



# **WELCOME TO BEAUCROFT**

Induction Pack for New Staff  
Staff Handbook  
Policies

## **CONTENTS**

- 1. Staff Data Collection Sheet to return to the office. (This document will be handed to you on your first day)**
- 2. Beaucroft Induction Programme details.**
- 3. Staff Handbook**
- 4. School Brochure**
- 5. Important Policies**
- 6. Office Handbook**
- 7. Term Dates**
- 8. Misc.**

## **Beaucroft Induction Programme**

The Induction programme will vary depending on the post and the starting post of individuals coming into school.

It will include where necessary:

- Transfer talk with the previous post holder
- Initial meetings with mentor
- An observation day (to include own class with other staff) in the first or second week.
- A follow up Induction Day comprised of 6 one hour sessions on  
Child Protection Procedures  
Behaviour and Protection Procedures  
Behaviour and Positive Handling  
Curriculum  
Autism  
Assessment
- NSPCC Child Protection Training
- STEPS Training
- ICT Training where appropriate
- Half Termly Meetings with Mentor to back up Induction and establish training needs.
- Performance Management

## School Aims

- to encourage a support culture amongst pupils and all who work in school in their approach toward common and individual goals.
- to provide the best possible learning environment so that each pupil may realise his/her full potential.
- to provide appropriate inclusion opportunities to match with pupil need and entitlement
- to respond to the pupils` individual needs as outlined in their statement .
- to enhance the self esteem of pupils by creating opportunities for success.
- to give pupils respect and show that they are valued.
- to give all pupils access to the National Curriculum in ways appropriate to their abilities and age.
- to set targets for individual pupils and whole school improvement and to involve the whole school in the target setting process.
- to extend curricular activities by providing a variety of learning experiences through exploring the wider community through:
  - residential;
  - visits;
  - community work;
  - work experience;
  - college links;
  - links with other schools;
- to give pupils the opportunity to make choices.
- to provide consistency and stability during school time.
- to prepare students for appropriate post 16 opportunities.

## Introduction

- Beacroft is a Foundation Special School, catering for the needs of up to 170 children. At present we are permitted to educate children who have an EHCP which places them in the Complex Learning Difficulty band and /or suffering with Autistic Spectrum disorders.
- Beacroft meets the needs of children aged 4 to 19yrs.
- The school is hosted by Dorset LEA and its funding comes via this route. However the school also serves Poole, Bournemouth, Wiltshire and Hampshire Authorities. The school has an admissions procedure that can be found in the appendices to this document.
- All parents of children joining the school visit prior to placement. Where possible, children join the school on a full time basis, although this policy is flexible depending upon the needs of each child. It is advantageous if new children can join the school in September but this is not always possible.
- Beacroft School has a very large catchment area and makes every effort to compensate for the difficulties that are created when a child is educated outside of their catchment area. The school also tries hard to observe the

policies of the authorities who place the child but compromises are sometimes necessary in order to ensure the efficient running of the school. When this occurs, the needs of the parent and child are considered first and the school and the LA second.

- Beacroft School has an open-door policy allowing parents the right of access to staff and information during the school day. Possible disruption to the curriculum is minimised by the involvement of the Co Co Headteachers where necessary.
- Beacroft has a commitment to a balanced, relevant, empathetic education within a support culture. We recognise that the school must create an environment where children flourish and the responsibility for this is shared amongst all staff, parents and children. We endeavour to ensure that success is readily available to all children through achievable short and long term targets, we also appreciate that pupils will inevitably experience failure. We therefore try to minimise the cost or negative implications of such failure so that self-esteem can continue to grow. Beacroft is also committed to fostering links with the wider community, including other schools and industry. The school contributes to meeting the needs of some children in ordinary schools through its outreach services. We try to take an active role in the local pyramid of schools.
- Beacroft is an exceptionally busy school and meeting the needs of children will always be exhausting. The pressures in school are different to those in an ordinary school but not always greater. Work has to be carefully planned and the children's work assessed accurately. Communication with parents and apposite agencies must be of the highest quality, but being able to work within a flexible and supportive environment where innovation is encouraged and valued compensates us. We will never have enough staff but we must make excellent use of the talented and versatile staff we do have.



## **BEAUCROFT SCHOOL DRESS CODE**

Staff are expected to dress in a manner which encourages respect from children, parents and colleagues. Parents and children often judge staff initially on how they appear and it is important that all persons visiting the school, no matter how short their stay, leave with a view of the professionalism of our organisation.

Therefore...

...smart casual is the general requirement with no blue denim or trainers. Obviously there are exceptions to this rule - for PE activities appropriate PE kit must be worn. and if a class is going out on a trip such as horse riding – jeans could be considered suitable.

In the community staff often wear school sweatshirts which are marked with the word 'staff', as well as the Beaucroft logo.

Jewellery involving piercing can be dangerous to an individual and, therefore, it is a requirement that staff do not wear large earrings, body or facial piercings (as agreed as part of the Team Teach protocol).

### School Administration

The administration of the school is carried out by the whole staff team, led by the admin staff in the Office. The Office also acts as front of house and in spite of the pressures, tries to be a calm and friendly environment. Budgetary matters are dealt with here as well as initial contacts for apposite agencies if required. Office staff are available for typing tasks but these will have to take their place within the priorities for the whole school.

There are two photocopiers in the school and they are available at all times for school use. Children are also permitted to use them. Faults should be reported to the Office.

### The Budget

As with all schools, the overall shape of the Budget is approved by Governors. The Co Co Headteachers then subdivides the monies remaining between the cost centres. Curriculum co-ordinators and teams are then responsible for their budgets. Spending outside of the budget allocation must be approved by the Co Co Headteachers and therefore bids for additional projects must be presented. Additional monies may also be made available through priorities established through the School Improvement Plan.

Orders for all materials must be completed on an official order form, collected from the Office and returned for counter-signature. Orders which appear to transcend departments or subjects will be arbitrated by the Co Headteachers or team leaders. Funding for staff development will be approved by team leaders or the Co Co Headteachers through Performance Management systems or by direct application to the Co Headteachers or team leader. Other opportunities that the school wishes to promote will be dealt with directly through teams or the Co Headteachers. As a general rule, the school is very committed to Staff Development and bids are usually approved.

### Registering Pupils

Registers are marked in pen by the class teacher. Register totals are dealt with in the Office. Children return completed registers from Morning and afternoon registration as soon after completion as possible. Requirements for lunches for trips out should be made clear one week in advance.

The Office will normally inform the Class teacher if an absence phone call has been received. It is the responsibility of the class teacher to inform the Co Headteachers if absences are prolonged or form a pattern.

NB There is no need to total the registers because this is done on the school admin software. Please mark absences in black and present in red. Codes are to be found in the register.

### Pupil Records

All pupils have files in the Office and important paperwork must be kept or duplicated in the file. This means Statements, Reports, Case Conference Notes and IEPs as appropriate. Letters from parents, unless trivial, are also kept here. These files must not be removed from the school premises.

The school admin software holds details of contact numbers and emergency details, but there is a backup paper copy in the red files in the Office. All staff can have access to the software but may need a password. Please see the head if this is required. Class lists etc., customised if necessary, can be printed when required.

### Consumable Stock

Photocopy paper and Ink Cartridges are ordered. All other stock is ordered from cost-centre budgets.

### Staff Absence

Beacroft Staff have an enviable record for minimal absence. However, if absence is necessary, then please telephone your team leader and the supply telephone 07768142755 if you need cover at around 7.30am so that the implications can be assessed. Beacroft is a family-friendly school and we are always sympathetic to familial difficulties. There will usually be some disruption when any member of staff is absent because non-contact time is minimal.

Absence for more than 7 days must be certified by a Doctor, and that certificate should be handed to Tracy Drew.

### Keyholders

The Co Headteachers, SBM, Team Leaders and Site Manager are all Keyholders. Other staff may be called upon to open the school in some agreed circumstances. The Site Manager opens the school at 7am and closes at 5.30pm, unless arrangements are made otherwise.

### Signing Out

All staff must sign out if leaving the building. Children must also be signed out during the school day and signed back on return, using the book in Reception. This is part of our safeguarding and fire regulations and must be adhered to.

### Staff Records

All staff have a record file which contains contract details etc. These files are confidential between Governors, Co Headteachers and member of staff, and can be found in the Office. All staff have details recorded on the school admin software and we adhere strictly to the Data Protection Act and GDPR regulations. It is important that all staff give details of next of kin and emergency contacts to the Office upon appointment.

### Supply Staff

Karen Culnane will arrange supply cover. Teaching staff should provide work for supply teachers so that disruption to the curriculum is minimised. A copy of the staff weekly planner must be available to the supply teacher. Where this is not possible, the Team Leader and other staff will assist the supply teacher in formulating appropriate work. Team leader and other staff should keep a watching brief on the performance of supply staff as the Co Headteachers will need feedback regarding further contracts. Supply staff are entitled to a high degree of support at all times as their role is often more difficult than a regular teacher. All supply staff must complete a payment claim form in the Office on completion of a session of work. Learning Support staff have a particularly important role to play when working with supply staff and may find themselves taking more responsibility for curriculum decisions and delivery than is usual. This is an integral part of the role of a learning supporter in such exceptional circumstances, but only if the LS has the information required to assist.



### Travel Claims

Staff can claim reasonable travel expenses when on school business. Claim forms are available from the Office and must be countersigned by a team Leader before payment is made. A petrol VAT receipt must also be attached.

### Students and Volunteers in School

Beaucroft often has students on placement and volunteers working in school. All are interviewed before appointment and are entitled to support and feedback on their performance from their mentors. Mentors will be informed of their role prior to the person taking their place in school. All such guests will be appraised of school policies on interview, but should be reminded if errors are made in their performance. Staff should be aware that any visitor to school will be a potential ambassador for the school and should be treated accordingly.

### The Staff Room

The staff room is a centre for communication and support in school. All staff are expected to use it. Although it is not a work room, the notice board is the usual organ for communication of daily messages. The staff room is open to guests and helpers, some of whom may be parents of children in the school. Any particular difficulties over this policy should be reported to the Co Headteachers. It is also the responsibility of all staff who use the staff room to keep it clean and tidy.

[There is a strict No Smoking Policy on school premises, at any time. This applies to all persons on site, including contractors, who are always appraised of this rule. Smokers are asked to leave the premises to smoke, and are asked to move away from the school gates.](#)

### Bringing your own Child to Beaucroft School

Staff are welcome to bring their own children to Beaucroft if such children are off from their own school. However, the Co Headteachers should be informed and the child introduced to the staff. They must not take part in any classes. A child who is off sick from their own school should not come into Beaucroft. Childcare under this circumstance is the responsibility of the parent concerned.

### Directed Time Policy

Teachers contracts are for 1265 hours. This time includes the teaching day, preparation, record keeping and marking, departmental and team meetings, staff meetings, and parent consultations as well as training days. The exceptional nature of the role of the teacher at Beaucroft and responsibilities that form an integral part of that role are recognised by the awarding of an additional salary point on the pay spine. The lack of non-contact time, limited number of staff to shoulder the curriculum management responsibilities and the rigorous planning and assessment necessary in the special needs field are recognised in the flexibility we try to build into our working practices.

### Continual Professional Development

See Policy.

### Governors

The Governors see their role as a strategic one. Aside from influencing and ratifying major decisions, the Governors in conjunction with the Co Headteachers, must also monitor standards in the school. It is likely that Governors will sit in on lessons from time to time but this process is not part of any Performance Management role. Staff may also be asked to show examples of planning and pupils work. Governors have agreed to give notice before a visit to a classroom unless the circumstances are exceptional. In this case, teaching staff may ask the Governor to visit at another time. Two staff Governors will make minutes of Governors Meetings available.

### Meetings

At Beaucroft we try hard to keep the number of meetings to a minimum, and at meetings, to only involve/invite those who would have a direct interest or contribution to make. This is in order to maximise the time available for staff to undertake work directly related to pupil learning.

The meetings themselves should have a focus on pupil achievement and the management structure of the school reflects a philosophy of keeping the decision making process as close to the curriculum and children's needs as possible. The Improvement Forum Meetings are open to all staff and will simply look at the Improvement Plan and examine solutions to problems in its implementation. Matters which can be dealt with on a one-to-one basis need not be the subject of a meeting. Minutes should be taken of meetings where necessary but it should be remembered that only decisions really need to be recorded. Meetings may be called on an ad-hoc basis and involve only those with an interest. All staff have the right to ask for a meeting so long as they understand that an assumption will be made that the meeting is the best and most efficient way of dealing with the problem. Staff meetings which involve all staff tend to be fortnightly as business which requires all staff to be present is not great and can often be handled by a notice in the staff room.

### Conflict Resolution

Conflict at a meeting is seldom helpful and usually destructive. Conflicts are best dealt with by the Team Leader or Co Headteachers, or in an arbitrated meeting between those concerned.

Part of the reason why Beaucroft is and should remain a special place is that conflict, when it occurs, should be dealt with appropriately and children should never be aware of any conflict between staff. Equally, should personality difficulties occur between staff, they should remain the domain of those staff concerned, not become currency or gossip for others. Other schools may do that but our standards are higher. We must work hard to ensure that they remain high and this is often only done by reminding other staff that no matter what the rights and wrongs of any given situation, our professional duty is to work affably and supportively together and resolve conflict quickly or forget it.

Beaucroft has a complaints and discipline policy and should any person feel that another's behaviour requires formal processes, then the Co Headteachers or Chair of Governors should be informed. Union membership at the school is encouraged and representatives will make themselves known to staff.

### Support Culture

The support culture is included on all our Job Descriptions.

It should be remembered by all staff that appointments to Beaucroft are always made to enhance or plug gaps in the team. Therefore it is likely that new appointments will have strengths, weaknesses and personalities that are different to the rest of the team. In the same way that all the children are different, such differences add to the richness of the overall environment.

### Communication

All schools, particularly those that operate in teams, need to ensure that communication skills and systems are strong. However all staff will not know or need to know all that is going on in the school.

If a member of staff feels that they have been left out of a particular information loop then mentioning it to the source may be the best way of handling the omission. It is best to consider first whether there was a need to know. Mistakes are made and a gentle reminder is often all that is necessary to solve the problem. Part time staff are in a peculiar situation and it is up to all staff to ensure that apposite information is relayed to part-time or absent staff.

Often staff will hear of a piece of news for the first time in the staff room in conversation with another member of staff. Since the staff room is an organ for communication, it would seem perverse to criticise the receipt of information when in it. Staff can sometimes also be tempted to imply that information is not shared across the school between teams. This is usually because it is not necessary to do so or, more likely, there is no information to be shared. However, it is important that team leaders use the staff meetings to communicate necessary information about their team with others. Matters that are simply interesting will not always be shared.

The Co Headteachers produces a copy of the diary for the week on the first school day of that week but other dates and times may change at short notice.

### The School Day

Teaching staff begin to arrive by 8am. All are on site and working by 8.40am.

Learning Support Staff and teachers often put in considerable discretionary effort and arrival time is seldom a problem. 3pm is pupil dismissal to transport, accompanied by staff.

Staff are expected to be in their classrooms or outside them, waiting to receive their children for the start of each lesson. At the start of the day KS3/4 children may be in their classroom and adequate supervision before lessons begin is the responsibility of the Team Leader to organise. All break times must be adequately supervised and as such will be arranged on a rota of staff duties.

### First Aid

Beaucroft has a number of designated first aiders. (See Policy)

The medical room is available on most days for first aid and all accidents which require first aid must be reported on an accident form, and countersigned by the Co Headteachers. Normally, parents are informed by the first aider of any occurrence. Supplies for first aid are ordered centrally. No child must be given any medicine unless a form indicating such a need is completed by the parent or guardian. This

includes paracetamol or any analgesic. Allergies or medical conditions are communicated to dedicated first aiders. Inhalers are generally kept by the child and a spare labelled with the child's name stored in the office.

### Minibus Use

The school owns five minibuses which are to promote the use of the wider environment in the curriculum. All staff over 25 with a full clean licence obtained before 1997 may drive under the county insurance scheme, after a test drive with the County Instructor or the Co Headteachers ( two new mini buses can be driven for young drivers without the D1 – a mini bus test must still be taken. The buses are 17 seater Diesels, and a 14 seater. Fuel is purchased using a card on the keyring. Defects must be reported to the Site Manager. All children and staff must be belted in. record mileage after the trip on the sheet provided.

Minibus bookings are made in the file in the Office. Do not cross out anybody else's booking. Ask them to change if you need the bus.

As a general rule, two adults must accompany any visit out of school. Exceptions to this rule are possible but only by negotiation with the Co Headteachers. All trips must carry an emergency list of children, staff and school telephone number in school hours, and on-call staff numbers out of hours.

Each visit should also carry a mobile phone, which should be checked for operation prior to the journey. Use the phone if children are going to be late returning to school, as there may be a transport implication. The Site Manager checks the condition of the buses weekly but all staff should use the checklist in the bus to ensure that the bus is safe before each journey.

Buses are emblazoned with the school telephone number and so advertise our services. Please drive accordingly for this reason and because a minibus accident has the capacity to be one of the most serious emergencies a school ever could face. Staff must ensure that their own insurance covers occasional business use if carrying pupils. The school will reimburse additional costs for this. Similar rules to minibus use and accompanying staff apply.

### Inclement Weather and Occasional Closure

On rare occasions, the Co Headteachers, in consultation with the Chair of Governors, may decide to close the school. This is only done if the students or staff are likely to be in danger either on premises or on the journey to school. In such circumstances, all parents and staff should listen to the local radio station / schoolcomms where an announcement will be made as quickly as possible, so that no fruitless and possibly dangerous journey is started. Staff are invited to report to their nearest school to offer their services. It may be that such a school would be very grateful for help in very poor weather. Otherwise, work at home as part of directed time.

### Behaviour

See Policy

### Dress Code

Staff are expected to dress in a manner which encourages respect from children, parents and colleagues. Parents and children often judge staff initially on how they appear and it is important that all persons visiting the school, no matter how short their stay, leave with a view of the professionalism of our organisation.

Therefore...

...smart casual is the general requirement with no blue denim or trainers. Obviously there are exceptions to this rule - for PE activities appropriate PE kit must be worn. and if a class is going out on a trip such as horse riding – jeans could be considered suitable.

In the community staff often wear school sweatshirts which are marked with the word 'staff', as well as the Beacroft logo.

Jewellery involving piercing can be dangerous to an individual and, therefore, it is a requirement that staff do not wear large earrings, body or facial piercings (as agreed as part of the Team Teach protocol).

Children wear a dark blue sweatshirt, or polo, dark trousers or skirt and school shoes, not trainers. Year 11 may choose their clothing but using the criteria that their choice must be suitable for working alongside others. Hopefully this will prepare students for life after Beacroft. T-shirts likely to cause offence to others are strictly banned, even as PE kit. For PE, a suitable shirt, trainers and shorts must be worn. Jewellery is discouraged and jewellery involving piercing must be removed during PE lessons. Any make-up for children must be discrete and appropriate at KS3/4, and is not allowed at KS1 or 2.

### Communication with Parents

EHCPs, reporting and Annual reviews are covered in a policy document.

Informal communication with parents is done by teachers or Learning Supporters under the guidance of the class teacher. Staff who find themselves in difficulty in communication with parents should inform their team leader and the Co Headteachers.

In all communication, staff should represent the school in a way which fosters the professional image of the school, as well as ensuring parents that we work hard to meet the needs of their children. Most parents are very grateful for our service but there will be some for whom it is impossible to be civil to us owing to matters beyond our control. All parents are entitled to the same service from Beacroft School.

Regardless of who the parent is, mistakes made by us should be admitted and an undertaking given to avoid repetition wherever possible. At Foundation Stage, KS1 and where necessary KS2, children have a home/school book which is used daily.

Newsletters go out from the Co Headteachers on a regular basis so if a message needs to be given to all parents, ask if one is due.

School Letterheads are only available if the letter passes through the Office for authorisation by the Co Headteachers/ Team leader. The school uses Times New Roman as its letter font.

Incidentally if creating worksheets for children, then you can use the handwriting font available from The KS1 and 2 Department, which is as near as we can get to Nelson Cursive, the style we encourage for children's writing.

### Safeguarding

See Policy

### Emergency Procedures

In the event of the fire alarm sounding, all staff are to gather the children in their immediate care and make their way to Fire Assembly Point via the nearest Fire Exit. Registers and visitors book will be taken to the playground for roll check by the Office staff. The Co Headteachers or designated person will check toilets, Medical Rooms and Sensory Room. Staff and pupils should expect a Fire Drill each half term.

All unbadged and unaccompanied strangers in school should be reported immediately to the Co Headteachers. The school takes part in the Schoolwatch scheme and local warnings are transmitted very quickly between schools and to parents and children.

### Health and Safety

There is a comprehensive Health and Safety Policy for the School. All at Beacroft are responsible for the safety of each other and staff hold a special place in this process. Risks must be identified and reported to the Co Headteachers. Immediate danger must be rectified or reported. Err on the side of safety at all times. Risk Assessments need not be arduous but should be completed for hazardous or off-site activity.

### Children's Transport

Any difficulties reported to staff regarding Transport should be reported to the Assistant head with that responsibility or the Co Headteachers or Office. Children and Parents may not alter transport arrangements without written notice unless circumstances are exceptional. Difficulties with escorts should be similarly reported. Should transport be late, staff will be informed where possible. Late departure at 3pm means that one member of staff from Primary and one from Secondary should supervise children waiting for transport.

### Swimming Pool

See Procedures

### Staff Telephone Calls

No private outgoing calls are permitted unless in an emergency. Staff are asked not to take mobile telephones into the classrooms.

### Children's Property

Children should not bring valuable items into school. Mobile telephones are discouraged and must be switched off in school. Some children bring portable music systems to school to ease their journey on the school bus but these should be stored away during the school day in the office.

Smoking equipment should be handed into the office if discovered and can be collected at the end of the day. Items brought into school likely to cause offence or damage should be handed in and will be sent home by post to parents.

Chewing Gum is not permitted in school.

## The Role of Learning Supporters at Beaucroft

Supporting:

- Pupils
- The teacher
- The school

### Supporting Pupils

As individuals, in small groups or in a full class, by:

- Promoting independence. (This can include help with personal care and basic skills e.g. using cutlery.)
- Building the pupils' self-esteem. (Refer to the class teacher for class rewards such as merits.)
- Being aware of pupils' needs and backgrounds and helping them work towards their targets.
- Occasionally caring for sick children until they can go home.
- Supervising pupils in changing rooms.
- ***At all times observing the Child Protection Protocol.***

### Supporting the Teacher

- Working in partnership with and under the guidance of the teacher.
- Arriving at lessons on time.
- Assisting in preparation for lessons. (e.g. preparing equipment.)
- Support with administration such as photocopying, record-keeping.
- Assisting teachers after school time. (TAs)
- Maintaining a sense of humour.

### Supporting the School

- Working as part of the "team".
- When asked by a teacher, liaising with parents/carers.
- Working within the school procedures, being particularly aware of behavioural and child protection policies.
- Taking advantage of training opportunities.
- Being flexible and willing to assist in different areas of the school e.g. food technology room or other classes.

In addition to this, TAs at Beaucroft may be required to eat lunch with the pupils. TAs also normally cover playground duty with at least one other member of staff once a week.

Any injuries should be reported for treatment to one of the qualified first aiders whose names are displayed on the wall of the Medical Room. TAs in the autism department may be required to support pupils with inclusion into the main school from time to time.