



# Staff Booklet

## May 2021

To be reviewed

May 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 are keen to celebrate colleague's significant birthdays, organise staff socials including quiz nights and staff bbq.

## 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.
- 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.
- If we are unable to attend work for any reason we contact our line manager by 7am.

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

## Working to our best of our ability

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](http://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: Ben Hasan. The deputy DSL's are: Farzana Chowdhury, (Deputy Headteacher) 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. Please remember safeguarding is EVERYONE'S responsibility.

### **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 end of day evaluation meetings: 3.30-3.50pm (Monday to Thursday)
  2. Staff meetings: Tuesday (3.30pm to 4.50pm)
  3. Planning meetings: Thursday (3.30-4.15pm)
- 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 15<sup>th</sup> of every month or the Friday prior if the 15<sup>th</sup> falls on a weekend. All teachers are paid on the last Friday of every month. Should you have queries regarding your salary please see the school bursar 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. 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 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.

## 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

## Medical appointments

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 HT and DHT to book time off work should this be required.

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.

## 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 inform the children's centre manager or Deputy Headteacher by 7am and by 2pm 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 to support the staff member concerned being best placed to return to work on a consistent basis.

Contact the school or children's centre by 7am.

Please state clearly why you will not be able to attend work. For example,

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

Nursery staff, please contact (DHT) on 07957196611

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.

Staff must then **contact** the school / CC via **telephone on the same day by 2pm** regarding whether they will be **returning the next day**.

### **Return to Work**

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

### **Dependency Leave**

As employees of Hackney Education, all staff are eligible for a maximum of seven days dependency leave which 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

Thomas Volger representing Unison

Farzana Chowdhury representing NE Union

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. When staff are working from home, all staff recognise they are to use such school equipment in accordance with the school's data protection procedures.

### 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

#### 3-4 year olds

Full-time children attend from 8.30 – 3.30

AM children 8.30 – 11.25

PM children 12.30 – 3.25

Breakfast club 8.00 – 8.30

Tea club 3.30 – 6.00

### Staff Team:

Name	Staff role
Eda Arslan	Learning Support Assistant
Tayshan Brooks-Brade	Meal Time Practitioner
Farzana Chowdhury	Deputy Headteacher & SENCo
Donna Davis	Learning Support Co-ordinator
Lena Godonu	Meal Time Practitioner/ Breakfast/tea practitioner
Karen Carlin	Senior Early years educator
Lesley Gracey	Premises Officer
Sara Gracey	Administrative Assistant
Ben Hasan	HeadTeacher & Designated Safeguarding Lead
Amy St Hiaire	Early Years Educator
Alan Holtum	Early Years Educator
Veronica Hunter	Kitchen Assistant
Tugba Kanidagli	Meal Time Practitioner

Sharon Hussey	Early Years Educator
Berivan Kesen	Early Years Educator
Patsy Musgrave	Learning Support Assistant
Sakina Bibi	Meal Time Practitioner
Lisa Purcell	Bursar
Kozeta Shiqerukaj	Early Years Educator
Ernestina Terrelonge	Learning Support Assistant
Thomas Vogler	Early Years Educator
Jill Whitmore	Senior Extended Day Practitioner /MTP
Katrin Karlsdottir	Community Services Manager
Becky Loughlin	Community Early Years Educator
Junior Omokhe	Early Years Assistant
Hanife Tekneci	Receptionist/Administrative Assistant
Laura Hurst SLA	School Gardener
Fran Mullen SLA	Speech and Language Therapist
Steph Reed SLA	Specialist teacher for SEND

### Leadership Team

The leadership team comprises of the following staff:

- Karen Carlin: lead practitioner for our two year olds
- Farzana Chowdhury: Deputy Headteacher
- Donna Davis: Learning support co-ordinator
- Ben Hasan: Headteacher
- Katrin Karlsdottir: Community Services Manager- Children's Centre
- Lisa Purcell: Bursar

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

### Governing Body

Governor	Role
Ben Hasan	Headteacher
Farzana Chowdhury	Staff Governor
Sally Lindsay German	Chair of Governors
Larissa Pople	Vice Chair of Governors
Katrin Karlsdottir	Co opted governor
Heather Charles	Co opted Governor
Theresa Boakye	Parent Governor
Sarah Abrahams	Parent Governor
Khuzema Hussain	Parent Governor
Gemma Robinson	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

Members: Chair: Sally Lindsay German, Gemma Robinson, Lisa Purcell (Bursar), Larissa Pople, Ben Hasan and Farzana Chowdhury.

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

Chair: Larissa Pople, Sally Lindsay German

Members: Chair: Larissa Pople, Sally Lindsay German, Theresa Boakye, Ben Hasan and Farzana Chowdhury.

The Full Governing Body meets once a term.

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 and email the section below to your line manager.

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

Staff Member's name.....

Staff Member's signature.....

Date.....

