

# iCollege

## Alternative Education West Berkshire

# School Day Guidance

<b>Document Control</b>	
<b>Document Name</b>	School Day Guidance
<b>Category:</b>	Non-Statutory
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<b>Written by:</b>	Jacque Davies
<b>Associated policies and useful information</b>	MC - Management Committee FC – Finance Committee PERS - Personnel Committee LA - Local Authority WBC - West Berkshire Council DfE – Department for Education HT - Headteacher INSET - In Service Education Training LT - Lead Teacher PPA - Planning Preparation and Assessment SLT - Senior Leadership Team TA - Teaching Assistant
<b>Review:</b>	2 years
<b>Status</b>	Approved

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1. Key contact list for School	Headteacher: Jacque Davies – 01635 528048 - jdavies@icollege.org.uk
2. 'The School Day'	<p>Learners are expected to arrive promptly to each lesson. As each site area is small, lateness should not occur. If a learner does not arrive at a lesson on time, the receiving teacher/Teaching Assistant (TA) should liaise with the previous teacher/TA/Leading Teacher (LT) as soon as possible in order find out the reason why and act accordingly.</p> <p>Lateness to lessons is an important part of overall attendance and could impact on successful reintegration/progression/transition, as well as in the <b>iCollege</b> or workplace.</p>
3. Transport	<p>At the beginning of the day, learners should make their way into their school via the quickest route. Learners are not expected to linger outside the buildings. It can be helpful if a member of staff is available to greet learners as they arrive.</p> <p>At the end of the day, staff should encourage learners to leave the site promptly and liaise with parents/carers / mini-buses / taxis / bus times / train times / walking routes as appropriate on departure.</p>
4. Break & Lunch	<p>Learners are expected to remain on the school sites for the duration of their school day, including break and lunch times, and should not normally be allowed to leave by themselves, (unless Post 16) during the day.</p> <p>Permission should not be given for food to be purchased at any local shops. If the unit or team are providing lunch then learners should not bring their own food into <b>iCollege</b> except with individual permission.</p> <p>No learner should be allowed fizzy or high sugar drinks in school. Healthy eating should be encouraged.</p>
5. The Staff Day	<p>For working day guidance, please refer to <b>iCollege</b> Expectations, including PPA (Planning Preparation and Assessment) and break-times.</p> <p>Staff should be fully prepared so that they are able to start each lesson on time with required resources ready for learners. It is recommended that staff arrive at school between 15 and 20 minutes prior to the start of the day and leave themselves the same at the end of the day.</p> <p>Non-teaching staff may have slightly different times according to their contract and agreement with their relevant line manager, but should also arrive at their place of work before the start time so that they are ready to start at the given time.</p> <p>PPA time will be offered to all teaching staff in accordance with DfE regulations. PPA time will also be given to TAs in order for them to carry out any specific responsibilities that they have.</p> <p>LT/team leaders need to ensure that there are adequate staff on site to receive learners as they arrive and the same at the end of the day. Please read this in conjunction with the guidance on PPA and breaks.</p>
6. Staff Meetings	<p>Weekly staff meetings/briefings and INSET days are part of directed time and dates and times for these will be given to all staff in advance of the school year. Where possible staff meeting time should be a part of the TA contract time.</p> <p>If this is not possible then overtime can be requested. It may also be beneficial for admin staff to attend staff meetings. This should be discussed with their line manager. If attendance at a staff meeting is not possible then there should be procedures in place in each unit to ensure that agenda and minutes are available or circulated.</p> <p>Specific teams in <b>iCollege</b> also have regular meetings. Agendas and minutes from these meetings should also be circulated. There should be a procedure as above for anyone unable to attend.</p>

7. Dress Code	Staff should dress according to the activity that they are taking part in that day. If staff are meeting with parents/carers or visitors then smart casual clothes should be worn to reflect the professional side of the <b>iCollege</b> .  This is also modelling to learners the importance of appearance and preparation for different events. Please be aware that visitors may arrive at any time of the day.
8. Additional Information	The School Teachers Pay and Conditions Document (STPC) provides guidance for all teachers, and teachers are expected to keep up-to-date with its contents which are revised annually.

Jacqueline Davies		Tim Pritchard	
Head Teacher		Chair of Governing Body	
Date:		Date:	

Change Record				
Version Number	Date Approved	Management Committee Minute Reference	Description of Amendments	Review Date
3	17.10.17	TLC 17.10.17	Transferred to iCollege format and contact details	Oct 2019
4		TLC 08.10.19	Reviewed: dates only	Sept 2021
5			Reviewed: Dates only	July 2023
6	24.04.25	MC	Reviewed dates and format (JD)	Feb 25

### Keeping Children Safe in Education

All staff at iCollege take seriously their responsibility to protect and safeguard the welfare of children and young people in their care; this includes providing help and support to meet the needs of children as soon as problems emerge; protecting children from maltreatment whether that is within or outside the home, including online; preventing impairment of children's mental and physical health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes

<b>INSPIRATION KS1 &amp; 2</b> Foxglove Way, Thatcham, Berkshire, RG18 4DH 01635 877114	<b>POD PLUS KS2 &amp; 3</b> Modular Building Paynesdown Road, Thatcham, Berkshire, RG19 3TE 01635 243208	<b>IMPACT KS 3</b> Moorside Community Centre Urquhart Road, Thatcham, Berkshire, RG19 4RE 01635 953294	<b>The POD KS2</b> <b>INTERVENTION KS3 &amp; 4</b> 88 Newtown Road, Newbury, Berkshire, RG14 7BT 01635 49397	<b>INTEGRATION KS3 &amp; 4</b> 22, <u>Highview,</u> <u>Calcot,</u> Reading, Berkshire, RG31 4XD 01189 416636	<b>INDEPENDENCE KS4 &amp; 5</b> Richmond House, Bath Road, Newbury, Berkshire, RG30 1QY 01635 48872
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