

UPLAND PRIMARY SCHOOL

Professional Code: Expectations for working together

- Dress Code
- Courtesy/Respect
- Phone Calls
- Time Keeping
- Meetings
- Communication

Dress Code

- Underwear should not be on show.
- Inappropriate showing of flesh.
- Smart, casual wear appropriate for work – no beach or nightclub style.
- Smart, dark denim maybe worn (no studs, holes, slogans) not bleached.
- Trainers for outdoor activities and PE lessons only.
- All staff should change clothes and footwear for PE – changing at the appropriate break.
- Dress issues will be dealt with by SLT to ensure equality.

Courtesy/Respect

- Manners – doors greeting etc.
- Supporting each other – time and stress.
- Discuss changes.
- Value each other – demonstrate.
- Others opinions.
- Organise time to speak in depth (not during lessons).
- Be considerate with deadlines/appropriate times.
- Work – life balance.
- Time management.
- Coping with stress – communicating needs to SLT/line managers.
- Own expectations.
- No your own limitations/participation in whole school things (should there be an expectation?).

Phone calls

- No mobile phone calls/texting during lessons.
- Can have mobile phones on silent mode for emergencies.

Time Keeping

- Staff (Teachers) to be in school by 8.30 am.
- Teachers not to leave before 3.40 pm.
- TA's to have set timetable.
- Be prompt for duties, assemblies, end of day
- If on duty – year group partner to take class out from assembly.

Meetings

- Mobile phones to be turned off. However, urgent phone calls to be taken outside meeting room.
- Punctuality – be prompt for start of meeting.
- Listen to speaker.
- Occasional lunchtime staff/SLT meetings.
- Minutes – rota system? Minute folder.

Communication

- Office first (staff and parents).
- Information to be consistent – if someone else needs to know write it down.
- Letters should be sent to office (HT/DH).
- TA's should have copies of letters – work room, staff notice board, extra letters for TA's.
- Letters sent filed in folders, named, absence children named.
- Class phone monitor or TA can answer phone.
- Day book, Diary, White board, Sign out/in – fire regulations.
- Emergencies – phone someone – let office know.
- Support/guidance.
- Collections (inform by a register, keep in office, via bursar).

Outstanding

- Tidiness/Cleaners
- Expectations/moving around school
- Parent contact
- Playground duty
- Induction/supplies
- Work – life balance/paper work
- Resources – classroom – shared
- Parent helpers/students
- CRB