

ALDERMAN COGAN'S C.E. JUNIOR HIGH SCHOOL 1976/77

NOTES FOR GUIDANCE

Staff Duties

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Mr. Bottamley	Miss Jefferson	Mr. Clatworthy	Mr. Buxton	Mr. Crabb
Mrs. Johnson	Mr. Morrell	Mr. Simpson	Mr. Cook	Mrs. Hardman
Mr. Pritchard	Mrs. Prior	Mrs. Turner	Mrs. Shepherd	Mr. Neal
				Mr. Prosser

Duty teachers are responsible for discipline throughout the school from 8.45 until 4.15 apart from normal lesson times. At 4 p.m., the buzzer will be sounded five times and a duty teacher is requested to go directly to the main gate to supervise the loading of children on, and the departure of, the school bus.

It is of paramount importance that at least one duty teacher is actually outside on supervision over playtime except in official inclement weather when the children will be supervised in the Hall and Rooms 1 and 2 as necessary.

During the lunch break, when duties are no longer mandatory, your continued voluntary co-operation is greatly appreciated. Duty teachers are requested to remain on the premises (or arrange a temporary relief) in order to assist supervisory assistants in inclement weather. Pupils staying for school dinner must not leave the premises without the express permission of a duty teacher. During the lunch break it will be of great assistance if duty teachers, on a rota basis, will accept telephone calls in the office. Most calls usually concern colleagues.

If at any time extra assistance is needed the services of the prefects should be enlisted.

It is hoped that the duty staff will work as a team. Duty teachers have wide discretionary powers and can rely on my support.

Form Rooms and Form Teachers

1A1 R16 Mr. A. Prosser	3A1 R13 Mr. B. Clatworthy	DHM Mr. E. Syrat
1A2 R15 Mr. B. Buxton	3A2 R11 Miss J. Jefferson	R10 Mrs. J. Hardman
1A3 R9 Mrs. A. Prior	3A3 R5 Mr. K. Crabb	R14 Mr. K. Neal
2A1 R2 Mr. D. Simpson	4A1 R6 Mr. S. Cook	R8 Mrs. M. Shepherd
2A2 R3 Mr. T. Pritchard	4A2 R7 Mr. B. Morrell	Gym. Mrs. S. Turner
2A3 R4 Mr. S. Bottamley	4A3 R1 Mrs. L. Johnson	R8 Mrs. A. Haley

Form teachers are asked to send the attendance and dinner registers to the office immediately after morning registration and, similarly, the attendance register after afternoon registration. Ten minutes extra is allowed on Monday morning for school bank and on Friday afternoon to close the attendance register. Form teachers are personally responsible for the marking of attendance and dinner registers and for the initialling of entries in school bank books.

Morning Assembly:

After morning registration as soon as the buzzer is sounded form teachers are to conduct their form to the hall, supervise its entry and seating, and then sit near to it in the hall. Non-form teachers are to assist hall supervision and remain in the hall during assembly. Please do not bring your form to assembly until the buzzer is sounded.

The act of corporate morning worship is regarded as part of the normal school day. All teachers are expected to attend and sit in the body of the hall.

Students on teaching practice are also expected to attend assembly.

Morning assemblies will be taken by:-

Monday - Headmaster

Tuesday - Deputy Headmaster

Wednesday - Pupils

Thursday - School Prefects

Friday - Clergy/Headmaster

The teacher in charge of religious education is to arrange and supervise Wednesday and Thursday assemblies in co-operation with Mr. Simpson and the form teacher involved when appropriate.

#### Lesson Times:

There are eight periods each day and the buzzer sounded at:-

8.55 a.m.	Registration	1.25 p.m.	Registration
9.00 - 9.20 a.m.	Assembly	1.30 - 2.05 p.m.	Fifth Lesson
9.20 - 10.00 a.m.	First Lesson	2.05 - 2.40 p.m.	Sixth Lesson
10.00 - 10.35 a.m.	Second Lesson	2.40 - 2.50 p.m.	Break (2.55 Thursday)
10.35 - 10.50 a.m.	Break	2.50 - 3.25 p.m.	Seventh Lesson
10.50 - 11.25 a.m.	Third Lesson	3.25 - 4.00 p.m.	Eighth Lesson
11.25 - 12.00 noon	Fourth Lesson		

#### Arrangement of Forms:

There are twelve forms; three forms in each year. In the first year the forms are of mixed ability and the emphasis is on class teaching; there is provision for remedial English and mathematics teaching. In the second, third and fourth years there is a top form (A1) and two lower equal ability forms (A2 and A3). In the latter for English and Mathematics lessons the two forms are divided into three sets.

Homework is voluntary in the first two years. There is a set homework timetable for the third and fourth years and Form teachers are asked to ensure that the weekly homework sheet is completed, signed and returned by 4 p.m. on Friday.

Mr. Duxton is responsible for welfare and co-ordination in the First Year.  
Mr. Simpson is responsible for welfare and co-ordination in the Second Year.  
Miss Jefferson is responsible for welfare and co-ordination in the Third Year.  
Mr. Cook is responsible for welfare and co-ordination in the Fourth Year.

In each form there is a captain and vice captain, of opposite sexes, appointed by the form teacher. Form teachers are earnestly requested to ensure that neither office becomes a sinecure.

#### School Examinations and Reports:

Examinations are held and reports completed twice a year; at mid-year January/February and at Summer June/July.

#### Record Books:

An outline of lessons taken during the week is to be entered in the teachers's record book. Record books should be handed in on Friday afternoons.

#### House System:

The school is divided into four houses. All teachers are requested to make full use of house points as a reward for effort, as a spur to greater achievement, etc. Periodically the house point sheets will be collected by the Deputy Head and running totals for the various houses will be maintained. The house shield will be awarded each term to the house with the most points.

#### On Report:

Any pupil who is either persistently badly behaved or is obviously not making a genuine effort may be placed on report. Pupils on report will ask the teacher to initial their report card at the end of each lesson. This should only be initialled if conduct and/work are satisfactory. If they are not, teachers are requested to report the circumstances.

Pupils are to hand in their report cards to the headmaster at the end of each school day. The "on report" system should be used sparingly.

#### Accidents:

Accidents occurring to children under the supervision of a teacher at any time, either in or out of school, must be reported as soon as possible. Teachers are requested to complete a pro-forma Accident Report, copies of which are available in the staff room and school office. It is mandatory that all accident reports are filed and kept for three years. On no account are children to be left unsupervised in classrooms. Wherever possible classrooms should be locked when not in use. When a teacher is not using either room in the new classroom block the external doors MUST be locked.

#### Broadcast Services:

Teachers making use of sound broadcasts are requested to return loudspeakers to the store-room after use. Experience has shown that if they are left in classrooms they are often misused and damaged.

#### Money and Valuables:

Money and valuables should not be left in teachers' desks, but should be placed in the school safe. Teachers are reminded that money deposited in the safe to the sum of £100 is covered by the Local Education Authority Insurance Policy. Large sums of money for whatever purpose collected e.g. form outings, foreign or domestic visits, appeals, sponsored activities etc. should be deposited as soon as possible in the appropriate school account at the Hull Trustee Savings Bank.

Children are to be constantly reminded not to keep large sums of money on their person or in their satchel. Further, they are to be warned not to leave money in their coat pockets in the cloakrooms. Children should be encouraged to hand over money as soon as possible to the teacher for whom it is intended. In other cases form teachers are requested to mind the money until it is needed by the child.

#### Carrying of Fragile and Dangerous Equipment:

Teachers are not to ask pupils to carry either fragile equipment e.g. overhead and film-strip projectors, or dangerous equipment e.g. the guillotine. Children must not be allowed to use a guillotine unless it is fitted with a safety guard. Unguarded guillotines must be locked away and are on no account to be left within reach of children. Similarly great care should be exercised with potentially dangerous equipment so that children may not injure themselves inadvertently. Unless the record deck is screwed down all record players should be carried and stored in the horizontal position.

#### Insurance:

Teachers organising school visits/journeys should implement separate insurance cover for everybody participating. The terms of the L.E.A. insurance cover, if any, are an unknown quantity which it would be prudent not to put to the test. In addition, the teacher responsible should obtain some form of indemnity signed by the parent/guardian of each child taking part.

Teachers are ill-advised to carry pupils in their own cars in any connection with the school, however remote, unless their policy includes an indemnity in respect of passengers under the heading of "Liability to Third Parties". Should a successful action be brought against any teacher having inadequate cover the damages awarded will be recovered by deductions from the teacher's salary until the total damages awarded have been recovered.

Staff Notices:

These will be issued periodically throughout the year as events dictate.

Staff Meetings:

These will be held once a term and as the occasion demands. Staff Meetings will be convened at any time if a quorum of teachers so desire. Adequate notice will be appreciated. Such meetings would commence at 4.10 p.m.

Fire Drill:

When the Fire Alarm sounds teachers will bring their classes to the girls' playground by the shortest route ensuring that windows are closed and the door shut as the room is vacated. In the yard form teachers will check the register and report any absences of children marked present to the deputy head.

Teaching Practice:

Teachers relieved of lessons by a student will normally be expected to complete a confidential report concerning said student. Such reports are invaluable in determining teacher practice assessments as they give a second opinion particularly when external assessors visit the school. They are also extremely useful in the compilation of any subsequent reports which may be needed.

Teachers should not exclude any "anti-social" children from lessons taken by students as such children then acquire an official unmanageable tag to the detriment of the smooth running of the school. Further, such action is unfair to the student who must learn how to cope with fractious and uncooperative children. In a case of extreme difficulty please refer to me.

"Off-Timetable" Lessons:

Should you wish to take any particular lesson in a classroom or place other than that indicated on the timetable you are requested to obtain prior permission which will normally be readily given. This does not apply in the case of T.V. broadcasts or when an ad hoc timetable is in operation, e.g. examination periods, sports days, cover absence of large number of teachers, etc.

Time sheets:

Teachers are not to sign blank timesheets. In the exercise of any delegated authority involving public accountability prudence demands extreme caution.

Absence of Teachers:

You are to be congratulated severally on the excellent teacher attendance record enjoyed by this school which is probably second to none in the City. However, on the extremely rare occasions when you may be off for a short period through a temporary indisposition it will help considerably in arranging timetable cover if you can telephone the school advising of your probable date of return. In any case we like to know how you are getting along.



Immediately on return to school you are requested to see me, or in my absence/unavailability, the deputy head.

When covering lessons for an absent teacher it is desirable that the locum tenens should teach the time-tabled subject as far as possible even if it is, perforce, a different aspect of the subject. In the case of prolonged absence the timetable may be modified to provide partial subject cover.

#### Form Registers:

Red ink is to be used for present marks except when a pupil is late for registration when blue/black ink should be used. Blue/black ink should be used for absence noughts. Blue/black ink should also be used for the figures in the grids at the bottom of the page. Incorrect present/absent marks should not be erased but altered with the appropriate note printed vertically in the same column, e.g. "No 37 present".

At the beginning of the school year form teachers are requested to check the spelling of christian names and surnames as written in the register with each child individually and amend as necessary. Despite every precaution some children still leave this school with their names incorrectly spelt on official documents. Unfortunately we never have sight of their birth certificates - which may be just as well.

Please also check for any changes of address at regular intervals. Particularly important when children move into the East Riding Division thus becoming "out-of-district" pupils.

#### Requisitions:

The major part of the capitation allowance is expended in the requisitions sent to the office in early April. Please consult the various catalogues where available well before this date so that your pro-forma requisitions will be ready for prompt processing. Early submission of the school's main requisition may result in earlier delivery and possibly lower prices.

#### Stationery:

Mr. Cook is in charge of stationery and writing materials in general use. All requests for exercise books, pens, rulers, paper, compasses, etc. are to be made directly to him. The cost of these items will not be deducted from your subject allowance except in special cases.

Teachers are asked not to make secret inroads on any stock wherever it may be stored; this includes me.

#### School Sales:

All money received from pupils in the various subjects for the sale of goods has to be handed in to the school office where a receipt, A45, will be issued. This money will then be paid into a bank account to be remitted to the County Fund under Income Code Analysis 8.803.

Where appropriate the money paid in will be re-cycled to the school in the capitation allowance.

This procedure is mandatory.

#### Window Poles:

Children are not to be allowed to use window poles as windows are occasionally broken by the careless use of window poles. Apart from the possibility of cuts from shattered glass, an average sized pane of glass costs about £5 to replace.

#### Footnote:

Should you not agree with any of the procedures outlined please do not simply do your own thing but see me and discuss your views.

Thank you for your co-operation.