

## School Day Guidance

<b>Policy Title:</b>	<b>School Day Guidance</b>
<b>Academic Year:</b>	<b>2017 - 2018</b>
<b>Policy Reference:</b>	<b>CS7</b>
<b>Description:</b>	Guidance on expectations for the school day
<b>Status:</b>	Approved TLC - Management Committee
<b>Category:</b>	Suggested
<b>Review frequency:</b>	Every 2 years
<b>Contact:</b>	<b>Jacque Davies</b>
<b>Version:</b>	<b>V.3</b>
<b>Who was consulted:</b>	Previous PRU policy – created by PRU (Pupil Referral Unit), headteachers J.Davies and S.Hunter. Modified August 2015.
<b>Other relevant policies:</b>	
<b>Acronyms:</b>	<p>MC - Management Committee</p> <p>TLC - Teaching &amp; Learning Committee</p> <p>SWC - Safeguarding &amp; Wellbeing Committee</p> <p>FC – Finance Committee</p> <p>H&amp;SPC - Health &amp; Safety and Premises Committee</p> <p>PERS - Personnel Committee</p> <p>LA - Local Authority</p> <p>WBC - West Berkshire Council</p> <p>DfE – Department for Education</p> <p>HT - Headteacher</p> <p>INSET - In Service Education Training</p> <p>LT - Lead Teacher</p> <p>PPA - Planning Preparation and Assessment</p> <p>SLT - Senior Leadership Team</p> <p>TA - Teaching Assistant</p>
<b>Date for Review:</b>	July 2019

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### 1: Key contact list for School Day Guidance

Headteacher	Jacquie Davies	01635 528048	jdavies@icollege.org.uk
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<b>2: 'The School Day'</b>	<p>Learners are expected to arrive promptly to each lesson. As each site area is small, lateness should not occur. If a learner does not arrive at a lesson on time, the receiving teacher/Teaching Assistant (TA) should liaise with the previous teacher/TA/Leading Teacher (LT) as soon as possible in order find out the reason why and act accordingly.</p> <p>Lateness to lessons is an important part of overall attendance and could impact on successful reintegration/progression/transition, as well as in the <b>icollege</b> or work place.</p>
<b>3: Transport</b>	<p>At the beginning of the day, learners should make their way into their school via the quickest route. Learners are not expected to linger outside the buildings. It can be helpful if a member of staff is available to greet learners as they arrive.</p> <p>At the end of the day, staff should encourage learners to leave the site promptly and liaise with parents/carers / mini-buses / taxis / bus times / train times / walking routes as appropriate on departure.</p>
<b>4: Break &amp; Lunch</b>	<p>Learners are expected to remain on the school sites for the duration of their school day, including break and lunch times, and should not normally be allowed to leave by themselves, (unless Post 16) during the day.</p> <p>Permission should not be given for food to be purchased at any local shops. If the unit or team are providing lunch then learners should not bring their own food into <b>icollege</b> except with individual permission.</p> <p>No learner should be allowed fizzy or high sugar drinks in school.</p> <p>Healthy eating should be encouraged.</p>
<b>5: The Staff Day</b>	<p>For working day guidance, please refer to <b>icollege</b> Expectations, including PPA (Planning Preparation and Assessment) and break-times.</p> <p>Staff should be fully prepared so that they are able to start each lesson on time with required resources ready for learners. It is recommended that staff arrive at school</p>

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	<p>between 15 and 20 minutes prior to the start of the day and leave themselves the same at the end of the day.</p> <p>Non-teaching staff may have slightly different times according to their contract and agreement with their relevant line manager, but should also arrive at their place of work before the start time so that they are ready to start at the given time.</p> <p>PPA time will be offered to all teaching staff in accordance with DfE regulations. PPA time will also be given to TAs in order for them to carry out any specific responsibilities that they have.</p> <p>LT/team leaders need to ensure that there are adequate staff on site to receive learners as they arrive and the same at the end of the day. Please read this in conjunction with the guidance on PPA and breaks.</p>
<b>6: Staff Meetings</b>	<p>Weekly staff meetings/briefings and INSET days are part of directed time and dates and times for these will be given to all staff in advance of the school year. Where possible staff meeting time should be a part of the TA contract time.</p> <p>If this is not possible then overtime can be requested. It may also be beneficial for admin staff to attend staff meetings. This should be discussed with their line manager. If attendance at a staff meeting is not possible then there should be procedures in place in each unit to ensure that agenda and minutes are available or circulated.</p> <p>Specific teams in <b>icollege</b> also have regular meetings. Agendas and minutes from these meetings should also be circulated. There should be a procedure as above for anyone unable to attend.</p>
<b>7: Dress Code</b>	<p>Staff should dress according to the activity that they are taking part in that day. If staff are meeting with parents/carers or visitors then smart casual clothes should be worn to reflect the professional side of the <b>icollege</b>.</p> <p>This is also modelling to learners the importance of appearance and preparation for different events. Please be aware that visitors may arrive at any time of the day.</p>
<b>8: Additional Information</b>	<p>The School Teachers Pay and Conditions Document (STPC) provides guidance for all teachers, and teachers are expected to keep up-to-date with its contents which are revised annually.</p>

<b>9: Change Record</b>				
Version Number	Date Approved	Management Committee Minute Reference	Description of Amendments	Review Date
3	17.10.17	TLC 17.10.17	Transferred to <b>icollege</b> format and contact details updated	Oct 2017

### **Keeping Children Safe in Education (March 2015)**

*All staff with **icollege** understand the need to safeguard and promote the welfare of children; this includes protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.*

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<b>Approved by:</b>	Teaching and Learning Committee
<b>Signed:</b>	
<b>Print name:</b>	Maureen Sims
<b>Position:</b>	TLC Chair
<b>Date:</b>	17.10.17
<b>Review date:</b>	Sept 2019