay: Basic rate/overtime

Tick	Date

Disciplinary Procedures

Grievance Procedures

Hours of work

Holiday entitlement/planning

Sickness report/certification

Contractual: Notice period, confidentiality, performance / expectations / reviews, equal opportunities policy


**4 Training and Education**

Identification of person(s) responsible for training and appraisal

Assessment of training needs and priorities to meet school and personal objectives

Tick	Date

**5 Security**

Keyholders and locking up procedure

Incident reporting

Equipment

Safe use of computers

Personal Property

Tick	Date

**6 General Information**

Staff Dress

Communications

Smoking

Tick	Date

**7 Safeguarding**

If you have any concerns about a child's welfare please discuss the matter with the Headteacher, the designated Safeguarding Lead. The Deputy DSL or the Deputy Headteacher will deputise for any child protection issues in the absence of the Headteacher. If a child makes a disclosure:

- Listen - do not ask questions**
- Record what you have heard on a disclosure form**
- Inform the child protection officer immediately**
- Do not discuss the disclosure with anybody else**

Tick	Date



*This does not replace the Multi-Agency Referral Form which should still be completed within 24 hours if the above concerns result in a referral being made to First Response*