

Visitors' Handbook

St Cuthbert's
Catholic Primary School



Welcome to St Cuthbert's. We are delighted that you have decided to join the team and hope you will find your time with us inspiring. There are many aspects of school life that cannot be addressed in this booklet as so much depends upon the co-operation, personal relationships and support that exist between members of staff, children and parents and their families.

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If you wish to discuss or clarify anything in a little more detail then please do not hesitate to discuss these with myself or other members of staff. We are sure that you will have a very enjoyable learning experience.

Lucy Clarke

Teaching Trainee Placement Co-ordinator

Denise Renforth

Secondary School Training Co-ordinator

St Cuthbert's Catholic Primary School

Balmain Road, Kenton

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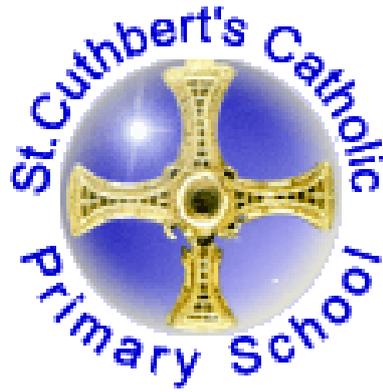
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Headteacher Anne Bullerwell

Chair of Governors David Hastie



Contents

- Introduction
- Mission Statement and School Prayer
- Relevant Staff for Placements
- Daily Timetable
- Conduct and Procedure Overview for Visitors
- Safeguarding Policy Summary
- E-safety Policy Summary
- Behaviour Management Policy Summary
- Fire Procedures
- First Aid
- Health and Safety Summary
- Whistle Blowing Policy - reference to website
- GDPR - reference to website



Our Mission

God made us all unique
To learn, live and grow
To show care, concern and friendship
To be the best we can
Showing Christ's love in all we do

School Prayer

Let us pray this morning for friendship in our school.
May we live happily and joyfully with each other.
Let there be care and concern in all our friendships.
Let us remember that a school is only as good as the people in it.
Dear God, let our school be a place where people feel welcome, content
and secure.
Amen

Relevant Staff during Placement

Head Teacher Anne Bullerwell

Deputy Head Teacher Lucy Clarke

Assistant Head Teacher Carolyn Ferguson

SENCO Lindsey Roberts/ Katie Fas/Kathryn Reid

Designated Safeguarding Officers Anne Bullerwell Lucy Clarke
Carolyn Ferguson Lucy Marley

First Aid Support Gail Gregson Denise Renforth Kelly Graham Kathryn
Reid Sue Hagan Suzanne Poynter Christine McMaster Donna Broxup

Facilities Manager Mrs Ruane

School Business Manager Elizabeth Summerson



Daily Timetable

8.45am School doors open
9.00am School day begins (registration)
9-10.30am Session 1
10.30-10.45am Break
10.45-11.45am Session 2 KS1
10.45-12.00 Session 2 KS2
Lunch finishes at 12.45pm
12.45-1.55pm Session 3
1.55-2.05pm Optional Break
2.05-3.00pm End of day

Assembly Opportunities

Monday 10.10am –10.25am KS2 Hall Whole School Assembly
Friday 10.10am OR 2.20pm Whole School Celebration Assembly

The facilities manager will lock the school gates at 9.05 am each day and these will be re-opened at 2.50pm to allow parents and families inside the boundary to collect their children. Gates are once again locked at 3.15pm. Due to recent changes, it is necessary to open the gates at additional times. When this happens, staff oversee the security of the site.

Collective Worship—Class Liturgies

All year groups from Nursery -Year 6 come together to pray and worship together. This takes place on days where there is no whole school assembly. They only last a few minutes and can be celebrated at any time of the day. A prayer table and focal point is created and a short discussion often led by the children takes place. Prayers are also shared and often offered through songs and dance.



Conduct and Procedures for Visitors

On your arrival you will be asked to sign in and wear a visitor's badge for the duration of your time in school. This record is kept in the school office and is an important document should there be a fire drill in school. If you are a visitor into school, you are welcome to work alongside the teacher in the classroom. If, however, your role requires you to work with children independently of the class teacher a DBS must be provided.

A member of the office or senior leadership team will tour our school with you and highlight all health and safety procedures as you walk around the environment.

Dress Code - Please dress appropriately for school. You will often provide support for children at their level and may need to bend/reach therefore you need to be smart yet comfortable. St Cuthbert's school strongly discourages extreme hair cuts and visible body art/piercings.

Directed Time - This is from **8.30am - 4.00pm** each day. Please support the class teacher in setting up and resourcing the room for the day ahead and in tidying up at the end of the day. If the class teacher does not need you to complete any tasks, you may leave earlier than 4pm but this must be agreed with the class teacher on a daily basis.

Absence - If you are unable to come into school, please ring the school office as soon as possible. Please do not leave messages or voice mails. (0191-2860129)

Smoking - St Cuthbert's operates a **NO SMOKING POLICY** at all times.



Conduct and Procedures for

Visitors (2)

Break and Lunch Times - You will be shown to a room where you will be able to relax and make refreshments. If you have time and wish to leave the site then you can do so by signing out at the main entrance. On your return, you must sign in and wear your badge. During lunch time we encourage visitors to also spend some time outside getting to know the children and observing routines and procedures at this time of day.

Mobile Phones - Please turn your phone off when you are in the school building unless it is break/lunch time and you are using it in the designated room. Keep your phone in your bag and do not carry or use it publicly at any time. If you use your phone irresponsibly in a way which impacts on the safeguarding of our staff and pupils, then we could end your placement with immediate effect.

Professionalism - Please respect the work that takes place in our school community. We live in a diverse society and there are many differences in our lives and the lives of our children and their families. Please respect these differences. We promote mutual respect at all times and model this so that pupils can see how to behave and treat each other.

Social Media - Alongside our safeguarding and e-safety policies, we ask you to consider the information that you share regarding St Cuthbert's. Please do not reference the school and its name in any capacity even if it is a positive comment. This is to safeguard yourself and your position in school.

Photography - We allow parents to take photographs at school assemblies and plays for their own personal use and strongly discourage use of these photographs on any social media site. Please do not take any photographs of staff or children in school on your personal devices.



Safeguarding Policy Summary

Safeguarding encompasses many aspects of school life. Every child and member of staff should be able to come to school and feel **safe and secure**. This means that all staff need to receive rigorous checks by the Local Authority and other services. Once their checks have been completed, staff receive a **DBS**. This is a certificate which states that they are safe to work with children. If you are not part of the 'Student into School Scheme' and you are going to work regularly in school then going through the DBS procedure would be a requirement.

The **environment** needs to be safe and conducive to teaching and learning. The site needs to be secure at all times and provide safety throughout the day. **Resources and equipment** need to be safe and fit for purpose and if they aren't then procedures need to be followed to ensure that they are removed. If you are concerned about any of these areas, please speak with your class teacher, the Training Co-ordinator or any member of the Senior Leadership Team.

Safeguarding includes the use of **e-safety** and other **mobile and photographic devices**. Parents send their children to school with the knowledge that images of their children will not be used for any promotions or Internet use without their consent. St Cuthbert's work in partnership with parents regarding the use of photographs and parents are asked to complete a consent form at the beginning of the year regarding this.

All staff receive annual **child protection** training. We are committed to following **Newcastle Child Protection Procedures** at all times. In the event of you having a concern about a pupil or member of staff, you must **im-**mediately inform the class teacher and they will comply with school policy.



Safeguarding Policy Summary

(2)

Children may show the following signs: withdrawn, tearful, loss of weight, underachieving, short tempered, unkempt, always tired and often comforted by friends and sometimes they have unexplained bruising or injuries. The Designated Safeguarding Officer will support children and staff through all aspects of Child Protection.

PLEASE REMEMBER TO BE VIGILANT ABOUT THE EVERYDAY MATTERS OF CHILD PROTECTION.

If you have any concerns, please follow the following guidelines:

Please read and familiarise yourself with the current 'Keeping Children Safe in Education' document.

1. Tell your class teacher and complete a 'Cause for Concern' form.
2. Along with your class teacher please speak with a member of the Designated Safeguarding Team—Anne Bullerwell, Lucy Clarke, Carolyn Ferguson or Lucy Marley.
3. They will investigate your concerns further and record this information on the school's **CPOMS** system.



E-Safety Policy Summary

Most of our pupils will use mobile phones and computers. They are a source of fun, entertainment, communication and education. However, we know that some technologies can be used inappropriately to harm children. This might range from sending hurtful or abusive texts and emails to enticing children to engage in harmful conversations online. The school's e-safety policy explains how we keep pupils safe in the school. Cyber—bullying by pupils, via texts or emails will be treated as seriously as any other form of bullying and will be managed through our anti bullying procedures.

FULL POLICY IS ON THE SCHOOL WEBSITE

Behaviour Management Policy Summary

Outstanding behaviour makes highly effective teaching and learning possible. Our academic and social standards cannot be maintained if they are impeded by inappropriate behaviour. We must have a consistent approach to behaviour throughout the school with parental co-operation and support.

GOLDEN RULES OF THE SCHOOL

- Do be gentle - Don't hurt anybody
- Do be kind and helpful - Don't hurt people's feelings
- Do listen - Don't interrupt
- Do work hard - Don't waste your or other people's time
- Do look after property - Don't waste or damage it
- Do be honest - Don't cover up the truth



Behaviour Management (2)

Rewards - Rewards can be varied across each Phase group. There can be class or group incentives such as team points, cubes in the jar and star charts. There are Head Teacher Certificates for significant achievements and Lunchtime Awards given by lunch time staff. Green Awards are given daily for kind actions, good work and super behaviour.

Consequences - There are consequences for inappropriate behaviour which may cause harm or upset to others. The range of consequences varies: beads out of the jar, written warnings or time out of class if appropriate. Each Key Stage agrees on a consistent approach so that all staff are following the same procedures.

Please read and comply with the School Behaviour Management Policy. If you are concerned about behaviour that you have seen, please inform your class teacher or the Training Co-ordinator to discuss this further.





Fire Safety & Emergency Pol-

icy Summary

Fire safety has a high priority within St Cuthbert's. Fire extinguishers are regularly checked by Fire Personnel and in accordance with LA regulations and policies. Regular fire checks are carried out by the Fire Service to ensure that classrooms and school premises comply with legislation.

If you discover a fire, activate the nearest fire alarm. To sound the alarm, break the glass!

Alarm Points

Main entrance

Exit at bottom of stairs leading to Chapel/Conference Room

Kitchen entrance

Area outside caretaker's office

Nursery entrance x 2

Reception corridor

Reception patio door

Reception exit door

Y1 & Y2 entrance

Playgroup fire door

Y3 & Y4 entrance

Y5 & Y6 entrance and top of stairs

Boiler House

ALL STAFF AND CHILDREN WILL EXIT THROUGH THE NEAREST FIRE DOOR, CLOSING IT BEHIND THEM.

GATHER AT FIRE ASSEMBLY POINTS AND TAKE THE REGISTER.

IN THE EVENT OF AN EMERGENCY SITUATION PLEASE FOLLOW THE LEAD TEACHER'S INSTRUCTION.



Fire Safety Policy Summary

(2)

Fire Action posters are displayed in each classroom. Please check with your class teacher the fire procedure for the class.

The class is to gather at the fire assembly point.

- Teacher to raise arm when children have been counted and number is the same as in the register.
- Head teacher to be informed immediately of any missing child or person.
 - Registers to be returned to office if it is a practice.
- Any visitors on the premises will accompany the teacher and the class they are working in.
- All children must be aware that if they are not in their classroom when the fire alarm sounds, they must leave the building by the nearest exit and join their classes at the assembly point.

Alarms sounding before or after school

- If the alarm sounds before the school day: Breakfast Club staff will register the children in their care at their assembly point (KS1 yard).
 - The same applies for After School Club. (KS1 yard).
- All study support groups will be taken to their assembly points and staff will register the children in their care at their assembly point (KS2 yard).



First Aid Policy Summary

Any pupil needing treatment for illness or accident is to be brought to a named first aider. If a child has an accident in school which requires hospital treatment, their parents must be contacted immediately. Two members of staff will take the child to hospital—under the instruction of the Head Teacher/Senior Teacher. The child's parent/carer/emergency contact will meet the child at the hospital.

Prescribed medicine may be administered at school by a named first aider if a medical form is completed and returned to school prior to the medication being given.

KS1 /EYFS children are to give their asthma inhalers to their class teachers. KS2 children are expected to look after their own inhalers.

St Cuthbert's School is committed to ensuring that all staff responsible for intimate care of children will undertake their duties in a professional manner at all times. Please see the **Intimate Care Policy** for further details. Please ask a member of the SLT for this policy.

If a teacher or member of staff believes that a child is too ill to remain in school they will contact the parents of the child and arrange for the child to be collected. A form must be completed and signed by a first aider and senior member of staff before the child leaves for home.



Health and Safety Summary

All staff, children and visitors are entitled to a safe and healthy working environment. Visitors and all staff on school premises must meet statutory requirements. It is our aim to promote good health, safety awareness and practices at all time.

The children at St Cuthbert's are expected:

- To exercise personal responsibility for the safety of self and classmates
 - To observe standards of dress consistent with safety/hygiene
- To observe all safety rules in school and in particular the instructions of staff given in emergency
- To use and not wilfully misuse, neglect or interfere with things provided for their own safety
 - To remain on school premises throughout the school day
 - To walk in the corridors

All staff and children are to comply with policy and procedures as set out by St Cuthbert's School and LA legislation.

Please ask for more information regarding other school policies and procedures.

The school website has the policy for 'Whistle blowing'.

Please ensure that any documentation that needs to be completed is shared with the Training Co-ordinator as soon as possible so that a timetable can be created to support your visit.

General Data Protection Regulations (GDPR)

Please ensure that you read the leaflet regarding GDPR and for more information please refer to the school GDPR section on the website.