

MERE SCHOOL

STAFF HANDBOOK

Mere School
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September 2008

SCHOOL DAY TO DAY ROUTINES

If the aims of the school are to be met, it is important that there are good relationships at all levels within the school. The children should be provided with a reassuring and supportive environment where they are happy, willing to learn and sufficiently confident to demonstrate their relative autonomy. The school's "hidden curriculum" is one factor which can be decisive in determining good relationships. The children need the support which can only be received from CONSISTENCY and therefore the following notes should help all members of staff to adopt consistent approaches to the school's daily routine.

Daily Routine

- 8.50 Member of staff on duty at the car park drop off point.
- 8.50 Children are able to go to their classrooms.
- 9.00 Registration - registers sent to office promptly.
- 9.15 Key Stage 2 Assembly (Monday, Wednesday, Thursday)
- 10.15 Playtime Key Stage 1.
- 10.30 Playtime ends for Key Stage 1.
- 10.30 Key Stage 1 Assembly (Tuesday and Friday whole school assembly)
- 10.30 Playtime Key Stage 2.
- 10.45 Playtime ends for Key Stage 2
- 12 noon Lunchtime.

Hot dinners go to large hall along with Sandwiches Blue, Amber and Yellow Class
- 12.30 Second sitting sandwiches go to the hall.
- 13.00 End of lunch time
- 14.30 Playtime (Key stage 1)
- 14.45 Playtime ends
- 15.10 Bus and Taxi children meet in corridor outside Rainbow Room to be escorted to car park.
- 15.15 End of school day

Footprints is a community group which provide out of school care.

Car Park, Playground and Assembly Duties at the back of this Handbook and on the Staff Notice Board.

Children bring water bottles to school and can use the toilets and water fountain throughout playtime.

Classroom Routines:-

- Each class displays the Aims of the school and the Learning Skills.
- All classes display Golden Rules which are strictly adhered to.
- There are policy and schemes of work folders in the staffroom.
- All classes use progression books.
- All classes leave exercise books at the side of the rooms.
- Please see homework policy.
- All children take their P.A.C.T. folders home nightly.
- Children must wear aprons when involved in messy activities.
- Children are encouraged to use the toilet at break times and not during lessons.
- Children can have a water bottle on their classroom table.
- We use common planning strategies. Please see Deputy Head for details and a folder with masters is kept in the office.
- The Class teacher will hear children read once a fortnight.

Playground Supervision

- The Teachers should be outside promptly with a T.A. for support.
- Teacher/T.A. will deal with any emergency first aid. (Mrs. Bundy and Mrs. G. Fricker have had 4 days training as the school First Aiders)
- Children must ask if they can go to the toilet.
- Children may eat a healthy snack at morning break or buy a snack (KS2 only) from the school tuck shop.
- If wet, children stay in their classrooms and play games from the 'activity box'.

Registration

- All Registers to be returned to the office promptly.
- Staff should send dinner money to the office with the dinner register and children must sign up for hot lunches on the Friday for the coming week.
- Registers should be filled in with all absences accounted for (see register) and marked in red.
- The Headteacher's attention should be drawn to children having prolonged or regular absences (form completed in box).

- Children returning from absence should be asked to bring in a letter, or ask their parents to fill in an absence form in the register folder, and these should be stored in the register folder.
- A late book is in the office for parents to sign.

Assemblies

Please see timetable on staff noticeboard and at the back of the booklet.

Monday	-	9.15 am Key Stage 2 large hall, 10.30 am Key Stage 2 large hall.
Tuesday	-	Hymn Practice 10.30 am whole school.
Wednesday	-	9.15 am Key Stage 2 large hall, 10.30 am Key Stage 2 large hall.
Thursday	-	9.15 am Key Stage 2 large hall, 10.30 am Key Stage 2 large hall.
Friday	-	Whole School celebration of certificates, birthdays and Class Assemblies 10.30am.

Large Hall Timetable

A copy of the hall timetable can be found at the back of this booklet.

Laptops

A copy of the timetable for laptop use can be found at the back of this booklet. The laptop trolley is kept in a secure cupboard next to the library.

Staff meetings

These take place on Thursdays/Fridays 12.30 and Wednesday 3.30 - 4.30p.m. for staff. The programme for the term is on the main noticeboard in the staff room. T.A.s and M.D.S.A.s are most welcome to stay.

Staff Meals

Staff and visitors can purchase lunch(es) for £1.80, however, if staff sit in the hall with the children for their lunch their meal will be provided free. Please can you use the order form from Mrs. Rawlings. Lunches cost the children £1.50 per day.

Parental help

Each class has a 'class parent' who liaises with the class teacher and parents. We actively encourage parental help in the classrooms.

Visitors

We ask that all visitors report to the office initially, sign in and at the end of the session they must return to sign out.

Jewellery

Children are not allowed to wear jewellery in school apart from watches and sleepers.

First Aid

- Mrs. Yvonne Bundy and Mrs. Gill Fricker are responsible for first aid in school but all staff are trained first aiders.

- Any head injuries should be reported to the parents using the appropriate letter, kept in the first aid area.
- The Accident Book should be filled in for any injury.
- We do not give medicine to children.

Before giving inhalers we need:

- A clear label on the inhaler with the child's name and dosage required.
- Written indemnity for the administration of medicine.

The school and its grounds are a non smoking area.

Staff Diary of Events

The Headteacher places a weekly diary of events on the staff noticeboard. A white board in the staff room is used to identify daily issues.

Staff Telephone Calls

Staff may use the telephone but a charge of 15p is made for local calls. Please place this in the tin by the telephone. If your call is not local please make a note of it in the book and the Administrative Officer will ask you for the money once the itemised bill has arrived.

Staff Absences

It would be helpful if staff could inform the Headteacher as soon as possible when they realise they will not be able to work so that a supply teacher can be found. Please telephone the Head (01747820582) or the Deputy Head (01258840016) if the Head is unavailable.

After School Clubs

Lunchtime and after school clubs are provided by different members of staff. They vary according to the time of year and staff commitments. A register of pupils who attend these clubs is kept in the office.

Library

The library should be used with care and consideration by the children, usually with an adult present. Each class have a scheduled time to use the resources in the library with their teacher. Please see timetable.

SCHOOL STAFF

Headteacher:	Mrs. Catriona Williamson
Deputy Headteacher:	Mrs. Yvonne Bundy (Year 5 - Red)
Teachers:	Mrs. Deborah Shannon Year R – Blue)
	Mrs. Corinna Symonds (Year R/1 – Amber)
	Mrs. Lynn Taylor (Year 6 – Purple)
	Mrs. Sue Warmington (Year 2 – Silver)

	Mrs. Liz West (Year 1 - Yellow)
	Mrs. Paula Loxton (Year 4 - Green)
	Mr. Martin Marshall (Year 3 - Gold)
	Mr. Mark Perry – (Orange Class) Specialist Learning Centre
	Mr. Adam Smith (Years 3 and 6)
	Mrs. Helen Jacobs – French Teacher
	Mrs. Louise Harlow – Music Teacher
Administrative Officer:	Mrs. Liz Ings
Assistant Administration Officers:	Mrs. Sharon Rawlings
	Mrs. Michelle Read
Teaching Assistants:	Mrs. Janet Wiscombe
All classes have T.A. support:	
Blue Class	Mrs. Young (am)/Mrs. Harrison (pm)
Amber Class	Mrs. G. Fricker
Yellow Class	Miss S. Fricker
Silver Class	Mrs. Harrison (am)/Mrs. Tealey (pm)
Gold Class	Mrs. Whitmore
Green Class	Miss French
Red Class	Mrs. Norris who also supports IEP writing across the school
Purple Class	Mrs. Guy (am)/Mrs. Young (pm)
Orange Class, Specialist Learning Centre	Mrs. Howell and Mrs. Green
Sports Coaches:	Mr. Shane Pulling
	Mr. Ian Griffin
Handyman	Mr. Paul Newman
Middy Supervisors:	Mrs. Trudie Maidment
	Mrs. Sue Leighton

Miss Michelle Rendall

Miss Luan Barber

Mrs. Michelle Read

Miss Karen Brown

Cleaners:

Ms Clare Hunt

Ms Estelle Stone

Mrs Karen Hull

Mrs Sandy Sams

Catering Manager:

Mrs. Rachel Maynard

Assistant Catering Manager:

Mrs. Irene Corbett

Ms. Estelle Stone

The Administrative Officer is available Monday to Friday from 8.30 am to 3.45 pm.

Friends of Mere School Association:

Chairperson – Sam Cotton

Secretary – Treena Bird

Treasurer – Karen Coward

The committee is made up of 20 parents.

Class Mums: The class mums support the class teachers.

Blue Class – Karen Brown

Yellow Class – Valda Hambleton

Silver Class – Karen Coward/Treena Bird

Gold Class – Caroline Pundsack

Green Class – Donna Kelly

Red Class – Tracey Thorpe

Purple Class – Mrs. Murrison

Specialist Learning Centre:

The Centre supports children with MLD and complex needs. There are placements for 12 children from the Mere and Tisbury Cluster.

LET Team – Mrs. Viv James

Educational Psychologist – Caroline Mair

School Doctor – Dr. Seal

School Nurse – Mrs. Bea Annis

Education Welfare Officer – Lucy Knight

Leading Teachers of Curriculum areas:-

Literacy	-	Mrs. Taylor
Numeracy and RE	-	Mrs. Warmington
Art, Science and History	-	Mrs. Loxton
ICT, PE and Health and Safety	-	Mr. Marshall
DT and PSHE	-	Mrs. West
Assessment and SEN	-	Mrs. Bundy
Early Years	-	Mrs. Symonds
French	-	Mrs. Jacobs
Music	-	Mrs. Williamson
Geography	-	Mrs. Shannon