

# Leighton Primary & Preschool

Staff Guide



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01

# Introduction

# Congratulations and welcome to the Leighton Team

You have had a successful interview, signed your contract and now you've joined our quest for children to experience enjoyment in their learning whilst Achieving and Growing Together.

*Leighton Primary and Preschool is a community, a big family, we all look out for each other and work together.  
Member of the Admin Team*



# The purpose of this guide

This guide gives us a collection of what we hope are useful 'things to know' about working at Leighton Primary and Preschool. That doesn't mean that there is not serious things covered to protect you, but it's very rare it's needed. Instead we are focussing on the aspects which helps make Leighton a fantastic school to work at! Don't take our word for it, there are plenty of examples dispersed throughout this guide. Or talk to the team! When reading the Leighton Guide you will pick up on four important themes:

## Our values define us

We all share the common purpose of educating young people. Our values,

- Ambition,
- Respect
- Community

form the foundation of everything we do. They are not just simply displayed on the classroom walls and in offices but are viewed throughout our culture and behaviours.

## You are unique

There's no one quite like you which is why we don't want to treat everyone the same!

Each one of you

- has a different role
- different things that motivate you
- are at different stages of your career journey
- different challenges

We aim for our leaders to support and motivate our team members.

## We trust you

We encourage initiative rather than stifle it. We know this will retain and attract the best people. So, you won't find a policy or process for everything - just pointers to help you think things through. We appointed you because of your skills, experiences and judgements. We will treat and respect you as adults by coaching and supporting you.

## Personal responsibility

We know how important taking personal responsibility is when it comes to health and well-being, and we think it's the same when it comes to our performance at work! So, challenge yourself, challenge us, ask for feedback and grab every opportunity you can. Don't wait to be asked and if there's something bugging you, speak up! We can't resolve things if we don't know.



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# Leighton's Safeguarding

This is one area where following policy and procedure is essential. Safeguarding is everyone's responsibility.

**We all have a duty to promoting the welfare of children in keeping them safe.** This starts by providing a safe and welcoming environment, where children's needs and views are respected and valued.

The safeguarding policies outline duties and responsibility of everyone in keeping children safe. Policies are shared by Vicky Geldart at induction and must be read, understood and implemented. A copy can be obtained from Charlotte Neville (PA to Headteacher).

### Training:

- Annual safeguarding training is provided at the beginning of every school year.
- Midyear induction training is provided
- Regular training provided through the National Online Safety website and CPOMS will be provided.



### **NO MOBILE PHONES**

We politely ask everyone on our site not to use mobile phones in spaces where there are children

### Our Safeguarding Team

#### **Designated Safeguarding Lead:**

Vicky Geldart - Assistant Head

#### **Deputy Designated Safeguarding Lead:**

Amy Woolner - Headteacher

Ed Corleys - Deputy Head

Kirsten Bilby - SENDCo

Donna Onigbanjo - Pastoral Lead

### **KEEPING OUR CHILDREN SAFE, SECURE & HAPPY AT SCHOOL**



**SEE IT**



**SAY IT**



**STOP IT**

- Be vigilant and trust your instincts
- Tell someone and ensure the designated safeguarding lead is made aware
- Let's all be responsible and stop children being exposed to harmful situations

# Safer Recruitment

The safety and protection of the school's pupils is always at the forefront of the school's concerns, which is why the school aims to embed a robust safeguarding culture into the recruitment practices of the school. This process includes Staff, Visitors, Governors, Supply, Students and Volunteers

## Staff/Visitor Lanyards

-  = Member of staff
-  = NO DBS - MUST NOT BE UNSUPERVISED (Call someone if seen)
-  = Safeguarding letter received
-  = Governors
-  = Student

## Induction - Induction Pack

The main purpose of induction is to integrate new employees into Leighton Primary and Preschool ensuring they understand the systems and procedures followed by the school. Induction training aims to help newly appointed staff settle quickly in their new work environment, and gives them a sense of belonging. this will include:

- Meetings with key staff members
- Important policies to read
- List of training to complete

## VISITORS

Any visitors coming into school must provide a Safeguarding cover letter, this includes information about the safer recruitment checks their company has carried out for them. To be allowed to be unsupervised they MUST have had an enhanced DBS completed. If you organise any visitors for school please send them the [Safeguarding model letter](#) and ask them to return this ahead of their visit date. The school office will then need to check their photo ID on

## DBS checks

- These are completed for all new members of staff.
- These will be rechecked if your role in school changes
- We check all volunteers coming into school
- We also check that visitors have had this completed through their own company before being allowed with our children



03

# Leighton's Values & Priorities

# Our values



## Ambition

**Be ambitious** - ultimately, we want our staff and young people to achieve their full potential that prepares them for the next phase of their careers or learning journey. We set aspirational goals and appreciate this wouldn't happen if we didn't keep an eye on our goals at all times.



## Respect

**Be respectful** - respect is earned.  
Foster open, honest & transparent communication and relationships with all stakeholders across our school



## Community

**Be part of the community.**  
Be safe, secure and happy  
Smile  
Keep your promises  
Kindness is key  
You are part of this, a valued member of the team. Be reliable - show up, stand up, step up  
Be safe  
Be a warrior - not a keyboard warrior  
Be open, honest and transparent

# Our Priorities



CONSISTENCY IN APPROACH



TEACHING AND LEARNING IS ACCOMMODATED OR MODIFIED TO MEET NEEDS OF LEARNERS (SEND and GD) TO HELP CHILDREN BE NEXT PHASE READY



TARGETED SUPPORT PROGRAMMES ARE POSITIVELY IMPACTFUL



ESTABLISH A THERAPEUTIC, PREVENTATIVE APPROACH TO SUPPORTING IMPROVED MENTAL HEALTH & WELLBEING



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# The Leighton Team Experience

Opportunities are available to improve yourself within your role and also new ones if you choose. Being encouraged to take on new challenges! Everyone has access to the online CPD training available on National Online Safety

We want to demonstrate our appreciation of you as an employee - your needs, values, wants and aspirations - whilst giving you clarity on your role in relation to Leighton's Team's purpose and expectations. So here are just some of the things that make your Leighton Team experience;

### **CONTENTS**

1. HR Manager & Employee experience leader
2. Work environment
3. Dress code
4. Protecting the environment
5. Diversity and inclusion
6. Health and wellbeing
7. Staff Events
8. Recognition of Achievements
9. Helping you do your best work
10. Keeping you safe
11. Career development
12. Pay
13. Discretionary Leave
14. Expenses
15. Diversity and Equality
16. If you are sick!
17. Well-being Days
18. Family friendly stuff
19. Other benefits
20. If things should go wrong

## 1. Employee Experience

Leaders and Governors are committed to ensuring Leighton is a great place to work. They focus on providing the best environments and equipment for you to produce highly effective provision. They also help to maintain our amazing culture.

Charlotte Neville is Leighton's HR Manager, she is on hand to support leaders and you to familiarise yourself with our culture, introduce you to your team and meet other colleagues across the school. We want to ensure you receive an individual experience at work that exceeds your expectations!

We strive to involve you every step of the way by asking for feedback at meetings, meeting and greeting colleagues and offering social, team building events.

## 2. Work Environment

We want you to love coming to work! We are always looking for ways of working which encourage a great work/life balance. We don't live to work, we work to have better lives. We don't want you to have the dreaded Sunday evening feeling or feel like you need to sacrifice family for work.

1. We prioritise people. Our meeting schedules balance the needs of the school as well as ourselves. We ask for an understanding that occasionally school commitments may determine work patterns.
2. We want you to own the way you work and we know you will have your own preferences.
3. Every team member is encouraged to ask their phase leader or line manager for a quick check-in to find out how you are doing. 'OWN YOUR OWN EMPLOYMENT'
4. We value getting together and maintaining a team ethos so we make time to meet up.
5. Communication is key. Communication is two way. Let your team know what's happening and update the calendar.
6. Speak to your manager/ phase leader if you feel your work is interfering with your health
7. We believe in leading by example.

### 3. Dress Code

We are pretty relaxed about what you wear to work but if you look in the mirror and think...'Can I get away with this for work?' ...you probably need to get changed! NO JEANS!

It's worth remembering we ask the children to come to school wearing their school uniform so adults around school need to lead by example (no jeans). Our sports coaches will wear branded sports kit.

### 4. Protecting the Environment

At Leighton we are conscious that whilst we are supporting our young people and their families to thrive, we must also do the same for the environments in which we live and work. Our environmental aim is to reduce our energy costs, paper and food waste by 20%. We'd also like to support our staff to make a difference at home too.

### 5. Diversity & inclusion

We recognise everyone is different! We ensure all elements of the employee experience is inclusive from the moment we advertise vacancies. This approach is supported by our equal opportunity policy, as well as our equality statement.

### 6. Health and Wellbeing

We believe in your health and wellbeing, not just the children! Our HR Manager coordinates resources to support your health and wellbeing. Our Employee assist programme includes; support from counsellors, CBT and other resources to help you manage mental health challenges. Find out what is available on the weekly newsletter.

Additionally we have staff trained in Mental Health First Aid so they can help people when they need it most.

## 7. Events and Activities

There's always plenty of opportunities throughout the year to get together with your colleagues. We fully encourage socialising with and supporting each other.

Our events will have your social wellbeing at their core. Look out for information on the monthly newsletter.

## 8. Recognition of Achievements

At Leighton we understand the importance of saying thanks. On our weekly email we 'shout out' our thanks to our colleagues. Let us know if you feel a colleague needs recognising.

Have an idea? Let us know! We pride ourselves on transparency which is why we seek feedback, running surveys and working parties to connect your voice to decisions. Feel free to email at [cneville@leightonprimary.net](mailto:cneville@leightonprimary.net) who will then pass on your ideas to the Senior Leadership Team

## 9. Helping you do your Best Work

The traditional annual appraisal is increasingly criticised as negative, time consuming and an outmoded way of managing performance and can often do more damage than good, turning into an end of the year ordeal that instead of helping improve performance can actually do the opposite. So we have an approach which we believe will improve your performance, career satisfaction and mean we reach our goals.

This is all you need to know:

- We deliver results through teams.
- Have regular 1:1 check ins with your line manager/ Phase leader (NB its your responsibility to ask for regular 1:1 time with your line manager to discuss your career and future aspirations).
- In addition to discussing your progress towards your goals, make sure you use some of the check in time to chat about your career and future aspirations.
- We promise to be honest about your career potential and future opportunities, but we will also not avoid the difficult messages.
- We will support you with learning that relates to your current and potential role, but encourage you to think creatively about how you can learn (e.g. secondment, shadowing, find a mentor, using online resources including National College etc).
- We actively encourage internal applications for vacancies, but chat with senior staff first - they will be honest about your chances or help you can consider what you can do to be ready next time.
- We will deal with poor performance sensitively but quickly.
- There is no requirement to use a particular form or send records to anyone.

## 10. Keeping you safe

We hold regular Health and Safety and Property meetings. This group meets weekly and oversees the quality and governance of all our great work. This ensures all our work is gold standard for our children and families. If you need to report an incident urgently inform your line manager or email [a woolner@leightonprimary.net](mailto:a woolner@leightonprimary.net) Or add to the maintenance log.

As we've said before, we don't want policies to stifle the great work we do. So here are a few policies and risk assessments that you need to be aware of to keep us all safe. Please visit Google Drive to familiarise yourself with them...

- [Health and Safety](#)
- [Staff Code of Conduct](#)
- [Safeguarding](#)
- [Lone working](#)
- [First Aid](#)
- [Acceptable use](#)
- [Mobile Phone Policy](#)

## 11. Career Development

We want you stay with us, learn and develop your career here at Leighton. For those looking for it, there will be chances to grow, broaden your skills, lead on projects and progress. We can offer;

- Freedom and autonomy
- Varied and challenging work
- Secondments and job shadowing opportunities
- Opportunities to get involved in small projects
- Involvement in decision making.
- Yearly (or more frequently, they're led by you!) career conversations
- Webinars
- CPD

## 12. Pay

We follow payspines to ensure consistent, fair and inclusive pay across the organisation. Salaries are paid on 25th of each month directly into your bank account and payslips are made available online via your new EVERY app if you have any questions please speak with our employee experience lead.

### 13. DISCRETIONARY LEAVE

We all love coming to work but occasionally things can crop up that can't be avoided. If you need a discretionary day here are some things to remember:

- Our discretionary leave allowance is more generous than other local schools.
- Any request is at the discretion of the headteacher
- Discretionary leave is pro rata and can either be paid or unpaid.
- Our policy for discretionary leave informs any decision making
- The discretionary leave allocation runs September to July
- If you need to take a day speak to our Employee Experience Lead and your Line Manager.
- Give them as much notice as possible particularly if it is a busy time.

*Sometimes we fall*

*From time to time events occur in our lives that make us tremble and fall. It could be signs of anxiety, coping with elderly parents at home or a death of a loved one that can hit us when we least expect it.*

*Not all things in life are under our control. We've got you! We will make sure you get the support you need.*

### 14 EXPENSES

We do have an expenses policy and template on the Google Drive so all you need to remember is our mantra...

' Act in Leighton's best interests and spend our money like it's your own'.

### 15. Diversity & inclusion

We recognise everyone is different! We ensure all elements of the employee experience is inclusive from the moment we advertise vacancies. This approach is supported by our equal opportunity policy, as well as our equality statement.

### 16. If you are sick

Your health and wellbeing is important to us! You can view the sickness & absence policy on the Google Drive. These are the things you need to know:

- Phone Amy Woolner and your manager at 7am to let them know if you can't work for any reason.
- If you are sick (even if it's just for 1 day) complete a self certification form (available on the EVERY portal.

## 17. Wellbeing Days

We do our best to encourage our team to lead a healthy lifestyle and it is important that this is encouraged in the workplace. Everyone is allocated an annual 'Wellbeing Day' which they can use as a day away from work dedicated to you.

What will you do with yours?

You can find more information in the Wellbeing Day Policy

## 18. Family Friendly stuff

For more information about Maternity, Paternity and or shared Parental Leave please come and talk to us about your rights and any potential opportunities for flexible working.

## 19. Other benefits

Here are some of the other great benefits we can offer:

- 20% off your bill at NISA
- Generous discretionary leave
- Filmpass
- Childcare vouchers
- Cycle to work Scheme
- Fantastic pension
- Annual wellbeing day
- Access to Health Assured

## 20. If things should go wrong!

Experience tells us that most problems can be solved with good communication and honesty without resorting to legal frameworks so we always try to resolve problems informally. We hope that we never have to go there but we have got some policies to protect you and Leighton should things go wrong.

- [Grievance](#)
- [Disciplinary](#)
- [Capability](#)
- [Whistleblowing](#)

All we ask is that you are OPEN, HONEST & TRANSPARENT

### **PROTECTING THE REPUTATION OF THE SCHOOL**

We require all staff protect the reputation of the school at all times. This means ensuring staff are aware of, have read and understood the following policies, procedures and staff relevant responsibilities:

- [Staff Code of Conduct](#)
- [Complaints Procedures Policy](#)
- [Acceptable Use Policy](#)



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# Further Information

# Our School Day

	EYFS/ KEY STAGE 1
8.45am	School starts
10.30am	Breaktime (15 minutes)
12.00pm	Lunchtime
1.00pm	Afternoon session
3.15pm	End of the school day
4.30pm	End of sports clubs
5:45pm	End of after school club

# Staff Meetings

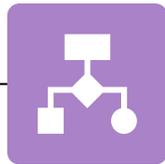


## Updates

Weekly updates via email on Monday. Monthly newsletter.

## Staff Meetings

1 per half term  
Wednesdays  
3.30pm - 6.30pm

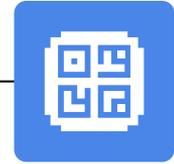


## Phase Leaders

Fortnightly on a  
Wednesday

## Leadership

Fortnightly on a  
Tuesday



## Professional Days

We have 5  
professional days  
each year

# Other information

## Policies

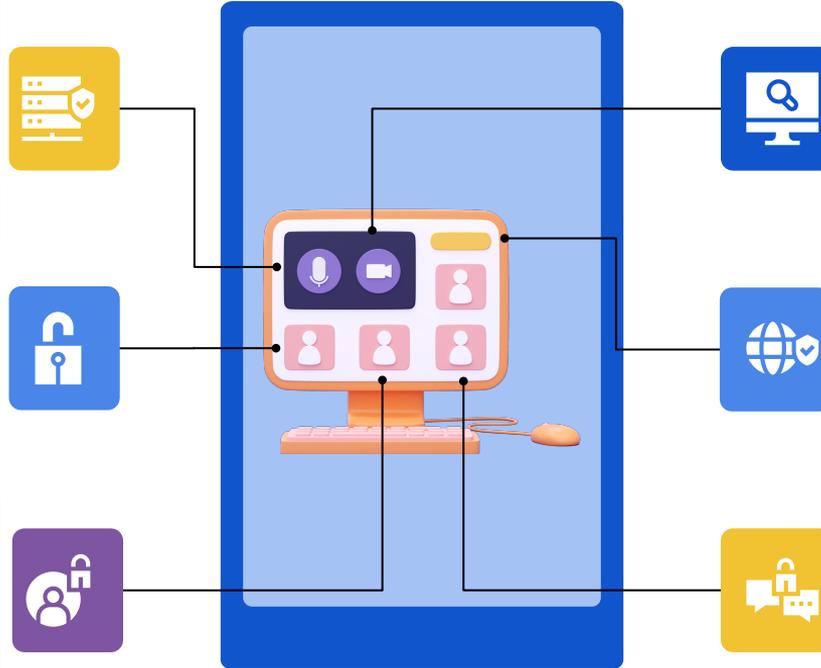
For our staff policies please see links within this handbook or speak with Charlotte Neville

## Your induction

Take a look at our induction pack

## Training

Please visit National Online Safety to access further training



## CPOMS

Please log any concerns you may have about the children

## EAP

Support and advice is available through our Employee Assistance Programme

## Site Security Codes

Speak with Charlotte Neville or Site Manager