



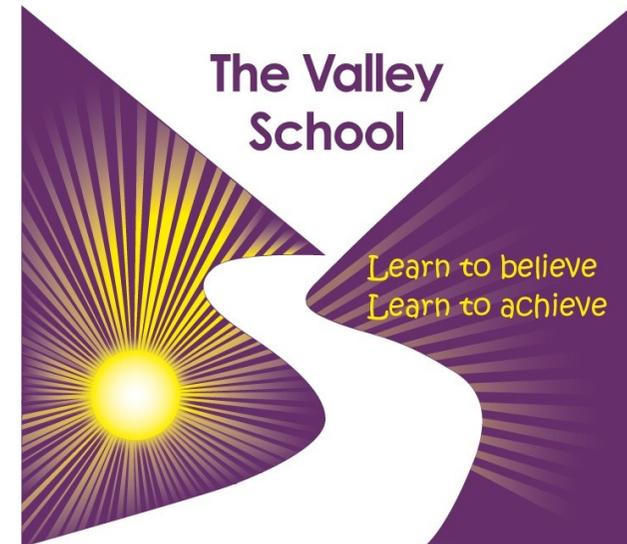
Working at The Valley School is exciting, exhilarating and exhausting. We are all part of the same team and we need each other, on good and bad days, to get the most out of our roles.

You are surrounded by colleagues who will care for you, laugh with you, eat chocolate with you and even cry with you.

Thank you for joining our team and making it even more special.

Corina

Staff Induction Handbook



Headteacher - Corina Foster
The Valley School
off Broadhall Way, Stevenage SG2 9AB

Welcome to The Valley School.

This handbook, along with the support with your buddy and mentor should help answer some of the questions you may have as a new member of staff.

Please ask if you would like further support or advice - we are here to help.

Your buddy is.....

This is a colleague who is performing a similar role to you, who can help you to understand the role and to be happy and settled in the school. They are not in a position where they would have any oversight of your work and will not be feeding back to line managers about your performance.

Your mentor is

The Mentor is in a line-management role and they will be working directly with you. Your mentor will ensure that you are fully prepared and supported on a practical basis and will provide support through regular meetings, monitoring and provide guidance. Their role is to help you understand your role and perform it well. For some staff, members of SLT will also be the line manager.

Your SLT link is.....

All school policies are in the staff shared area of the network and on the school website.

recognising their medical needs, supporting them to access medical and therapeutic interventions and by modifying their provision as necessary.

Parents and carers have the prime responsibility for their child's health and should provide the school with up to date information about their child's medical needs. It is the parent/carer's responsibility to provide in-date medication for their child.

On occasions some of our students may need further medical support e.g. if they have epilepsy. A Medical Support Plan will be issued . All the guidelines on the plans must be followed.

◇ **Pupil Files**

Files are kept in the school office and contain statutory information and learning history. You are required to read the files of pupils in your form or within your area of responsibility and to ensure that key information is shared and understood. Individual files are also kept within each form group and year team, which contain ongoing documents, and are passed on from year to year.

The following documents are extremely important. You are required to sign that you have read them and that you know what your professional response should be.

The DSP will show you where these documents are kept. Full policies for safeguarding and supporting pupils with medical need are in the staff shared area of the school network.

Corina Foster and Caroline Mahoney are DSPs. Deputy DSP is Louise Casey.

◇ **RAMPs**

RAMPS (Risk Assessment Management Plans) should be adhered to at all times. Any recommendations for change must be made formally and with the agreement of the DSP. They are for a small number of pupils who present a significant risk to staff or pupils, due to the nature of their needs.

◇ **Keeping Children safe in education (Sept 2017), including annex, A**

SLT are available to talk through this document, so that you can be sure how it affects you in your role, if this is required.

◇ **Medical Support Plans**

We will support all pupils, on an individual basis, to have full access to all school activities, to make progress in their learning and in their overall development by

What time can I get into school?

The school is open from 7.30 a.m. This gives our cleaners a chance to do their job without us being under their feet.

School closes at 5.30. (4.30 on a Friday)

During school holidays Chris Lee our site manager will advise when school is open.

Do we have morning briefings?

These take place every morning 8.45—8.50 in the staff room. All staff are required.

We have a different focus each morning

Monday The week ahead

Tuesday Team meeting (in your team area)

Wednesday Teaching and learning, a chance to share good practice.

Thursday Pupil Focus. A discussion around a particular pupil or form

Friday Celebration of the week

What day/time do we have full staff meetings?

Staff meetings are on a Monday 3.30 - 5.30

Do I need to do a break or lunch time duty?

You will support the students in your year group within your teams. This may mean taking your breaks at a different time from the students.

If you have an idea for a lunch club, please let us know.

What happens at the end of the day?

All students should return to their form rooms until 3.15 when they will move to 1 of 4 areas, except for Year 11 who will gather in the gym at 3.10. This will give you time to ensure that they have everything they need, give any reminders and provide a calming influence at the end of the day.

Students leaving by taxi will either go to the gym or the art room.

The gym

Mr Brooks and the year 11s will open the gym ready for students at 3.15.

Designated staff will collect their letter and register for their group and will check that all pupils are present.

Mrs Mahoney will stand by the gym door and hold up a taxi letter. If all pupils are accounted for, staff will go with their group and deliver pupils to Miss Casey on the gate.

The art room

Groups leaving from the Art room will continue to meet in the same place.

Designated staff will collect their letter and register for their group and will check that all pupils are present.

Students will gather in the art room Staff will check off students against taxi register. Helen Dormer will hold up a taxi letter and, if all pupils are accounted for, designated staff will escort pupils onto their waiting taxi.

Collected students will go to the Meeting room to collect a ticket from Ms Kirk then be dismissed individually from the front door by GH.

Once they have a number they will line up by the front

Safeguarding

We value every one of our pupils and will do all that is necessary to ensure that they are safe, physically and emotionally. We will support them to have confidence and self-worth and to learn how to keep themselves safe now and in the future.

The Valley School has a responsibility to provide a safe environment in which children can learn. School staff and volunteers are particularly well placed to observe outward signs of abuse, changes in behaviour and failure to develop because they have daily contact with children.

You will receive appropriate Safeguarding Children training which is updated regularly, so that you are knowledgeable and aware of your role in the early recognition of the indicators of abuse or neglect and of the appropriate procedures to follow.

If you are concerned about a child, you must inform the Designated/Deputy Senior Person.

You must record information regarding the concerns on the same day. The recording must be a clear, precise, factual account of the observations.

“Cause for Concern” forms are available in the staffroom.

Identity Badge

This must be worn at all times. If you wear it around your neck on a lanyard, you should use the one provided, as this is designed to break if caught or pulled.

What should I do in case of fire?

Upon discovering a fire

Sound the fire alarm

Upon hearing the fire alarm sound

The safe evacuation of the premises is an absolute priority. All staff and pupils should leave the building by their nearest emergency exit and assemble at the designated area. Everyone must move quickly and purposefully without running. Windows and doors must be closed and all belongings left behind. In the designated area, all groups must wait according to the signage. Nobody must re-enter the building until the Officer in Charge gives this instruction.

Once the all-clear is given, teachers and learning partners are responsible for ensuring pupils enter the building calmly and quietly. The Officer in Charge should be the last person to enter the building.

The full policy can be found on Staff Share.

door and GH will hand them over to parents/carers.

Independent travellers will go to the dining room and marked off the register before they leave by Miss Casey

Mr Clark will collect and arrange taxi letters pass them onto Ms Casey then see students onto their taxis

When do we have school assembly?

Full school assembly takes place on a Monday and Friday in the school theatre. There are year assemblies once a term. You should be seated and ready by 9.15.

You or your form may be on the assembly rota which is issued every term. All staff are expected to be present in assembly, except office staff and those who are directly supervising students.

If I would like a school lunch what should I do?

You need to let the kitchen know in the morning. If you are eating with the pupils during your own break, you are entitled to a free meal. Otherwise, you will need to pay in advance.

What should I do if I am unwell?

If you are unwell or have an emergency that is stopping you coming into school, phone the school office as soon as possible and no later than 7.30 a.m. You can leave a message on the school answerphone. 01438 747274

You should provide learning for the lessons you are unable to teach, including planned absences.

E mail this learning to andy.clark@thevalley.herts.sch.uk

IS THERE A DRESS CODE?

We expect all members of staff to dress appropriately for the professional workplace. This helps us to create a purposeful and focused environment. You serve as role models to the pupils in matters of dress as in courtesy, punctuality, attitude to work and so on. You should follow the dress guidelines below so that your appearance reflects appropriate professional standards.

The list is not exhaustive but covers most circumstances.

KEY RESPONSIBILITIES & KEY PRACTICES

You should adhere to the following guidelines: -

- ◇ You should dress smartly and the choice of clothes should reflect the professional, mentoring environment in which we work and be suitable for your specific role .
- ◇ Informal dress including vest tops, items with large logos or advertising names more appropriate for relaxed, casual occasions should not be worn at school.
- ◇ Black denim jeans, jeans style trousers or leggings are permissible but should be smart, unfaded and modest.
- ◇ Clothes that may be viewed as provocative should not be worn.
- ◇ Tops should not be skimpy or revealing and should not be cropped or low cut.
- ◇ Formally cut and tailored shorts may be worn, if long length. Casual or very 'short' shorts should not be worn.

- ◇ Clothes worn should be appropriate for the task in hand; you may need to change during the day, so that you remain appropriately dressed.
- ◇ School clothes are vulnerable to damage and wear; expensive or delicate fabrics are worn at one's own risk.
- ◇ Footwear should be selected with a view to safety. Flip-flops are not suitable. Health and safety rules apply in practical areas.
- ◇ Outdoor clothing should not routinely be worn inside the building.
- ◇ When off-site, you should dress in line with the expectations put on the students, i.e. if students are allowed to wear jeans, so are adults.

What about keys?

You will be issued with keys as required for your role. You must take care of them and you should return them if your role changes and specific keys are no longer needed.

For safety and ease of access, you must have the following with you at all times.

- ◇ Master key
- ◇ Gate key
- ◇ Padlock key
- ◇ Gate fob