Winslow Church of England School



'Let your light shine'

Staff Handbook

Updated July 2026

INTRODUCTION

Welcome to Winslow Church of England School.

Our vision is 'Let your light shine'. The rainbow symbolises God's unconditional love for each individual. We seek to reflect that light in all we do: in our community, both local and wider, our communication, both word and action, with curiosity and courage, and with care and compassion for everyone, inspiring a love of learning.

At Winslow Church of England School, the rainbow logo is an expression of God's promise to us, but also an image of how each one of us reflects that love as we let our light shine, showing care and respect to everyone. Our desire is to build a meaningful sense of community within the school, but also to help the children look outwards, to understand and appreciate their place in a richly diverse world.

School should be a place of exciting discovery and opportunity, where all children flourish, are nurtured and inspired in their learning journey. All of us: staff, parents, carers, and governors, can make a real difference to the lives of the children at Winslow Church of England School as we work together to achieve outstanding outcomes for all.

Our values of Kindness, Forgiveness, Honesty, Respect and Love to learn underpin everything we do.

This handbook aims to ensure everyone is informed of our school procedures. It is a working document and as policies and procedures change this document will be adapted.

In addition to this handbook, further information can be located on our school website – https://www.winslowschool.co.uk/

Please also see the following school policies:

- Staff Code of Conduct
- Behaviour Policy
- Use of Physical Restraint Policy
- Anti-bullying policy
- School Uniform Policy
- Equalities, Diversity and Inclusion Policy
- Child Protection Policy
- Whistleblowing Policy
- Mobile Phone and Smart Watch Policy
- Online Safety Policy
- Prevent Policy
- Low level Concerns Policy

- Health and Safety Policy (incl. Managing medicines and Intimate Care Policy)
- Fire Emergency Action Plan and Lockdown Procedures

GENERAL INFORMATION AND PROCEDURES

Times of the Day

Rainbows Preschool

8:45 – 11:45	am sessions
11:45 – 2:45	pm sessions
2:45 – 3:30pm	Extended sessions

Reception Class and KS1

8:40	School opens
8:50	Registration
10:20 – 10:40	Morning Break (10:00 - 10:20 for Reception)
9:00 – 9:20	Collective worship (Assembly is at 10:20 on Friday)
12:00 – 1:00	Lunch (11:30 – 12:30 Reception)
3:15	End of school day for children.
3:15 – 4:15	After School Clubs on some evenings

KS2

8:40	School opens
8:50- 9:00	Registration
9:00- 9:20	Collective worship (Assembly is at 10:20 on Friday)
10:40 - 11:00	Morning Break (10:20am for Year 3 and 4) Friday break time is 9.55 – 10.15 for Year 3 and 4 and 10.40 – 11.00 for Year 5 and 6
12:00 – 1:00	Lunch
3:15	End of school day for children.
3:15 – 4:15	After School Clubs on some evenings

‘Choose Respect’

To maintain a positive environment, it is essential that good relationships are maintained. A ‘good morning’ goes a long way, as does a smile. Not everyone at school will be best friends; this is inevitable. We must retain our professionalism, listening with empathy, responding constructively and even, at times, agreeing to disagree. All employed staff are expected to speak to each other respectfully. Work related problems or issues must be discussed in a sensible and appropriate manner.

If you have an issue with another member of staff, then please be professional and aim to discuss and resolve any issues amicably in the first instance. The Headteacher,

Deputy Headteacher or Assistant Headteachers should be informed if you have ongoing issues or a complaint regarding staff behaviour. If you have any concerns about the behaviour of the Headteacher you should contact the Chair of Governors, Mr David Shaw.

Communication

Effective communication leads to an effective and happy workplace. Everyone is responsible for effective communication. Forthcoming events should be placed in the school diary at the first opportunity.

In the staff room there is a 'two week' notice board notifying staff of events and visitors to our school. This should be checked daily by all members of staff. All members of staff are responsible for using this board to notify others of events or visitors.

When necessary, please make sure that other staff are made aware of any significant issues about pupils in your class e.g. major health or family issues.

Signing In and Out

For health and safety reasons, all staff must sign in as soon as they arrive and sign out when they leave the school premises. All visitors must sign in and out using the electronic sign-in system. When on the school premises all staff and visitors must wear their identification lanyard.

Time Keeping

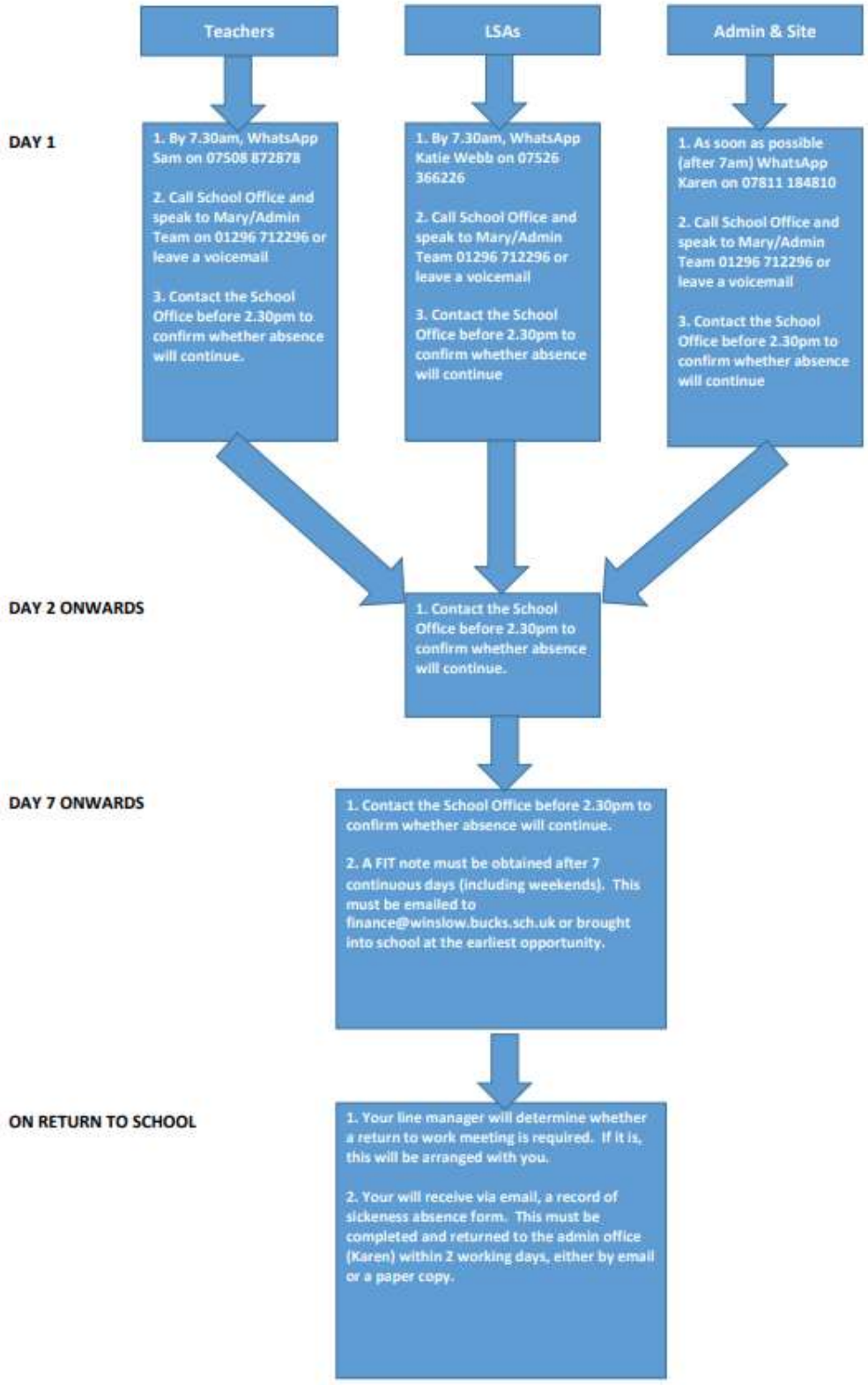
Time keeping is your own responsibility.

Staff Contact Details

All staff are required to complete a staff details and emergency contact form when joining the school. All staff must inform the admin team of any changes to their contact details (as soon as they occur) during the academic year.

Staff Absence

In the event that teachers are unable to attend work at short notice, you need to contact follow the Absence Flow Chart below:



Other than in exceptional circumstances, the absence should be reported in person and not through a third party. If, at this time, it is possible to give an expected date for returning to school, please do so.

Please **also contact your colleagues in your year group team** so they can prepare for any required alterations for the day.

The admin team need to be made aware of any staff absence so they can deal with any queries from parents.

In any event, please phone the School Office before 2:30pm on the day prior to return to notify your intention to return to work.

ParentMail

All letters sent home should be checked in advance. All letters are sent via the school office using ParentMail unless otherwise advised by Mrs Freshwater. A copy of all year group/whole school letters is kept in the office and carry-forward file.

Letters to individual parents do not need to go through the admin team; teachers can send these out directly to the parents. Copies for children's files should be sent to the office if applicable.

Meetings

Staff meetings usually take place on a Monday or Wednesday at 3:30pm. LSA and MDS meetings are usually arranged during the school day and at least a week's notice will be given, unless urgent. SLT meetings usually take place on a Monday or Wednesday at 3:30pm.

All employed staff are expected to behave in a professional manner throughout meetings, valuing each other's opinions. Please ensure that you arrive promptly for the meetings to start at 3:30, avoiding long conversations with parents after school on these days. Please ensure that personal appointments and curriculum events also avoid these days.

Dress Code

The school operates a strict policy on the wearing of school uniform by all children. Our clear expectation is that all children wear the correct school uniform at all times, including black school shoes, not trainers. All staff members are responsible for ensuring that children wear their school uniform correctly around school; shirts should be tucked in and jumpers worn properly, not tied around the waist.

All children must have correct PE uniform in school at all times throughout the year, including suitable footwear for outdoor games. Teachers are to record any incidents when children do not have the correct PE uniform and inform parents at the first opportunity.

In the event that parents are unable to provide the correct school uniform or PE uniform a reminder letter must be sent home. A member of the SLT should be informed if the issue continues. See **School Uniform policy** for further information.

Staff Dress Code

Staff and volunteers should recognise that they are role models to the children and their choice of dress should uphold the school's expectations for the children. Staff and volunteers must ensure they are dressed decently, safely and appropriately, for the tasks they undertake. This includes suitable sports clothing for PE sessions. We would also expect that staff would also be respectful of the different cultural and religious backgrounds of the pupils in our schools. Those who dress or appear in a manner that could be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct.

The wearing of casual items such as jeans or equivalent (outside of whole school non-uniform days), sports clothing, football/rugby team clothing etc., or items of clothing that could be deemed by others as too revealing, is not appropriate or acceptable at Winslow Church of England School. Footwear should also be sturdy enough to protect feet from injury if an accident occurs. We have high standards of how we expect pupils to present themselves, so we must ourselves work within these same strict principles.

Lost Property

Parents are requested to label all items of clothing to ensure a quick return. Unlabelled items will be kept for a short period of time a lost property bins located in the Reading Nook; any unclaimed items will be disposed of or recycled frequently.

Collective Responsibility and School Values

It is the collective responsibility of everyone in school to enforce the school values and expectations. If you know that another member of the workforce is struggling with this, the right thing to do would be to assist.

Walking Around School

When walking around school, staff should have high expectations of children's behaviour ensuring they walk quietly and sensibly. Teachers should escort their class to and from Collective Worship or when transitioning from classrooms to other areas in school and back to classrooms.

Racism
Racism is not tolerated in school. If a racist incident occurs, the Headteacher must be informed and the incident recorded at the first opportunity on the day of the incident (Please refer to Behaviour Policy).

Equal Opportunities
We believe that every child and member of staff should be valued, respected and provided with equal opportunities. Inclusion for all is central to our school ethos.

Use of IT in the workplace
It is expected that staff will use IT sensibly and appropriately for work relating to their job. All staff must read and sign the "Teachers' NetSmart Code of Practice" (see Appendix 2 Online Safety Policy) before using any school ICT resource. Members of staff can use school equipment to take photographs/videos to support educational aims, but personal equipment must not be used for these purposes. The use of email requires professionalism and courteous language at all times. Our Staff Code of Conduct states:

> *At Winslow Church of England School, staff are advised, as a matter of personal safeguarding, that they should not have contact via social media (facebook, Instagram etc.) with parents at the school.*

Supply Staff
Supply staff are encouraged to feel as much a part of the school as possible. All staff need to be extra vigilant when there is a supply teacher in their team to ensure the school routines, safety measures and discipline are maintained, and should be ready to step in and support as appropriate.

If you have arranged for a supply teacher in advance, then you are responsible for ensuring all appropriate planning, resources and class information is available to enable quality teaching and learning to take place in your absence. This includes a list of children who are SEN, or have specific medical needs or allergies. If a child has an EHCP or high level of need, please give the supply teacher their One Page Profile sheet.

If there is a supply teacher in your team, please be available, supportive and help locate resources, etc.

Children are expected to show as much respect to supply teachers as they would to any other member of staff.

Staffroom
The staff room is for all members of staff. Everyone is responsible for keeping the room tidy and organised. Although unwanted items may sometimes be placed in the room for others to collect, please do not use this room as a place to 'dump' unwanted resources.

Members of staff placing notices on the notice/display boards are responsible for their upkeep and must ensure they are taken down when no longer required.

All staff members must check their pigeon holes daily and keep these tidy.

Staff are responsible for providing their own tea/coffee/sugar/milk.

Photocopier
Photocopying must be organised and completed by year group teams.

All staff will be given a Year Group code for black and white and colour copying. All staff need to be mindful of the high costs of 'colour copying'. It is at the teachers' discretion when colour copying is necessary.

Please ensure your default printer setting is set to B&W. If you need to print in colour, use the "Automatic" colour print option which ensures we are only charged for sheets with colour printing on. **[printing preferences -> colour -> colour mode -> choose "Automatic"].**

The Headteacher / School Business Manager will continue to monitor the use of colour copying. From time to time, it may be necessary for the Headteacher to limit the use of colour copying.

All staff are responsible for ensuring the photocopier area is kept tidy and copies collected promptly. If an error occurs **please notify the Admin Team immediately**.

Website
The website will be managed generally by the Headteacher or School Business Manager; ensuring content is up to date and monitored.

Class teachers have responsibility for uploading content specific to their class, subject responsibility or extra-curricular club. Teachers must check before uploading photographs or videos to ensure that all children in the images have parental consent. Consent forms for all classes are available on the 'P drive'.

Library
The Library is run by a part-time school librarian and a team of volunteer helpers. We aim to keep the library open throughout the school day, including some lunch-times. Each class has a timetabled library session. If no library helper is available, the librarian will email teachers and update the notice board; teachers whose classes are due to visit the library will be consulted about alternative arrangements.

Teachers usually accompany their class to the library, but may send small groups of unaccompanied children by prior arrangement. The library uses a computerised system with each book and each borrower having a barcode.

Children from Reception class up to Year 2 change their books every week. From Year 3 upwards, children can keep their books for up to 4 weeks, but should bring them into school on their library day each week.

Younger children borrow one book at a time and are expected to return it before borrowing another. When children have finished the reading schemes, they become 'library readers' and are allowed to borrow two books. They are given a reading list to help them choose suitable titles.

Children are expected to take responsibility for their library books and to return them on time. Reminders are sent out if books become overdue and, if they are not returned or are badly damaged, it is school policy to charge for them.

Teachers may borrow up to 60 books at a time for their classrooms; LSAs may also borrow books. You may scan books out yourselves or leave them in the library with a note - in which case they will be scanned out to you and delivered to your classroom. **Please ensure that all books are scanned before removing them from the library;** this enables us to find a book if needed by another teacher, and helps us to keep accurate records of books used regularly by teachers.

The librarian is also happy to find topic books for you and bring them to the classroom. Please let the librarian know of any new topics you are planning, so that new books can be bought if necessary. Please return classroom books to the library when you have finished with them.

Suggestions of new books to buy or improvements to the library are warmly welcomed.

Windows
In order to keep the school environment tidy and organised, please refrain from placing notices on the windows around the school, unless an urgent message is required. Apart from break/lunchtime information and class displays, the windows should remain clear for the safety of staff and pupils. This includes the viewing panels on classroom doors.

Classrooms
The classroom is 'home' for at least a year. Teachers and children have a joint responsibility in ensuring the classrooms remain organised and tidy at all times.

It is essential that at the end of every day the classroom environments are left tidy to enable the cleaning staff to clean the area effectively.

Shared areas are the responsibility of the whole year group.

Please see Classroom Environment Non-negotiables for expectations for all classrooms.

DAILY ROUTINE

Start of Day
Doors open at 8:40am and the children will come through their classroom doors on arrival. All class teachers should be visible on the classroom door at morning drop off. We aim to work in partnership with parents and welcome them into the school, however, do not let them take up too much of your time at the beginning or end of the school day. Encourage them to make an appointment if they need to see you for any length of time. Early morning activities are planned for the children to complete on arrival before registration is taken.

SLT are on the playground at the end of the day to ensure children and parents arrive and leave the site swiftly and safely. There is a staff rota for morning duty between 8:30am – 8:40am. Staff need to wear their hi-vis jackets when on this duty. SLT will secure the playground gates at 8:50am.

Registration
As the teacher in each class is responsible for their children, it is essential that the register (a legal document) is completed accurately and at 8:50am.

Registers close at 8:55am and children arriving after this time should enter the school via the main office. Late Arrivals will be tracked via the school office. Teachers must ensure late pupils report to the school office before coming to class.

Hot Meals

When completing the register each morning, teachers in KS2 must check the hot meal list. They must ensure their pupils are either on the hot meals list or have a packed lunch. The School Office must be informed **before 9:00am if pupils who are not on the list and do not have a packed lunch. This is to ensure a meal can be provided for them.**

Letters and Money
Hot meals and school trips are usually paid via ParentMail. Please send any other correspondence to the office each morning.

Break Times
You will be given a timetable of your break time duties. When on duty, it is important that you are on the playground at the start of break. At the end of break the teacher on duty will blow the whistle twice. On the **first whistle children will stop** and stand quietly. **On the second whistle, the children will walk to line up** in their class lines.

Staff members on duty should position themselves around the playground and interact with the children. All staff on duty should wear a hi-vis jacket.

All children must stay on the playground unless a teacher on break duty has indicated the field is dry enough to be used. Children are not permitted to bring in their own balls or playground equipment from home, as these will be provided by the school.

Children are not permitted to access the Environmental Area at break and lunch time unless supervision has been organised by a member of staff. The staff members on duty must be informed of any arrangements to use the Environmental Area.

Teachers are to collect their class from the playground at the end of break. They should be on the playground before the whistle is blown to avoid the children waiting.

Healthy Snacks
FS1/FS2 and KS1 children will be provided with fruit. KS2 children are encouraged to bring in a snack for morning break. The snack must either be fresh or dried fruit or veg. Children are not allowed to eat sweets whilst at school.
Children should provide their own water bottles which they must have access to throughout the day. Squash is allowed in lunchboxes but not in the water bottles kept in class.

Collective Worship
Whole School Collective Worship takes place on Monday, Tuesday and Friday. Monday's Collective Worship is usually led by Rev. Stephen from St Laurence Church and Tuesday's is led by the Headteacher or a member of SLT. Friday is our Celebration Collective Worship, where 'Child of the Week' certificates and other awards are given out.

Children are expected to enter and leave the hall without talking. All classes are to be taken to the hall by a teacher or LSA. All staff are invited to Collective Worship however at least one year group member of staff (usually the class teacher) must stay to supervise each class within the hall. This does not include LSAs with 1:1 children who

should also stay to supervise. Staff are to model appropriate behaviour and not engage in conversation during Collective Worship time.

Key Stage Collective Worship take place on Wednesday and Thursday. Teachers will use ISing Pop for one of these and this is delivered in classrooms. The other Key Stage Collective Worship is Singing Practice and this takes place in the hall where there is a staff rota.

Lunchtime

Reception class come to the hall for lunch at 11:30; KS1 follow at 12:00. Year 3 and 4 are on second sitting and years 5 and 6 are on third sitting. All children have their lunch in the hall. It is important that children arrive on time in the hall for their sitting.

During the rare occasions when a child is going to be late for their sitting (or alternative arrangements have been made with supervising a child), then the Administration team must be informed at the earliest opportunity.

Teachers must collect their class from the playground at the end of lunchtime and arrive promptly before the whistle is blown.

Teachers are responsible for ensuring that there are adequate resources available for wet playtimes in their classroom.

End of the School Day

Teachers are responsible for ensuring each child is collected by a known family member or child minder. Children must remain under the close supervision of the teacher until passed onto the adult collecting the child.

Upper KS2 children are allowed to leave the classroom and meet their family member or child minder on their own **only** if their parents have given written permission. Teachers must ensure that the children know to go back to classroom or to the school office if an adult is not there to pick them up.

Teachers should use the club register at the end of each day to ensure children know whether they are attending clubs or not.

Teachers should be on the playground at the end of the day as this is a good opportunity to chat to parents about issues/concerns or celebrate particular achievements from the day.

SLT are on the playground at the end of the day to ensure children and parents leave the site swiftly and the gates are secured.

Before and after school children should not be playing in the MUGA, on the field, on the jungle Gym or riding bikes or scooters on the school groups. It is everyone's responsibility to challenge parents and children if you observe this.

Birthday Celebrations

Children can wear own clothes on their birthday and are VIP in class that day – front of line, choosing stories, special seat/table etc. Due to allergies, we do not give out sweets/cakes. Teachers are responsible for ensuring they are aware of any known allergies for the children in their class.

Behaviour Management

Our whole school approach uses a system of 'Stars. Please refer to the school Behaviour Policy. Stars may be lost as a result of disrupting learning or not following the expectations of the school values. (See Flow Charts in Behaviour Policy).

Children who "lose" stars are given the opportunity to reflect on their behaviour and choices made during a break or lunchtime (time spent next to adult on duty) and are encouraged to apologise and think of a way forward. Incidents are recorded and analysed termly.

In the event of significant behaviour issues (see Flow Chart) a member of the SLT needs to be informed immediately. The SLT will then inform parents at the first opportunity.

Teachers are responsible for maintaining clear communication with parents regarding the behaviour of their children. If children are consistently losing stars each week due to low-level behaviour then parents need to be informed by the class teacher.

Teachers are able to use their professionalism in establishing their own class behaviour management systems in addition to using the Stars.
House Points are awarded to children who demonstrate any of the school values. Children who demonstrate exceptional behaviour may be nominated for Child of the Week certificates, given in celebration assembly every Friday morning or Star of the Day.

Records of Achievement

Each child has their own Record of Achievement. When a child has completed a page, send them to the Headteacher so they can get their certificate in Collective Worship on Friday. Children earn ROAs **for learning not behaviour**. It should be individual achievement not given out to everyone in the class. Teachers usually record this on any written work e.g. the initials ROA, as well as on the Record of Achievement.

Children in Year 2 upwards should come to see HT at break or during lunchtime not during lesson time.

Class teachers to keep a record of the ROAs given to each child i.e. a class checklist.

Policies

Winslow Church of England School has adopted a bank of policies which are subject and non-subject based. These polices can be located:

a. On the school website
b. Kept on the school system – Pdrive and Teams
c. Hard copies are kept on file in school as they are reviewed.

If you are unable to find a policy then ask a member of the SLT for assistance.

Accidents

Any child who has a head injury or a serious accident should be taken to the school Office for treatment. Head injuries and nose bleeds should be reported to the parents on the day of the incident. Bumps and grazes should be treated on the playground. Adults involved in an accident should also report to the office so that the incident can be recorded. Minor injuries are recorded on a class log.

Medication

The school operates an Administering Medicines Policy. Parents must complete the necessary form in advance if any medicine requires administration. Only prescribed medicines in correctly labelled containers can be administered in school. All medication must be taken to the school office and administered by the school office. For further information ask in the school office or see our school policy on Medicines and Supporting Pupils with Medical Conditions. Inhalers are kept in classrooms and an emergency salbutamol inhaler is kept in the office for emergency use by pupils.

Named auto injectors are held centrally in the school office in case of emergency. Auto injectors can be administered by staff who have attended training.

SAFEGUARDING

Child Protection

If a child discloses a child protection issue, or you suspect that a child may in in danger, you must speak to one of the designated persons for child protection – Headteacher Deputy Headteacher or Assistant Headteacher. In the absence of the DSLs, the SENDCO/SLT assumes the role of designated person for child protection.

Any member of staff can record a concern on CPOMS. They must inform the designated person for child protection as soon as a concern has been identified as well as recording this on CPOMS.

Safeguarding

All staff are responsible for the safeguarding of children and themselves. All visitors will be given a lanyard to wear. Any member of staff is allowed to stop an adult on site without a visitors' lanyard and escort them back to the school office or, alternatively, raise an alarm by notifying the school office immediately.

The Headteacher is responsible for ensuring that all adults interacting with children at school have been given the appropriate clearance, which includes a DBS check. All adults going on school trips should have a current DBS check.

All staff are responsible for their own safeguarding by avoiding vulnerable situations. They should avoid being in a room on their own with a child whenever possible.

In the event of dealing with confrontational parents then please make your way towards another member of staff and inform either the Headteacher, or the Deputy Headteacher/Assistant Headteacher, immediately. For further information, see the Child Protection Policy.

Physical Contact

All school staff should:

- avoid inappropriate physical contact with pupils;
- ensure that the safe handling practices of Step On methods are put into practice if physical intervention/restrain is required by Step On trained staff..

There are times in a non-restraint context when physical contact between a pupil and a member of staff may be deemed appropriate. These situations will be in a caring context when pupils need reassurance or support. It is important that the member of staff assesses the 'reasonableness' of their actions taking the following in account:

- the age of the pupil;
- the severity of the distress of the pupil;
- the knowledge of the individual child;
- the relationship that exists between the member of staff and the pupil;
- the situation for such contact including seeing pupils on your own, after school or in isolated situations.

The level of contact used should be the minimum necessary to achieve the desired outcome.

Due care needs to be taken to ensure that this supportive contact is agreed and open, with the circumstances in which this takes place clear to all concerned.

Photography
All school staff should:

- Take images of pupils and/or staff only for professional purposes in accordance with the school's policy and with the knowledge of the Senior Leadership Team;
- Written parental permission must be given prior to taking photographs of children in school or during school related activities. Teachers should consult the list of the 'Image Consent Forms' for their class.
- Ensure that only pupils who have had consent given by their parents are included in photographs;
- Ensure that only photographs containing pupils whose parents have given their consent are placed on the school website and given to third parties;
- Use only school tablets, cameras and other recording devices to record images or videos. Staff must never use their own memory cards or mobile phones for photographs.
- All photographs must be stored securely on the school server using the 'P' drive. Photographs of children who have left the school must be deleted.

HEALTH & SAFETY

Everyone is Responsible
It is everyone's duty to report any dangerous equipment or fittings to the site manager, who will decide upon the appropriate action to be taken. This is done by noting down the relevant information in the site manager's book, which is located in the staffroom.

Everyone is responsible for their own health and safety by ensuring all equipment and resources are used appropriately for their purpose. Teachers are responsible for ensuring their classrooms remain tidy and safe environments.

Health & Safety Notice board
Further information and contact details regarding Health & Safety can be found on the notice board in the staff room. A copy of the Health & Safety Policy is also located on the notice board.

Important Reminders
It is against the law to prop open a FIRE DOOR.
The Site Manager locks all external doors after clubs have finished at 4.30pm. This is an important safety measure to protect against potential theft and to protect staff. Therefore, only re-open these doors if essential, ensuring you re-lock immediately.

Permission must be sought before any electrical appliance from home is brought in to school and used. This also applies to cleaning products brought in from home.

Staff are not permitted to stand on tables, cupboards or chairs. Stepladders and kick stools for this purpose are provided for staff to use in school and are stored in the hall PE cupboard.

Staff Parking
All staff **must** park their cars in the staff car park. The visitor parking bays must remain empty for visitor and parents with specific needs. The code for the gate can be obtained from the school office.

In Case of Fire (See Fire Emergency Plan)
Fires are not to be tackled by staff under any circumstances. Should you see a fire (or have the slightest concern) then sound the alarm. The alarm is a continuous bell. In the event that the fire alarm is not working, a continuous blow of a whistle will indicate to everyone to the leave the building. If it is known that the fire alarm is not working, then a notice will be placed next to the signing in book at the front entrance.

The fire assembly point is on the playground. Familiarise yourself with the exit routes and fire drill procedures as soon as possible.

In the event of the fire alarm, assemble on the playground. Registers will be handed out on the playground. Teachers are to take the register and hold the register in the air to indicate everyone is present from the class.

Lockdown (See Lockdown Procedure Policy).
Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud)
- A fire in the vicinity of the school
- Close proximity of a dangerous dog roaming loose / swarm of bees etc

Lockdown is communicated by the use of an alarm. It is the same bell as the fire alarm but is a stop-start-stop alarm.

Lockdown happens in classrooms. All doors and windows must be locked and blinds closed. A register must be taken and any missing children reported to office immediately – please use 205/206/202 as reception will not be manned.

Remain in lockdown until the Headteacher or a member of SLT communicates directly to you that the lockdown has ended.

Transporting Children

Occasionally children need to be taken to other locations for sporting events etc. When teachers are organising transport, parental permission must be given to enable a child to travel in a car with another parent. Teachers are responsible for ensuring clear transport arrangements have been made to and from the venue of events.

Where possible the teacher should transport more than one child rather than a pupil on their own. We will assess the insurance and other needs prior to this eventuality.

TEACHING AND LEARNING

When you come into our school, you will see…

- ✓ An environment that is conducive to learning
- ✓ Children and staff working together in a way that shows that they care about their school and each other
- ✓ A place that is clean, tidy and clearly well cared for
- ✓ Displays that are representative of the full range of the curriculum we cover including examples of the high quality of work we expect from children

When you come into our classes, you will see…

- ✓ Children and staff purposefully engaged in enjoyable learning activities
- ✓ Smiling faces and happy children
- ✓ A neat and tidy learning environment
- ✓ Appropriately stored and clearly labelled resources that allow children to develop independence in resourcing their own learning
- ✓ Displays that reflect the diversity of ability of the individual classes
- ✓ Displays which support our learning

When children are learning, you will see…

- ✓ That the teacher has a good understanding of the needs of each and every child, and that these needs are met in each lesson
- ✓ That the teacher responds to children's work in a positive and developmental way
- ✓ Assessment opportunities are built into the lesson
- ✓ Attentive children who are clearly keen to learn and enthusiastic
- ✓ Good listeners who ask appropriate and searching questions
- ✓ A desire and eagerness to learn about the fascinating world in which they live
- ✓ Children and staff engaged in meaningful dialogue about learning
- ✓ A variety of learning styles in use
- ✓ A clear learning objective
- ✓ Effective use of technology
- ✓ Additional staff supporting children's learning and their individual needs

When people describe our school, they will say that…

- ✓ Our children enjoy coming to school and enthuse about their learning
- ✓ This is a good school with helpful, hard-working, kind, well-behaved and polite children
- ✓ Parents feel well-informed and they know how to support their child's learning at school and at home

- ✓ Winslow Church of England School is a friendly, family-focused and welcoming place
- ✓ Parents know their children are stimulated in their learning and challenged to achieve their full potential
- ✓ Children and adults feel safe in our school

For further information please see the Curriculum documents on the school website.

Assessment, Recording and Reporting

Effective assessment provides information to improve teaching and learning. Teachers and, when appropriate, LSAs, will give children regular feedback on their learning so that they understand what it is that they need in order to improve.

Information collected from day to day assessments will be used to allow us to plan lessons and interventions based on detailed knowledge of each pupil. We strive to ensure that all tasks set are appropriate to each child's level of ability.

In addition to the formal Parent Consultation Evenings, teachers, when required, will give parents appropriate information on their child's progress so that teachers, children and parents are all working together improve outcomes for all our children.

Use of Assessment for Attainment and Progress

Teachers are responsible for understanding, using and reporting on the attainment and progress of children in their class. Attainment for individual children is measured against year group expectations. Progress is measured from their starting point at the end of the previous key stage (attainment at the end of EYFS or KS1).

Key groups to focus on include Gender, SEND, disadvantaged pupils and prior attaining groups where children may need accelerated progress to reach their target.

Planning

All teachers must ensure there is clear long-term and medium-term planning in place for all subject areas.

Short-term planning for non-core subjects is not expected to be in the same amount of detail as English and Maths planning. However, there needs to be clear challenge for all ability groups. Planning should be stored on the P Drive and annotated planning kept in files for planning scrutiny.

Marking
Children should work in pencil (KS1) or black ink (KS2). **Children should not use biro**. Work should be marked using a blue pen. Comments made by teachers should be constructive and informative, giving feedback focussed on the learning objective and ideas on next steps where appropriate.

Supply teachers and teachers covering in a class other than their own should initial their marking.

For detailed information, please see Marking and Feedback Policy.

DISPLAY GUIDELINES
Displays have many purposes in schools. Displaying children's work celebrates and acknowledges their achievements. It can also be particularly helpful for supporting learning in our school, and encouraging independence.

Displays should:

- Create a visually stimulating and welcoming environment
- Be interactive where possible, stimulating questions and discussion
- Provide appropriate vocabulary relevant to the focus of learning
- Value children's work of all abilities and celebrate their achievements
- Reflect the interests of the class and the topics being taught
- Represent a wide range of curriculum areas
- Avoid stereo-typical images and promote equal opportunities

Display boards should be backed in Hessian with natural corrugated boarders. Displays should be kept within display boards. The area around the IWB and Display boards should not have any visual clutter.

Please see Display Guideline document.

APPENDIX 1: SCHOOL UNIFORM POLICY

At Winslow Church of England School the Headteacher, Governors and all staff believe that a school uniform fosters a sense of community, belonging, identity and pride as well as setting a high expectation of appearance for all. School uniform is compulsory for all at our school.

Whole school uniform expectations:

We expect all pupils to wear school uniform each day.

- Blue shirt, polo shirt or blouse
- Navy blue jumper / cardigan / sweatshirt (school sweatshirts with logo may be purchased from the school).
- Grey or navy blue skirt/pinafore dress. Style must allow for maximum movement and should be approximately knee length (styles which are 'mini' or 'ankle length' are not permitted).
- Trousers: grey or navy blue tailored trousers. Jeans/corded jeans/leggings are **not** permitted.
- Sensible shoes: black or brown. No high heels. Trainers are **not** permitted as an alternative to school shoes. Fashion boots are not permitted as an alternative to school shoes. Wellington boots may be worn to school with a change of shoes for indoor use.
- Black, grey, navy or white socks
- Black, grey or navy tights

Summer variations:

In the summer term/during warmer weather these variations to school uniform may be made.

- Shorts: grey or navy blue tailored shorts. Jeans/corded jeans/leggings are **not** permitted.
- Blue/white checked or striped dress for summer wear. Style must allow for maximum movement.
- Children may wear caps at playtimes.

P.E. Uniform expectations:

All children are required to have a change of clothes for P.E. The expectation of the school is that this uniform should be available in school every day.

- Shorts: plain navy blue or white. Shorts for younger children are available from the school. (Bermuda style shorts are not permitted).
- T shirt: plain navy blue or white. (Navy blue T shirt with school logo preferred and may be purchased from the school).
- Jogging bottoms / tracksuit trousers: plain navy blue for outdoor PE sessions.
- Sweatshirt / tracksuit top/ hoodie: plain navy blue for outdoor PE sessions.
- Trainers / plimsolls for outdoor PE sessions.

Additional Information:

'Extreme' haircuts are not permitted in school ('extreme' being any haircut that is considered by the school to be significantly different to cause distraction to others, and therefore their learning, and therefore not in keeping with the school's ethos.)

Examples of haircuts not permitted include: tram lines or equivalent, shaved sides with longer hair across the centre, use of hair products such as gel. (This list is not exhaustive). When joining the school, parents / carers are expected to fully support this policy at all times.

- Jewellery is generally not permitted in school. If your child has an ear piercing then it is expected this will be a 'stud' only, which should be covered by surgical tape prior to PE or equivalent activity. Simple, small watches may be worn. Medical identification bracelets may be worn by children who have significant medical problems eg. Diabetes or epilepsy.
- Make up including nail varnish is not permitted in school.
- Long hair should be tied back. Headbands should be plain and simple, in school colours (navy, grey, white, black); tiaras, ears, crowns and brightly-coloured bows and bobbles are not permitted unless it is a mufti day.
- All clothing, including coats, PE kit and shoes should be clearly labelled with child's name.

Responsibilities:

As a community we all have a role to play in ensuring the uniform policy is followed.

- **Children**: We encourage our children to take responsibility for their appearance, to look clean, smart and tidy at all times.

- **Parents**: It is the responsibility of parents to ensure that their child is properly attired for school and has all the kit and equipment they require at school.

- **Staff:** Staff are expected to model high expectations of appearance to pupils. Also staff have a responsibility to monitor and promote the school uniform policy.

- **Headteacher**: The Headteacher will contact parents for discussion if a problem arises with respect to this uniform policy.

Reviewed: July 2026

Next Review: June 2027