

Appendices	
1	Staff Absence 1a Absence Management Policy 1b Absence Management Procedure 1c Lifestyle Action – Employee Assistance Programme
2	Safeguarding 2a Safeguarding Children and Young People Policy 2b Key Contacts within School
3	Staff Conduct 3a Code of Conduct for School Employees 3b Code of Conduct Disclosure Form 3c Communications & Information: Acceptable Use Policy 3d Professional Relations Policy 3e Whistle Blowing Policy 3f Complaints Policy 3g Behaviour for Learning Policy
4	Critical Incident Management Plan
5	Staff Privacy Notice Staff
6	Staff Contact cascade

School Organisation

Autumn Term September 2021

<u>Headteacher</u> Mr Martin Bell Leadership & Management Personnel Matters, Safeguarding, Pastoral Care, E.V.C.	<u>Deputy Headteacher</u> Mrs Katie Ullein Y1 Leadership & Management issues in support of the Headteacher, Safeguarding, Designated Teacher for Looked After Children Curriculum & Teaching, Learning & Assessment English Pupil Premium	<u>Assistant Headteacher</u> Mrs Lindsay Grigg Y5/6 Leadership & Management issues in support of the Headteacher, KS 2Leader Curriculum & Teaching Middle Leadership co-ordinator (joint) Safeguarding
<u>Inclusion Leader & SENDCo</u> Mrs Sarah Atkinson SENDCo, Safeguarding		
<u>Early Years Leader</u> Mrs Naomi Coates Middle Leadership Co-ordinator (Joint)		

Finance & HR		
Mrs Helen Tolley School Business Manager (SBM)		
	<u>Class Teacher</u>	<u>Leadership & Management</u>
Seedlings (Nursery)	Mrs Caroline Smith	
Acorns (Reception)	Mrs Naomi Coates Miss Jaime Berry	EYFS Lead
Year 1 Palm Year 1 Ash	Mrs Katherine Millar/Mrs Katie Ullein Mrs Jenna Wilcockson	/Deputy Headteacher (as above)
Year 2 Oak	Miss Kate Hughes	
Year 3/4 Elm Year 3/4 Juniper Year 3/4 Maple	Mr Adam Aspinall Mrs Liz Williams Mrs Tracey Graham	
Year 5/6 Cherry Year 5/6 Redwood Year 5/6 Hazel	Mrs Lindsay Grigg Mr Chris Shone Miss Sophie Reynolds	Assistant Headteacher
Lilac	Mrs Elaine Capper	

Mrs Kelly Clarke	Teaching Assistant	Supports teaching & learning in Y5/6
Mrs Nicola Cooper	Teaching Assistant	Supports teaching & learning in Y1
Mrs Wendy Cresham	Teaching Assistant	Supports teaching & learning in Y3/4
Mrs Sue Ditchfield	Teaching Assistant	Supports teaching & learning in Y2
Mrs Rachelle Green	Teaching Assistant	Supports teaching & learning in Y3/4
Miss Sophie Gregory	Teaching Assistant	Supports teaching and learning in EYFS
Miss Jenny Hough	Teaching Assistant	Supports teaching and learning in Y1
Mrs Kathy James	Teaching Assistant	Supports teaching and learning in Y3/4
Mrs Theresa Kay	Welfare Assistant	Supporting children in Nursery
Mrs Pauline Lee	Teaching Assistant	Supports Supports teaching & learning in Y3/4
Mrs Tracy Mackay	Teaching Assistant	Supports teaching & learning in Y5/6
Mrs Jez Matthews	Teaching Assistant	Supports teaching and learning in Lilac
Miss Amanda Palmer	Teaching Assistant	Supports teaching and learning in EYFS
Mrs Camille Phillips	Teaching Assistant	Supports teaching and learning in Lilac Speech & Language
Mrs Emma Pratt	Welfare Assistant	Supporting children in Lilac
Mrs Hannah Pye	Teaching Assistant	Supports teaching and learning in Y3/4 & ½
Mrs Samantha Ridgway	Higher Level Teaching Assistant	Supports teaching & learning in EYFS
Mrs Nikki Turnbull	Higher Level Teaching Assistant	Supports teaching & learning Y3/4
Mrs Laura Webster	Teaching Assistant	Supports teaching & learning in Y5/6
Mrs Marcia Yates	Higher Level Teaching Assistant	Supports teaching & learning in Y2

Mrs Anita Harries	Student Safeguarding and Welfare Officer	30 hrs p.w.
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Mrs Laura Nelson	Family Worker	20 hrs p.w.
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Please note that teaching Assistant hours may be re-allocated in response to the needs of the pupils.

School Support Staff

School Administration

Mrs Helen Tolley School Business Manager (SBM) 37 hours p.w.

School Maintenance and Cleaning

Mr Kevin Wright Caretaker 16.5 hours p.w.

Mid-Day Assistants

Mrs Helen Osborne Mid-day Supervisor

Mrs Helen Abbott Mid-day Assistant

Mrs J Baumann Mid-day Assistant

Miss Rebecca Fisher Mid-day Assistant

Mrs Alison Hatton Mid-day Assistant

Mrs Barbara Hollinshead Mid-day Assistant

Mrs Emma Pratt Mid-day Assistant

Mrs Cindy Rycroft Mid-day Assistant

After School Club

Miss Rebecca Fisher Out of School Playworker

Mrs Jackie Baumann Out of School Playworker

Mrs Emma Pratt Out of School Playworker Supervisor

Clean Team

Mrs Dawn Goodier Miss Jean Hamlett

Mrs Stacey Humphreys Mrs Cindy Rycroft

Miss Nicola Hamlett (Relief)

School Catering

Mr Sam Kazazz Catering Supervisor

Mrs Christine Hankinson Kitchen Assistant

Ms Joanna Brooks Kitchen Assistant