

Key things to remember:

Having your child on site has the potential to work really well for both of you

It has its advantages but can also be challenging

Give your child space to enjoy their days at school; you will be informed about any issues on a need to know basis as would any other parent

Ensure you have suitable and appropriate cover in place for your child; remember, you cannot rely on other members of staff to do this



Hemingford Grey
SCHOOL

**HEMINGFORD GREY
PRIMARY SCHOOL**

**TOGETHER
EVERYONE ACHIEVES
MORE**



**HEMINGFORD
GREY PRIMARY
SCHOOL**

**Protocol for staff whose
children attend the
school**





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PRIMARY SCHOOL
TOGETHER EVERYONE
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We welcome the children of staff members at our school.

This leaflet outlines some steps which, if we all follow consistently, will ensure that both children and adults get the most from their experiences at the school.

Steps to follow if you are thinking of moving your child to the school.

- Firstly, you **MUST** ensure that there is a place available in the year group. You can do this by firstly checking at the school office, but you must then contact the LA admissions department directly: 0345 0451370
- You must then follow the LA admissions protocol in order to admit your child.
- You must ensure that you have appropriate cover for your child outside of school hours (ref following page)

- **Cover for your child outside of the normal school day.**
- Children must be supervised at all times outside of normal working hours.
- Children are able to stay in staff working bases before and after school with the following provisos:
- The staff member is solely responsible for their own child and other staff members are not expected to supervise the children.
- Children **MUST NOT** be party to ANY confidential discussions relating to pupils, staff or the running of the school. The staff member will be held responsible for any breach in the school's confidentiality code.
- Children must not be present at any staff meetings, parent meetings or INSET. Staff are expected to make arrangements for cover.
- Priority must be given to meeting the needs of parents and pupils before and after school.

Managing children during the school day.

- Staff are expected to leave the management of their children to the appropriate adult during the school day.
- Staff must adhere to and respect the manner in which any incident has been dealt with.
- Should there be a need for discussion about any behaviour incident, this should be left until the end of the school day as would be the case for any child. If the matter is urgent and needs immediate attention, cover for the member of staff must be found. This would be an exceptional circumstance.
- Discussions about progress or any other concerns should be raised with the child's class teacher **AT THE END** of the school day and an appropriate appointment made. Staff should not discuss the children during the school day.

Clubs / attendance at events.

- If you wish your child to attend an after school club, you must sign up in the usual way that any parent would do so via the online system.
- If your child is in a play or production that requires tickets, you must sign up via the online system.
- If your child is in an event during the school day and you wish to attend, you must request permission via the adjustment in working hours protocol available from the school office. Attendance at events will be dependent firstly on whether appropriate cover is available and also with a view to fairness for all members of staff.