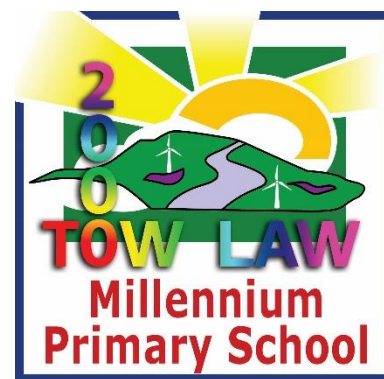


STAFF HANDBOOK 2026

To be used in conjunction with the agreed DCC Code of Conduct updated each September and the Staff Acceptable Use Agreement.



Introduction:

Our Vision: Tow Law Millennium Primary School is a nurturing and happy community; where children are supported to achieve their dreams.

In order to ensure that this vision is met, and procedures are effective, it is important that all staff work as a cohesive team adopting a consistent approach to systems and policies, which have been agreed. This handbook has been developed to clarify roles, systems and procedures that exist within the school and to identify the personnel to whom the staff can refer for advice and support.

1. STAFFING

<i>Teaching Staff:</i>	Miss Nicola Mawson - Headteacher Mrs Helen McNally - Second in Charge / C1 – (P) Mrs Fiona Brown - Teacher / C2 – (T) (Mrs Alex Mahon – July 2026 maternity leave) (P) Miss Bethany James - Teacher / C3 – (P)
<i>HLTA's</i>	Miss Amber Smith Mrs Carol Thompson Miss Claudia White
<i>Classroom Assistants:</i>	Mrs Carol Hurton Mrs Jo Reeve Mrs Kathryn Wilkinson Miss Holly Hope Mrs Tracy Clark
<i>Office Manager:</i>	Miss Jessica Gibson
<i>Lunchtime Supervisors:</i>	Mrs Wendy White Miss Esther Heppell Mrs Joan McGee
<i>Caretaker:</i> <i>Cleaner:</i>	Mr George Evans Mrs Joan McGee

2. COMMUNICATION

The School Prospectus is distributed to all parents when children enter school. It is also available from the Headteacher or School Office on request and is available on the school website www.towlaw.durham.sch.uk.

Parents are informed via Arbor through email of any educational visits being undertaken by their child's class.

Across the year the school holds a number of Family Assemblies, which generally takes place on a Friday, to which all parents are warmly welcomed. This gives each class the opportunity to present the work they have undertaken in school to parents. The school places great importance upon effort and good behaviour and each class presents two Stars of the Week.

The school holds three parents' evenings; one early in the second half of the Autumn term, one at the end of the Spring Term and the other at the end of the Summer term. Additional appointments are for staff and parents to discuss a child's SEND support plans, which also take place on parents' evening meetings. Parents are encouraged to discuss their child's progress with the class teacher and if there are any concerns, an appointment can be made to discuss these. A full school report is sent out to parents near the end of the academic year.

The school has its own Facebook Page which is updated regularly with relevant information and news. A weekly update is posted on the Facebook Page on a Wednesday morning with details of activities/events for that week.

New starters

Before each child starts in Nursery or Reception, they are welcomed into school for a visit with their family/ carer. A planned integration is then arranged to help settle them into their new school.

3. DAILY ROUTINES

ARRIVAL / LEAVING SCHOOL

All staff must sign in and out of the building using the 'inventory' system in the main entrance porch area. Children who are allowed inside school before the start of the school day must be supervised. The school bell rings at 8.45am when all KS1 and KS2 teaching staff are expected to welcome and escort pupils into school. Nursery staff welcome children into the Sunbeam from 8.45am onwards.

Teachers of EYFS and KS1 children should make sure children are collected by an adult (over 18 years of age) at the end of the day, teachers of KS2 should check that any children regularly collected by an adult are collected. If a child is not collected at the end of the day, the class teacher should notify the Headteacher who will phone the child's home or alternative contact number. Should parents not be reached and a significant delay (30 minutes) has passed, staff must refer to the "Uncollected Child Procedure Policy".

SCHOOL TIMES

	am	or	pm
Nursery	8.45 am – 11.45 am		8.45 am – 2.45 pm
FS & KS1	8.45 am - 12.00 noon		1.00 – 3.15 pm
KS2	8.45 am - 12.00 noon		1.00 – 3.15 pm
Morning break	10.15 - 10.30 am (KS1 and KS2)		

PLAYTIMES

Playtime is from 10.15 - 10.30am. All children must go outside. Children must not be inside unless they are either having time out in accordance with our Behaviour Policy or completing unfinished work. These pupils should be supervised by their class teacher or teaching assistant. No child should be left unattended in the classroom. Specific children may be asked to act as monitors and they are the responsibility of their teacher.

The same rule applies for the lunchtime break. There is no afternoon break for KS2. EYFS have indoor/outdoor provision and KS1 have a short afternoon break between lessons, when appropriate.

PLAYTIME SUPERVISION

The staff on duty should be outside as soon as possible on the yard. Staff inside will make sure that stragglers leave the building quickly. If the field is in use, the teacher will supervise there. The entrance gate to the yard should have the padlock fitted and only staff on duty can give access to visitors whilst children are on the yard. At the end of the break time, a staff member will remove the padlock and return it to the office.

EYFS and KS1 pupils play out at the back of the school and KS2 at the front. Nursery pupils have indoor/outdoor provision.

At the end of play, the teacher will blow the whistle once for the children to stand still. The teacher then blows the whistle a second time and tells the children to walk to their lines, where they will line up as per instructions from the class teacher.

WET PLAY

If the children cannot go outside due to poor weather conditions, the teachers and non-teaching staff will supervise all classes. The teachers stay with their class and the teaching assistants support the remaining classes. In the event of an issue arising, the duty teacher will be called upon.

If a child cannot go outside for playtime due to a physical injury, they will remain in their own classrooms purposefully occupied if a member of staff is present to supervise them. Alternatively, they should sit on the blue seats (wellbeing area) in the reception area, or another member of staff may supervise them in their class if it has been prearranged.

Each class teacher needs to ensure that their class knows exactly what they are allowed and not allowed to do during wet play and the equipment they are allowed to use. It is recommended that teachers should have a wet playtime box/cupboard.

LUNCHTIME SUPERVISION

The same procedures apply for lunchtime break as morning break. Lunchtime supervisors are:

Miss Esther Heppell	Class 1
Miss Wendy White	Class 2
TBC	Class 3
Mrs Joan McGee	Class 4

During wet lunchtimes, the Headteacher or Second in Charge will ensure that a member of staff is in each area.

COLLECTIVE WORSHIP

An act of collective worship takes place at the end of the school day. In addition, on a Friday, there may be a family assembly.

This is organised as follows:

Monday	Whole school- Head Teacher values assembly
Tuesday	Class assembly – Picture News (focusing on British Values and Protected Characteristics)
Wednesday	Whole school assembly- singing assembly
Thursday	Class assembly - CBBC Newsround
Friday	Whole school assembly- Stars or Family assembly

A timetable is available in the staff room to aid assembly planning.

It is important that staff ensure children enter the hall quietly and orderly so that an atmosphere conducive to worship is created. At the end of the assembly say the school prayer followed by the Lord's Prayer; staff are asked to then supervise the children back to class to be dismissed.

If for any reason a child does not attend collective worship, i.e. they are attending circle time or for reasons stated on their SEND support plan, the class teacher must ensure that the child is involved in worship at another point in the day. Parents do have the right to withdraw their child (see Collective Worship Policy).

REGISTRATION

The school strives to achieve a prompt start each morning. Online registration in the form of Arbor is used. Class teachers should call the register by 8.55 am. All pupils will address staff in a polite way during registration. Any child not present when their name is called should be marked absent. The Cypad system is used to log dinners, the office staff will complete the dinner request for any child who is late. The register should be called again by 1.05 pm.

4. REQUIREMENTS

PE KIT

Every child must wear their PE kit on their class PE days. This schedule is shared with parents/carers via email. A PE kit consists of a gold T-shirt and blue shorts, plimsolls or trainers and a spare pair of socks. KS2 may wear long, blue tracksuit bottoms for outdoor PE in cold weather. KS2 children should have a pair of outdoor trainers in school every day.

SCHOOL UNIFORM

School uniform is actively encouraged and consists of a blue sweatshirt, yellow or white polo shirt and grey skirt/trousers, black shoes or trainers. Children may wear blue and white checked dresses in the summer or grey school shorts. School Councillors wear green sweatshirts/cardigans and Wellbeing Champions wear purple sweatshirts/cardigans. Sports leaders wear red hoodies and Green Leaders wear green hoodies.

Uniform is now purchased online via the following link:

<https://totstoteams.com/schools/tow-law-millennium-primary-school/>

FOOD/TOYS/VALUABLES/MOBILE PHONES

Sweets are not allowed in school. Fruit, cereal bars or a healthy snack at the discretion of the Head Teacher may be eaten during morning break; fruit is free for all children. Children are not allowed to bring toys into school. If toys are brought, as part of a topic or show and tell, they should be given to the class teacher until they are needed and returned to the pupil at the end of the day. Parents have been informed that the school can take no responsibility for damage or loss.

Children are not allowed mobile phones in school. KS2 children may bring a mobile phone if they walk home and this must be kept in the Main Office until the end of the after-school club. They must bring their mobile phone to the office as soon as they enter school grounds.

5. BEHAVIOUR

All staff have access to a copy of the Behaviour Policy as well as the Anti-bullying Policy in the school policy files.

Emphasis is placed upon highlighting good behaviour and being positive rather than negative. Dojo points are given to individuals for positive behaviour, effort and achievement. Dojo points are collected and rewards are given weekly e.g. 5 minutes extra playtime, activity time. Stars of the Week are awarded to two pupils from each class at the Family Assembly each Friday.

School rules and consequences, in line with the Behaviour and Anti-Bullying Policies, are displayed in each classroom. Failure to comply with these rules means that the child is tracked on a tracking sheet. The system for tracking varies slightly from class to class, taking into account the age and maturity of the children. However, every class system is graded and includes a warning, time taken away from the pupil's playtime, informing parents and informing the Headteacher. See our Behaviour Policy for details.

There are also clear codes of conduct applying to other areas of the school and other times of the school day. These are namely playtimes and lunch times and behaviour in the dining hall, corridors and toilets. All staff are asked to be vigilant in ensuring high standards of behaviour around school.

6. CURRICULUM

POLICIES

A copy of the policy file is located in the Head's office. This includes all annual, curricular and non-curricular policies.

PLANNING

LONG TERM

School planning for KS1 and KS2 is based on the 2014 revised National Curriculum. Subject topics are agreed on a two-year rolling programme (based on our mixed-age classes) with the exception of PE. Long term plans are located in the individual subject planning files on the SharePoint. Foundation Stage long-term planning shows the provision available and aims to cover all Early Learning Goals by the end of the Reception year.

MEDIUM TERM

Medium term plans with sequences of lessons / vocabulary can be found on the SharePoint for English, Mathematics, Geography, History, Science and on Kapow for Music, D&T, Art, RSHE/PSHE and French. Computing medium term planning can be found on TEACH computing.

WEEKLY

Class teachers can choose how to organise their weekly plan.

MONITORING

All subjects are monitored informally through staff discussion, work moderation meetings and observations of learning outcomes.

RESOURCES

These are located in various cupboards around school:

Science	Cupboard between Classes 1 and 2
Maths	Cupboard between Classes 1 and 2
English	Cupboard between Classes 1 and 2
Art	Small cupboards in technology area and cupboard between 3 and 4
Music	Hall cupboard
History/Geography	See co-ordinator
PE	Hall
Paper/books	Cupboard between Classes 1 and 2
Technology	Tech truck cupboard between Classes 1 and 2
RE	Cupboard between Classes 1 and 2
PSHE/RSHE	Books in library

All staff have full access to all resources in school using their teachers' keys. Stationery resources are held centrally in the cupboard in main reception. All resources for a lesson must be collected prior to the lesson by the teacher. **Pupils are not permitted in the resource cupboards unsupervised.**

ASSESSMENT

Assessment is included in individual subject policies.

Assessment in the Foundation Stage takes the form of observation and this involves the teacher and teaching assistants as appropriate. During the children's first half-term in the class, the teacher completes a Statutory Baseline Assessment set out by the Government for EYFS in September 2021. We also complete our own baseline assessment to enable us to plan and modify the teaching programme for individual children and groups of children.

Year 6 pupils carry out the statutory SAT's during the first half of the Summer Term. Children complete a star reader each term. Children in Year 1 (and those needing to resit from year 2) take part in phonics testing in June. Year 4 pupils take part in the multiplication check in June.

SPECIAL EDUCATIONAL NEEDS AND DISABILITY

The identification of SEND is the responsibility of each class teacher. A graduated approach is in place and any concerns about a child's progress should be brought to the attention of Mrs McNally or Mrs Mahon (school SENDCOs) who will offer advice. A common format has been established for the SEND plan and school monitoring stage support document, as well as documentation for an EHCP.

The SENCO maintains the SEND List and will hold a review meeting with individual teachers once each term in order to update information and monitor progress in relation to SEND Support Outcomes.

Information relating to SEN children is confidential and any documents are stored in a locked cupboard in the Head Teacher's office. Any termly working documents relating to SEN e.g. individual pupil SEN support plans are kept in the locked classroom cupboard.

MARKING POLICY

All pupils' work must be marked in line with the school policy:

Class 1	Red
Class 2	Blue
Class 3	Green
HLTA	Purple
Supply	Purple (with initials)

All comments must be constructive and balanced. Non-teaching staff are asked to initial any work they mark, as well as marking in the correct colour for that class. Teachers working in a class other than their own should also initial work they mark. Across all subjects, cross-curricular writing, green and pink highlighting is used: pink to highlight positives that have been achieved from the success criteria and green for improvements to be made. The school marking policy is applied to all work completed specific subject. Information subjects work is marked to the learning intention.

READING

Class teachers provide a range of other opportunities for reading in class, when they may hear individual children or groups read or children may read to the whole class. Individual reading with children continues to be very important in KS1 and KS2 where children are less fluent or with SEND. The phonics scheme we follow is Essential Letters and Sounds. This starts in Reception and continues in KS1 & KS2 if required.

The school emphasises the importance of children reading with their parents at home. All children are required to take their reading book and record home each night and return it to school the following day. Reading books chosen by the child to go home must be from the appropriate colour band or accelerated reader level. Parents are encouraged to hear their child read and enter any comments in the reading record booklet. Teachers will also hear children read regularly and will make comments in these booklets. KS2 children, and KS1 where appropriate, move onto the accelerated reader scheme when they are confident and fluent readers. The children need to complete at least one accelerated reader quiz each week. When they have achieved 5 x 100% on a level then the child moves to the next level.

7. HEALTH AND SAFETY

If a child needs to take medication whilst at school, please speak to Miss Mawson or Mrs McNally. Parents must fill in the relevant medical forms if they wish their child to receive medication in school. The person who administers the medicine must complete the relevant log, which is kept in the class first aid file. Older KS2 pupils can self-administer medication for asthma however this needs to be in the presence of a staff member.

This school has a no smoking / vaping policy. Health and safety guidelines are kept in the Headteacher's room. All handbags and mobile phones must be locked in the staffroom in the lockers provided, except for office staff and supply / visitors who need to leave their phone at the office. Any visitor entering school must leave their mobile phone at the Reception and sign in on the 'Inventory' system.

MINOR ACCIDENTS

If a child becomes ill or has an accident, staff will treat or advise the child or telephone their parents. Treatment such as the washing of cuts or grazes may be administered by any member of staff. Plasters can now be used, unless we have been informed not to by a parent. The main first aid cupboard is located in the Head Teacher's office and First Aid boxes are situated around the premises- one in each class and an extra one in the office. When an accident requires first aid treatment, an accident form needs to be completed, each class has their own accident book for minor accidents.

If a child has sickness or diarrhoea then they need to be absent from school for 48 hrs from the last instance.

REPORTABLE ACCIDENTS

More serious accidents will require the assistance of the named First Aiders: Miss Mawson and Mrs McNally, these include all head injuries. Such accidents must be reported to the Headteacher (Miss Mawson) immediately. These accidents are recorded on the appropriate form on the extranet and a copy filed electronically.

Emergency contact numbers for Nursery pupils are kept in the Pupil Record File in a locked cupboard in the school office. For all school age pupils, please log onto Arbor.

CHILD PROTECTION

The named child protection officer in the school is the Headteacher to whom all concerns should be reported. In her absence, Deputy Safeguarding Lead, Mrs McNally will liaise to determine who will be the most appropriate person to take the lead in individual cases.

The following guidelines relate to incidents, which require a child to be examined because of apparent injury or illness or to have their clothing changed:

1. In Nursery / Reception, we encourage independence, but on advice from the LA we will change a child if necessary. Therefore, in EYFS/KS1, if a child is wet and needs changing, 2 adults if possible / practicable should be present or, if old enough, the pupil should be given the clean clothing and asked to change themselves in the toilets.
2. In the event of a suspected injury or illness involving legs, arms, head or upper torso, staff should treat in accordance with guidance.
3. Staff should not investigate any possible injury/illness which would require the removal of clothing to the lower body other than asking the child to remove tights/ trousers in order to examine and treat injuries to the legs. Any apparent injury/illness involving the lower body should be reported to the Headteacher who will determine any further course of action.

CARE AND CONTROL

Staff should refer to the Restrictive Physical Intervention Policy about the use of physical restraint. Staff should carry out a risk assessment for the possibility of physical intervention in the case of specific children. A child may only be physically restrained if there is a likelihood of injury to the child or others. The minimum level of restraint should be used. If physical restraint is used, a major incident form should be completed and returned to the Headteacher. Close physical contact between children and staff should be avoided, however it is expected that when a child is upset or injured that comfort will be given.

If children show affection through physical contact this should be returned with restraint, without making the child feel rejected.

Staff should avoid putting themselves into any situation which could be misinterpreted by the child or parents. They should ensure that their actions are always justifiable and fall within professional parameters.

EMERGENCY EVACUATION

Staff should familiarise themselves with the Fire Drill.

If the fire bell sounds, staff should lead the children as quickly and calmly as possible to the nearest available exit and form a line in the KS2 schoolyard. A member of the office staff will bring an iPad with a link to Arbor and each class teacher will bring their laminated session register. The 'Grab Bag' will also be brought from the school office. The Fire Marshalls are clearly visible and will assist in the evacuation. Staff from KS2 will bring a pushchair out to support the younger children, if needed.

The fire bell box is located in the entrance hall to the right as you come in through the main door.

8. SECURITY

Valuables should always be locked away in personal lockers, which are located in the staff room.

The school is protected by infrared detectors which, when triggered, sound an alarm which is connected directly to a security agency and, in turn, the police. The alarm can be triggered by any moving object, therefore particular care should be taken to secure displays around the school.

All staff, governors and visitors to school must sign in and out using the 'Inventry' system in the Main Entrance porch before entering the building.

No child may be given permission to leave the school premises during the school session and the head must be informed if any child is collected from school during this time.

Each teacher should ensure that SEND support plans are put away at the end of each school day in the designated storage.

9. PROTECTION OF PERSONAL DATA GUIDELINES

Recently there has been some high-profile press coverage concerning the "loss of personal data" and Staff must:

- Not use a memory stick to hold personal school data.
- Only take pupil personal data off site on laptops that are password protected and issued by school;
- Staff must report any data breach immediately to the Headteacher/ DPO- Miss Mawson.
 - Ensure laptops are stored safely overnight when off premises;
 - Be aware of the possible consequences should personal information relating to pupils or staff be lost through lack of due care.
 - Staff must NOT leave laptops unattended on the journey to and from school (i.e. in cars)

SECURITY OF ELECTRONIC DATA

Staff will use Office 365 SharePoint to store pupil information such as reports or statistical data. This is a secure storage area and means personal pupil data is not stored on memory sticks that are removed from the school buildings as part of staffs' normal working arrangements. Staff need to use a password protected encrypted memory device. For further details, please refer to the Online Safety Policy and Acceptable Use Agreement.

10. AFTER SCHOOL CLUBS

The school offers a range of extra-curricular activities for its pupils. A timetable of which is available from the office.

PERSONNEL ISSUES

Contracted Hours

In accordance with conditions of service teaching, staff are required to work 1265 hours over 193 days each year. This time is accounted for through the equivalent of professional development days, 190 teaching days, weekly staff meetings, open evenings and directed hours each school day. Teaching staff need to be on the premises and in their class to start work by 8.30 am and Teaching Assistants need to be on the premises and in their class to start work by 8.10am. Please see our directed hours policy for teachers.

STAFF ABSENCE

All employees who are absent must notify their manager by telephone (not email or text) as soon as possible prior to their scheduled start time". In relation to our school the manager is Nicola Mawson. All contact **MUST** be made by telephone and a self-certification form should be completed. These are available from the office. Sick notes are required after 5 days and these should be forwarded to the school.

Thank you for taking the time to read this. Please let me know if you think of any other information that could be included you would find useful.

Signed: *Nicola Mawson*

Implemented: Autumn 2026
To be reviewed: Autumn 2027

If you require this information summarised in another language or format please contact the school office on:



01388 730283