



Staff Booklet

September 2022

To be reviewed
April 2023

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Welcome

Welcome to Wentworth Nursery School and Children's Centre. Wentworth is an organisation that promotes high quality integrated teaching and learning for children and families from birth to five years of age. We are a TEAM of professionals who are highly committed to what we do. We promote a caring and supportive approach to all our colleagues; for example, we operate an open-door policy, high quality training and a reflective approach to each member's role. Additionally, we are keen to celebrate colleague's significant birthdays, and there are staff socials.

Ethos and Vision



Our ethos is one where fairness, respect, empathy and sense of community are nurtured within a caring and inclusive environment. We want children to feel safe enough to be curious, confident, creative learners able to take risks in a challenging environment. Each child's learning is integral to all that we do and we have appropriately high expectations of what all our children, with support, can achieve.

We feel a real strength of our Nursery school and Children's Centre is the passion, commitment and expertise of our staff and governors in striving to achieve the very best for the children and families in our community.

Our vision is to be a beacon of excellence and innovation as the children and families in our community deserve nothing less.

- We aim to be a community of learners where research and reflection inform all that we do. Contributing to training across the borough; as well as training nationally consider work with Ofsted and Nursery World (Master Class 2019, Nursery World, 2022)
- Where education is seen as a life-long experience in collaboration with key parties including: parents/carers, staff, families and the local and international community.
- We see curiosity and investigation, play, communication and creativity as fundamental to children's development as competent thinkers and learners.
- We aim to become a training resource, supporting the professional development of early years' practitioners.

Professionalism

We expect all staff to conduct themselves in a courteous and professional manner at all times. This means the following:

- We arrive **ready** for work on time.
- We are organised and prepared for our work.
- We promote a '**can do attitude**' at all times.
- We conduct ourself in a professional manner **at all times**, e.g. consider the use of language.
- We work to our best of abilities, including responding to emails in a timely fashion.
- We check our emails on a daily basis. We will only send emails in the hours of 7am – 5pm.
- If we are unable to attend work for any reason, we contact our line manager by **7am** the latest.

We are proud that Wentworth does not tolerate any form of discrimination and any discriminatory practises will be swiftly addressed.

Preparation and Assessment (PPA)

We provide Planning, Preparation and Assessment (PPA) for all keyworkers, colleagues working in our stay and play provision and for teachers. PPA is for colleagues to be best place to enable all children to excel in their learning. We expect Nursery Keyworkers to be utilising their PPA time by mainly interacting with their key group of children in the learning environment, observing and planning for their children's individual needs and writing observations. PPA is also to be used to discuss key children with senior practitioners during pupil progress meeting (Spotlights) as well as organising time to meet and feedback to parents and carers. Nursery Keyworkers are also expected to plan story plans for the following week. PPA includes time to settle new children into their nursery routine.

We expect all staff to work to the best of their ability in accordance within their job description. We will always aim to provide support to our staff so they are best placed to flourish within their respective roles.

Personal information

It is every staff member's responsibility to ensure we have accurate information concerning the following:

- Contact numbers
- Who to contact in an emergency
- Home address
- Any medical condition that is in the staff's interest to share with us.

Staff Email

All staff will be issued with a Wentworth Email and this email **must** be used at all times when communicating with any work-related matters.

As a member of staff, all matters relating to Wentworth are confidential and should not be shared on any social media platform, other than those sanctioned by the Headteacher.

Policies

On the school website all policies can be obtained including our safeguarding, behaviour and assessment policy.

All policies can be found on the school's website: www.wentworthnurseryschool.co.uk

Safeguarding

Part of our statutory duty is the safeguarding of children. The Designated Safeguarding Lead (DSL) for Wentworth is the Headteacher: **Farzana Chowdhury**. The deputy DSL's are: Bonnie Mendoza, (Deputy Headteacher) Donna Davis (Learning Support Co-ordinator) and Katrin Karlsdottir (Children's Centre Manager).

Should you have any concerns regarding the safeguarding of children please see the DSL.

Should you have concerns about the Headteacher, please contact the **Chair of Governors; Sally Lindsay German**
Sally.Lindsay-German@wentworth.hackney.sch.uk

Please remember safeguarding is EVERYONE'S responsibility.

Race and Identity

All stakeholders of Wentworth Nursery School and Children's Centre have agreed to undertake this piece of work. We believe all staff are role models for our community and as considerate and caring human beings we believe this is immensely important. Our pedagogy and approach is evidence based on high quality training from respected educationalist and figures.

Wentworth action taken so far:

Equality Statement: Clarity that explicit racism and prejudice is not acceptable within this organisation.

Quality Resources Review of and amending small world resources

Quality Book: Review of Core books, the school has invested in purchasing in thoughtful books that reflect the school's community and imbedded into the Wentworth core books list.

Approach: Highlighting there is an explicit issue within education which does disadvantage children of black and Caribbean heritage and Wentworth wants to address this.

Training: with staff on racism and the importance of being anti-racist. Recognising for all children, staff and families to have a sense of belonging and therefore opportunity to excel this work is relevant for us all.

We ALL have a role to play.

Training and Professional Meetings

- As a school, Wentworth has a minimum of five INSET (In-service educational training days). **All staff are expected to attend all INSET days**; no annual leave is permitted during INSET days.
- Within the children's centre there are biweekly meetings on which colleagues are expected to attend. Additionally, there are some staff meetings with the nursery school which staff are equally expected to attend.
- Within the Nursery School there are the following meetings that all Early Years Educators and teachers are expected to attend:
 1. **Daily Morning Briefings** at 8.05am. All staff present in Nursery are expected to attend.
 1. **Daily End of Day Evaluation Meetings:** Monday – Thursday (3.30 - 3.50pm)
 2. **Staff Meetings:** Tuesday (3.30pm - 4.50pm)
 3. **Planning meetings:** Thursday (3.30 - 4.35pm)
- Wentworth is committed to high quality training for all its staff. Wentworth ensures staff have access to the best quality of training, this may be through outside facilitators, visits or in house training.
- All staff will have a performance management/well-being cycle which takes place three times an academic year.

Salary

All staff who are not teachers are paid in the 15th of **every month** or the Friday prior if the 15th falls on a weekend. All teachers are paid on the **last day working day** of **every month**. Should you have queries regarding your salary please see the school Bursar, Lisa Purcell in the first instance.

Resolving Issues

Should two staff have a disagreement, which we recognise is unusual; we ask both members of staff to discuss the issue in a professional and courteous manner with the aim of mutually resolving the issue. If for any reason this is not possible, the matter should be brought to the line manager concerned who will consider how best this can be resolved, which may involve a three-way meeting. Wentworth is confident when issues are discussed in a calm manner, whatever the issue it is very likely to be resolved. Should any member of staff feel they are being bullied, they should see the headteacher and outline in writing the nature of their concerns. If the headteacher is considered the bully, similarly the concern should be put in writing to the headteacher and the chair of Governors. We are always committed to a solution focused approach!

Dress Code

Wentworth does not have a formal dress code other than colleagues should be appropriately and respectfully dressed for the nature of work they are doing. As a school and children's centre many of us work outside in all weathers engaging with children and families, and as such need to be dressed in ways that enables us to freely participate in a range of learning experiences involving: paint, clay, pond dipping and fires; (we engage with lots of forest school learning experiences).

Health and safety

At Wentworth we are committed to the health and safety of all staff, as well as children and families. We all have a role in health and safety. We ask all staff members to remove and inform their line manager of any items, that may be dangerous to either children, staff or visitors. Wentworth has a number of staff who are first aid trained, during your induction you will be introduced to all such staff. Please note health and safety is everyone's responsibility.

Should any staff experience an injury on the premises, please report it to the Headteacher or the Bursar. You will be required to complete an injury form.

Annual Leave

At Wentworth we have staff who are contracted within an all-year-round contract and those who are contracted to work term time only. For staff who are contracted on an all-year-round contract, part of one's annual leave is allocated at Christmas (this covers the two-week period the school and children's centre is closed) and also over the summer holidays (which equates to two school weeks).

For all term time only staff, leave can only be taken during the school holidays.

Religious Holidays

Religious holidays are not paid and can only be taken via the discretion of the headteacher. Wentworth unfortunately is not able to support religious practices which impact on the role of any staff member.

Medical Appointments / Request for Leave

As far as possible we ask all staff to have medical appointments outside their working times or within their annual leave. We do understand on some occasions this is not always possible. For nursery school staff, please ensure to **book** an **appointment** with **both HT** and **DHT** to **request** to book time off work should this be required. The times allocated are: before the working day, lunch time or after school.

Please note hospital appointments if made during working hours will be paid for, however, other medical appointments such as those concerning a GP, dentist will be discretionary with the Headteacher as to whether they are paid or not. Staff could alternatively be asked to make up the equivalent time.

Staff Sickness

We understand there may be times, that a staff member is unwell and they need time to recover.

We ask all staff to ensure they **telephone** and have a **verbal conversation** with their line manager. It is **not acceptable** to text or leave voicemail without having a verbal discussion with your line manager.

Children's Centre Staff: **Katrin Karlsdottir** (Children Centre Manager)

Nursery Staff: **Bonnie Mendoza** (Deputy Headteacher)

Calls must be made between **6.30 - 7am**.

If unable to reach DHT, please ensure to speak to HT or Bursar on school contact number

020 8985 3491 BEFORE 7.30 a.m.

When contacting the DHT or Children's Centre Manager please state clearly why you will not be able to attend work. For example:

- Sickness
- Dependency leave
- Other reason e.g. flood

Nursery colleagues must then follow this up by calling **before 2pm** to speak to the **Headteacher** regarding whether they will be **returning the next day**.

Children's Centre colleagues must call **before 2pm** to speak to the **Children's Centre Manager** regarding whether they will be **returning the next day**.

For any staff who have significant or erratic sickness, the school may engage with a sickness monitoring procedure with accordance of Hackney Education Sickness Guidelines. This is to support the staff member concerned being best placed to return to work on a consistent basis. The Headteacher will request to meet you to discuss and explain the procedure.

Funerals

This is discretionary by the headteacher.

Return to Work

All staff return after sickness must see the CC manager or the Headteacher to conduct a return-to-work interview and to complete a return-to-work self-certificate.

Nursery school staff will be required to **meet** with the **Headteacher** on the **day** they **return to work**, before the working day begins. This means requesting to meet **before 8.05am**. in the absence of the headteacher, staff can meet the deputy headteacher.

Dependency Leave

As employees of Hackney Education, all staff are eligible for up to a maximum of seven days dependency leave in a rolling year. This is discretionary with the Headteacher.

Below is a link to all Hackney Education human resource policies for your information

<https://www.hackneyservicesforschools.co.uk/section/human-resources-schools>

Professional Organisations: Unions

We are pleased we have three union officers within our school they are:

Lisa Purcell representing the GMB Union

Bonnie Mendoza representing NEU

Wentworth are also members of Early Education, Hackney School Board and Hackney Teaching School Alliance

Lockers

You will be allocated a locker which are in the staff room of the school and in the resource room of the children's centre. Please ensure all valuables are locked away.

Mobile Phones

As part of our safeguarding procedures, we ask all practitioners to have their mobile phones stored away and kept on silent. We do recognise that there may be situations where a staff member may require to have her/his phone on their person and within these situations, all staff must have this cleared by the headteacher or by the children's centre manager.

Smoking Policy

Please note the school and children's centre is a smoke free area. No smoking should take place within the grounds of either the school or children's centre.

Equipment

Any equipment provided to you such as an iPad or laptop must be looked after appropriately and stored away safely at the end of each day. All staff must sign out and, in all school, /CC property that is used at home. Please see the school bursar or CC manager. Please note all equipment taken by staff is the staff member's responsibility. All ICT equipment MUST be used within the school's guidelines.

Lunch Provision

Unfortunately, lunches from our kitchens are only provided for pupils, however, we have excellent facilities for making your own lunch/bringing in your lunch i.e., microwave, toaster, fridge and hot/cold water zip tap. Please note all staff should only have closed lidded cups when drinking hot drinks in the school or children's centre.

Eco School

Wentworth is an Eco school and as such we are very committed to ensuring all our practices are supportive of a more sustainable way of working. So please only print if you absolutely need it and contribute to our recycling procedures: we recycle all paper and plastic.

Times of Children Attending the Nursery School

2-year-olds

AM = 8.30 – 11.25

PM = 12.30 – 3.25

3–5-year-olds

Full-time children attend from 8.30 – 3.30

AM children 8.30 – 11.25

PM children 12.30 – 3.25

Wrap Around Care

Breakfast Club: 8.00 – 8.30

Tea Club: 3.30 – 6.00

Staff Team:

Name	Staff role
Amy St Haire	Early Years Educator
Becky Loughlin	Community Early Years Educator
Berivan Kesen	Early Years Educator
Bonnie Mendoza	Deputy Headteacher SLT
Daniel Daramola (SLA)	IT Supplier SLA
Donna Davis	Learning Support Co-ordinator & Early Eears Educator SLT
Ernestina (Tina) Terrelonge	Learning Support Assistant
Farzana Chowdhury	Interim Headteacher & SENCo SLT
Fran Mullen (SLA)	Speech and Language Therapist
Jaheda Choudhury	Early Years Assistant
Jill Whitmore	Senior Extended Day Practitioner /MTP
Karen Carlin	Early Years Educator
Katrin Karlsdottir	Community Services Manager SLT
Kozeta Shiqerukaj	Early Years Educator
Laura Hurst (SLA)	School Gardener
Lena Godonu	Learning Support Assistant
Lisa Purcell	Bursar SLT
Patsy Musgrave	Learning Support Assistant
Ping Cheng	Meal Time Practitioner (temporary)
Sakina Bibi	Early Years Educator
Sharon Hussey	Early Years Educator
Steph Reed (SLA)	Specialist teacher for SEND
Tayshan Brooks-Brade	Meal Time Practitioner
Veronica Hunter	Kitchen Assistant
Yildiz Arslan	Nursery School Administrative Assistant

Leadership Team

The leadership team comprises of the following staff:

- **Farzana Chowdhury:** Interim Headteacher & SENCO
- **Donna Davis:** Learning support co-ordinator
- **Katrin Karlsdottir:** Community Services Manager- Children’s Centre
- **Bonnie Mendoza:** Deputy Headteacher
- **Lisa Purcell:** Bursar

The leadership team is responsible for the effective running of Wentworth and its strategic development in keeping to its development plan, ethos and vision. The Leadership team meets every fortnight.

Governing Body

Governor	Role
Farzana Chowdhury	Interim Headteacher
Sally Lindsay German	Chair of Governors
Siobháin Canney	Governor
Larissa Pople	Governor
Katrin Karlsdottir	Co-opted Governor
Heather Charles	Co-opted Governor
Saga Arpino	Parent Governor
Sarah Abrahams	Parent Governor
Khuzema Hussain	Parent Governor
Tom Gilbert	Parent Governor

The Governing Body is the strategic arm of Wentworth, which ensures the quality of its work is robust and the organisation is run effectively and efficiently. The Governing Body has two committees comprising of the following governors:

Resource Committee which is responsible for finance, personnel and health and safety.

Chair: Sally Lindsay German

Members: Lisa Purcell (Bursar), Khuzema Hussain and Farzana Chowdhury.

Curriculum Committee which is responsible for the teaching and learning of all children.

Chair: Siobháin Canney, Sally Lindsay German

Members: Larissa Pople, Sally Lindsay German, Tom Gilbert, Farzana Chowdhury and Bonnie Mendoza

The Full Governing Body meets once a term.



Staff Signature and Declaration

Please do not hesitate to contact your line manager should you have any questions. Wentworth is a community organisation and are fully committed to all its staff as well as the children and families it serves.

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Please copy, sign and email the section below to the school office: admin@wentworth.hackney.sch.uk

I have read and will adhere to Wentworth's protocols as outlined in this staff booklet.

Staff Member's name.....

Staff Member's signature.....

Date.....