



CATHOLIC AND
CHURCH OF ENGLAND
PRIMARY SCHOOL

**STAFF HANDBOOK
2025 - 2026**

Christ the King Catholic and C of E Primary School Staff Handbook

Purpose of Staff Handbook

This staff handbook provides a concise and practical overview of what new staff need to know to be able to do their job effectively. It can be used as part of the induction process for new staff and then as a point of reference.

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1. SCHOOL ETHOS

Mission Statement

Our environment is constantly developing to enable each child to attain their full potential academically and emotionally to enable them to play a full part in the society in which they live. Our school mission statement is 'I have come that they should have life to the full' and all children are encouraged to do their very best in everything they do.

Our Aims

- Worship is a central feature of our daily life;
- We aim to create a positive and caring Christian atmosphere in which every individual is valued and challenged to fulfil their potential;
- We aim to build strong links between home, school and the parish, fostering a caring attitude to the environment and the needs of the local and worldwide community;
- We aim to create an exciting, stimulating and happy place for both staff and pupils;
- We aim to provide a broad and balanced curriculum that is, where possible, rooted in first-hand experience;
- We have high expectations of all children and we promote high standards in education;
- We aim to develop self-discipline, with an emphasis on positive reinforcement rather than negative punishment;
- We aim to be a school 'family' where all members work as a team for the common good.

School Context

The school is a Catholic and Church of England Primary School and Nursery. It is co-educational from 2 to 11 years. There are 4 mixed age classes. Our admission number is 30, which means that we can admit 30 children into the reception class each September.

Nursery and Reception children benefit by working in our Early Years classroom and secure outside play area. We have an induction programme of visits to the school and information meetings for parents during the summer term for the parents of all children. Key Stage 1 and 2 classes are around two of the sides of the school building, with the entrance through double gates to the left of school. The main entrance to the school is on the front of the building. The office and Headteacher's room is situated adjacent to this.

School manages the breakfast club from 7:30am. **Currently there is no after school provision.**

School Charter and Behaviour and Engagement Code

Our school charter is discussed with children at the beginning of the new school year and referred to regularly. Each class is named and a key transition activity is the discussion and commitment to the class charter. Please refer to our behaviour and engagement policy.

Expectations

- Pupil's work is to be marked in line with the school policy.
- All staff should check the notice board in the staff room for the week's diary.
- Teaching areas are to be kept neat, tidy and uncluttered e.g. window sills are to be kept clear unless being used for display. Displays are to be kept in good repair, labelled and be relevant to the curriculum. Resources are to be labelled and readily available to pupils, Teaching Assistants, supply teachers and pupils. Resources should be kept in good repair and labelled.

The following shared information should be on display in every teaching area: regular school prayers, the class charter and school charter, a fire plan, child protection information. In addition, each class should have a reflection area displaying work centred around the current and related Christian values.

- Activities/lessons for the period 8:45 – 9:00 are to be ready for the children on entry into the classroom e.g. Handwriting, Spelling, Grammar.
- Mathematics and Literacy to be taught on a daily basis, 2 ½ hours of RE evenly split through the week and P.E., The Arts, P.H.S.E and RSE to be taught on a weekly basis.
- Pupils to be heard read either as individuals or in guided reading groups at least once a week or more particularly in the case of SEN pupils and the lowest 20% of readers in each class.
- All pupils are to be set homework following the national guidelines and in line with the school policy.
- Cloakrooms are to be cleared on a regular basis, ensuring P.E. kits are taken home etc.

Spirituality

‘I have come that they may have life and have it to the full.’ John 10:10

At Christ the King Catholic and Church of England Primary School we recognise not only the importance of helping children to flourish academically but also spiritually, morally, socially, culturally and emotionally, based on the teachings of Jesus, so they grow in faith, make the most of their ability and make a positive Christian contribution to society.

At Christ the King we provide an education which focuses on the formation of the whole person and on our vocation and purpose in life. We are guided by our mission: "I have come that they might have life and have it to the full" which provides the cornerstone of our community.

Faith is our belief in a loving God who calls us to be a steward of goodness and a partner in love. This partnership in love is a call to us to live in harmony with each other as brothers and sisters in the family of humanity.

This belief means that through our culture and ethos we place a significant emphasis on the celebration of individuality and difference within our communities and our calling to work together for the Common Good, in the service of others. We value the uniqueness of every person as being created in the image of God. Our Catholic and Church of England ethos, which includes explicit reference to Christian values, makes tangible difference to the way we work together and with our wider communities.

All around school are symbols and signs of our mission and core values. Our agreed core values include:

- Wisdom
- Creativity
- Hope
- Forgiveness
- Reverence and Respect
- Perseverance

The environment we have created is focussed, reassuring and supportive so that the children are happy, willing to learn and develop in confidence becoming the best person they can be and living life to the full.

Social Media

We actively encourage the responsible use of social media. Responsible use of social media can be positive for learning and teaching. The personal use of social media must neither interfere with a

member of staff's ability to maintain their professional reputation nor impact on the reputation of the school. Staff must take all reasonable steps to ensure the proper separation of their professional and personal lives.

Staff Dress Code

As a member of staff, you are in a professional role and need to be seen as such by children and parents. Consideration should be given to:

- The amount of coverage certain types of clothing provides. It is expected that midriffs and cleavages are covered up.
- No jeans or trainers are to be worn. If you are teaching P.E., you are expected to change as a good example regarding hygiene standards;
- Smart dress is expected appropriate to the age group you are working with.
- Shoes, boots and sandals worn must be appropriate to the work you carry out, i.e. no heels or flip-flops.

Mobile Phones

Please ensure that your mobile phone is switched off or on silent during lessons or meetings and preferably not kept in the classroom. This includes notifications to personal devices such as watches. The above applies to use during meetings.

The head of school is to be made aware if a member of staff is expecting a telephone call.

Emergency calls should be directed to the main office line where possible.

Personal calls should be taken in a private area away from other staff and children e.g. meeting room, office

Personal mobile phones must not be used to take photographs or videos in school. Mobiles must not be used for video calling during school hours.

2. SCHOOL ORGANISATION

Timetable of daily procedures

8.45 – 8.55	Pupils arrive in school
9.00 – 9.25	Registration and meal ordering
10:30 -10.45	Break
12.00	Lunch
13.00	Afternoon session begins
15.25	End of school day for pupils

Collection of monies and returned forms

All monies are paid to school using the online system.

Any forms returned via the class teacher are sent to the office during registration.

STAFFING STRUCTURE 2024 - 2025

Senior Leadership Team

Acting principal	Ms Joanne Bromley
Acting head of school & Y5/6	Mrs N Leigh (Pupil Premium, Assessment, Curriculum), DSL
EYFS lead & reception teacher	Ms Abbey Kalnins

Teaching Staff

Reception	Ms Abby Kalnins	Lead for English, phonics, art, RSE, EYFS Lead, DT.
Year 1 and Year 2	Mrs Jane Fallows	Lead for Science, PE, maths
Year 3 and Year 4	Isobel Bailey	ECT. Computing and EAL
Year 5 and Year 6	Mrs Nicola Farrelly	Lead for Assessment, Curriculum, Pupil Premium, RE, Music, Geography and History, Behaviour. DSL

Classroom Support Staff

Mrs Sharon Goodwin	Miss Cheryl Newsome
Mrs Claire Entwistle	Miss Lesley Farmer
Mrs Gaynor McDonnell	Mrs Angela Boyle

Non-classroom Support Staff

Office manager	Ms Kasia Golus	Cleaner	Faye McCubbin
Learning Mentor, DDSL	Mrs Deborah Wheelton		

Mid-day Support staff

Ms Adrienne Wright
Ms Tessa Hill

Breakfast School Care

Mrs Clare Entwistle

Members of the Governing Body:

Mr Steve James
Mrs Roisin Moores
Mrs Caroline Motramm

Clerk to the Governors, Jan Haslam

Both the acting principal and the acting head of school sit on all committees and are members of the governing body.

3. SITE SAFETY AND ADMINISTRATION

3.1 SAFEGUARDING

Designated Safeguarding Lead (DSL)

All staff must read and follow the school Safeguarding Policy and the latest Keep Children Safe in Education document.

For any issues/concerns regarding safeguarding our children please refer to our Safeguarding Policy and immediately contact our Designated Safeguarding Officers:-

Mrs Nicola Leigh (Acting Head of School)
Mrs Deborah Wheelton (Learning Mentor)

3.2 FIRST AID

First Aid Incident Reporting Procedure

Six staff are trained in dealing with first aid incidents in school, all of which operate during break and lunch time. The names and work areas of the First Aiders in school are located under the light switches in each classroom.

All significant injuries are reported directly to the head of school and then a formal note is made in the first aid record book. Notes are sent home with children if the incident is minor, and parents are contacted if the incident is more serious or involves a bump to the head. If the situation requires so, the parent is contacted to take the child home or if necessary to hospital for follow up observations. If the incident is more serious, the office should be asked to contact the emergency services and the Head of school / senior leader should be informed immediately.

Information to Staff and Pupils

Expiry dates for training qualifications are monitored by the school office with refresher courses being automatically booked as and when necessary.

Records are kept in one secure place (i.e. the school office)

Location of First Aid Boxes/Equipment:-

First Aid boxes are located as follows:-

One in each classroom in a cupboard above the sink
One in the kitchen area near Year 2

3.3 FIRE SAFETY

Fire Safety and Critical Incident Instructions

On hearing the fire alarm (a long, continuous ring) pupils should be instructed by the teacher/adult in charge to leave the building from the nearest fire exit, in an orderly single file. Pupils should be instructed to walk at a steady pace to the assembly point, leaving all possessions in the classroom/cloakroom.

Classes and teacher's/teacher assistants should vacate the premises as follows:

- Personal evacuation plans come into place, these are located in the classroom where the child is taught.
- The teacher/adult in charge will ensure that all children in their charge have left the building, checking the class toilet/cloakroom.
- Classes will assemble in class lines on the 'football side' of the playground beyond the rebound fence.
- Teacher/adults in charge will check the children present against the attendance register and indicate all are accounted for to the Head teacher/ person in charge by raising their hand.
- All other adults in the building will leave by the nearest exit and assemble on the 'football side' of the playground.

Maps showing fire exits and routes are on display in all teaching areas. This is to be followed if the children are in their classrooms. It is the responsibility of all staff to make themselves familiar with the map.

Fire Evacuation Team

- The administration assistant will bring the visitor log-book and the staff signing in book to the playground.
- The Bursar will call the fire brigade and await their arrival outside.
- The Learning Mentor will undertake a sweep of Key Stage 2 corridor and Year 3/4 toilets (if it is safe to do so)
- The caretaker will undertake a sweep of the staff room, offices, head's corridor, hall, Key Stage 1 and staff toilets (if it is safe to do so)

Smoking

Smoking and Vaping are not permitted in the school or on school premises.

Consumption of food

Food is only to be consumed in staff room and dining areas.

3.4 EQUAL OPPORTUNITY

Disabled Discrimination Act (DDA)

The rights of the disabled to fair and equitable treatment in the workplace are now as firmly established in law as any other form of discrimination if not in practice. The essence of the disability discrimination law is the same as any other in that it makes it illegal to treat a disabled worker in a different way to any other worker.

Christ the King Primary School aims to create a 'level playing field' so that people are employed, paid, trained and promoted only because of their skills, abilities and how they do their job.

You should not be discriminated against because of your:

- gender
- marriage or civil partnership
- gender reassignment

- pregnancy and maternity leave
- sexual orientation
- disability
- race
- colour
- ethnic background
- nationality
- religion or belief
- age

3.5 STAFF CODE AND CONDUCT FOR ICT

Access to School Intranet

Laptops will be provided should the role require. It is essential that no pen-drives are used in school and that all staff, including supply staff are aware of the GDPR regulations in school.

3.6 CAR PARKING FACILITIES

There are secure car parking facilities for all staff and visitors, however, vehicles are left at the owners own risk and the school will not be responsible for theft or damage to any vehicle.

4. POLICIES AND PROCEDURES

Religious Education and Collective Worship should be;

- Taught either in a designated weekly lesson.
- Given cross curricular links and a high focus in other subjects.
- Planned using The Vine and the Branches scheme of work and have the major focus on Christianity;
- Other religions and their beliefs will be studied, Judaism and Islam, these will be compared with Christianity;
- Displayed in all classrooms and also displayed around the school;
- Christian values will be taught and explored both in worship and regularly during class.

Whole School Awards for Good Behaviour

- Verbal praise
- Class Dojos
- **Home/School Agreement**

The pupil agrees:

- I will attend school regularly and be in the right place at the right time.
- I will be suitably dressed and look smart.
- I will follow the school rules.
- I will try my best in everything that I do.
- I will be well behaved, kind and respectful to others.
- I will organise myself and bring the correct equipment to school each day.
- I will complete my homework each week and read on a daily basis.

Homework Details

Early Years

Reading is to be completed daily at home.

KS1

Reading is to be completed daily at home.

Numeracy or English homework will be given weekly.

Topic homework (1 per half term).

KS2

Individual reading is to be practised daily at home.

Children are expected to read daily at home.

Numeracy and literacy homework will be given weekly.

Spelling homework will be given weekly.

A time table of activities will be given out at the start of each half term. Children may choose which foundation subject they choose to do. It is expected that they will choose at least one over each half term.

THE FOLLOWING POLICIES/DfE GUIDANCE ARE available on the school and trust websites:

<https://www.christtheking.cheshire.sch.uk/>

<https://www.olhoc.org.uk/>

- Safeguarding policy
- Keeping Children Safe in Education September 2020 and FGM
- The Prevent Duty
- Induction Policy
- Health and Safety policy
- Lockdown Policy
- Whistle Blowing policy
- Behaviour policy
- Bullying Prevention policy
- Sickness Absence policy
- GDPR policy and Confidentiality
- Acceptable Use Policy
- ESafety Policy

All staff must sign a register to say that they have read, understood and will follow the above policies and guidance, these will be sent electronically.