



Professional Standards

We are passionate about providing exceptional educational experiences for pupils, parents and carers. They are at the heart of everything we do. We employ some of the most outstanding, dedicated and professional staff, who are committed to recognising our children's right to a high quality educational experience.

These are the standards to which we work and they are evident in everything we do:

1. Always be friendly and welcoming with pupils, parents, colleagues and visitors.
2. Be polite and courteous at all times with everyone you meet.
3. Respect others and their views.
4. Work as a team, share what you know with others.
5. Respect the school environment, always keep learning areas tidy.
6. Remember that everyone is an individual and it is your behaviour that sets the example.

[This Code of Conduct also applies to any volunteer, student or external agency working in our school]

Dress Code

We operate a 'smart casual' dress code in school for all staff. The clothes you choose to wear for work will affect the opinion other adults have of our professional standards – parents, visitors, general public.

The clothes you wear for work are dictated partly by the role you carry out – if you spend much of the day sitting on the floor with the children, supervising outdoor learning or engaged in positive handling then leggings, black jeans and trainers are appropriate. If your role involves standing in a classroom teaching or supporting and sitting at a desk, then it is more appropriate for you to be wearing smarter clothes and shoes.

For attending meetings with parents or other professionals, you need to look professional. A school sweatshirt and trainers is inappropriate in these circumstances.

Staff Absence

All staff have a responsibility to their colleagues and pupils to attend work regularly and punctually. Please remember that if you are absent, your colleagues will have to do your work as well as their own. Because we are still paying your wages while you are absent, we cannot afford to replace you. Therefore please consider the impact on your colleagues and on the school budget.

There are times when absence from work is unavoidable, and there are procedures for this that should be followed:

- If a member of staff is unable to attend work due to illness then they should contact their team leader and assistant headteacher as soon as possible. Do not phone a colleague and assume the message will get passed on.
- If you are absent for several days it is your responsibility to keep school informed every day by 3pm about your likely return to work.
- If you require a leave of absence please understand that this may not always be granted and may not be paid.
- Although staff absence to care for a child is usually approved it is not always paid.
- Approval for Leave of Absence will take into account your attendance record.

Deadlines

All staff will be given deadlines for completing work – handing in data or planning, tidying an area of school, putting a display up etc. Not completing a task on time gives extra work to one of your colleagues. It is the responsibility of every member of staff to complete any task by the deadline given.

Staff Relationships

Everyone has the right to expect that their colleagues will be supportive, friendly and inclusive. We will achieve this by:

- Not excluding any member of staff from meetings, conversations or events
- Being open and friendly – greeting others with a smile
- Not complaining or gossiping about a colleague – if you have a genuine complaint this should be mentioned to senior staff to be addressed, not discussed in the staffroom
- Treating every colleague as an equal – we are all professionals and our knowledge and skills should be respected by everyone else
- Taking and giving professional advice as support and not criticism.

Pupil / Teacher / Parent Relationships

It is the responsibility of all staff to build good professional relationships with all the children that you come into contact with. It is vital that you build these relationships so that:

- Children have respect for you and want to please you
- Children know what you expect of them
- A child can come to you with any problem or concern that they may have
- You understand what motivates every child and plan to meet their needs
- A child will respond positively to you even when they are in trouble

Positive relationships are built by:

- Speaking to every child every day – giving them some of your time
- A kind word or smile in a corridor
- Showing children that you know their name (even those in other classes)

Relationships with parents are equally important – remember that no parent wants to hear criticism of their child so any negative feedback needs to be given sensitively. Parents want to feel that their child's teacher and support staff are approachable and do not dismiss their concerns without properly listening to them and investigating. If a parent is 'tricky', staff need to try even harder to build a positive relationship for the sake of the child.

In a small town where many staff know parents personally, it is very important that professional boundaries are in place. Staff must not discuss any school matters, children or other staff with a parent who they know personally. Their social media profile must not contain anything inappropriate or any negative comments about the school, staff, parents or children.