

## **Staff Briefing- 23/11/16**

1. Reminder to all staff that you are responsible for arranging cover for your playground duty days if you know you are going to be absent from school (eg. due to an appointment or external training). If you are absent from school due to illness you do not need to arrange cover, but you will need to let the office and your phase leader know that you will need cover to be arranged on your behalf.
2. Any teacher whose parent books are not labelled will need to send them to Reprographics to be relabelled. Sarah Greenway to check if we have parent books for EYFS.
3. Reminder about Parents Evening. Books are to be labelled and put on display outside classroom. Reminder that teachers are to stick to 10 minute slots per child for Parents Evenings.
4. Christmas Fair- staff needed to help out for one hour at the Christmas Fair on Saturday. One more person still needed for the human fruit machine!
5. Book scrutiny- phase lead meetings will take place on Friday. Staff to make sure TA comments are included in books. Jon fed back that the comments in books had been great, particularly those that ask questions, but staff must remember to leave time for the children to respond to the questions.
6. Sarah Greenway reminded staff that there is a guided reading scrutiny coming up this half term. She asked teachers to really plug reading at Parents Evenings. Children need to be heard reading at home, with a books from a range of genres.