



Introduction

This handbook is designed to support new members of staff. We hope it will be a useful source of reference and guidance but please do not hesitate to ask for additional information or support.

Herries is a non-selective co-educational Independent ISA Preparatory Day School for just over 100 pupils from 2 -11 in Berkshire. Mrs Beryl Goddard first opened the school at her home in Kings Lane, Cookham Dean for Colonial Service children who were unable to return to their parents serving in far flung corners of the world during the school holidays. She referred to the children as her bunch of 'loveable rogues'. When (in 1937) she added a kindergarten to the school, she chose the name Herries, after the popular Hugh Walpole novel, 'Rogue Herries'. By 1942 the age range had soared from nursery to 17. Numbers grew week by week and finally the school moved to the present building, at that time known as Mayfield. This house was the former home of Wind in the Willows author Kenneth Grahame. It was here that Grahame wrote his famous stories.

General Information

Herries Preparatory School
Dean Lane
Cookham Dean
Berkshire
SL6 9BD

01628 483350

www.herries.org.uk

The School Day

Class, individual and whole school timetables can be found on Google Drive. Ultimately, we will move a lot of this information across to ISAMS, our information management system.

Staff Meetings are held on Wednesdays from 4-5pm. It is compulsory for teachers to attend this meeting. Support staff are always welcome too. If you are absent from such meetings, it is your responsibility to read the Minutes of the Meeting and action anything allocated to you accordingly. Morning briefings are posted daily in our Google Classroom and on Mondays and Fridays, we meet at 8.15 for an end of the week briefing in the Year 6 Classroom. Pastoral meetings will be held weekly - see morning briefings to find out when these are held.

After School Activities

These activities enhance personal development through the opportunity to discover new talents. Children are encouraged to make the most of these activities and choose more than one per week. A Homework Club is offered for KS2 from Monday to Thursday at no additional charge. All ASAs run throughout the term. Some have a limited number of spaces which are filled on a 'first come, first served' basis. Once enrolled, the children make a commitment for the entire term unless there are exceptional circumstances. Consistent absence will mean that other children on the waiting list will be offered the place. External ASA providers charge for their clubs and have the right to exclude children

who are unable to meet behavioural expectations.

Extended Day

Please refer to 'Timings of the School Day'

Early Bird 7.45 - 8.15 - Pupils can solve puzzles, draw, and colour and take part in outdoor play. These sessions are on offer every school day. Ad-hoc sessions can be booked through the office when space is available.

Children can arrive at school from 8.15 - 8.45 and are supervised outside between 8.15 and 8.30.

After School Care 5.00 - 6.00 - An opportunity for our pupils to recharge after a busy day. Activities may include reading, role play, use of outdoor facilities if weather permits, board games, construction toys.

Governing Body and Staff Directory

Herries is a registered charity which is controlled by a Board of Governors. Their names, roles and responsibilities are listed on the Website – Home/About/Staff and Governors

You will find a full list of Teaching Staff, Teaching Assistants, Peripatetic Teachers, Sports Coaches, Admin and Ancillary Staff on the website - Home/About/Staff and Governors.

Our Values

Our seven values are woven into everything we do at Herries; we celebrate the children's achievements in our weekly assemblies. Each Form Teacher should select a child from their class to receive the Golden Certificate for the week for having demonstrated these values.

The School Calendar and Term Dates

Whole School and Staff calendars are in Google.

Term Dates are published on the website – Home/News and Events/Term Dates

Mission Statement

Herries School is an inclusive learning community based on Christian principles which welcomes and provides for children of all faiths and nationalities. We aim to create an understanding and nurturing environment enabling our children to find joy in learning. Through academic excellence, arts and sporting achievements, creativity, independent thinking, culture and friendship, we prepare each child as a unique individual to live a happy, balanced and purposeful life.

Ethos

We believe that feeling at home in a caring environment is essential. Happy children achieve. Small class sizes allow us to monitor individual development and help children to explore and develop their talents. By placing personal development at the centre, we nurture and challenge our pupils. Through our careful guidance, pupils gain the confidence and independence required to achieve and maintain their personal best. In addition to a challenging curriculum, we encourage our children to explore a wide range of enrichment activities, including sports, art, music and drama. We ensure that every child who leaves Herries is well prepared for Senior School.

Aims

We will provide an excellent all-round education to pupils between the ages of 2 -11. Our children will:

- benefit from a challenging, broad academic education
- develop fully their creative, aesthetic, practical, physical, emotional and spiritual qualities and talents
- benefit from belonging to a nurturing community where each child is known and cared for
- develop respect, empathy, compassion and kindness
- develop as confident, well balanced individuals ready to become responsible citizens and leaders, and able to form strong and enduring relationships with others

We succeed by preparing each of our children for the next step of their education, supporting their entry to the secondary school best suited to their individual needs, talents and potential.

Staff Induction

New staff will be made aware of their roles and responsibilities as part of the appointment process but once appointed this process is on-going. The Senior Leadership Team will ensure that they are readily available to new members of staff to answer any questions which they may have. Colleagues are also expected to support, help and answer questions.

Herries A - Z

Herries is a thinking school. We benefit from highly experienced staff who are united by a strong philosophy where happy children achieve. Personal effort is the holy grail of learning. Active, enquiry-based learning is the preferred mode of teaching where appropriate. We believe that character education is essential in order to learn. Learning about leadership, independence and personal responsibility here will take our children far, even further than a clever brain. We follow the National Curriculum, but we are free to adapt this to the learning needs of the children and to incorporate aspects such as preparation for senior school through the ISEB syllabus as necessary. We provide opportunities for pupils to learn how to express themselves, to develop self-esteem, thinking skills, confidence and a sense of achievement. To enrich this important aspect of the curriculum we have developed an exciting and innovative Enrichment programme of subjects which reach well beyond the subject-based curriculum. We tailor our teaching, preparing for a range of senior school routes, including academically selective and comprehensive LEA schools alongside Independents. We offer a small number of internal scholarship awards.

Absence – Pupils

Parents should not take their children out of school for events that can be rescheduled. In exceptional circumstances, parents are asked to put the request in writing via email to the Headteacher. Notice of at least 7 days should be given. If a pupil is absent from school for an extended period, appropriate arrangements will be made to meet their needs. This may be in discussion with any medical professionals who may be treating a pupil.

When a child is absent, parents are asked to telephone the school, as soon after 8am as possible and to give brief details of the reason for absence. Unexplained absences will be followed up to ensure that no child has been away from school without the knowledge of the parent or guardian.

Absence – Staff

Illness: Staff should advise the school as soon as possible about illness. At the very least, a message should be received by 8am, giving time for cover to be organised. Ideally, the Deputy Head should be contacted on her mobile at about 7am. If illness prevents a member of staff from emailing or phoning instructions through to the school office, Medium Term Plans will be used to set work.

Self-Certification: If staff are absent for between one and seven days, they must certify themselves, giving reasons for their absence, using the relevant sheet which is obtainable from the Bursar's department. This sheet will need to be given in within reasonable time of returning to work. Beyond seven calendar days, a doctor's certificate will be required. Not all members of staff will be immediately responsible for, or placed on a rota to provide, supervision for children at specified times of the day. However, there may be occasions when cover for absent colleagues is required at short notice.

Cover: Colleagues who have non-contact time may be expected to fill in for an absent teacher. We rarely engage supply teachers but if we do, staff are expected to make arrangements for preparation, planning and assessment of their classes as necessary.

The Headteacher monitors absence patterns and may arrange a meeting to discuss specific patterns or concerns.

Assemblies

Each week we have two whole school assemblies, one of which will be a weekly Golden Certificates assembly.

Behaviour Support

Behaviour must be managed with sensitivity and professionalism. Staff need to be familiar with our clear guidelines and strategies to help maintain positive behaviour and discourage negative behaviour when it occurs. Staff should be familiar with the Positive Behaviour Policy which includes our Behaviour Ladder, a copy of which is available in the office and on the school website.

ELSA and Nurture Staff (under the leadership of the Assistant Head, Pastoral) are supported in meeting the emotional needs of our pupils through training and specific guidance. See the section on Pastoral Care for further information.

Please refer to the Positive Behaviour Policy and Anti-Bullying Policy for further information.

Break Time

Play offers opportunities for every child to learn, form relationships and have fun. Throughout each break session, duty staff need to focus on and monitor all pupils, whether on the playground, astro-turf or path, each member of staff is part of a wider team. Everyone shares the responsibility for the wellbeing of each pupil. All staff should use their initiative and take the lead to monitor activities. External play equipment should be closely supervised. Staff should check equipment for any apparent defects which should be reported to the Site Supervisor. Staff must ensure the safety of pupils and must be vigilant when supervising in the playground, positioning themselves in the playground to allow for maximum supervision. No child should be sent to or left in the main playground unsupervised. Staff should engage pupils to encourage interaction with other pupils. The upper play area can be accessed via a locked gate. The code can be obtained from the office.

Car Parking

The school has limited off road and 'horseshoe' car parking. All vehicles are parked at the owner's risk and the school will not be liable for any damage caused to vehicles using this area.

Child Protection/Safeguarding

If you have any concerns about child protection/safeguarding, please talk to the Designated Safeguarding Lead. If a child makes a disclosure to you about a child protection issue, please use TED (Tell me what happened, Explain, Describe) then record the conversation afterwards and if necessary tell the individual that you will have to share the information with the designated member of staff. Please see the Child Protection & Safeguarding Policies, available in the office and on the website.

Herries is a Safeguarding Community where: Everyone sees; Everyone hears; Everyone is responsible

Designated Safeguarding Lead -Rob Grosse

Prevent Strategy Person (DLP) - Rob Grosse

Deputy DSL - Katrina Sands, Dianne Seyffert and Megan Bennett

Safeguarding Governor - Christine Weaving

Safer Recruitment Leads – Beata Felmer, Emma Dutton (C of G) and Rob Grosse

School Council and Eco-Committee

Members of the School Council are voted for by their peers on a Termly basis.

Communication Between School Staff

In order to ensure effective communication between class staff and the wider staff team the following guidance must be followed. Under no circumstances must children's wellbeing or personal details be discussed in an informal manner or in front of the children at any time. Concerns and issues must be discussed privately away from children. Please find more information in the **Staff Code of Conduct**.

Community Links

The school has links with other local schools, nurseries, churches, community groups and small after school activity providers. Opportunities to develop further links are always welcomed.

Control of Infection

Staff must be aware of guidelines for reducing the risk of infectious diseases when dealing with bodily fluids. Risk Assessments have been carried out and are available from the school office. Control measures include the wearing of disposable gloves and aprons (available from the medical room), thorough hand washing and the use of alcohol gel if necessary. In the case of a soiling accident, children should only be cleaned by trained, designated staff. All soiled clothing should be contained in a sealed plastic bag and returned home. Spillages of bodily fluids should be cleaned up as soon as possible, isolating the area to keep other people away. The area should then be disinfected.

Curriculum

At Herries, our small class sizes mean that we are able to tailor our curriculum, placing pupils at the centre of everything we do. Every step must be meaningful for individual pupils, not necessarily via a linear route. Professional judgement and assessment data should be the starting point for identifying learning outcomes which are tracked as part of our assessment cycle. Our pupil-centred approach promotes active engagement in learning to facilitate the development of key skills and personal responsibility. Please refer to the Curriculum Policy and the Tracking, Marking and Assessment Policy for further guidance, including information on reporting to parents. Please refer all questions to the Deputy Head.

Data Protection

The utmost care must be taken in the use of confidential material, photos and images of pupils, particularly when using computers. Staff must ensure that confidential material cannot be read by an unauthorised person and should lock computers when not in use or in an unattended classroom. Confidential material must be saved on the school's hard drives or on the school's cloud-based servers and not on personal computers or phones. Staff should delete files that are no longer of use and avoid using memory sticks as they can be mislaid. Computers must be logged off at the end of use to prevent unauthorised access. Photos/images of pupils must not be used unless permission has been given by parents/carers. Staff who are employed by Herries' parents outside of school (e.g. as a babysitter/nanny) must agree their own arrangements with the child's parents regarding photographs, however, these images should never be shared with another member of staff. Please refer to our e-safety and Data Protection Policies for more information.

Dress Code

Clothing worn for school should be smart and suitable for the activities being undertaken. Facial piercings such as nose, eyebrow & lip piercings should be removed. Footwear should not be of the flip flop/toe-post style. Clothing choices should maintain staff dignity and display professionalism. Jeans are not acceptable. Please refer to the Staff Code of Conduct for further information.

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment and should email the Site Supervisor to report any damaged electrical equipment or wiring. Portable Appliance Testing is undertaken annually. Any electrical items brought into school must be reported for testing prior to use. The school encourages the community to conserve energy. All appliances should be switched off before going home at night.

Equality

Herries is an equal opportunities employer. Behaviour displayed by staff deemed to be discriminatory on the grounds of age (not including pupils grouped by age), disability, ethnic origin, gender, religion or sexual orientation will be unacceptable and should be brought to the attention of the Headteacher. Our Equal Opportunities Policy is available on the school website and from the office and covers the following protected characteristics: **age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.**

E-Safety (Staff Use of Social Media)

Staff must take care when using social media and ensure that they do not bring themselves or the school into disrepute. Staff must not share images of pupils on social media or discuss anything in relation to the school. Please refer to our online safety policy for further information. The use of mobile phones and electronic devices with imaging and sharing capabilities must never be used where EYFS children are present.

Fee discount and concessions

Herries offers school fee discounts for children or grandchildren of members of staff. Fees will be reduced to 60% of the full amount for the duration of the child attending Herries and the member of staff being employed by the school. Should the member of staff leave, but wish for the child to remain at Herries, the discount will continue until the end of term in which the staff member leaves. The discount applies to part-time members of staff on a pro-rata basis. In all of the above instances lunches and extras (school trips etc.) will be charged in full.

Fire Procedures

There are detailed instructions in every room about the nearest fire exit point and signs indicating exit points and the assembly point. Please familiarise yourself with the evacuation guidance should you discover a fire. In the event of an alarm: you must assist children to evacuate; do not stop to collect personal possessions. The Headteacher will give permission to re-enter the building. The school has a Fire Safety Risk Assessment, which is available in the school office. There will be a fire drill at least once per term, which is recorded by the Headteacher. Testing of the alarm bells is undertaken on a weekly basis. Please refer to the Fire Safety Policy for more information.

First Aid

The school has a named Medical Officer who communicates all medical information, monitors medical supplies and co-ordinates staff training. Staff who have completed the full Paediatric First Aid Training are named in the staff room. First aid bags and personal medical device bags are stored in the girls changing room and must be taken out to break and taken to off-site activities. The Medical officer should be informed of any treatment that has been given. In the event of a more serious injury the Medical Officer should be consulted immediately. If staff accompany a child to hospital, parents will be informed. Staff accompanying a child to hospital should provide the medical information available from the staffroom. Please refer to the First Aid Policy for further information.

Food Allergies and Intolerances

The school is a 'nut free zone' as we have pupils who have severe allergic reactions (anaphylaxis). Where required, Piriton and epi-pens are kept in the first aid bags and staff are trained to administer them. Parents of pupils with a food allergy or intolerance are instructed to inform the school and photographs of each child (along with details of their allergy or intolerance) will be displayed on the staffroom notice board.

Health and Safety

All staff in school have a personal responsibility for the health and safety of staff, pupils and visitors. It is also the duty of every member of staff to report any unsafe conditions to the Headteacher. Each member of staff has a responsibility for drawing attention to any personal training needs. All staff will be expected to have knowledge on procedures when an accident or incident occurs, know the fire and first aid procedures and understand the basics of infection control. A copy of the Health and Safety Policy and the Fire Safety Policy are available on the school's website and from the office and all staff should be familiar with them. The Headteacher, Medical Officer and Bursar are responsible for Health and Safety. Our site-supervisor co-ordinates Health and Safety matters as well as facilities. Non urgent concerns and issues should be emailed directly to the Site Supervisor for him to investigate and/or attend to.

Homework

Homework includes the strengthening of core skills in Numeracy and Literacy through daily repetition. Weekly tasks in Maths and English are set.

House System

There are three houses - Air, Water and Fire. House points should be awarded to children for being helpful, polite, showing initiative or putting in some extra effort. Form teachers should record these on the children's individual House Point Cards and on the shared House Point Spreadsheet. Pupils receive a certificate for every hundred house points they achieve and there is a celebratory hot chocolate or ice pop at the end of term for the winning team! Please refer to Google Drive: House Points

Illness (Pupils)

If a member of staff is concerned about the health of a child, they should consult the Medical Officer or in their absence the Headteacher or a member of the SLT. The situation will be assessed, and then arrangements for the child will be made.

Parents will be contacted if the child needs to be collected.

Links with Parents

We consider contact with parents to be a vital part of our duty. Matters of a personal or confidential nature should not be recorded in homework books and appointments should be made to discuss any concerns. For academic reporting arrangements, please refer to the Pupil Tracking Policy.

Medication (Pupils)

Every Class Teacher and Teaching Assistant should be familiar with the medical needs of each pupil. A list of pupils who take medication is kept in the staffroom. The Medical Officer will give medication or will oversee. The Class Teacher or School Secretary may also act on her behalf as instructed. If a child is out of school on an educational visit, the class teacher will administer medicines provided. Medication given to pupils is recorded on a list kept in the medical room.

Minibus

This can be booked for use by all staff for trips and events. All drivers must have the necessary D1 on their driver's licence and staff need to have attended MIDAS training during an INSET day. If the vehicle is damaged in any way, the Bursar must be informed. The driver of the minibus should complete the log kept in the minibus for each journey. Please refer to the Minibus Policy

Mobile Phones

Whilst the school allows staff to bring in personal mobile phones and devices for their own use, the school is not responsible for the loss, damage or theft of any personal mobile device.

Personal mobile phones should be switched off, or placed on silent, during work times, unless specific arrangements have been agreed with a member of the SLT. The use of mobile phones and electronic devices with imaging and sharing capabilities must never be used where EYFS children are present.

Staff should not call parents/carers on their personal mobile phones unless it is an emergency and where necessary seek advice from a member of the SLT.

Staff are able to take photographs on their phones but must save them to the Google Drive and delete them from their phones as soon as possible.

Users bringing personal devices into school must ensure there is no inappropriate content on the device.

Staff must never use a hand-held mobile phone whilst driving the minibus.

Outdoor Classroom: Educational Visits and Off-Site Activities

Teachers complete an OA1 Form to plan an educational visit for approval from the Headteacher in the first instance, then the Bursar to ensure costs are accurate. Staff then complete a risk assessment form (Staff Common/Risk Assessments) and submit these to the Medical officer for cover arrangements to be made before talking to pupils or informing parents. Please also ask the secretary to record details in the school diary. Trip letters should come through the office prior to being sent home. The risk assessment form should state the suggested ratio of pupils to staff, which can only be varied subject to approval by the Medical Officer. Risk Assessments are required before pupils can be taken off-site. The off-site visit form gives details of the children and staff concerned as well as times of leaving and returning. This form is used for fire drills and emergencies to check the numbers of pupils, and staff in school.

You should inform colleagues if the absence of a teacher, assistant or pupils will affect the activities of others. If packed lunches are required, the kitchen should be informed two weeks prior to visit, for hot lunches to be cancelled or packed lunches ordered.

Please also refer to our document concerning 'School Journeys' which is filed with all other relevant policies on the website or on Staff Common Files.

Pastoral Care

We are actively nurturing; we don't make weekly lists of concerns to sit in a file. We work sensitively in groups and individually with children to build practical strategies to help them move on. We are totally committed to the vital role that Herries plays, when time is scarce for families these days, to champion traditional values, with good manners and courtesy.

Form Teachers should be able to deal with most of the day to day pastoral needs of the children in their class. The children are encouraged to share their concerns with any member of staff they feel comfortable talking to, or to write a note and feed it to the Worry Monster. Trained Nurture and ELSA

Staff design programmes of activities to meet the needs of specific children.

Peripatetic Teaching

Approximately one third of our pupils learn an instrument during the school day (violin, piano, guitar, drums or voice) with our peripatetic teachers and one quarter study for LAMDA exams, with the majority gaining a distinction.

Personal Possessions

Personal possessions should not be left unattended. Valuable items should not be brought into school and can be left in the staffroom or a lockable cupboard. The school will not accept liability for loss or damage to personal possessions brought onto the premises or taken on school outings.

School Resources

Stationery is kept in the office stock cupboard. Please use items as required but mark on the sheet and advise the office if stock is running low. Subject leaders are responsible for ordering major equipment and organising storage. Any items borrowed should be returned and stored tidily after use. No iPads should be removed from school premises without prior approval and recording of the loan with the Headteacher. Staff should be aware that items used outside school premises may not be covered by the school insurance and that claims against personal insurance may be made in the event of loss or damage to school equipment. Photocopiers are available in school; please keep personal use to a minimum.

Security

All adults must wear an identity lanyard/clip at all times. Members of staff will be issued with a personal green photo ID. Visitors will be issued with a red lanyard. Entrance to the school is carefully controlled and monitored. Visitors are required to sign in and receive a safeguarding leaflet. It is the responsibility of staff to record when they enter and exit the building during the school day using the iPad sign-in app. Staff should be aware of unidentified people around the school and be prepared to challenge them or report their presence to the Headteacher. The school has an extensive CCTV system.

SEND Provision

This is coordinated by our SENCo, who oversees the work of the TAs and the interventions that are planned for the children on the register. All pupils on the SEND Register have a Pupil Passport which details their SEND, their responsibilities and the action which is required for them to have equal access to the curriculum and to make good progress.

All staff who teach children with SEND should be familiar with their Pupil Passport.

For pupils with an Education, Health and Care Plan (EHCP), annual reviews will be prepared and sent to parents who will be asked if they wish to add their views. The review will usually take place in school and include all adults who care and work with the child. Where appropriate, the child may attend the review. This will be revisited and updated at each subsequent review until the child leaves school.

We are inclusive in our practice but outward looking in our approach. We have a duty to each pupil and their family to work in partnership with parents, carers, and the wider family. We ensure that our children have opportunities to enjoy and contribute to the wider community. Staff are expected to be positive and optimistic, giving of their best. Our staff team is experienced, strong, considerate, flexible and loyal. Teamwork is essential, as without this we will be unable to meet the complexities of a small school timetable.

Sometimes, events lead to pupils becoming vulnerable, dependent and more anxious. Each child deserves teachers who understand them and are able to provide the support they need. There is a

strong system of pastoral support, including the SLT.

All staff speak through their actions, demonstrating the habits and behaviours expected of all. They are open to ideas and perspectives and express personal views at the right time and in the right place. Our staff are professional and remain calm in stressful situations. Working as part of a small team brings wonderful rewards.

Severe Weather Conditions

It is impossible to have one policy to cover the wide range of potential adverse weather conditions that may affect our school. However, the factors that will inform decisions are clear; the safety and welfare of pupils, staff, other professionals, parents and visitors. The Headteacher is responsible for the decision as to whether the school should close due to severe weather conditions. This decision is made in consultation with members of the SLT and Site Team. In the event of a closure the Head will inform the Chair of Governors. The decision to close the school will be communicated via:

- Class Reps
- The School Website
- An email from ISAMS to all parents and staff

There will be occasions when the level of snowfall is so great that a decision will be made that the building and site will be closed to all staff (including the Site Supervisor). Teachers will be expected to undertake planning and preparation work at home. There will be other circumstances when the snow fall will not be as great here as in other parts of the country and, although it is possible for colleagues living close to the school to get to work, it would be difficult for others, especially those living in rural areas. Colleagues are expected to make their own decisions based on their own circumstances. In line with policy, those colleagues who can get into school safely will be expected to do so.

Those that are able to get to school safely will be expected to contribute to the process of preparing the school to reopen as soon as possible. Others can take the opportunity to prepare for future lessons. As the majority of our pupils use road transport, in order to reduce risk, there will be occasions when the decision will be taken to reduce the length of the school day. On such days, staff are expected to work their usual hours (although it is probable that staff meetings and after school clubs would be cancelled). There is an understanding that colleagues who have long and/or difficult journeys may arrive later than usual. Please see a member of the SLT if you have any questions regarding this guidance.

Sports

We do not have extensive on-site sporting facilities but make great use of amenities in the locality. Our children have sports lessons at Bisham Abbey (just at the bottom of the hill), the National Sports Centre where Team GB athletes train. We also swim weekly for one term per year at Court Garden in Marlow or at Handy Cross. Despite our small size, we punch above our weight in competitions and matches against other schools.

Staff Room

The staffroom and staff toilet are located on the first floor, towards the back of the building. Hot and cold drink making facilities are available. Parents should not be invited into the room.

Use of the Internet

Each adult PC and internet user should read and adhere to the e-safety guidelines. The school has Wi-Fi which staff may connect their personal devices to whilst on school premises.

Staff are welcome to use school PCs for personal use during their breaks, but they must ensure that they are not accessing inappropriate sites or downloading material (on school PCs, iPads or on their personal devices) which may endanger the integrity of the computer system.

Personal use of computers should be restricted to a reasonable level at appropriate times and be in line with the school's policies.

Staff must ensure that sites accessed by pupils (and by themselves personally whilst using school Wi-Fi), have appropriate content and that pupils are not left unsupervised if accessing the Internet.

Staff must not download software and must consult TSI on all IT related issues. Staff will be given a school email address: staffsurname@herries.org.uk.

Volunteers

The school welcomes volunteers who can bring additional expertise into the school. The Headteacher must be fully consulted before arrangements are made. The volunteer would work under the direction of a class teacher. All volunteers must receive safeguarding training. Volunteers should never be left alone with pupils or allowed to take pupils out of the school building by themselves. If there are any concerns about a volunteer the Headteacher must be consulted. Protocol and confidentiality should be observed at all times.

Policies, Handbooks and Statements

All policies are available on a Shared Drive on Google Drive. The most up to date policy is always the version published on the school website.

Staff must read the most up to date version of Part 1 of Keeping Children Safe in Education and sign that they have done so:

[Keeping children safe in education 2025 - GOV.UK](#)

Staff must be familiar with the latest document 'Working Together to Safeguard Children 2023':

[Working together to safeguard children 2023: statutory guidance](#)

Updated: September 2025 - Rob Grosse, Headteacher