

Staff Briefing- 7/6/17

1. Please can staff be more vigilant in picking up on children wearing jewellery in school. Only studs, sleepers (small hoops) and religious jewellery allowed. Any banned jewellery to be confiscated until the end of the day and kept in your desk drawer.
2. This week's staff meeting has been changed to focus on radicalisation given recent events in Manchester and London.
3. There were a few cases of chicken pox in school before the half term break, so a note has gone out to parents asking them to inform the office as soon as their child shows any symptoms of chicken pox, or any other illness than can be dangerous for pregnant women. Once the office is alerted to a case a whole staff email will be sent out, as well as a message to parents and specific members of staff will be spoken to if necessary. This has been added to the new health and safety policy.
4. Chris Keeley will be leaving at the end of the year to take on an Assistant Head role at Old Moat ☹️
5. Two internal posts will be advertised this week. Both are TLR posts- one will be a Year 5/6 Phase Lead and one will be a mentor position (to offer support to NQTs).
6. Sarah Turner reminded staff of the protocol for cover arrangements. It is vital that all absence requests that require cover go through the cover diary so that Adam can arrange for someone to cover your class/one-to-one. All cover requests must be put in by 2:30pm on a Thursday for the following week. Every Friday Adam will send out the cover arrangements for the following week. Adam will put a paper copy of this at the front of the cover diary, which is held near the signing in screen in reception. All TAs will need to check this in the morning when they sign in to see if they are down for any extra cover for that day. Adam will add any emergency cover arrangements to this sheet each day by 8:00am. For this reason it is imperative that you check this each morning as you sign in. There will be no daily emails about emergency cover as this will all be in the cover diary.
7. Jon B will be out on Mondays from now on doing transition at new school.
8. Risk assessments to be completed for flight risk children for Sports Day. Parents needed to walk to and from stadium/Field of Oz- Ellie to put on letter.