



INDUCTION PACK

MELLERS PRIMARY SCHOOL



School Session Times

Year Group	Start	Finish	Gate
F1	8.40 - 8.50	3.10	Gate 1 (Main reception)
F2	8.40 - 8.50	3.10	Gate 2 (Alley gate)
KS1	8.30 - 8.50	2.55	Y1 Gate 4 Y2 Gate 3 (Norton Street gates)
KS2	8.30 – 8.50	3.05 3.15	Y3 & Y5 Gate 4 Y4 & Y6 Gate 3 (Norton Street gates)

Absence Arrangements

These guidelines are an attempt to minimise the disruption to learning caused when staff are unavoidable away from school. The general principle for getting cover is that the earlier we know about the absence, the better. Obviously sometimes it is not possible to anticipate the absence. Any other absences please ensure you fill out an absence leave request form and let your Line Manager know before passing on to Jo Travis – School Business Manager.

- 🛡 On the morning of your absence please contact your line manager and let Amanda know on 07811346718
- 🛡 Midday supervisors must call the school office before 10.30am on the day of absence. Please don't text Michelle as she doesn't always see the messages
- 🛡 If the illness lasts for longer than a day, please confirm whether you will be in on the following day before 4pm if at all possible, otherwise contact Amanda and your line manager as above
- 🛡 If you are absent for more than 5 days then it is necessary to send or bring in a sick note from your GP
- 🛡 Please ensure that there is a timetable on the wall in the classroom including support staff timings
- 🛡 Please ensure that your planning is available or that planning is with another member of staff
- 🛡 Support staff: if you are doing a specific programme with a group or individual please leave a copy of this with the class teacher

Mellers Staffing Structure



Mellers Primary School Staffing Structure 2022-2023






Role	Name	Name	Name	Name
Executive Headteacher	Amanda Dawson			
Heads of School	Laura Patel	Lorna Dermody	Joy Buttress	
Early Years Lead	Grace Atherton			
Inclusion Leads	Henry Ward	Wendy Gledhill		
F1 teachers	Wendy Towle	Cathy Rowley		
F2 teachers	Cathy Rowley	Kiran Dhanjal	Wendy Towle	
KS1 Lead	Krissie Martin			
KS1 cover teacher	Sarah Maltby Sells	Emma Leake		
Year 1 teachers	Lila Bird	Robert Moss		
Year 2 teachers	Beth Whysall	Krissie Martin		
KS2 Lead	Lauren Marks			
KS2 cover teacher	Rodwell Leslie			
Academic Tutor	Dominic Dixon			
Year 3 teachers	Martin McKeefry	Joanna Lowy		
Year 4 teacher	Joe Nottingham	Joanne Kervick		
Year 5 teacher	Hannah Head	Matilda Watts		
Year 6 teachers	Lauren Marks	Karan Kasbia		
Teachers of the Deaf	Louise Burrows	Gudrun Middleditch	Angela Knowles	Becky Bryan
EAL leads	Aurèlie Guinard	Aly Woods		
Reading Recovery team	Hayley Gillen	Paula Newbold		
Teaching Assistants	Romy Waldrom F1	Vasya Laleva F1	Darcie Riley F1	Beth Foster F2
	Jes Hill F2	Claire Stafford F2	Lesley Sherrieff Y1	Teeny Reid Y1
	Sarah Wright Y2	Amy Lightfoot Y2	Betty Grieve Y2 & KS2	Alison Galbraith Y3
	Shaina Salam Y4	Rebecca Hunt Y5	Lorna Walters Y6	Wendy Gledhill Y6
	Denise Obadi HLN	Thérèse Comery HLN	Miranda Pitt HLN	Rukhsana Asghar HLN
	Meena Zazai HLN	Fatemeh Afsous HLN	Lynett Bamford HLN	
TAs supporting deaf pupils	Jo Potter	Julie Blatherwick	Tracy Spence	Karen Bannister
	Kelly Littlewood	Michelle Carlyle	Alison Salmon	
Care Assistants	Aruna Clarke F1	Janet Marriott F2	Jackie Reid F2	
Emotion Coach Lead	Billie Wilson			
Family Support Worker	Senga Cannop			
Place2Be Project Manager	Fay Lee			
PE coach	Nathan Walters			
Music teachers	Nathan Gregory	Luke Atkinson	Kenneth Tam	
Singing and Djembe teacher	Catrin Jones			
School Business Manager	Joanne Travis			
School Office Manager	Michelle Bramley			
Admin Assistant	Rob Bramley	Andreea Docze	Raj Singh	
Site Manager	Andy Smith			
IT Technician	Gary Phillips			
School Catering Team	Cariad Bailey (cook)	Jodie Robertson	Michaela Whitehead	Diana Daff
	Satveer Kaur			
Breakfast Club Supervisors	Janet Marriott			
After School Club Lead	Lorna Walters			
Midday Supervisors	Cheryl Glenn	Suha Ali	Jessica Whittle	Katie Casey-McDowell
	Yasmin Kousar	Khadija Hersi Ali	Maisoun Ali	Cheryl Rozee
	Nihad Alkhoaga	Sharon Scholes	Jauhara Akhtar	Chantelle Hunt
	Najma Ahmed	Suha Ahmed	Beverley Dolby	Hatra Baghbadorani
	Samantha Salih			
Cleaning Team	Cheryl Glenn	Henzil Martin	Sharon Scholes	Cariad Bailey
	Leonie Regan			

Safeguarding concerns




Any safeguarding concerns can now be raised by all staff on the MyConcern app, however if you are struggling then please come to the school office and we can help you.

Staff Dress Code




Not acceptable

-  Blue jeans and blue denim clothing are not acceptable
-  Trainers and sportswear are only acceptable if worn to teach PE in school
-  Flip-flops, pool shoes and slides are not acceptable footwear and must not be worn to work.

For female staff members:

-  Skirts should be worn at a reasonable length, (to the knee)
-  Shorter dresses or skirts should be worn with leggings
-  Tops should not expose underwear or bra straps, they should cover the shoulders and not expose the chest. Strappy vest tops are not acceptable

For male staff members:

-  Smart casual attire is required
-  Polo shirts and short sleeved shirts with a collar are permitted
-  Ties are optional

Clothes should be practical for the tasks required e.g. sportswear when teaching P.E.

Assemblies

Assemblies take place on Monday and Friday at 2.30pm on Teams currently, but this will revert to in the hall in person in the near future.

Registration:

Registers are taken electronically on a laptop or the smartboard in each classroom. This should be completed within the first 10 minutes of the morning and afternoon sessions. Registers are closed at 8.50 am; arrival after this time is classed as late. Please keep and date any notes you receive as reasons for absence. Please also check for X's on sims as this means the child in most cases is either isolating or has tested positive for covid, please check the notes. Check with the office if you are unsure if the child should be in and we can follow it up for you.

There is no collection of dinner money in the classes, however there is also an electronic dinner register, please ask the children and edit with any changes. Dinner money is now paid through the gateway app or by card in reception; no cash is taken.

Transfer of care:

In school, the children at the beginning of the day go straight into their classrooms and wash their hands. At lunchtime an assigned midday supervisor will come to the classroom 5 mins before lunch and stay with the class for the dinner hour. At home time the children are escorted outside until collected by a named adult, no adults currently allowed on site. If not collected please bring the child to the reception area where they can wait on the black chairs, please ensure children don't mix with other year groups. Please inform the office manager if children are waiting there.

In Foundation Stage, the children and parents wait outside until the door is unlocked at 8.40 and again at the end of the day at 3.10, parents can come to the door but not inside the classrooms.

Lesson content:

If it is a planned absence the class teacher will have left work prepared and resources needed. If it is an unplanned absence, short term planning and a class timetable is available for reference, but cover staff will be expected to provide work for the children. Please ensure all work is marked with your initials, a purposeful or contextual comment and dated.

Please supervise the children in their jobs that keep the classroom and its resources tidy and ready to use the next session/day.




Emergency Procedure:

On discovering fire: raise alarm.






Telephone fire brigade 999.

Clear school

Action on hearing the fire alarm

-  Stop what you are doing; at the signal all pupils will stop work and stand in his or her place until instructed to move.
-  The pupils will walk out in single file, quickly and quietly, in the order directed by the teacher, leave by your nearest external fire door.
-  Make your way to the designated assembly point on school field or football courts

Assembly points

-  F1 and F2 on lower yard (with occupants of the KS1 hall at time of alarm)
-  Y1 and 2 line up outside their external doors on the school field (due to the Trent bridge porta cabins please find a space to the right of the cabins)
-  Trent Bridge class line up in the centre of the field, so they are away from their classroom; if children are in other classes can they be escorted to their Trent Bridge class line up.
-  KS2 years 3 to 6 line up on the upper football courts.
-  Teachers/TA's to stand with their class, all other staff to go on school field.

- 🛡️ Registers are then called and if a child or person is missing, the fact should be reported to the Head Teacher/SBM immediately.
- 🛡️ No attempt should be made to collect coats, valuables etc. on the way out.
- 🛡️ Follow any Personal Emergency Evacuation Plans (PEEPs) that have been designated to you.
- 🛡️ Staff should instruct any accompanied visitor to follow them out of the school.
- 🛡️ Class registers will be handed out by our office staff, Michelle will distribute F1, F2 & Trent Bridge, Senga to distribute KS1 & 2.
- 🛡️ Jo Travis (School Business Manager) will check all rooms in KS1 building, and Andy Smith (Site Manager) will check KS2 building, if Andy is not onsite Senga will check in his absence.
- 🛡️ Rob Bramley will take the call from the fire brigade and will check reception, office, and adult toilets.
- 🛡️ The Headteacher/SBM will check the fire alarm panel to identify where the alarm was activated and by what method (call point or smoke/heat detector).

Don't forget:

Mellers Primary School, and therefore any person who handles personal data on behalf of the school, fully endorses and adheres to the data protection principles set out in Article 5 of the GDPR, for further information see our data protection policy and privacy statement for staff.

You will automatically become a member of the local government pension scheme and if you do not want to continue this, it is your responsibility to opt out using the PEN101 opt out form available at www.nottspf.org.uk or by telephoning 0115 977 2727. Make sure that the Office Manager/School Business Manager has your next of kin details, up to date address and phone number.

Car park spaces are available, for which there is a charge according to the Nottingham Workplace Parking Scheme. Please see the School Business Manager about this. The School Business Manager runs a hospitality payment scheme, which covers all contributions towards leavers' gifts, cards, flowers etc. The contribution is £10 for a teacher and £5 for a TA. As soon as the fund runs low, another contribution is requested.