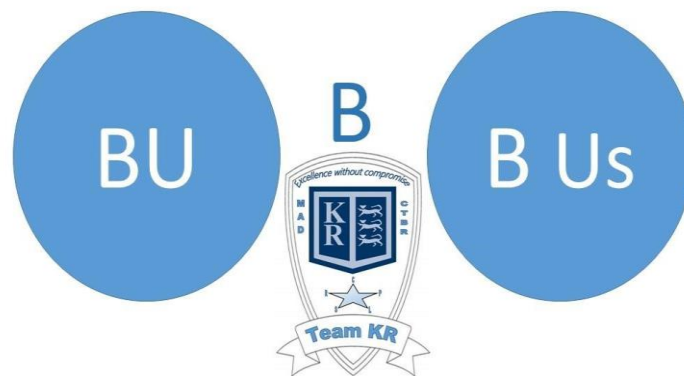


Kings Road CPS



Kings Road Primary School Staff Handbook



Excellence without compromise



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Vision and Values

Kings Road Primary School

Vision

At Kings Road we believe each child should be safe, cherished, valued, free to develop and encouraged to succeed.



Kings Road Values

(What we think is important in order to achieve our vision)

- Equality
- Happiness
- Respect
- Positive attitude
- Curiosity
- Honesty

Our school

Ethos

- Warmth
- Love
- Caring
- Belonging
- Team-work
- Family

Our Golden Aims

We aim to create a learning environment to;

- Provide enriching experiences
- Develop resilient individuals
- Promote ambitious mind-sets
- Develop responsible citizens
- Provide a nurturing and safe environment
- Develop creative thinkers

Excellence without compromise



School Context

Number of pupils on roll	694
% of pupils eligible for free school meals	25.50%
% of pupils with special educational needs	8.65%
% of pupils with English not as a first language	81.84%
Number of looked after children	5

Staff List 2023 – 2024

ROLE IN SCHOOL	NAME
Headteacher	Mr Darren Morgan
Deputy Headteacher	Miss Leah Grimsley
Senior Leadership Team	Miss Vikki Hodges Mrs Gill Hoodless Mrs Joanne Thirkill Mrs Clare Walls Miss Karen Meenagh (SENCO)
EYFS – NURSERY	
Head of EYFS	Miss Vikki Hodges
Teachers	Miss Raj Kaur Mrs Emma Anderson
Teaching Assistants / Learning Support	Mrs Tanzeem Khan Mrs Karen Skilling
RECEPTION	
Teachers	Miss Vikki Hodges Mr Andrew Norman Mrs Lisa Ingleson
Teaching Assistants / Learning Support	Mrs Sonia Anwar Miss Sarah Barnes Mrs Asma Ali Mrs Andrea Leech Mrs Kate Connery
YEAR 1	
Teachers	Miss Noorjahan Jokhia Ms Anne Kaemena Mrs Kauser Rahman Miss Meliza Sestito Mrs Cherie Gibson
Teaching Assistants / Learning Support	Mrs Steph Brace Mrs Iffat Waqar
YEAR 2	
Teachers	Mrs Gill Hoodless Mrs Lucy Grant Miss Kirsty Cooper Miss Racheal Grove
Teaching Assistants / Learning Support	Miss Anna Evans Mrs Furzana Butt Miss Shannon Johnson (1-1) Mrs Rukhsana Begum (1-1)
YEAR 3	

Teachers	Mrs Joanne Thirkill Mr Jonathan Allcock Mrs Sabrina Nasir
Teaching Assistants / Learning Support	Mrs Shumaila Naveed Miss Farhana Latief Mrs Fiona Grant Mr Shaun Spaine (1-1)
YEAR 4	
Teachers	Mrs Susan Howard Mrs Carly Glasgow Ms Natalie Ross Mrs Saira Abbas Miss Gemma Hollywood-Summers
Teaching Assistants / Learning Support	Mrs Helen Shale Mrs Sharon Shaban Mrs Catherine Gallon (1-1)
YEAR 5	
Teachers	Mr Dan Boothby Mrs Helen Bettles Miss Serena Maclean
Teaching Assistants / Learning Support	Mrs Sanna Khurram Mrs Mobeen Hisham Miss Sonia Fuller PM Ms Emma Stephens (1-1) Miss Durriya Dossajee (1-1)
YEAR 6	
Teachers	Mrs Clare Walls Miss Michelle Barlow Miss Laura Bloor
Teaching Assistants / Learning Support	Mr Steve Bartram Mrs Lisa McCarrick Miss Stella Johnson (1-1)
ADDITIONAL TEACHING SUPPORT	
Teachers	Mrs Michelle Price Miss Gemma Hollywood-Summers Mrs Cherie Gibson Miss Verity Surrall
SENCO	Miss Karen Meenagh
Music Specialist	Ms Anne Kaemena
PE Specialist	Mr Niall Conley
Art Specialist	Mrs Stephanie Brace
SUPPORT STAFF	
Parental support and liaison	Mrs Jo Whiteside
ICT Network Administrator	Mrs Ann Zaidi

Speech and Language Support	Mrs Nina Patel
EAL Support	Mrs Iffat Waqar KS1 Mrs Shumaila Naveed KS2
SITE MAINTANANCE STAFF	
Site Manager	Mr Ian Fitton
Assistant Site Manager	Mr Kenny Lee
Cleaning Supervisor	Mrs Marion Bailey
Cleaning Team Members	Mrs Eileen Matthew
OFFICE STAFF	
School Business Manager	Mrs Pauline Grady
Office Manager	Miss Alison Wrigley
Attendance and Parent Liaison Officers	Mrs Beverley Scott Miss Sonia Fuller
Receptionist	Miss Kelly Wright
Reprographics Technician / Administrator	Mrs Sharon Kour

KR Leadership 2023 – 2024

Curriculum Lead	Mrs Clare Walls
Curriculum Coaches	Mr Darren Morgan (Mathematics and PE) Miss Leah Grimsley (Computing and DT) Miss Karen Meenagh (PSHE and RE) Mrs Gill Hoodless (MFL and years 1 and 2) Mrs Joanne Thirkill (Music, History and years 3 and 4) Miss Vikki Hodges (Art, Science and EYFS) Mrs Clare Walls (English, Geography and years 5 and 6)
English Lead	Miss Vikki Hodges (Reading) Miss Michelle Barlow (Writing)
Mathematics Lead	Miss Laura Bloor Mr Andrew Norman
Assistant Head of EYFS	Miss Vikki Hodges
Assistant Head of KS1	Mrs Gill Hoodless (M to W) Mrs Lucy Grant (Th to F)
Assistant Head of Lower KS2	Mrs Jo Thirkill
Assistant Head of Upper KS2	Mrs Clare Walls
Assistant phase leads (A.P.L's)	Mrs Lisa Ingleson EYFS Mr Andrew Norman & Mrs Rahman KS1 Mr Allcock & Mrs Abbas LKS2 Mrs Bettles & Miss Barlow UKS2
School Business Manager	Mrs Grady
Office Manager	Miss Wrigley
Site Manager	Mr Fitton
Pastoral and Attendance Group (PAG)	Miss Kaemena Miss Fuller Mrs Scott Mrs Whiteside
EAL Lead	Mrs Gill Hoodless
Science Team	Mrs Lucy Grant Mrs Carly Glasgow
Head of Technology	Mrs Ann Zaidi
Computing Lead	Mr Jonathan Allcock
RE Lead	Mrs Michelle Price Miss Verity Surrall
PE Lead	Miss Rachael Grove Miss Serena Maclean
History Lead	Ms Natalie Ross

	Mr Dan Boothby
Geography Lead	Miss Kirsty Cooper
Phonics Lead	Mrs Lisa Ingleson
Music Lead	Ms Anne Kaemena
Art and the learning environment Lead	Mrs Abbas
DT Lead	Mrs Emma Anderson
PSHE - JIGSAW	Miss Noorie Jokhia Miss Gemma Hollywood-Summers
MFL Lead	Mrs Helen Bettles
Child Protection Designated Lead	Mr Darren Morgan
Child Protection Designated Deputy Lead	Miss Leah Grimsley
Child Protection/Safeguarding/LAC Team	Mr Darren Morgan Miss Leah Grimsley Mrs Jo Whiteside Ms Natalie Ross
SEND Lead	Miss Karen Meenagh
Assessment Lead	Mr Darren Morgan
Volunteers Co-ordinator	Mrs Emma Anderson
Students Co-ordinator	Ms Ross
Respecting Children's Rights Lead	Mrs Bettles
Family and Child Mentor	Mrs Jo Whiteside
Healthy Lifestyles Co-ordinator	Mrs Sue Howard
Library Co-ordinator	Miss Barlow Miss Hodges
Training Tuesdays Co-ordinator	Mr Darren Morgan
Student Council Co-ordinator	Miss Leah Grimsley
Beanstalk Co-ordinator	Ms Anne Kaemena
Early Careers Teacher (ECT) Induction Tutor	Miss Leah Grimsley
Risk Assessment Co-ordinator (Evolve)	Mr Jonathan Allcock

Governors 2023 – 2024

COMMITTEES			
BUILDINGS AND FINANCE	PERSONNEL	CURRICULUM	PARENT
Mr Peter O'Keefe (Chair person)	Mr Peter O'Keefe (Chair person)	Mr Peter O'Keefe (Chair person)	Mrs Miriuma Dukali
Mr Darren Morgan	Mr Darren Morgan	Mr Darren Morgan	Mrs Samina Mohammed
Miss Leah Grimsley (Associate)	Mrs Rosie Trotter	Miss Jo Holloway	
Mr Abid Hanif	Cllr David Jarman (Vice Chair)	Mr Mirza Asif	
Mr Ian Fitton	Mrs Ayshea Hafeez Ahmed	Mrs Rosie Trotter	
Mrs Ayshea Hafeez Ahmed	Miss Leah Grimsley (Associate)	Mrs Ayshea Hafeez Ahmed	
Mr John Richards		Miss Leah Grimsley (Associate)	
Mrs Pauline Grady (observer)			

Diane Jarman – attends full board meetings

KR Instrument of Governance Policy

<https://www.kingsroadschool.com/kr-instrument-of-governance-1/>

Welcome to Kings Road Primary School

A very friendly welcome is extended to all staff members including any new members of staff.

Kings Road is a warm, hard-working and happy school with the highest ambitions for all members of the school in all areas. Our daily aim is for excellence without compromise. Each day we aspire to give all pupils the highest possible standards of education and care in all areas. The school is full of positivity, dedication and celebration. Every member of the school is focused on achieving the highest outcomes in all areas for the children. The Governing body regularly meet in order to help the school to be the best it can be. The Senior Leadership Team meet each week and is focussed on excellence without compromise. All teaching staff are talented people who are dedicated to always deliver interesting and exciting lessons.



TEAM KR



Induction Requirements

Key School policies

All members of staff must read the following policies at the beginning of each academic year. All new members of staff must read the following documents before they begin their employment with us here at Kings Road Primary School;

1) Staff Handbook

2) Kings Road Safeguarding policy (and other related policies)

- <https://primarysite-prod-sorted.s3.amazonaws.com/kings-road-primary-school/UploadedDocument/89a29602-e5a7-4a51-bde1-f100ff502805/kings-road-model-safeguarding-policy-2021-22.pdf>
- The role of the designated safeguarding lead – refer to Annex C in KCSIE (pg 143)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1021914/KCSIE_2021_September_guidance.pdf
 - Information sharing: advice for practitioners who are providing safeguarding services
https://primarysite-prod-sorted.s3.amazonaws.com/kings-road-primary-school/UploadedDocument/8f2f24ec6a2a46b39a868c8d24b81626/information_sharing_advice_practitioners_safeguarding_services.pdf
 - ‘What to do if you’re worried a child is being abused’ guidance
https://primarysite-prod-sorted.s3.amazonaws.com/kings-road-primary-school/UploadedDocument/03b134ba05a64660bb28563a815b5419/what_to_do_if_you_re_worried_a_child_is_being_abused.pdf
 - Trafford’s Early Help process
<https://www.traffordsafeguardingpartnership.org.uk/Early-Help/Early-help.aspx>
 - Managing Allegations against Staff Policy
<https://primarysite-prod-sorted.s3.amazonaws.com/kings-road-primary-school/UploadedDocument/a0a15ee8c9474887b0725269f5e36b5d/kr-allegations-against-staff-policy-2016.pdf>

- 3) Kings Road Child Protection Policy
<https://primarysite-prod-sorted.s3.amazonaws.com/kings-road-primary-school/UploadedDocument/966ab303-5f29-4472-a71e-c0ab0447714d/child-protection-policy-nov-21.pdf>
- 4) Keeping children safe in education 2022
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1080047/KCSIE_2022_revised.pdf
- 5) Kings Road 'Children Missing from Education' policy
<https://primarysite-prod-sorted.s3.amazonaws.com/kings-road-primary-school/UploadedDocument/e0b76302992c4bffa946a10f940b1a47/cme-policy-2018.pdf>
- 6) Whistleblowing Policy
<https://primarysite-prod-sorted.s3.amazonaws.com/kings-road-primary-school/UploadedDocument/1290578e-268d-4837-bb2b-209248bded1a/whistleblowing-policy-nov-21-1.pdf>
- 7) Kings Road Staff Behaviour Policy and Code of Conduct
<https://primarysite-prod-sorted.s3.amazonaws.com/kings-road-primary-school/UploadedDocument/77e1c653-4eca-4e51-8edf-a11a7160050c/staff-behaviour-policy.pdf>

<https://primarysite-prod-sorted.s3.amazonaws.com/kings-road-primary-school/UploadedDocument/9d89c660-5f3b-4c98-a0b1-908f3fb49e0e/kings-road-code-of-conduct-march.pdf>
- 8) Kings Road Behaviour for Learning policy
<https://primarysite-prod-sorted.s3.amazonaws.com/kings-road-primary-school/UploadedDocument/9f86586ae26d4c24a355970e3900748e/kr-behaviour-policy-updated.pdf>
- 9) Anti Bullying Policy
<https://primarysite-prod-sorted.s3.amazonaws.com/kings-road-primary-school/UploadedDocument/36b80027c9a84cf8bba0f40178f4e98d/kr-anti-bullying-policy.pdf>
- 10) Online Safety Policy 2020

<https://primarysite-prod-sorted.s3.amazonaws.com/kings-road-primary-school/UploadedDocument/fae6edf82b38458ab3598d71959ac73c/online-safety-policy.pdf>

- 11) Staff and volunteer acceptable use Policy (**must be signed and copy given to office**)

<https://primarysite-prod-sorted.s3.amazonaws.com/kings-road-primary-school/UploadedDocument/5885cca52971493cb173201387197f93/staff-agreement.pdf>

- 12) Safeguarding Quick guide

<https://primarysite-prod-sorted.s3.amazonaws.com/kings-road-primary-school/UploadedDocument/6f48b62e-4489-4779-a9c0-c7a87ce2249d/quick-guide-21-1.jpg>

Other School Policies

Please click on the following link to view all of Kings Road school policies;

<https://www.kingsroadschool.com/policy-documents/>

In particular we would like to draw your attention to the following;

- 1) Anti Racism Policy
<https://primarysite-prod-sorted.s3.amazonaws.com/kings-road-primary-school/UploadedDocument/02e8c875771e4d6594952e122691d136/anti-racism.pdf>
- 2) SEND Policy
<https://primarysite-prod-sorted.s3.amazonaws.com/kings-road-primary-school/UploadedDocument/1426dd4e895a445cb6966b969725c2fd/sen-policy-sept-2020.pdf>
- 3) Supporting Pupils at school with medical conditions
<https://primarysite-prod-sorted.s3.amazonaws.com/kings-road-primary-school/UploadedDocument/215fad24ed63457b81c2cba2c1d16d0d/supporting-pupils-at-school-with-medical-conditions.pdf>
- 4) Attendance Management policy
<https://primarysite-prod-sorted.s3.amazonaws.com/kings-road-primary-school/UploadedDocument/525bfb69021e48e883a4c07dde6b81b8/attendance-management-procedure.pdf>
- 5) Leave of Absence policy (staff)
<https://primarysite-prod-sorted.s3.amazonaws.com/kings-road-primary-school/UploadedDocument/b74e89a2a9434989ac730434d8824bb4/leave-of-absence-policy-june-2020-1.pdf>
- 6) Health and Wellbeing policy (staff)
<https://primarysite-prod-sorted.s3.amazonaws.com/kings-road-primary-school/UploadedDocument/7695d76762204977a58a0be63513d570/kr-health-and-well-being-policy.pdf>

Induction for new staff

Before you commence your employment with us here at Kings Road Primary School, the following should take place;

- 1) You will receive an email from either our Business Manager; Mrs Pauline Grady or our Office Manager Miss Alison Wrigley, inviting you to read a number of important documents. When you commence your employment with us you will be asked to sign a document / complete a google form to confirm that you have read and understood all of the documentation forwarded to you.
- 2) You must make contact with our Business Manager; Mrs Pauline Grady on 0161 881 3571 to discuss your DBS status and situation. A DBS certificate must be in place before you can commence employment with Kings Road Primary School.
- 3) You must familiarize yourself with our website.
<https://www.kingsroadschool.com/>
- 4) You must familiarize yourself with **all of our policies** referred to on our website
<https://www.kingsroadschool.com/policy-documents/>
- 5) You will be invited to complete our Induction process which includes a meeting with either the Business Manager; Mrs Pauline Grady or our Office Manager; Alison Wrigley.
- 6) You will be asked to complete a form detailing any medical information
- 7) You will be asked to sign our Staff and Volunteer acceptable use Policy

Once you commence your employment with us here at Kings Road Primary School, the following should take place;

- 1) All staff receive Safeguarding training at the beginning of each academic year. If you start your employment with us during the academic year, safeguarding training must be arranged within the 1st term of starting.
- 2) Any Prevent Training must be completed within one month of starting.
- 3) A username and password should be supplied for your SIMs account.
- 4) You must meet with your phase lead and the subject lead for all core subjects including English, Mathematics and Science initially, with other foundations subject lead introductions to follow.

Signing in and out process

All members of staff **must** sign in each time they enter the building and sign out each time they leave the building. This process is completed via the school office.

Once you have commenced your employment with us you will be issued with a fob which allows you access through all 'locked' areas as well as assisting with the signing in and out process.

Your fob must be obtained in the first instance from the Site Manager; Mr Ian Fitton. Once you have received this fob, please liaise with the Office Manager; Alison Wrigley who will sync the fob to our signing in and out system.

Staff Dress Code

Dress and appearance

All staff are expected to dress smartly and professionally for school and are requested not to wear jeans. Teachers are encouraged to dress appropriately for PE lessons as this sets a good example to the children.

All staff at Kings Road Primary School are expected to have professional standards in all aspects of their work and conduct. This includes their dress and appearance when working with children. Pupils at Kings Road are required to come to school in full school uniform and therefore staff also have a duty to dress in a professional manner at all times. These guidelines are an outline of the standards that we expect of our staff.

Professional / Teaching dress

As staff are the most important role models in our school they are expected to dress formally. The Governors recognise the rights of staff to choose what they wear and how they appear. However, as role models they need to set an example to the pupils. The Governors of the school do not expect the staff to wear a uniform but do expect the staff to be smartly and appropriately dressed and well presented in school.

Sportswear, jeans and trainers are unacceptable as normal school wear for staff. However, when involved in PE lessons, outdoor lessons or fieldwork it is entirely appropriate for staff to wear sportswear or more casual clothes.

Appearance

It is important that our appearance reflects our professional standards. Body piercings and tattoos should be covered when possible. Inappropriate tattoos and piercings will not be permitted.

Earrings are acceptable in school, but staff must be aware of the dangers of earrings getting caught when they are working.

Clarification

If staff require any clarification about this dress code they can refer questions to the Senior Leadership Team.

Staff Conduct

Staff Absence

If you are unable to come into school because of an illness, please inform Darren Morgan (Head teacher) by telephone or text before 7:30am, so that cover can be arranged. Please make sure that you have obtained Mr Morgan's mobile telephone number.

Wherever possible, please contact the school by 3:00pm to advise whether returning to work the next day, or if further leave is required. If a staff member knows that they are going to be away for more than one day, please contact school before 3:00pm, so that cover can be arranged for those days of absence.

The following is taken from the school's leave of absence policy;

<https://primarysite-prod-sorted.s3.amazonaws.com/kings-road-primary-school/UploadedDocument/b74e89a2a9434989ac730434d8824bb4/leave-of-absence-policy-june-2020-1.pdf>

Reason	Maximum number of days that may be given in any one academic year where applicable at the discretion of the Headteacher *written request required
Weddings of near relatives (normally parent, brother, sister, son / daughter) *	1 day
House Removal *	1 day
Undertaking approved duties as a member of a local authority or statutory tribunal or health authority or governing body of a maintained school *	3 days
Maternity and Adoption support *	5 days
Degree and passing out ceremonies (normally self, spouse, son or daughter) *	1 day
Candidacy in elections *	1 day
Obligatory attendance at court for the period of duty as a witness or jury service	For the period of the duty

Illness of near relative (normally partner, parent, brother, sister, son or daughter) where it is essential that the employee be absent to care for the invalid	3 days
Death and Funeral of near relative (normally partner, parent, brother, sister, son or daughter)	Up to 5 days
Interview in connection with a new post in a school or other employment in the public sector	3 days
Duties as a Justice of the Peace	12 days
Training for Reservists	10 days
Religious festivals *	1 day

Planning

Please leave a copy of your planning somewhere obvious in your room, to support the person covering your class. If it is a planned absence, planning / work should be available for the covering teacher to ensure continuity for the children.

Return to Work

Please try to make sure that you are fully fit before you come back to school. If you are absent for more than 5 working days you will require a doctor's certificate. Any absence will be followed up with a 'return to work' interview with your phase lead or line manager. This will involve a brief chat with a member of the Senior Leadership Team/line manager to check that you are ok and to see if there is any support that you may need. A 'return to work' form will be completed. You will be given a copy and a copy will be kept on your personnel file.

Mobile Phones

Children should not bring mobile phones with them to school, unless in exceptional circumstances. In such cases, the phone should be kept at the school office until the end of the day.

All staff should not use their mobile phones during their working hours (this does not include break and lunch times). There should be no photographs or videos taken of the children via your mobile phone. Equally no photographs or videos should be shared or uploaded to social media sites via your mobile phone. Staff are asked to keep their contact details up to date with the School Office.

Online Safety

Strong filters and measures are applied in order to protect children from accessing inappropriate websites in school, however it is also important to teach the children what to

do should they encounter one, including immediately informing the teacher. The children are also educated with regard to their response to online bullying and inappropriate material accessed via a social networking website. Please refer to the online Safety Policy for further information;

<https://primarysite-prod-sorted.s3.amazonaws.com/kings-road-primary-school/UploadedDocument/fae6edf82b38458ab3598d71959ac73c/online-safety-policy.pdf>

All members of staff and volunteers are expected to follow our Staff and Volunteer Acceptable use policy;

<https://primarysite-prod-sorted.s3.amazonaws.com/kings-road-primary-school/UploadedDocument/5885cca52971493cb173201387197f93/staff-agreement.pdf>

General Staff Conduct

In line with the high standards expected of Kings Road staff, conduct outside of school and online should still be appropriate.

Staff Behaviour Policy and Code of Conduct – Add 2 policies

All staff members should have signed the staff behaviour policy. This can be found on the policies section of the school website.

<https://primarysite-prod-sorted.s3.amazonaws.com/kings-road-primary-school/UploadedDocument/77e1c653-4eca-4e51-8edf-a11a7160050c/staff-behaviour-policy.pdf>

<https://primarysite-prod-sorted.s3.amazonaws.com/kings-road-primary-school/UploadedDocument/9d89c660-5f3b-4c98-a0b1-908f3fb49e0e/kings-road-code-of-conduct-march.pdf>

Behaviour for Learning Policy

For full details of the school's policy on promoting positive behaviour for a safe and secure learning environment, please read the 'KR Behaviour for Learning Policy' which can be found on our website.

Key aspects of the policy to be applied daily include the following;

- At the start of each day, all children should identify their emotional presentation using the 'emoticons' by moving their name to the appropriate emoji on a laminated, 'How Are You Feeling Today?' display in the classroom.
- Behaviour should be promoted through modelling and positive rewards wherever possible.

- Rewards include; in class systems, dojo points, house points, Deputy and Headteacher's rewards and the Bev Lee Award alongside the promotion of children's self-esteem, self-respect and self-gratification.
- In KS2, Green Cards are given as warnings and names are recorded in a Green Card book. Blue Cards follow a Green card if poor behaviour persists. If a Blue Card is given, children must miss a break time in LOFT (Loss of Free Time). LOFT is managed by staff on a rotation in different classrooms. A timetable is given at the beginning of the term by the phase lead and can be checked by staff/children on the front of the classroom doors.
- Any further behaviour issues may result in the child being sent to the AHT for an OTS (opportunity to succeed) and the Deputy Headteacher/Headteacher for a formal consequence.
- Please consult the policy for more detailed guidance on our processes for managing behaviour at school.
- In EYFS and KS1, children's names begin on the KR badge and may get moved up or down on an interactive display. Positive choices may result in the child's name moving up the three aspects of the scale to the top of the chart; 'Reach for the Stars' but can also be moved down for negative choices to the green and blue boxes. All children that have arrived at, 'Reach for the Stars' will be celebrated in celebration assembly on a Friday.
- All classes must have the appropriate key stage behaviour management display in their classroom, showing the sanction and reward systems clearly to the children and visitors.

Planning and Assessment

All teachers are responsible for implementing the curriculum in their own classroom and for its delivery in the terms set out in the relevant school policy documents, our Ignite curriculum and the National Curriculum. The school website has a 'teaching and learning' section where you will find curriculum coverage details via our Ignite maps and Knowledge of Kings (organisers). Each teacher maintains their own planning files. Planning should include long term, medium term and weekly planning. Planning pro-formas for Literacy and Numeracy should be followed and are available from the phase lead. Assessment documents are kept electronically and can be printed for your own assessment files. Appropriate assessment records should be kept of the children's progress and attainment. This is recorded using tracking against expected levels in a 'MAG' (mapping and attainment) grid. This is Kings Roads bespoke assessment tool for all pupils in Maths, writing, reading and SPAG. These grids should be e-mailed to the Headteacher upon request in preparation for 'Tracking and Progress' meetings (Autumn, Spring, Summer). At these meetings all pupils' progress will be discussed and targets set, including under-attaining pupils who will be identified for inclusion in a 'GAP' (Group Assessment Programme) and/or T20 (target 20 assessment programme).

Summative assessment takes place termly and usually takes place over a week. Reading, Writing, SPAG and Maths are assessed during this time.

Marking of Work

We have high expectations of the presentation of all children's work and ask that you follow the presentation policy to maintain these standards and to ensure a consistently high standard of presentation across the whole school which all children and staff recognise, understand and follow. Please see our 'Presentation Policy' for further information.

<https://primarysite-prod-sorted.s3.amazonaws.com/kings-road-primary-school/UploadedDocument/a50645d482ba484ba8dea3cdbf40e620/presentation-policy.pdf>

At Kings Road, we know the importance of having a rigorous assessment process. Due to this, teachers and support staff are continuously monitoring and evaluating children's progress through marking, observations and feedback. Children are encouraged to play an active part in assessing their own progress and setting targets. In addition to the formal summative assessments, which we carry out termly, we also assess children formatively through everyday questioning and observations.

High quality feedback plays a key role in this process and is fundamental to both learning and assessment. In adopting a child centred approach to feedback we are looking to develop self-reflective children who can take responsibility for moving their learning on, however, teachers are still responsible for the progression of each child.

Pupils' work should be marked (in green pen) as soon after the lesson as possible and appropriate feedback opportunities provided. Please see our 'Feedback Policy' for further information.

<https://primarysite-prod-sorted.s3.amazonaws.com/kings-road-primary-school/UploadedDocument/b4279e159d534ee189f39e66e320c465/feedback-policy.pdf>

Homework

All classes should receive homework on a weekly basis. This should be sent via 'Google Classroom.' For details on appropriate levels, please see our Homework Policy.

<https://primarysite-prod-sorted.s3.amazonaws.com/kings-road-primary-school/UploadedDocument/104e6810140d45bcbd0438cea19acf56/homework-at-kr.pdf>

Photocopying and Printing

Staff are asked to use the photocopier and printer in moderation. Sharon Kour is employed in our school office and can assist with reprographics requirements. She works Monday to Friday 9.30am to 1.30pm. Place work in the red tray with details of what you require and the date upon which you require it to be returned – upon completion this will be distributed to staff members. Children MUST NOT use the photocopier.

All staff members are issued with a PIN number to use the photocopiers. Please liaise with our IT technician Mrs Ann Zaidi to receive a PIN code if you have not already been sent one and for instructions on how to use each of the photocopiers.

Safeguarding

Health and Safety

Teachers are responsible for the Health and Safety of the children in their care as set out in the school's Health and Safety policy. It is staff's responsibility to notify the Headteacher; Mr Darren Morgan / Site Manager; Mr Ian Fitton of any health and safety hazards immediately to avoid accident or injury. Every class teacher must review and update their classroom risk assessment when necessary. Refer to our health and safety policy for more information.

<https://primarysite-prod-sorted.s3.amazonaws.com/kings-road-primary-school/UploadedDocument/9873226d032a487d93317bdfb22a6d9a/health-and-safety-policy.pdf>

Medicines in School

Children who are required to use inhalers must be responsible for administering their own medicine. Some children may need some help with this. Class teachers should keep inhalers in the classroom, clearly labelled and visible to staff members, in a box with the child's name and the dosage. Class teachers should ensure that pupils carry their inhalers during school trips. All Healthcare plans need to be completed at the beginning of each academic year and should be placed in the box alongside the child's medication. Please make sure you see Alison Wrigley (office Manager) to ensure a copy of any healthcare plans are placed on the child's SIMs account.

EpiPens and Jext pens are stored on a raised shelf opposite Miss Grimsley's (DHT) office. Boxes are labelled with the child's photo and their individual healthcare plan. Relevant staff will need to have received EpiPen training. Please liaise with you AHT if arrangements for this need to be made.

Many pupils will need to take medication in school at some time in their school life.

Parents / guardians must come to school to administer any medication whenever it is possible to do so. **Medication should only be brought to school when absolutely necessary.** Teachers should not take medication directly from parents. All parents wanting their child to receive medication should liaise with the school office and complete the necessary medical form.

No pupil should be given medication without their parent / guardian completing a form titled "Request for School to Administer Medication" which should be signed and dated by the parent / guardian, therefore confirming consent to administer medication. This form can be obtained from the school office and should be completed in full and handed back into the school office. **All medicines should be prescribed** and clearly **labelled with the**

child's name, address and dosage to be taken and brought to the school office where it will be kept securely.

Child Protection

The Headteacher; Mr Darren Morgan is the appointed DSL (Designated Safeguarding Lead) and the Deputy Head teacher; Miss Leah Grimsley and Miss Jo Whiteside are the (DDSL's) Deputy Designated Deputy Safeguarding leads. Any Safeguarding concerns must be discussed with any of the Safeguarding team. Mr Morgan in the first instance where possible.

All safeguarding concerns are recorded on CPOMS and can be accessed by all members of staff. **Please liaise with Mrs Ann Zaidi to set up your CPOMs account within the first week of your employment.** Records should be kept of any child concerns including small incidents. An example of such could be of children missing breakfast. If the teacher has any doubts or notices a pattern in these incidences, they should discuss this with the designated Safeguarding Lead immediately. The child protection team in school is: Mr Darren Morgan; Miss Leah Grimsley; Mrs Jo Whiteside and Ms Natalie Ross who have full access rights to the information held.

Prevent Duty and Radicalisation

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf

Kings Road School seeks to protect children and young people against the messages of all violent extremism including, but not restricted to, those linked to Islamist ideology, or Far Right/Neo Nazi/White Supremacist ideology, Irish Nationalist and Loyalist paramilitary groups and extremist Animal Rights movements.

Schools have a statutory duty in the following areas with the aim of safeguarding pupils from radicalisation, extremism and terrorism:

- Assessing the risk of pupils being drawn into terrorism, including support for the extremist ideas that are part of terrorist ideology.
- Demonstrating that robust safeguarding policies are in place to identify children at risk, and intervening as appropriate (by referring pupils to Channel or Trafford First Response, for example.)
- Ensuring that clear protocols are in place so that any visiting speakers are suitable and appropriately supervised within school.

- Ensuring that fundamental British Values are promoted within the curriculum and extra-curricular activities and reflected in the general conduct of the school.
- Ensuring that safeguarding arrangements take into account the procedures and practice of the local authority as part of the inter-agency safeguarding procedures set up by the Trafford Safeguarding Children Board (TSCB). This policy describes procedures which are in accordance with government guidance and refers to locally agreed inter-agency procedures put in place by the TSCB.
- Training staff through Prevent awareness training to give them the knowledge and confidence to identify children who may be vulnerable to radicalisation, and know what to do when they are identified. Prevention work and reductions of risk will include the RE curriculum, SEND policy, assembly policy, the use of school premises by external agencies, integration of pupils by gender and SEND, anti –bullying policy and other issues specific to the school’s profile, community and philosophy.
- Protecting children from terrorist and extremist material when accessing the internet in school, including by establishing appropriate levels of filtering.
- We also recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today’s society.

Fire Procedure

Teachers are to complete a laminated register with the number of children present each morning with the register. This is to be taken out to the fire assembly area with the class for quick registration purposes in the event of a fire drill or evacuation.

The first person to discover a fire must raise the alarm by breaking the glass at the nearest call point. On hearing the alarm, members of staff are to ensure that all children vacate their classrooms as quickly as possible. **DO NOT COLLECT BELONGINGS AND DO NOT RUN.**

The Office Manager will be responsible for telephoning the fire brigade. Once the fire brigade has been called, the class teachers will take the laminated class registers to the fire assembly area. Any child not accounted for must be reported immediately to the senior member of staff on site.

Once the fire brigade has arrived, the Office Manager will direct them to the location of the fire. **UNDER NO CIRCUMSTANCES IS ANYONE TO RETURN TO A CLASSROOM UNTIL THE ALL CLEAR HAS BEEN GIVEN BY THE FIRE OFFICER OR THE HEADTEACHER.**

A Fire Drill is carried out at least once a term.

Lockdown Procedure

Teachers are to complete a laminated register with the number of children present each morning with the register. This is to be taken to the designated 'safe' area along with the children. It is the responsibility of each member of staff to familiarise themselves with the lockdown procedure ('What to do in an emergency situation') that is displayed in each classroom.

Evacuation of Classrooms

Teachers are to complete a laminated register with the number of children present each morning with the register. It is the responsibility of each member of staff to familiarise themselves with the evacuation procedure that is displayed in each classroom.

All Visitors

All visitors are asked to report to the school office, where they should sign in using the electronic system. They will be given an appropriate visitor's sticker or pass, which should be worn prominently. Any visitor who is visible around school not wearing a visitor's sticker or pass will be appropriately challenged by a member of staff.

Quick Safeguarding Guide



Your Safeguarding Leads are...



Mr Morgan
Designated Lead



Miss Grimsley



Mrs Whiteside



Mrs Trotter
Safeguarding Governor

Designated Deputy Leads

If they're not available speak to an Assistant Headteacher.

If you are worried about the conduct of the safeguarding leads speak to Mrs Trotter

This is a quick guide. All staff working at Kings Road must have read the school's Safeguarding (protecting all children), Child Protection (procedures to protect those at risk) and Section One of Keeping Children Safe in Education (2021). All of these documents can be found on the policies section of the school's website.

If you have ANY concerns please tell a Safeguarding Designated Lead immediately.

Do not promise to the child that you will keep their secrets

Do not communicate any information to anyone else, other than the safeguarding lead

If a child reveals information please record what the child said on CPOMS.

If you don't have access to CPOMS sign and date the record on a piece of paper and immediately pass onto a Safeguarding Officer.

The processes for Radicalisation concerns are the same as above—please let a Safeguarding Officer know.

Unless we are the problem we must be informed if you refer directly to Trafford's Safeguarding Team (MARAT— 0161 912 5125).

Excellence without compromise

Kings Road Code of Conduct



All meetings will be conducted respectfully, regardless of the content.

Parents Can Expect

- To be treated with respect at all times
- To be spoken to in a calm voice
- To not experience any threatening behaviour or body language

Staff Expect

- To be treated with respect
- To be spoken to in a calm voice
- To not experience any threatening behaviour or body language

It is expected that should any parent or member of staff feel uncomfortable with the manner of the other party that the meeting should be immediately stopped and authority informed.

Should threatening behaviour be experienced it will be...

- Investigated
- Recorded
- May be passed onto an appropriate authority such as the police.

Respect

School Day Timetable

NURSERY	
Nursery (am) drop off	8.30am to 8.45am
Nursery (am) collection	11.30am
Nursery (pm) drop off	12.30pm to 12.45pm
Nursery (pm) collection	3.15pm – 3.30pm
Nursery (Full time) drop off	8.30am
Nursery (Full time) collection time	3.15pm

RECEPTION	
Start of day / doors open	8.45am to 8.55am
School begins	8.55am
Lunch	11.15am to 12.30pm
Day ends	3.15pm

YEARS 1 AND 2	
Start of day / doors open	8.45am to 8.55am
School begins	8.55am
Playtime (KS1 Playground)	Year 1 - 10.10am to 10.25am Year 2 – 10.30am to 10.45am
Lunch time	Year 1 – 11.45am to 12.30pm Year 2 – 12.00 noon to 12.45pm
Playtime (year 1 only)	1.55pm to 2.10pm
Day ends	3.15pm

YEARS 3 AND 4	
Start of day / doors open	8.45am to 8.55am
School begins	8.55am
Playtime – (UKS2 playground)	10.30am to 10.45am
Lunch time – (LKS2 playground)	12.15pm to 1.00pm
Day ends	3.15pm

YEARS 5 AND 6	
Start of day / doors open	8.45am to 8.55am
School begins	8.55am
Playtime (UKS2 playground)	11.15am to 11.30am
Lunch time (UKS2 playground)	12.35pm to 1.20pm
Day ends	3.15pm

The School Day

The Usual School Day

All staff are to meet with the English and Maths lead within a week of when they have started at the school.

The school day begins at 8.45am to 8.55am (Reception, KS1 and KS2) and ends at 3:15pm (Reception, KS1 and KS2).

EYFS

See individual class timetables.

KS1

Year 1 and 2 open their doors at 8.45am and liaise with parents. Children put their coats and bags in the cloakroom which is situated next to Miss Cooper's classroom. At 8.50am the bell rings and teachers/teaching assistants now remain inside. Classroom doors are to be shut at 9.00am, after which time children are to walk round to the main office.

Year 1:

TIME	ACTIVITY
08.45am	Doors open
08.55am	Registration (with daily grammar activities)
09.00am	Assembly (Mon/Tues)
09.00am to 10.10am	Learning session 1
10.10am to 10.25am	Break
10.25am to 11.20am	Learning session 2
11.20am to 11.35am	Learning session 3 – Phonics
11.45am	Lunch
12.30pm	Afternoon registration (with daily Maths activities)
12.45pm to 13.05pm	Learning session 4
13.05pm to 13.55pm	Learning session 5
13.55pm to 14.10pm	Break
14.10pm to 15.10pm	Learning session 5 continues
15.10pm	End of Day

Year 2:

TIME	ACTIVITY
08.45am	Doors open
08.55am	Registration (with daily grammar activities)
09.00am	Assembly (Mon/Tues)
09.10am to 09.30am	Learning session 1 - Phonics
09.30am to 10.30am	Learning session 2 - Maths
10.30am to 10.45am	Break
10.45am to 12 noon	Learning session 3
12.00 noon	Lunch
12.45pm	Afternoon registration (with daily Maths activities)
13.05pm	Learning sessions 4 and 5
15.15pm	End of Day

At the end of the school day parents/carers collect their children directly from the classroom. Doors are closed at 3.30pm and any remaining children are taken to the main office.

KS2

Teachers please ensure you are in the playground to meet any parents at 8.50am. Y3 and Y4 teachers will be out on the side playground. At 8.55am a whistle should be blown on the top playground and Y3 and Y4 children should line up and go to their classroom as directed by their teacher. They should be led into school by the class teacher and all external doors closed behind them by 9am. Y6W, 6MB, 6LB, 5M and 5HB should open their classroom doors at 8.50am and shut them at 9.00am. 5CB children are collected from the playground and walk to their classroom.

LKS2 Timings (Years 3 and 4)

TIME	ACTIVITY
08.45am	Doors open
08.55am	Registration (with daily grammar activities)
09.05am	Assembly (except Friday)
09.05am	Learning sessions begin (1 and 2)
10.30am	Break
10.45am	Learning session 3
12.15pm	Lunch
13.00pm	Afternoon registration (with daily Maths activities)
13.05pm	Learning sessions 4 and 5
15.15pm	End of Day

UKS2 Timings (Years 5 and 6)

TIME	ACTIVITY
08.55am	Doors open
08.55am	Registration (with daily grammar activities)
09.05am	Assembly (except Friday)
09.05am	Learning sessions begin (1 and 2)
11.15am	Break
11.30am	Learning session 3
12.35pm	Lunch
13.15pm	Afternoon registration (with daily Maths activities)
13.20pm	Learning sessions 4 and 5
15.15pm	End of Day

At the end of the school day children should leave from the classroom or be taken out to the pick-up point. Children must indicate who they are leaving with and if this is not an immediate family member written permission must be given by a parent or carer. Forms for this can be obtained from the school office or via a teacher's google drive where all parental permission forms have been shared. If a parent has provided written consent children in years 5 and 6 **only** can walk home.

Continued Late collection

If a child has not been collected by 3.30pm, they should be taken to the school office. When a parent arrives to collect their child / children they need to sign their child / children out on our entry sign system so a record can be kept as to how late collection was.

Should a child continue to be collected late, teachers need to liaise with their phase lead to arrange for a 'Late Collection Warning' letter to be sent to the parent in the first instance. This letter confirms that should late collection occur again, a charge of £5 will be made.

If a parent then continues to collect their child / children late, teachers again will need to liaise with their phase lead so that a 'Late Collection charge' letter can be sent which essentially confirms that the parent needs to pay the school a £5 late collection fee. This information will need to be communicated to the Office Manager Alison Wrigley so that the charge can be made via the parent's 'Evolve' account.

Organisation of the School Day

Breakfast Club

Before school care is provided by an outside provider and is available from 8:00 until 8:50am each morning and can be booked on an ad-hoc basis through the club. The Club is held in the dining hall. Children will be brought to class by the breakfast club team at 8.50. Information about this can be found via the following link;

<https://primarysite-prod-sorted.s3.amazonaws.com/kings-road-primary-school/UploadedDocument/fa435e5b191a40a6b5d8456d6af71351/BreakfastClubandAfterSchoolClub.pdf>

Friday morning briefing

Every Friday morning at 8:25am there is a briefing for all staff in the Staff Room.

Staff Meetings

Whole school staff meetings generally take place on a Tuesday from 3:30 until 4:30pm and are mostly held in the New Hall or the Staff Room. All teachers in school are required to attend.

Attendance by Teaching Assistants is welcomed, but not compulsory. Phase meetings are held as appropriate and are dependent on team availability.

Assemblies

Assembly times are as follows:

Monday: Whole school assembly. 9.05am - 9.20am

Tuesday: KS1 assembly 9am – 9.20am

Wednesday: KS2 assembly 9am – 9.20am

Thursday: House assemblies the first Thursday of every half term. Class performance assemblies as appropriate.

Friday: Celebration assembly 9am to 9.30am

Celebration Assemblies

Teachers prepare for the celebration assembly by choosing a child to be awarded an achievement certificate, then fill in the certificate with the child's name and reason for award and give it to the Y6 head pupils who will come to the classroom to collect it in

preparation for an announcement in assembly. Points are totaled and House Captains add the class' score to the tally.

The house with the most points is awarded the weekly champion. Awards are also given for attendance. The Royal Writer and Ruler of Reasoning are crowned on a two weekly cycle.

House system

The school is divided into 6 houses. These are:

Tatton	Dunham	Lyme
Speke	Harehill	Styal

All new children to the school must be assigned a **house by the class teacher**. If the child has siblings in school, it is desirable that all siblings are placed in the same house so please liaise with teachers of siblings.

House points can be awarded for positive aspects of learning and behaviour. All members of staff can give points to any children across the school. Class teachers will collate them for the children in preparation for the celebration assembly.

Registration

All registers should be completed on SIMs. All teachers need a username and password to be able to access SIMs. If you do not have these within 3 days of starting at Kings Road Primary School, you must see our Office Manager; Alison Wrigley who will provide this information as soon as possible.

Children should be marked present on SIMS with a diagonal stroke. (/) Absences of all kinds should be marked with an (N). The office will then take appropriate action and will update SIMS with the relevant code for absence. The class register should be marked at the beginning of the morning and afternoon sessions and saved on the system by no later 9.10am and 1.30pm. If a child arrives late they must sign in at the office where the time of arrival is recorded. Children are then given a green card to show they have signed in. If a child comes to class late without a green card they are sent down to the office to sign in. All teachers must keep their registers open until 9:10am every morning. Any child coming through the office before 9:00am will not be signed in by the office and will not be given a green late card (as they will not be marked as late). Children should be marked late from 9am onwards. On a morning that there is an assembly, Teaching Assistants wait behind in the class until 10 past so they can save and send the register. This will avoid any children getting late marks before the cut off time.

School Dinners

The school dinner menu is rotated on a three weekly basis. All pupils who are having school dinners must have ordered their meals in advance via our 'Evolve' system. By Wednesday of every week parents must make sure that they have logged on to their 'Evolve' account and have ordered all meals they would like their child to have for the following week. Meals can be ordered in blocks ie monthly, half termly or termly. If parents miss the cut off point for ordering, please direct them to our Office Manager; Alison Wrigley.

Lunchtime Arrangements

LUNCH TIMETABLE		
Year Group	Time	Location
Full Time Nursery	11.30am to 12.30pm	Classroom
Reception	11.15am to 12.30pm	Dining Hall
Year 1	11.45am to 12.30pm	Dining Hall
Year 2	12.00 noon to 12.45pm	Dining Hall
Years 3 and 4	12.15pm to 13.00pm	Dining Hall
Years 5 and 6	12.30pm to 13.15pm	Dining Hall

Meals are prepared at school and eaten in the dining hall under the supervision of Midday Assistants.

Packed lunches are also eaten in the old hall by some year groups. (usually KS2)

It should also be noted that children should not be inside the school building during lunch or break times. Any children who have reasons to be indoors must wear a lanyard which acts as an entrance pass. Children seen inside without a lanyard must be sent outside immediately.

For more detailed information, please see later section on 'School Meals.'

Class Dojo

Class Dojo is a digital classroom management tool designed to help teachers improve pupil behaviour and communicate more effectively with parents. Each pupil gets an avatar, and teacher's award dojo reward points (or house points) for things such as good homework, participating in class, or staying on task. Teachers can use a tablet or computer to give points throughout the school day. Each pupil's points can be displayed via a smart board, and parents, via their app, can see these. Teachers and support staff can communicate with parents on a 1:1 messaging service or via the class page where general class messages can be shared.

Teachers are expected to create a Class Dojo account via the website www.classdojo.com and also download the free app onto their school ipad.

When a new child arrives in a class it is the responsibility of the class teacher to add the child to their Class Dojo account and send an invite for the parent / parents to join. The office Manager, Alison Wrigley, will have provided the email address / telephone number of the parent so the invite can be sent. Teachers need to regularly encourage parents to join up if they have not done so.

Teachers and support staff are encouraged to post updates on their class page - the amount is at your discretion, but the following should be a minimum- regular reminder posts such as; PE days/homework deadlines and other important class events such as trips or assemblies.

Teachers and support staff should post interesting activities and events on the class story, but should not post close-up pictures of individual work. Individual work can be shared in private messages.

Teachers and support staff must write in formal language, taking care to check spelling and grammar.

All members of staff using Class Dojo are asked to set a 'quiet hours' on their page, this is where parents are informed that you may not read or reply to messages out of the designated hours. It is suggested that quiet hours are between 5.00pm and 8.30am, but this is at your discretion.

All users of Class Dojo are to make themselves fully aware of the children who are in LA care or who do not have permission to have their photographs shared on websites and social media from the school.

Class teachers are responsible for managing their Class Dojo account and ensuring the transfer of the class to the next teacher at the end of the academic year as well as making sure they receive their next class from the previous teacher.

As a general rule, the following people must always be invited / added as co-teachers;

All other teachers within your year group
All other TA's within your year group
Head of year / phase
Mr Darren Morgan (Headteacher)
Miss Leah Grimsley (Deputy Headteacher)
Miss Alison Wrigley (Office Manager)
Miss Kelly Wright (Receptionist)
Mrs Beverley Scott (Attendance Officer)
Mrs Pauline Grady (Business Manager)
Mrs Jo Whiteside (Family liaison Officer)
Ms Sharon Kour (Reprographics)
Mrs Ann Zaidi (IT technician)

Expectations for children: Children are expected to encourage their parents and carers to join the Class Dojo.

Expectations for Parents and Carers: Parents and carers must adhere to a code of conduct. They must be respectful to other users and staff. Parents and carers must use appropriate language at all times. They must also accept that there may be an indefinite amount of time before they receive a response.

Google Classroom

Remote learning is a broad term encompassing any learning that happens outside of the classroom.

At Kings Road we use Google Classroom as our digital learning platform for online learning and homework purposes. Each child has their own login details for their Google class account. A list of all login information for children in your class can be obtained from Mrs Ann Zaidi. If a new child starts in your class, it is the teacher's responsibility to obtain 'google classroom' login information for the child from Mrs Ann Zaidi.

Some families may not have suitable online access at home. If families are struggling to access remote learning, we may be able to assist with the loan of appropriate equipment. Again please liaise with Mrs Ann Zaidi should there be any queries.

<https://primarysite-prod-sorted.s3.amazonaws.com/kings-road-primary-school/UploadedDocument/04542760-ca8f-4807-ab00-7518df66135c/remote-learning-policy-nov-2128.pdf>

Health & Safety

The health and safety officer for the school is our Site Manager; Mr Ian Fitton. Should any issues arise pertinent to health or safety please speak to him immediately so that measures can be put in place. It is the responsibility of all members of the school to act in a safe manner and report any potential hazards.

Money

Money should not be collected directly from families. The school is 'cashless' and all payments for trips and school meals must be paid through 'Evolve.' Do not accept money from families. All queries about 'Evolve' can be directed to the school office. The only exception to this rule is charitable donations for example when children bring a pound in for a charitable non-uniform day. This should be collected by the class teacher and given to the office in a marked envelope.

Communication

Check emails daily. Ann Zaidi can help install the Outlook app onto I pads and other devices to make this more convenient.

The school calendar is available on the Kings Road website. A weekly diary is displayed in the staff room. Staff should record any relevant meetings, visitors and events in the whole school diary which is kept up to date by the school office. Any relevant meetings, visitors and events should be communicated to the school receptionist / office manager so entries can be made in the school diary. A record of the staff briefing is also kept in the staff room.

Hall and ICT Timetables

The timetables for the use of the ICT suite and halls have been agreed by staff and should be followed carefully to ensure that no class misses their allocated time. These timetables are displayed outside the relevant hall and ICT suite.

Accidents/injuries

All staff have been given basic first aid training and are able to deal with minor incidents. Incidents should be recorded on an accident form and a carbon copy of the record (pink slip) should be given to the child to take home. All head bumps should be reported to the school office and a telephone call will be made to the parents to inform them. Head bump stickers are kept with the first aid books and should be given to KS1 and EYFS pupils in case the slip is misplaced and not given to parents.

Designated First Aiders are also available where appropriate. Staff lists are posted around the school building and updated regularly. (A first aid list is referred to later in this handbook).

There are two defibrillators in school. One is located outside Miss Grimsley's office (DHT) and the other one is located outside of the year 1 classrooms. Please familiarise yourself with where these are in school.

After School Club

Children attending the After School Club will be collected from their classrooms at the end of the day in EYFS and KS1. KS2 children make their own way to the dining hall where the club is held. Attendance at the club can be on an ad hoc basis, but parents must register their children prior to using the facility. Information about this can be found via the following link;

<https://primarysite-prod-sorted.s3.amazonaws.com/kings-road-primary-school/UploadedDocument/fa435e5b191a40a6b5d8456d6af71351/BreakfastClubandAfterSchoolClub.pdf>

Resources

A supply of general, basic classroom resources, including pencils, pens, glue sticks etc., is available in each classroom and distributed at different points of the academic year. The shared teacher drive (t-drive) has a variety of electronic resources and can be used to save plans and files.

Everyday resources such as paper towels, sanitiser and hand soap are restocked by the site team. Please ask if this stock runs out.

EYFS

We have a morning and afternoon nursery provision and a full day nursery provision on site. Resources specifically for EYFS are managed and kept in that department. Please speak to the phase lead, Miss Vikki Hodges if you require more detailed information about our early years department.

KS1 Resources:

KS1 have an art cupboard opposite 2G's classroom. There is also a stock cupboard with pencils, exercise books, comprehension books etc which is opposite the first year 1 classroom on the way in past the school office.

KS2 Resources:

Curriculum resource cupboards can be found around the school. These are clearly labelled. Please note that these cupboards are for staff access only and that pupils are not to be asked to collect or return resources.

Location of resources in KS2:

- **The studio:** art resources for art lessons in The Studio.
- **Upstairs Stock Cupboard:** general art resources, assorted paper, exercise books, assorted consumables, display backing paper etc.

Larger PE equipment is stored in the garage in the playground. Mr Niall Conley (or the PE teacher at allotted time) has the key.

Guided Reading resources KS2 are stored in the Year 3 & 4 corridor and in the KS2 library. These should be carefully replaced after use. Books taken from the library must be logged out. A Junior Librarian log on can be obtained from Ann Zaidi.

Ordering new equipment/ resources can be done by obtaining a purchase order form from Mrs Pauline Grady (School Business Manager). Resources required for a specific subject must be discussed with the subject lead first as they manage their own budgets. The purchase order can then be completed, signed by the subject lead and then signed off by Mr Morgan before it goes to Pauline Grady for ordering.

ICT Equipment

A trolley with a class set of laptops is stored in the staff room. One class set of Ipads is stored in the ICT room for KS2 (a blue and yellow trolley) and another class set for use by KS1 is stored in the cupboard by the new hall. Staff should book out the trolleys in advance using the timetables on the top. Keys are stored with and should be collected from Mrs Ann Zaidi by staff. These must be kept with the teacher. Trolleys should be moved to outside classrooms for use by staff only.

PE

Children should always come to school in their PE kit on the days which they have PE. The correct PE kit requirements are below;

P.E. KIT		
Navy blue shorts and plain white T-shirt	Black pumps or dark plain trainers	Dark / plain track suit for outdoor games (in colder months)

During the winter months, it is acceptable for children to wear tracksuit trousers/tops for outdoor games. Children who forget to come in their PE kit are expected to watch and record notes on the lesson, or to be given a planning or evaluative role. Please send a letter home or a class dojo reminder to any parent whose child continually forgets to come to school in their PE kit. All jewellery should be removed for PE and games. Please note that some jewellery is worn for religious & cultural reasons. If in doubt, speak with your phase lead. A note/message from parents is required to excuse a child from PE and Games due to illness.

Lost Property

Lost property for all children is stored near the Speech and Language classroom, situated near the photocopier which is by the old hall.

Initially any lost property for Reception and Nursery tends to be kept in their classrooms and photographs of any lost property are sent on class dojo or items are laid out by the door at home time. If things do not get claimed by the end of term then

it's usually taken to where all the rest of the lost property is kept, stored near the Speech and Language classroom as indicated above.

Classroom Environment

- Teachers should ensure that their classrooms, areas outside and cloakrooms are kept tidy and free from trip hazards.
- Parents are requested to label their children's belongings.
- Equipment should be labelled, and stored tidily to make it accessible to the children.
- Books should be displayed to create interest, and bookcases kept tidy.
- Displays of children's work should be created with care and changed regularly.
- The display policy should be adhered to.

Educational Visits

Out of school learning is an essential part of a child's education and well-being. Educational visits should take place on at least a termly basis, this includes visitors to school to 'Ignite' the curriculum. Local area walks and visits are encouraged alongside other trips to museums, galleries and other educational sites.

Risk Assessments for educational visits must be carried out in good time, with an electronic record made via the Evolve site. Please liaise with the Evolve co-ordinator, Mr Allcock.

Written permission must be sought **from parents**. Please liaise with our office Manager Alison Wrigley about the organisation and distribution of the appropriate google forms required for permission of all parents. This must be completed in good time and preferably more than 3 weeks notice given. All responses from parents are collated in a google form spreadsheet and shared with the appropriate teachers / TA's / receptionist. The response forms can be located via your google drive.

The school office will help with booking coaches if required. The following information must be provided to the office manager as soon as possible to arrange the booking of coaches;

Name of trip	
Date of trip	
Year group	
Registration group / groups	
Time leaving Kings Road Primary School	
Venue / destination	
Time leaving venue / destination at	
Number of seats	

The school office will also be able to assist in the ordering of packed lunches if required. A minimum of 3 weeks notice will also be required as this involves liaising with the kitchen and parents over the number of packed lunches required.

Please therefore ensure enough time is given to make these arrangements. Children entitled to Free School Meals can have a packed lunch prepared but numbers for this must be provided to the kitchen in good time.

A bucket in case of travel sickness, and a first aid kit must be carried during all trips. The teacher leading the visit must also take a list of contact numbers in case of emergency or delay and appropriate medical items (eg: inhaler, epi-pen).

A school register must be taken on the school site on the morning of the trip.

An Educational Visit form must also be completed before leaving the school premises. The link to complete this form is below;

<https://forms.gle/pcQsXsz4uCMnGwN9>

School Meals

All school meals must be ordered via the child's 'Evolve' account. Parents will be given the activation details for this once their child appears on our system, after they have started school. During the first week of a child starting school, they will be able to choose their school meal once they arrive at the dining hall. However, once parents have been given their 'Evolve' activation details, we ask parents to activate their child's 'Evolve' account and thereafter log on to this account to order their child's meals. Children must be on our system as a 'diner' or 'ad hoc' in order for parents to see the menu.

By **Wednesday of every week** parents must make sure that they have logged on to their 'Evolve' account to order all their child's meals for the following week. The system should also allow block, half termly or termly bookings to be made. If parents do not manage to order in time their child will continue to receive the default meal of a jacket potato with a filling and a piece of fruit. If their child is in years 3 to 6, parents will need to make payment for all meals ordered at the point of order to secure the booking. If parents do not make payment at the point of order the meals remain unordered and will not filter through to the kitchen and will automatically default to the jacket potato option with a filling and a piece of fruit.

'Diner Status'

If a child has a school meal everyday then the child should be on our system as a 'diner'. This means that whether parents order a meal or not, their child will have a meal prepared each day. This meal will either be the meal they have ordered or the default meal of a jacket potato and a piece of fruit, if parents have been unable to order. If the child is in years Reception to year 2 they are entitled to free school meals universally. However, any meals prepared but not taken (ie if the child is not in school) will incur additional cost to the school. If the child is in years 3, 4, 5 and 6 the parent's account will be charged for the meals taken and not taken if the child appears on our system as a 'diner'. Please note that if a child is on our system as a 'diner' and parents decide on some days to send their child in to school with a packed lunch, the parent's account will still be charged for the meal not taken unless they cancel the meal before 9.30am on the morning of service on their 'Evolve' account. This is because our system has their child down as a diner and automatically prepares a meal. Parents must therefore cancel any meals via their 'Evolve' account and let our office manager Alison Wrigley know of the cancellation usually via a Class Dojo message.

Therefore, we request that if a child is not having a school meal on a particular day either because they are ill or because the parent has chosen to send them in to school with a packed lunch or because they have not ordered a meal, parents make sure that

they cancel any meals via their 'Evolve' account for the day in question by no later than 9.30am and let the Office Manager Alison Wrigley know.

'Non Diner Status'

If a child has a packed lunch every day, then it is very important that they are on our system as a 'non diner'. If a child is on our system as a 'diner' but then continues to bring in packed lunches, parent's accounts will continue to be charged if their child is in years 3, 4, 5 and 6 as our system is preparing meals each day for their child. If their child is in years Reception to year 2 this will incur extra cost to the school.

If a child has a mixture of packed lunches and school dinners, then it is important that parents speak to the office to confirm how their child should be set up on the system. Usually in this instance it would be best for their child to be set up as 'ad hoc'. This means that they would only have a meal prepared for them should they order their meal as normal on 'Evolve'.

September 2023

FIRST AID



Staff who are **paediatric first aid** trained:

Those in blue have received Anaphylaxis training

Mrs C Gallon	Miss K Wright	Mrs F Grant
Mr S Bartram	Miss V Hodges	Mrs S Howard
Mr A Norman	Mrs A Leech	Mr N Conley
Mrs F Butt	Miss S Maclean	Mr I <u>Fitton</u>
Mrs E Anderson	Miss N <u>Jokhia</u>	Mrs L <u>Ingleson</u>
Mrs A Evans	Miss S Barnes	Mrs C Gibson
Mrs T Khan	Mrs K Skilling	Miss V <u>Surrall</u>
Miss A Wrigley	Mrs M Bailey	Miss R Kaur

Also received Anaphylaxis Training

Mrs S Singh (Midday Asst)
Mrs B Kaur (Midday Asst)
Mrs Z Yacoub (Midday Asst)
Miss S Hussain (Midday Asst)
Mrs T Kaur (Midday Asst)
Mrs S Singh (Midday Asst)
Miss J Kaur (Midday Asst)
Mrs E Matthew (Midday Asst)
Miss L Bloor
Miss G Hollywood-Summers
Miss M Sestito
Mr D Boothby
Mrs S Brace
Mrs S Shaban
Mrs K Rahman
Mrs H Bettles
Mrs S Nasir
Mrs J Whiteside
Mrs S Abbas
Mrs H Shale

(Most other staff have had basic emergency first aid training)

First aid stock locations: Main Office, Key stage one cloakroom, Key stage two corridor (near year 3 classrooms), Nursery and Reception.

There are three defibrillators in school; one is located outside Miss Grimsley's office, one is located outside the year one classrooms and the other one is located in the small kitchen next to the Art room.

Spare asthma inhalers; are located in the first aid cupboard, in a labelled box, near the office **and** on the high shelf, in a labelled box, across from the deputy head's office

There is a **red cushion and red blanket** in a clear zipped bag in the event of an emergency on the playground:

EYFS - kept under the bench in front of the toilets between Miss Hodges and Mr Norman's classroom

KS1 - kept on top of the right window ledge in the KS1 bathroom / cloakroom area leading to the outside playground

KS2 - kept in the tall red cupboard on the back wall of the dining hall

Pupil Dress Code

Excellence without compromise

WINTER UNIFORM

White blouse or shirt with a collar (No polo shirts) (Required)
Dark grey or navy blue skirt (knee length), pinafore dress (knee length), trousers or tailored shorts (Required)
If worn, belts must be plain and black (optional)
Branded navy blue cardigan or jumper with school logo (Required)
Branded school tie (Required)
<i>*Years Reception to Year 2 to purchase school tie from uniform shop. Years 3 to 6 only to purchase House tie from School office*</i>
Sensible, black school shoes without heels. No trainers (except on PE days) (Required)
<i>*If boots are worn to come to and from school, school shoes must be brought in a bag to wear in school* (optional)</i>
All head wear such as hijabs need to be navy blue (not black) and shoulder-length
Hairstyles and accessories should be sensible and school colours. (No mohicans. No shaved patterns)
If earrings are worn, these must be a simple stud earring

SUMMER UNIFORM

Blue and white checked summer dress (optional)
White blouse or shirt with a collar (No polo shirts) (Required)
<i>*Short sleeved recommended for Summer months but not compulsory*</i>
Dark grey or navy blue skirt (knee length), pinafore dress (knee length), trousers or tailored shorts (Required)
If worn, belts must be plain and black (optional)
Branded navy blue cardigan or jumper with school logo (Required)
Branded school tie (Required)
<i>*Years Reception to Year 2 to purchase school tie from uniform shop. Years 3 to 6 only to purchase House tie from School office*</i>
Sensible, black school shoes without heels. No trainers (except on PE days) (Required)
<i>*No open toe shoes eg sandals*</i>
All head wear such as hijabs need to be navy blue (not black) and shoulder-length
Hairstyles and accessories should be sensible and school colours. (No mohicans. No shaved patterns)
If earrings are worn, these must be a simple stud earring

P.E. KIT

Navy blue P.E. shorts and plain white T-shirt	Black pumps or dark plain trainers	Dark / plain track suit for outdoor games (in colder months)
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NB Swimming – Year 4 only - Appropriate swimwear is to be worn as approved by the swimming venue

NURSERY

White polo shirt	Navy blue jumper or cardigan with school logo	Navy jogging bottoms	Sensible shoes (eg velcro fastening)
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Branded SCHOOL UNIFORM (ie jumpers / cardigans displaying the school logo and EYFS / KS1 ties) can be purchased at either of the following shops. All other none branded items can be purchased from the high street or supermarkets

Monkhouse , The Old Post Office, 10 King Street, Stretford, Manchester, M32 8AE. Tel. No. 0161 865 3142, stretford.shop@monkhouse.com	Elite School Uniforms , 166B Manchester Road, Manchester, M16 0DZ. Tel. No. 07702 105 550
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Children in EYFS and KS1 may purchase a book bag with the school logo on from either of the uniform shops indicated above

School Uniform Suppliers

All children will need a book bag with school logo

School uniform and book bags can be bought at either of the following shops	
Monkhouse , 10 King Street, Stretford, M32 8AE.Tel. No. 0161 865 3142	Elite School Uniforms , 166D Manchester Road, Manchester, M16 0D2. Tel. No. 07702 105550

Critical Incident Instructions

Fire Alarm	Continuous Bell
Follow fire safety procedures	

Lock Down Evacuation	Loud megaphone siren (continual siren)
	Immediately take children to designated safe area Office manager to inform Amaryllis and P/T nursery of the siren
Designated Safe Areas	Y4-6 Corridor Outside Old Hall New corridor P/T nursery go to the double doors in KS1 corridor (facing reception playground) via the school Reception
TAs/teachers	Lower blinds and lock doors Supervise external doors Children to sit down and only SLT voices to be heard Keep doorways and walkways clear
DHT/Site manager	If in the ICT suite, lower the metal shutters facing the road Lower metal shutter facing KS2 library, lower blinds in KS2 library, staff room, old hall
Receptionist/Office Manager	Phone kitchen, ask them to check other spaces and lock down there
Business Team	Help Amaryllis/part time nursery
Receptionist/Office Manager	Lock front door
HT/DHT	Provide phase 2 directions
SLT	Take personal mobiles (if possible) with you (HT/DHT – take CB's)
All	Remain calm, follow instructions and work as a team. Take mobile phones

Fire Evacuation	Fire Alarm
Teachers	Follow fire safety procedures Preferably children will be in a regular order
Teachers	Count children
SLT	Follow instructions via CBs
SLT	Unlock gates
Teachers/TAs	In lines take children to St Hilda's church
All	Take personal mobile phones if possible
Receptionist/Office Manager	Alert dining hall, ask them to check and follow fire evacuation procedure



Fire Evacuation Policy



Responsibilities

Fire is always a potential risk to our school community. We must always be vigilant in identifying potential fire hazards.

FIRE Notices are posted in every room of the school and in all communal areas. There is a copy attached to this policy, which outlines the standard procedure in case of fire. (See attached copy).

The Site Manager, has responsibility for overseeing Health and Safety at our School Premises. He liaises with the Headteacher and together they respond to any potential fire hazards.

The Headteacher is responsible for the organisation and safe evacuation of the building during school hours. Outside of core hours, any member of the Leadership Team who is present, or the Site Manager, will take responsibility for the evacuation of the building.

In the absence of the Headteacher, the Deputy Headteacher will take responsibility for evacuation. Should they both be absent, a member of the Senior Leadership Team will assume this responsibility.

Evacuation Procedures

CHILDREN

If the FIRE ALARM SOUNDS

- STOP what you are doing
- LISTEN to instructions from the teacher
- LEAVE the building through the nearest door
- LINE UP on the playground.

STAFF

Activating a FIRE break glass call point will immediately sound the school alarm system.

If the FIRE ALARM SOUNDS

Immediately evacuate the building with your children by the nearest exit;

- Early Years and Reception assemble on the EYFS outdoor area.

- Key Stage 1 assemble on the playground.
- Key Stage 2 assemble on the KS2 playground.
- Office Staff assemble on the front car park

Teachers - count the children in your class/group and take your fire register with you.

Inform the FIRE MARSHALL at your assembly point that everyone is accounted for.

FIRE MARSHALLS are all of the Senior Leadership team, the Site Team and specifically;

- EYFS & NURSERY – Miss Vikki Hodges
 - KS1 – Mrs Gill Hoodless / Mrs Lucy Grant
 - KS2 – Mrs Clare Walls / Mr Roy Edwards / Miss Jo Holloway
 - Office Staff – Mrs Pauline Grady / Miss Alison Wrigley
- Upon hearing the FIRE ALARM the office staff will collect the printed copy registers and take them to their assembly point at the front of the school. These will be required if a child is unaccounted for following the evacuation.
 - One member of the office team will collect a plan of the building, showing the Fire Zones, to hand to the Fire Crew on their arrival at the Main Gate of the school.
 - If the Office Staff suspect that the incident is a real emergency, i.e. not a drill or a possible false activation, then they should ensure that 999 is dialled immediately.

DO NOT RETURN TO THE BUILDING UNTIL INSTRUCTED BY THE HEADTEACHER.

Lunchtime FIRE Evacuation

Children in the Dining Halls will evacuate via the emergency exits and assemble on the school playground, in class lines.

Children already on the playground will be taken to their assembly points by the Lunchtime Organisers and other staff who are present, if it is safe to do so.

Wet/Indoor Lunchtimes – The Lunchtime Organisers assigned to each class will evacuate the children in their care to the correct assembly points on the school playground.

Teaching staff/Teaching Assistants will count their own class.

N.B. If any member of staff leaves the premises they must sign out before they depart. Evacuation Before and After School.

Evacuation during public events – e.g. Concerts, Assemblies and Meetings.

Before any public event The Site Manager or a member of the site team will check that all fire exits are free from obstruction and open freely.

At all public events the Chairperson/Headteacher will indicate the fire exits to the audience. They will explain where the fire assembly point is for that location.

In an emergency, staff will do their best to assist visitors to exit the building safely.

FIRE SAFETY

Everyone is responsible for being vigilant in identifying potential fire hazards. These should be brought to the attention of the Headteacher or to the Site Manager, the Assistant Site Manager straight away.

Particular points to consider are;

- Combustibles - Staff should be aware of anything that is likely to combust in the areas of school that they have responsibility for.
- Sources of Ignition /Heat - It is everyone's responsibility to note and make safe any potential sources of heat. Particular care should be taken in relation to switching off electrical equipment
- All of the school buildings are a non-smoking environment.
- Unsafe acts - Children should be made aware of the consequences of potentially unsafe acts, e.g. bringing matches or cigarette lighters onto school premises.

REMEMBER

- Everyone is at risk from FIRE!!
- Children
- Staff
- Visitors

Each day a visual scan should be completed of your room and the areas of school that you use. Any potential hazards must be highlighted and reported immediately to The Site Manager and to the Headteacher.

Those with Specific Roles

Catering Staff:

To meet on the KS2 playground ensuring that all potentially hazardous equipment is switched off.

Administrative Arrangements

OFFICE STAFF	
School Business Manager	Mrs Pauline Grady
Office Manager	Miss Alison Wrigley
Attendance and Parent Liaison Officers	Mrs Beverley Scott Miss Sonia Fuller
Receptionist	Miss Kelly Wright
Reprographics Technician	Mrs Sharon Kour

All administrative enquiries can be directed to our school office either in person or via email. The above information confirms the names and positions of those who work within the school office. Below are all the contact email addresses and telephone extension numbers.

NAME	EMAIL	INTERNAL NUMBER
Mrs Pauline Grady	pgrady@kingsroadschool.co.uk	204
Miss Alison Wrigley	awrigley@kingsroadschool.co.uk	202
Mrs Beverley Scott	bscott@kingsroadschool.co.uk	203
Miss Kelly Wright	kwright@kingsroadschool.co.uk	200
Mrs Sharon Kour	skour@kingsroadschool.co.uk	206
Miss Sonia Fuller	sfuller@kingsroadschool.co.uk	250