

The Southwater Junior Academy



Staff Information Booklet

2018-19

Introduction

The purpose of this handbook is to provide you with a reference point to support the work that you do. Please be confident to bring forward any suggestions and ideas that you have, whether you are a new member of staff or a more established person within the team.

Aims and Objectives

As a professional learning community we believe that Teaching & Learning is central to school improvement. Our School Development Plan is created with the belief that the quality of teaching and conditions for effective learning are central.

The Academy's aims are exemplified in our Teaching for Learning Policy which outlines the fundamental methods, practices, attitudes and values that we believe lead to the highest standards in teaching & learning at Southwater Junior Academy. The purpose is to clarify and communicate the clear framework of expectations that will support the most effective, consistent and positive environment for teaching & learning. We know that commitment to these beliefs will allow all children the opportunity to maximise their individual potential.

Other important documents include:

The 5- year plan

Joint Professional Development Policy

Self-Review Documents - Whole School and Year Groups

Assessment Policy

Child Protection (Safeguarding) Policy

Behaviour Policy

Induction for new staff

All staff need advice and support initially as all schools are different; this ranges from practical matters to the ethos of the school. For this reason we adopt a whole school induction programme for all new staff, and in addition to an Induction Tutor, the Year Leaders act as a 'critical friend' for newly qualified teachers.

This booklet covers most aspects of Southwater Junior Academy daily life which new staff may need to know when they start and will hopefully continue to serve as a useful reference tool for all staff.

The school day

8.10	Staff briefing Friday
8.45	Bell rung in playground
8.50	Registration
10.30-10.45	Break
12.00 -12.55	Lunch
3.20	End of school

Rotas and timetables for PE/Outdoor Games/ICT/Library/Group Rooms and shared teaching spaces are displayed in the staffroom.

Teaching and Learning

Planning

To meet the needs of all the children, it is essential teachers are well planned. A teacher's planning is their most important tool if consistently high standards of teaching are to be achieved. Whilst we encourage year groups to plan together, it is essential that each teacher has ownership of their planning and individualises it for their class.

Lesson preparation

Individual lessons should be carefully prepared so that all the required materials and resources are to hand before the lesson begins. Where possible, resources should be laid out on tables ensuring a prompt start to the lesson, this decreases the possibility of off task behaviour. Every teacher should keep a small stock of equipment in their classes - spare pencils, exercise books, paper etc. - as children must not be sent during lesson time to gather resources.

Lesson format

An outstanding lesson is based on the needs of the children. There is no one format for an outstanding lesson.

Common elements of a lesson should:

- Have clearly defined learning objectives. These should be made explicit to the children, explained and displayed, usually at the start of the lesson.
- Tell/show the children what you expect of them by the end of the lesson/series of lessons.
- Be engaging for the children. Teacher exposition should be kept focussed. It is not about how long the teacher is speaking for, although we feel 20 minutes is the maximum, but about the clarity in what they are saying and children should be actively involved wherever possible.

Input;

- Do all children need all the input? Could one group start the main task before the others and then have further input from teacher/LSA later in the lesson?
- Role of the LSA - not just standing there, working with a targeted group reinforcing learning
- There should be clear modelling (use the visualiser where appropriate)
- Be well paced. No one element of the lesson should be allowed to overrun to the detriment of another. Time targets should be set to establish and maintain a brisk pace.
- Differentiated / targeted questioning
- Use mini-whiteboards for AfL - so you understand if children/groups need reinforcement / can move on (and move them on if they are achieving)
- LSA to be working with a group (using wedge), reinforcing teacher input

Main part of lesson;

- Have a teacher focus. The teacher must be constantly involved in teaching (whole class, group or individual).
- Differentiated expectations / outcomes

- Clear differentiated success criteria
- Ensure children immersed in resources to aid learning
- Teacher and LSA working with individuals or groups as identified on the Distance Marking sheets (DM sheets) - focus on issues that have come out of previous day or to extend. Teacher/LSA can circulate to ensure all on task.
- Extend move children on when they are ready - be flexible!
- Mini-plenaries - do they need to be whole class? Or can you target certain groups.

Plenary

- If you are going to show children's work, choose it carefully. Use your AfL from the lesson to choose one that effectively shows your point.
- Does it recap, extend, address misconceptions, links made to the next lesson

Feedback and Marking

Effective feedback and marking is a key tool in providing feedback to children's learning and forms part of formative assessment which is essential in improving and moving children forwards towards desired learning outcomes.

A Distance Marking (DM) sheet is used by teachers each time they mark writing and maths. The aim of the sheet is for teachers to mark down which children need support / challenge in the next lesson. If an adult works with a child in the next lesson, they draw a stick man in the margin of the work and initial it. As we increasingly promote independence as children progress through the school, the expectation is that by Y6, it is only the children with SEND who will have these symbols in their books.

Support Staff Information

Each class has an allocated Learning Support Assistant who supports the class in the morning and sometimes afternoon sessions. Learning Support Assistants are in the classroom at 8.45am in order for discussions regarding planning, assessment and preparation with the class teacher, to take place. The Learning Support Assistant is an invaluable resource who needs to be carefully planned for, to ensure all the needs of the pupils are being met. Although a Learning Support Assistant may occasionally be given administration tasks, their key role is to work with and support the children.

Lead LSA - responsible for disseminating information to LSAs, arranging lunch and duty cover.

ABC of SJA

Absence (See Absence & Discretionary Leave policy for further information)

Known absence

Permission for leave of absence - compassionate (illness of relative, funeral) or non-compassionate (interview, house move) should be sought in good time from the Headteacher, as should leave of absence for Professional Development and trips. Appropriate work should be left for the person covering your class.

Unknown absence

If you are unable to come to work through illness you must telephone;

Teaching staff; Rebecca Toogood, Tel; 07960 935937 either the previous evening or between 6am and 7am that morning; please do not leave a message on the school's answer phone.

LSAs; Sam Lanning, Tel; 07854 590058 either the previous evening or by 8am that morning or leave a message on the school's answer phone.

Support Staff; Lindsay Stott Tel; **07734 087111** either the previous evening or by 8am that morning.

When the date of your return is known you must inform your staff contact, and see the Headteacher on your return to work; please refer to the Staff Sickness Absence policy which covers this in more detail.

If your absence is due to illness and is not supported by a Drs note you will be asked to complete a 'Self Declaration' on your return.

Assemblies

Whole school assemblies take place on Monday and Friday. Class/Yr Group assemblies take place weekly.

Assessment

Assessment driven teaching is key to ensure pupil learning. At SJA what is taught, and how it is taught, is directly linked to the children's current understanding. In maths, for example, a mini-assessment is undertaken prior to the teaching sequence to inform the planning for the teaching. This requires teachers to be very clear about how to use assessment information effectively. It is integral to the planning, teaching and learning process to ensure children have the opportunity to develop their skills and knowledge. Each term children take tests with results being put onto O-track. This is followed by a pupil progress meeting between the class teacher, year leader and Deputy Headteacher. Any assessment issues, including O track, should be referred to Kim Brown, DH, responsible for Assessment.

Attendance Registers - Electronic

Complete electronic registration by 9am and 1pm.

Write up number of children present on board. This will need to be adjusted during the day if children go home.

Read out any announcements

Put any absence notes into the plastic wallet and return to reception - any issues must be notified to Julia Berry,

Deal with any administrative matters

The register is an important legal document and must be filled in accurately.

The register must be saved and closed immediately after registration.

Behaviour Management

Staff should be consistent in Behaviour Management so that pupils are aware of the rewards for good behaviour and the sanctions for unacceptable behaviour. The school has a Behaviour Management policy for referral to. We place a strong emphasis on modelling and rewarding positive behaviour (verbal praise, team points, showing work to Headteacher etc).

Being positive

As a staff we recognise the need to remain positive in our outlook. Cynicism and negativity lead to low expectations and poor morale; they have no place at Southwater Junior Academy. We remain committed to finding solutions and making them work in the pursuit of raised standards of achievement for all children.

Calendar

The school calendar is collated at the beginning of the school year and updated through each term. All key dates must be entered into the physical school diary (kept in the Business

manager's Office) and when agreed will be transferred to the calendar. Updated copies are issued to parents via the newsletter and the website lists all events relevant to parents.

Charity Fundraising

Charity fundraising is coordinated by Nicky Wright and Fiona Kingsbury. Children are elected to be on the Charity Committee and they choose which charities are supported each term.

Child Protection

Any matters concerning child protection must be referred to the Headteacher (Designated Safeguarding Lead), SENCo or Deputy Head - all of whom have attended Designated Person Safeguarding training.

Collaboration

SJA staff aim to work closely as professionals, sharing good practice and developing teamwork. We encourage an atmosphere where teachers feel comfortable leaving their classroom doors open - inviting and offering support.

Colours

Colours are awarded to pupils for a variety of sporting and musical activities, who show continued commitment, dedication and sportsmanship and positively represent the Academy.

Communications

Many of the structures defined in this handbook have been devised to ensure communication between staff is effective. As professionals, we must constantly talk. All adults within SJA have an identified line manager with whom they must be able to share their views.

Staff are requested to read the whiteboard in the staffroom and their @southwaterja.co.uk emails daily for any updates or notices.

There is a briefing for staff each Friday morning at 8.10am and a staff meeting on Tuesday at 3.45pm. A Newsletter is issued four times a term to parents and stakeholders. Year Leaders meet weekly and minutes are circulated to all teaching staff.

Confidentiality

Many issues are discussed openly in meetings and sometimes involve individual children, family circumstances or other sensitive matters. Whilst such discussion is encouraged to ensure staff, as a whole are fully involved and aware of what is happening in the school, it is essential that information is not discussed elsewhere. Any member of staff who discusses a sensitive issue with a colleague must feel secure in the knowledge that it will go no further unless they wish it to do so. Confidentiality relies on the ability of any member of staff to trust the integrity of their colleagues.

If a parent discusses a "confidential" matter with any teacher, on which the well-being of a child within school depends, it should be discussed with the Headteacher

Community

We work with, and support the local community in a number of areas e.g. Methodist Church, Sea Scouts, Southwater Youth Association, West Horsham Network Schools.

Computers

Computers are available for staff to work on in the staff workroom. The ICT Suite contains 32 desktops. There are also laptops and tablets and iPads available which need to be signed out. The ICT suite can be booked for additional sessions.

Consultation Evenings for Parents

These take place during the Autumn and Spring terms from approximately 3.40 - 7.00pm. Pupils are encouraged to attend these with their parents.

Joint Professional Development

As part of your on-going Performance Management, your team leader will determine with you the most suitable training courses for you to attend.

Contracts

If you have any problems with your contract or payslip please see the Finance Officer.

Data

SJA is a data rich school and most data required will be available via O track. Confidential information **must not** be saved on memory sticks unless they are SJA encrypted.

Displays

Each class teacher is responsible for ensuring that their classroom environment is welcoming and purposeful. Displays should be a mixture of children's work showing a variety of subjects and learning walls. Each year group and some subject leaders are responsible for specific communal display boards. Year group display boards should have the 'wow' factor, show off 'best work' and give an overview of the high quality learning going on. Children copying up work for displays should use a blue, school issue handwriting pen.

Duties

All teaching and support staff cover playground duties at break times and LSAs cover lunchtimes. A rota is drawn up at the beginning of each term which can be found in the staffroom. Please support Playground Buddies in encouraging children to put equipment away. Staff need to ensure that they spread themselves out on the playground and that there is always one person by the table tennis tables, one by the trim trail and one by the PE shed. Please ensure the bell is rung promptly.

Early morning work

As soon as the children come into school in the morning they should get on with their early morning work. This can take a variety of forms e.g. IWB work, pre-learning and revision.

Eco

We have an Eco-Committee which works in close liaison with the School Council. They oversee the Travel Plan and Eco initiatives in line with the school's eco code.

Email Accounts

Each staff member is allocated an email account; this should be used for all academy emails but staff must not use this as their personal account.

Emergency Lock Down

If the hazard is an intruder on the school site then a lockdown of the building will be signaled by **an intermittent bell**. All children must be accounted for and external doors shut. If you are outside with your class you immediately come into the building.

Environment

The maintenance and development of the school environment is overseen by the Headteacher, the Business Manager and the Premises Officer. Any areas needing maintenance should be advised to the Premises Officer, office or Business Manager.

Extra-curricular clubs

We offer a wide range of extra-curricular clubs, run by staff and outside agencies. If any member of staff would like to start up a club please liaise with the Secretary or Headteacher. All clubs run for 10 sessions a term.

Fire Drill

The fire alarm is the sounding of a continuous bell. When this sounds staff should ensure pupils vacate the building as quickly and as quietly as possible, and make their way to the designated playground area where pupils will be counted using the number from the board. The teacher should leave the classroom last closing the doors. If you are not attached to a specific class, you should report to the office staff.

Fire drills are run each term to ensure that all staff and pupils are fully aware of the procedures, and are reported to the governing body. Fire Safety notices are displayed in all classrooms and the evacuation procedure will be shared annually at the start of the academic year.

First Aid

We have a number of qualified First Aiders whose pictures are displayed on posters around the school. Children should make their way or be brought to the medical room where they will be seen by Nicky Wright, Julia Berry or a designated staff member. Pupils will, if necessary, be issued with slips to take home.

In an emergency the office should be rung or a student should be sent, with the red emergency card affixed to the wall in every classroom, to fetch a first aider.

Health & Safety

There is a Health & Safety policy, agreed by the Governing Body which is displayed in the staffroom. If there are any concerns about Health & Safety please speak to the Headteacher, Business Manager or the Premises Officer.

Holiday Access

The school is usually open to staff throughout the holiday periods - closure dates will be advised in advance and specific guidance will be issued by the Premises Officer or Headteacher.

Homeschool Contact Books / Reading Journals

This is a key tool in ensuring that home and school work in partnership. Books need to be checked daily as they may contain notes from parents. Y5 and Y6 need to write their homework in their journals and all children should have their book signed by home at least 5 times a week indicating their reading. If children are not reading for the required amount please inspire them to do so. If this doesn't work there is a letter to send home to parents.

Homework

This is usually given out to allow a whole week and weekend for pupils to complete. Children in years 5 and 6 should write their homework in their planners. The homework must be acknowledged and valued. It is expected that all children complete their homework. There is a homework club on a Thursday in the ICT Suite which is run by Mrs Johnson.

Improvement Plans

The school has an annual cycle of School Development Plans (SDP) which all staff and stakeholders contribute to.

INSET days

There are five designated Inset days each academic year which teaching staff are expected to attend and LSAs may be invited to attend. All staff are expected to attend the first inset day of the new academic year for annual Compliance, Fire, H&S training.

IT Equipment

All teaching staff have access to laptops, a fully equipped ICT suite, visualisers, interactive whiteboards, digital cameras and tablet devices.

Laminating

There are a number of laminators situated around the school and in the staff room to allow for display materials to be prepared.

Learning Support

The SENCO is also the Inclusion & Learning Support Manager who you should refer to if you need any information on a pupil regarding special needs. The school has a number of support staff allocated to pupils in each year group. They work with the SENCo to ensure that supported learning takes place and run specially targeted support intervention sessions.

Library

The library is well maintained and is open to pupils Monday to Thursday lunch time. The opening schedule is on the library door. There are designated Librarians who are responsible for tidying the library and for issuing and receiving books back from pupils.

Line Management

The Headteacher is the line manager for the Senior Leadership Team; the Deputy Headteacher is the line manager for the Year Leaders; the Year Leaders line manage the teachers in their teams; the Business Manager line manages the Admin and Premises Team; the SENCo line manages the LSA Team. Issues are normally discussed through the Line Manager and, in most cases, the Line Manager is also responsible for Performance Management or Professional Reviews.

Lost Property

Lost property is collected each day, and if named returned to the pupil. The office is in charge of lost property. All unnamed items are put into the Lost Property store (situated in the year 3 corridor) where items can be retrieved by pupils and parents. Unclaimed items are donated to charity/recycled regularly.

Lunchtime procedures

Yrs 4 & 6 eat their lunch at 12.00pm, followed by a playtime outside from 12.20, Yrs 3 & 5 eat their lunch at 12.30. Pupils may visit the library during their lunch time but no food/drinks can be taken in. Playground buddies are available to ensure that all pupils have a happy break and they also monitor the use of the playground games and equipment. LSAs and the SLT provide full duty cover during lunchtimes. On occasions Year Leaders may be asked to cover lunchtime playground duty.

Medical information of pupils

Any medical information that should be known about pupils is recorded in held in confidential folders by each teacher and in the office.

Medical Room

The medical room is situated behind the office. Unless it is an emergency, all pupils should report to the office first. Pupils attending the medical room and/or receiving First Aid may, if necessary be given a record slip to take home.

Meeting rooms

Please refer to the Secretary to arrange a meeting room.

Mentoring

All NQTs will be allocated a Mentor to assist them during their first year. We also have a Learning mentor for pupils who need extra support.

Mobile Phones

Pupils should not use mobile phones in school. The phones should be turned off and are the responsibility of the owner.

Money

Parents are encouraged to use Parentpay but any money from pupils and parents for school trips and charitable collections should be handed to the teacher during registration or taken to the school office. Monies should arrive in a sealed envelope, clearly marked with the pupil's name, class and reason. All monies are given to the Finance Officer for processing.

Moodle

This is our Virtual Learning Platform that enables pupils to access their work from home. It is also used by year groups as a platform for notifying families of information and events.

Movement around the school

When escorting children around the school, teachers must ensure the children are quiet. Teachers should be positioned so that as many children can be seen as possible. If unaccompanied, children must walk sensibly around the school, both inside and outside the building.

The children should be encouraged to go to the toilet at playtimes. As the children progress through the school, the times they need to go during lesson time should decrease.

Music lessons

A wide range of Music lessons, provided by Peri teachers are offered to pupils in Yrs 4 to 6. Any questions should be referred to the Music teacher.

Newsletter

Parents and stakeholders are kept up to date with school life and events with the regular issue of the newsletter, prepared by the Headteacher, with contributions from staff, pupils and governors.

Noise levels

It is recognised that noise levels will vary depending on the age of the children and the type of task in which they are engaged. However, quiet children tend to be calmer, more

reflective and easier to manage. Pupils are encouraged to communicate quietly with each other, in the same way that adults talk calmly to them.

Nut Allergy

We operate as a 'nut-free school' to minimise the possibilities of any nut allergy reactions.

Performance Management

The Performance Management policy is available to all staff. Classroom observations contribute to the process which is undertaken by the Headteacher or line manager, with reviews taking place at the end of the academic year.

Photocopying

Photocopies can be made in black or colour. Bulk copying or class resources can be copied by the admin LSA with responsibility for photocopying, or office staff if notice is provided. The photocopiers are networked to class computers. Staff will need an electronic tag to release their copying from the photocopiers. Staff are requested to minimise the amount of copying undertaken where possible for both financial and ecological reasons.

Planning - PPA release time

All teaching staff are entitled to a minimum of 10% PPA release time each week, which is taken on the premises, when their class will be covered by a designated PPA teacher/HLTA. Should you need to take this PPA time off the premises, please approach your line manager or the Headteacher for authorisation.

Playtime Protocol

If any unknown visitors come into the playground it is imperative that they are approached and their purpose identified immediately. Please do not allow anyone onto the playground without stopping them. Do not be afraid to approach anyone coming onto the school premises - if they are genuine they will understand it is your duty to do so as there is a need for everyone to remain safe.

At the end of playtime the bell is rung. All children stand still. The bell is rung again. Children then walk to their classrooms.

Playground Buddies

Playground buddies are trained to help pupils have a happy break, to monitor the use of the playground games and equipment and to help settle any issues. They can be identified by the bright yellow t-shirts they wear.

Policies

All schools have whole school policies - too many to list - which staff can refer to at any time; they are located in a central folder in the Headteacher's office and can also be found in 'Shared Resources - Policies' on the network. Policies are updated as per the schedule and are agreed by the Governing Body.

Professional Associations

It is advisable to join one of the Professional Associations, which can offer legal advice and support, preferential insurance schemes and general professional advice. The represented unions are: NUT, NASUWT, NAHT, ATL, The Voice

Professional Development

Training requirements will be identified in your Performance Management review, or linked to School Improvement priorities, and agreed course attendance will be paid for from the Professional Development budget.

Promoting the Academy

The academy is always seeking to promote itself in the local press and the community. If you have anything you would like to promote - any events or curricular activities you would like recorded, please notify the Headteacher.

PTFA

The PTFA is a body of parents, staff, and friends from Southwater Junior, Southwater Infant and Castlewood Primary schools. They are responsible for arranging events such as the Summer Fayre and Firework Extravaganza with funds raised being donated back to the schools on a pro-rata basis.

Pupil illness in lessons

If a pupil says they feel unwell during a lesson please use your professionalism in deciding the appropriate course of action. Often a reassuring word or a visit to the toilet is all it needs. Only if you feel further action is required should they be sent to the office. In an emergency the office may be telephoned or a pupil sent with a red emergency card. Parents will be asked to collect children who are too unwell to continue for the rest of the day.

Repairs

If any classroom equipment is broken or damaged please advise the Premises Officer or Business Manager. Similarly, please advise the ICT Technician if any ICT equipment fails or becomes damaged. Please log any issues in book held at main reception.

Reporting System

During the course of the year parents will receive two reports - one in the Spring term and one in the Summer. Details of the reporting system are in the 'Annual Reporting to Parents' policy.

Resources

All resources throughout the school are sourced and ordered by the Business Manager to ensure best value. Any year group or subject needs must also be referred so that budgets can be checked and purchases authorised. Purchasing of all resources must tie in with the SDP. A requisite form needs to be filled in.

School Closure / Evacuation / Critical Incident Procedure:

What happens in the event of school closure?

It is essential that the school holds current and up to date contact information. Please ensure that any changes to mobile/home telephone numbers are communicated to the business office immediately.

In the event of school closure the text messaging service will be used to communicate information quickly to all staff and parents.

What is the Evacuation Procedure?

In the event of the bell ringing continuously please evacuate the building at the fastest point and assemble in the relevant playground. The register will be brought to you. Check

all children are accounted for and raise the register in the air until the HT (or senior members of staff) acknowledges you.

What do I do in the event of a Critical Incident?

As per evacuation but on instruction pupils are escorted to Southwater Leisure Centre.

What do I do in the event of a lock down?

The fire bell will be rung at regular intervals (1 seconds on, 2 seconds off) all classes must stay in the room they are in until further instructions are issued. All children must be accounted for and external doors shut. If you are outside with your class you immediately come into the building.

School Grounds

The development and maintenance of the school grounds is overseen by The Premises Officer. General maintenance such as grass-cutting, hedge and tree maintenance is undertaken by BC Groundcare. The Premises Officer is responsible for overseeing any structural repairs or groundwork repairs.

School Trips & Residential visits

The school has an Offsite and Educational visits policy. All visits, trips and residential outings must be referred to Lindsay Stott, the Educational Visits Officer, and logged onto the EVOLVE system for authorisation, by the Headteacher and/or the Local Authority, at least 6-8 weeks prior to the planned outing. All finances and charges MUST be checked and agreed by the Finance Officer before any notification is issued to parents.

SEN (see Learning Support)

Signing in

Staff are requested to sign in and out at reception whenever they enter or leave the building.

Smoking

Southwater Junior Academy is a non-smoking school. Staff and visitors are not allowed to smoke on the premises, including the use of E-Cigarettes.

Social Media

Staff should regularly update security settings on social networking websites to ensure maximum privacy. Always think carefully before posting anything on a social networking website that could compromise professional integrity - even if it is deemed a private setting. If unsure don't post it. Staff should think carefully about who they are 'friends' with. Staff should not be 'friends' with current or recent pupils.

Staff Room

The staff room is available to use for all staff. In the staff room you will find a fridge, microwaves, coffee machine, water cooler and a water heater. You will also find the notice board and rotas. Please ensure that you take adequate breaks throughout the school day. The staffroom also allows you to talk to your colleagues in a safe and supportive environment.

Strategic and Senior Leadership Team

The Senior Leadership Teams work closely with the Headteacher and have delegated authority during the absence of the Headteacher.

Staff dress code

Staff are expected to dress appropriately, maintaining high standards of presentation expected of professionals. SJA branded Sportswear should be worn if staff are taking sports lessons or clubs. More casual wear may be worn if Art, Drama or DT lessons are being undertaken.

Staff Cover

PPA release time is timetabled, monitored and covered by PPA teachers. Staff absence is usually covered by HLTAs to provide continuity, or otherwise by arrangement through the office, by a supply teacher. All cover must be organised via the Secretary and Headteacher.

Staff ID badges

All staff must wear their Staff ID badge whilst on the premises or whilst representing the school on outings or at meetings.

Tea, coffee, juice & biscuits

These are available to all staff who contribute termly; payment should be made to the Finance Officer.

Teach Like a Champion (TLAC)

The work of Doug Lemov in Teach Like a Champion is a major influence in the academy. The techniques which are established and which leaders expect to see in classes are 100%; Right is Right; No Opt Out; Format Matters; Circulate; Call and Response and Cold Call.

Teaching School

SJA is one of the strategic partners in the TSA24 Teaching School Alliance.

Trophies and cups

At the end of each term trophies and cups are awarded to deserving pupils - voted for by staff. There are 6 awards:

Esprit de Corps Plate - awarded to the child or children who have made an extra special contribution to the life of the school

Moulden Trophy - awarded to the child or children who have made outstanding contributions in sport

Standing Trophy - awarded to the child or children who have made outstanding contributions in music or the performing arts

Rivendell Cup - awarded to the child who has shown endeavour, trying hard and sticking to things that aren't so easy

Excellence in Teamwork trophy - awarded to those who have displayed outstanding Teamwork

Triple C Trophy - awarded to those who have displayed Consideration, Cooperation and Communication

Trustees (Governors)

Trustees play a vital role in overseeing the running of the school in the interests of the community it serves and have a general responsibility for the effective overall management of the school. Trustees work with the Head Teacher of the school in a close and balanced

partnership, making decisions about a range of issues including the aims, policies and ethos of the school and how the standards of education can continuously be improved. We have one representatives from both teaching and support staff who will be happy to take any matters to the governing body on your behalf.

Uniform

All pupils must wear the regulation uniform as detailed on the school website. All jewellery should be removed for PE lessons - earrings should be covered if they cannot be removed, or if the ears have not been pierced for a full six weeks.

Visitors

All visitors must report to reception where they will be signed in and allocated a visitor's badge which must be visible; they must also be familiar with the Child Protection policy. All staff and pupils are expected to be vigilant in challenging appropriately, anyone without a badge.

Water

All pupils should have access to drinking water throughout the day. It is the responsibility of the pupil to provide their own drinking vessel and not to get water from the office/medical room. Water taps are situated around the building.

Website

The academy's website contains all current information for pupils, parents, stakeholders and visitors and is regularly updated by the ICT Technician.

West Horsham Network

Southwater Junior School belongs to the West Horsham Network of 11 schools which includes:

Arunside Primary, Castlewood Primary, Shelley Primary, Southwater Infant, Southwater Junior, St. John's Catholic Primary, St.Mary's CE Primary, Tanbridge House Secondary, Trafalgar Infant. The network undertakes shared initiatives, focuses and Insets.

And Lastly

In all things, we seek to establish a "commonality of approach". The structures outlined in this handbook are designed to ensure consistency across the school. If all staff value and maintain the agreed structures, Southwater Junior Academy will continue to be a truly inclusive learning environment.

Glossary

CAF	Common Assessment Framework
CHN	County Hall North
EVOLVE	Educational Visits Offline Virtual Environment
ILP	Individual Learning Plan
IWB	Interactive White Board
LA	Local Authority
LT	Leadership Team
FL	Foreign Language
PDP	Premises Development Plan
PERI	Peripatetic Teachers
PPA	Planning, Preparation & Assessment
SCR	Single Central Record
SDP	School Development Plan
SDR	Supported Data Review
SLT	Senior Leadership Team
SIP	School Improvement Partner
SLT	Senior Leadership Team
WHN	West Horsham Network
YL	Year Leaders

Notes: