



Trinity and St. Michael's

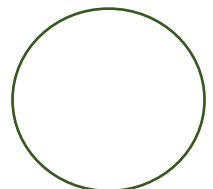
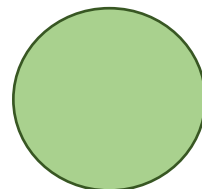
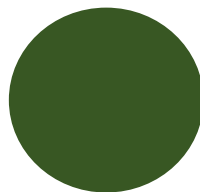
New Staff Induction Pack

Your beginnings will seem humble, so prosperous will your future be.
Job Chapter 8 Verse 7

Do everything in



1 Corinthians 16:13-14





Introduction to Trinity

Welcome to Trinity and St.Michael's C of E/Methodist Primary School. We hope you have a happy and successful time with us.

This induction pack is intended to give you some of the basic information you will need before arriving. However, it doesn't cover everything and is no substitute for talking to people so please don't hesitate to ask around. You will find the school has a genuinely friendly atmosphere and everyone will be only too happy to answer your questions and help you settle in. We are very aware that moving from one school to another presents its own challenges and different schools have different approaches. We hope this pack, helps with this change.

Meetings

Staff meetings take place every week after school on Wednesday between 3:45pm and 5:00pm. Any resources for these meeting will be shared during the session and the topic of the meeting will be found on your calendar or on the whiteboard in the staff room.

During more recent times many of these meetings have taken place via Zoom. If this is the case, you will be informed via your email and the information on how to join will be sent via this platform.

Registration

Pupils arrive in school between 8:50am and 9:00am and teachers (or teaching assistants) are expected to do the register by 9:10am via SIMS. Information on how to login to SIMs can be found under the **Technology in School** section. The teacher (or teaching assistant) will then register children in the afternoon immediately after lunch.

Staff Absence

If you are feeling unwell and are unable to come into school, you need to let your line manager know – information on who your line manager is can be found under the **Roles and Responsibilities** section. This can be done through phoning them. Please also send an email to bursar@croston-pri.lancs.sch.uk. If you are unable to come into school on consecutive days you will need to inform the school for each of these days through phoning or emailing the office on the email address above.

Duties

All staff are expected to cover duties for morning break. Key Stage One staff will also be asked to cover an afternoon break. Teaching Assistants will also be asked to do one lunch duty a fortnight.



TECHNOLOGY

Use of Social Media

Teachers are allowed to use social media platforms but not during school hours. Should you use any of these sites please ensure:

- That you do not discuss any children that go to Trinity and St.Michael's.
- That you do not put anything online that could be deemed offensive to any members of staff or parents.
- That you do not include anything that could bring into doubt your effectiveness as a teacher and appropriateness of working with children
- That you do not act in any way that brings the school into disrepute.

We ask that all new employees read the use of social networking and social media policy before starting their new role.

Using a mobile phone

All members of staff are permitted to bring a phone into school. We ask that staff do not use their mobile phone during learning hours. **Phones are permitted around the lunch table but they are discouraged.** At Trinity, we take pride in sitting down at lunch and at breaks and talking to one another. The use of a phone is not conducive to this atmosphere and, due to this, we ask you refrain from using your phone in the staff room unless absolutely necessary.

If a parent or child contacts via social media

If a parent or child contacts a member of staff via social media we ask you to not respond via that platform. If this does happen, please wait until you are able to contact the parent via more official platforms such as email or phoning directly from school.

Please ensure you have read the above and the following documents before signing to confirm your understanding of everything written:

- Use of Social networking sites and other forms of social media policy
- Online Safety Policy
- GDPR Data Privacy Policy

PRINT NAME: _____

SIGNED: _____



Technology in school

Trinity and St.Michael's prides itself in its use of technology. Currently, each class has access to a range technological devices. Teachers also may want to download SMART Notebook software as each class contains a SMART Whiteboard. You can find the devices available for teaching and learning below. Usage of any shared devices will need to be discussed with other teachers at a convenient time, prior to lessons.

Each teacher will receive:

- One Macbook.
- One class ipad
- One class laptop for TA use

Class devices include:

- **KS1** share **30** ipads.
- **LKS2** share **35** ipads
- **UPKS2** share **33** ipads
- Whole school share **20** spare ipads
- Whole school share **17** laptops
- Whole school share **32** chromebooks

At Trinity, the children have access to a variety of educational software and applications. You will be given access to administration of your class and **will receive relevant training within the first few weeks of arriving at Trinity**. Your sign in information for these sites can be found below.

Teaching Resources

mymaths.co.uk

School Username: TASM
School Password: addition

Click on Teacher Dashboard
Username: boostTASM
Password: grade902

Times Table Rockstars

Username: _____

Password: _____

Reading Eggs/Eggspres

Username: _____

Password: _____

Reading Plus

Username: _____

Password: _____

Nearpod

Username: _____

Password: _____

White Rose Maths

Username: _____

Password: _____

Other logins you will require for administration and safeguarding on a day-to-day basis. These include your personal email, your SIMS login for registration and your CPOMs login for reporting any safeguarding issues.

Your email address: _____

Password: _____

(Your SIMS is the same as your email address)

CPOMs login: _____

Password: _____

(You will need to download the CPOMs app to access this fully)



Daily Timetable

KS1	KS2
Session One (Maths or English) 9:10am – 10:30am	Session One (Maths or English) 9:10am – 10:45am
Break Time 10:45am – 11:00am	Break Time 10:45am – 11:00am
Session Two (Maths or English) 11:00am – 12:30pm	Session Two (Maths or English) 11:00am – 12:30pm
Lunch Time 12:30am – 1:30pm	Lunch Time 12:30am – 1:30pm
Afternoon Session One 1:00pm – 2:15pm	Afternoon Session One 1:30pm – 2:30pm
Afternoon Break 2:15pm – 2:30pm	Afternoon Session Two 2:30pm – 3:30pm
Afternoon Session Two 2:30pm – 3:25pm	

Worship

We at Trinity and St.Michael's are proud of our distinct Christian ethos and ensure the values of **compassion, courage, forgiveness, friendship, perseverance, respect** and **thankfulness** can be seen in everything we do. Worship is a very important element of nurturing this climate and every class finds time to worship and reflect every day. The worship timetable for both KS1 and KS2 can be found below:

	Monday	Tuesday	Wednesday	Thursday	Friday
KS1	9:10am Whole school	Key Stage Worship (every two weeks)	9:10am Whole school	Class Worship – when convenient	9:10am Prayer and Praise
KS2	9:10am Whole school	Key Stage Worship (every two weeks)	9:10am Whole school	Class Worship – when convenient	9:10am Prayer and Praise



Roles and Responsibilities

Headteacher		Claire Procter
Deputy Headteacher		Gwynan Hughes
KS2 Lead		Gwynan Hughes
KS1 Lead		Alison Ascroft
Safeguarding	DSL	Claire Procter
	DDSL	Karla Cadwallader / Gwynan Hughes / Pamela Killburn
SENDCO		Claire Procter

Area of Curriculum and School Life

Area	Staff	Governor
Ofsted self-evaluation document	Claire Procter	George Lloyd
RE & Worship	Claire Procter / Alison Ascroft	Betty Sprake / Rev Sue / Rev Michael
Art and Design	Jessica Hyett (Tracey Drury)	Hayley Fisher
Assessment	Gwynan Hughes	Alan Smith
Computing	Gwynan Hughes	Rev Michael
Designated Teacher for Looked After Children (LAC) & Previously Looked After (PLAC)	Claire Procter	Vicky Tayler
Design and Technology	Jessica Hyett (Tracey Drury)	Robin Hoole
Early Career Teachers (NQT+NQT+1)	Gwynan Hughes	Rev Sue
Educational Visits Coordinator (EVC)	Gwynan Hughes	Clare Bland
English	Alison Ascroft	Alan Smith
EYFS	Jessica Hyett (Janice Nixon)	Clare Bland
First Aid	Gemma Hart	Vicky Tayler
Geography	Janice Nixon	Dan Bryan
History	Gwynan Hughes	Dan Bryan
Inclusion	Claire Procter	Vicky Tayler
Magazine	-	Alan Smith
Mathematics	Jonathon Hawman	Hannah Humphris
Mental Health Lead	Karla Cadwallader	Betty Sprake
MFL	Jessica Beck / Jevgenija Green	Alan Smith
Music	Gwynan Hughes	Hayley Fisher
Online Safety	Gwynan Hughes	Rev Michael
Phonics	Janice Nixon	Alan Smith
P.E	Becky Chadwick (Claire Procter)	Hannah Humphris
Pre School	Gemma Hart (Jessica Hyett)	N/A
PSRHE	Louise Pemberton	Clare Bland
PTFA	Jonathon Hawman	Hannah Humphris
Pupil Premium Funding	Claire Procter	Vicky Tayler
Reading Culture	Alison Ascroft	Alan Smith
Science	Terri-Ann Boucher	Robin Hoole
Teaching and Learning/Curriculum	Claire Procter / Gwynan Hughes	SEC Committee
Volunteers	Gwynan Hughes	N/A
Welfare Assistants	Claire Procter	N/A



POLICIES

Please ensure you have a read through each of the policies below and tick them off. Once you have read through them all, sign and print your name at the bottom.

- Allegations of Abuse Policy
- Anti-Bullying Policy
- Attendance and Absence Policy
- Behaviour Management Policy
- Code of Conduct
- Collective Worship
- Equality Policy
- Health and Safety Policy
- Safeguarding Policy
- Sever Weather Response Plan
- School Emergency Plan
- Whistle Blowing Policy

I clarify that I have read and understood the policies above.

PRINT NAME: _____

SIGNED: _____