



St. Paul's School

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MANIBUS POTENTIA STUDIUM ANIMIS

**Prep Staff Handbook  
2015-2016**

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## Aims, Mission Statement, Values

St. Paul's, like any school, has a fundamental aim to provide an excellent education for children. Being both a British and a Brazilian school brings an additional richness and this is reflected in our **Mission Statement**.

*"St. Paul's is a traditional, forward looking school seeking to nurture excellence, aiming to provide a high quality British and Brazilian holistic education, for the academic and personal development of pupils and students, within a framework of a caring community which shares a common set of core values."*

Children are encouraged to become independent, open-minded, well rounded individuals who embrace life-long learning and the School seeks to develop in them both the skills and the sense of responsibility to enable them to make a difference to the globalised world in which they live.

Underpinning these statements is a belief that the School should encourage and demand **academic rigour**, it should sustain a high level of **pastoral care**, it should provide a wide range of **curricular** and **extra-curricular opportunities** and nurture a strong **sense of community** and **school spirit**, so that all those within the School feel secure, confident and able to develop their interests and enthusiasms in a fulfilling way. Our emphasis is on the **values** which form the base of the community and the **qualities and characteristics** which we aim to engender in all members of the School; they underpin and form the base for the community of the School. We expect staff, pupils and students to:

- Show respect
- Be honest
- Have integrity
- Be collaborative
- Be thinkers
- Become independent Learners
- Develop a sense of self-worth
- Be open-minded
- Be resilient
- Be caring

### **Golden rules:**

**We listen:** We wait our turn to talk and value what others say

**We work hard:** We improve our learning by trying our best

**We are kind and helpful:** We work together and care for others

**We are gentle:** We are careful with ourselves and others

**We are honest:** We tell the truth and take responsibility for our actions

**We look after property:** We are responsible and care for our belongings and those of others

### *The Prep School definition of learning*

Learning is a meaningful process which involves acquiring and developing knowledge and skills, consolidating them to make connections to previous knowledge and aiming towards greater understanding.

### **General**

This handbook is meant to provide an overview of the roles of all staff who work within the Preparatory school as well as provide useful and essential information on the running and functioning of the school. It should be read in tandem with the St. Paul's professional standards, the curriculum and subject guides for discrete year groups as well as the Safeguarding Policy, the Prep Assessment Policy, the Academic Honesty Policy, the Behaviour Policy, the Anti-Bullying Policy and the Duties Guidelines (all of which can be found on Firefly). The handbook is comprehensive but not exhaustive and new staff should feel comfortable asking other staff/ Heads of Year, the Deputy Head or the Head of the Prep School for additional clarification/ guidance as necessary.

### *Job Description – Teacher, St. Paul's School*

**(See also – The Developing Role of a Teacher at St. Paul's School)**

The role of the teacher at St. Paul's is to promote at all times and in every possible way the pupils' intellectual and social development and learning, including independent learning skills. This role develops according to the age group, for which the line manager (Head of School) may give appropriate guidance. However, the following apply throughout the school.

We envisage the work of the teacher in three related areas:

1. *Professional/Self-development* (including, but not limited to):

Participation in and keeping a record (portfolio) of personal goals, training and development initiatives

2. *Pupils' Development and Learning*:

a) Academic Learning (including, but not limited to):

Creating and monitoring lessons and learning activities which are appropriate to a range of learning styles and pupil abilities.

Promoting and developing children's sense of curiosity and wonder about the world.

b) Social Development (including, but not limited to):

Ensuring a safe, stimulating, ordered and supportive environment for learning.

Giving ethical direction and pastoral care and encouraging moral and spiritual development.

### 3. Professional Relationships:

a) With other teachers and staff (including, but not limited to):

Being a "team player" – supporting the work of other colleagues by participating in meetings, covering absent teachers, duties etc.; in general, contributing to the life of the whole school.

b) With parents (including, but not limited to):

Reporting on pupil progress, orally and in writing, as may be required by school procedure.

*The Prep School Day*

<b>Prep 1 &amp; 2 School Day</b>	<b>Prep 3,4&amp;5 School Day</b>
8:00 Registration 8:10	8:00 Registration 8:10
8:10 Tutorial 8:40	8:10 Tutorial 8:40
8:40 Period 1 9:10	8:40 Period 1 9:10
9:10 Period 2 9:40	9:10 Period 2 9:40
9:40 (9.30 for P1) Break 10:00	9:40 Break 10:00
10:00 Period 3 10:30	10:00 Period 3 10:30
10:30 Period 4 11:00	10:30 Period 4 11:00
11:00 Period 5 11:30	11:00 Period 5 11:30
11:30 Lunch Prep 1 & 2 12:30	11:30 Period 6 12:00
12:30 Period 6 13:00	12:00 Lunch 12:45
13:00 Period 7 13:30	12:45 Registration 13:00
13:30 Period 8 14:00	13:00 Period 7 13:30
14:00 Period 9 14:30	13:30 Period 8 14:00

14:30 Period 10 14:45	14:00 Period 9 14:30
	14:30 Period 10 15:00

### *Safe School, Safe Staff*

- The school gives the monitoring of children in terms of their health and welfare a high priority.
- All staff, through the staff handbooks, are advised on the physical handling of children and the procedures to be followed if an allegation is made against them.
- The school participates readily when sharing perspectives and experiences with practitioners from other agencies.
- The performance of all staff, including the building of successful and appropriate relationships with children is monitored closely by Heads of School and the Head.
- The school requires that necessary police checks are in place before any person is employed, or deployed to work with children in the school setting.
- The school monitors closely all personnel who work with children during induction and probationary phases.
- Staff must NEVER place themselves in a position where their behaviour or actions place pupils or themselves at risk of harm or of allegations of harm to a pupil i.e. 'one to one' tuition; sports coaching; driving a pupil in their car; engaging in inappropriate electronic communication with a pupil. If in doubt colleagues should seek the advice from a Head of School.
- Staff have annual training and access to the policy on the safeguarding of children, which all are expected to read and sign individually, lodging the signed confirmation with the Head's PA .
- The safeguarding of children policy will be reviewed annually by the Head and governing body.

### *The Curriculum:*

We follow the British National Curriculum for Key Stages 1 and 2, using the Literacy and Numeracy Strategies to teach English and Maths and the IPC (The International Primary Curriculum) to teach all other subjects with the exception of PE and Portuguese. For more detailed information on the curriculum for each year group please refer to the year group subject guides which are revised at the start of each academic year. Our pastoral programme is taught using SEAL (Social and Emotional Aspects of Learning) and other aspects of the UK curriculum such as Citizenship and SMSC as well as the Golden Rules and Quality Circle Time. For more information on these programmes please refer to the behaviour policy, which is annexed as a separate document.

### *The role of the Class teacher:*

Class teachers, known as tutors for P4 and 5 (CTs) form the backbone of the Prep School teaching team. CTs are responsible for registration and delivering tutorials in the morning, and for the PSHE lessons, which take place twice a week during tutorials. CTs also teach English, Maths and Topic (P1-3).

The breakdown of tutorial generally is as follows:

Monday: 'Focus of the Week', handing out letters, reading the Daily Bulletin, checking lockers, making sure homework is handed in, general information. Prep 1 & 2 Celebration Assembly.

Tuesday: PSHE

Wednesday: Reading

Thursday: Class/ House/General Assembly

Friday: Prep 3 and 4 Celebrations Assembly (alternate weeks)

One tutorial per week is reserved exclusively for reading-related activities. **It is the CT's and assistant's responsibility to find an effective way of controlling the class library books so that they are not lost.**

The PSHE lessons are reserved for the SEAL /Citizenship/SMSC programme and the lesson should be planned beforehand with the Head of Year and the other CTs in the Year group.

#### **There are Heads of Year (HoY) for each Year group:**

Prep 1: J. Newton (academic)

Prep 2: S. Sefton (academic)

Prep 3: K. Waller (academic)

Prep 4: E. Hill (academic)

Prep 5: P. Bishop (academic)

V. Hughes is Deputy Head (academic)

T. Santos Head of Pastoral Care

#### **Class teachers/tutors should:**

- Act as a guide and counsellor, and should be someone who can offer positive criticism as well as a sympathetic ear.
- **Do everything in their power to ensure that their pupils' potential is fulfilled at school, both academically and socially.** Despite the routine nature of much of the work, school life should be enjoyable and purposeful.

**CTs are** responsible for recording attendance and punctuality in SchoolBase. The registration procedure should be seen as a security measure as well as a monitor of absenteeism. Registration must be taken punctually at 8.10 am every day. Pupils arriving at

school after registration must sign the late book kept with SA's secretary. **CTs must stress this to their tutees.** Class teachers should be aware of the details of the Absence Policy and make sure their pupils are as well.

CTs are the first link between parents and the school. CTs should aim to foster mutual understanding via telephone, e-mail, letters, and 'face to face' encounters. All important meetings and communications to parents should be documented and e-mailed to PLT and JIF for filing. Most problems will be reduced by full communication. **Do not use the diary to exchange antagonistic correspondence with parents.** As a general rule communications to parents should be copied to one of the PLT (Prep leadership team).

#### **Class teachers are expected:**

- To liaise between pupils and subject teachers. CTs can help to ensure that pupil workloads are reasonable and scheduled properly. CTs can congratulate good performance as well as reinforce feedback from subject teachers concerning pupils who underachieve.
- To attend weekly year group meetings to discuss pastoral issues. As a general rule, CTs must be informed if any issue relating to one of their pupils arises.
- To keep PLT advised about problems or issues, good or bad concerning their pupils.
- To monitor their pupils' behaviour by looking at the diary on a daily basis. If a pupil is getting too many initials (see behaviour policy), the Head of Pastoral Care and SA should be advised and a strategy, which involves parents, should be put into place.

The following specific issues may arise with pupils:

- The speaking of Portuguese instead of English, especially during lessons.
- Copying homework from others or failing to do assignments.
- Not getting diaries signed.
- Not returning slips.
- Detection of theft and unauthorised borrowing.
- Letters sent home via pupils not reaching their destination.
- Fighting and bullying.
- Appearance. The older pupils especially try and push the limits on uniform requirements. If they are stopped first thing in the morning, they will soon realise they cannot get away with this.
- Cheating in tests (see policy on Academic Honesty annexed to this handbook).
- Not having proper equipment in lessons.
- Being loud and running in corridors.
- Asking to go to the bathroom every lesson just to get out of lessons.
- Going to the nurse several times a day.
- Poor attitude in lessons, messing around, lack of respect.

CTs issue subject and homework timetables at the start of the year. CTs should monitor the updating of diaries on a daily basis to ensure that pupils are organised and satisfying

homework obligations. CTs must ensure that diaries are checked every morning, during registration, to see they are signed. They should also quickly check homework has been written down. Diaries must then be returned to pupils and taken to all lessons. **CTs need to tell their pupils that their diaries must be kept in good order.**

CTs are expected to issue school communications and to hand out reply slips where appropriate. CTs should always keep a control of which pupils have returned slips or items so that they can chase them up.

The school publishes a weekly online communication The Paulean and CTs should peruse and read/discuss any points relevant to Prep with their pupils.

- CTs are responsible for planning and delivering the PSHE curriculum during normal tutorials and PSHE lessons
- CTs should read pupil personal files carefully paying special regard to medical problems and special circumstances. CTs should inform subject teachers about any relevant information in a sensitive manner.
- In the event of a fire drill or bomb scare, CTs should double check the attendance register. Absences should be reported immediately to the Head of Prep. CTs should supervise their tutor groups until they are dismissed. (See fire drill procedure for more details).
- **CTs are responsible for their pupils during assemblies** and should supervise pupils en-route to, and during assembly and **ensure they are silent all the time.**
- CTs are responsible for preparing written references. Subject teachers (Literacy, Numeracy, where applicable) should be asked for their input before a thorough, full reference is written.

### Assistant

A Assistant is someone who has been hired specifically to be an assistant. CTs will be allocated an assistant each year. Assistants will be expected to work alongside the teacher to establish an appropriate environment, providing valuable support for teaching and learning activities.

Assistants must be in the tutor room at the same time as CT, i.e. from 7.30 am onwards in the mornings and 12.45 pm onwards in the afternoon. Assistants offer a good deal of administrative support and play a key role in routine supervision and guidance. It is important to stress that assistants are essential to the success and smooth running of the School. Although assistants will be expected to work under their own initiative to some degree, they should be directed and guided by the CT at all times. They need to establish productive working relationships with pupils, acting as a role model and setting high expectations and be able to show that they are reliable and competent practitioners. A willingness to help in all areas, strong initiative, responsibility, good organisation and team spirit will help to ensure a stress-free, positive and productive relationship with the teachers

and other members of the School.

**The assistant should:**

- Offer positive criticism as well as a sympathetic ear.
- Ensure that the appropriate degree of formality is kept between them and the children at all times. Pupils should not be addressed by surnames only.
- Monitor the appearance and general behaviour of their pupils around the School. They should ensure that pupils are aware of School rules and uniform requirements. Pupils should be working in an atmosphere of civility and respect. They are expected to respect each other as individuals and show respect to their teachers. This concept should be extended to the context of academic work, extra-curricular activities, the school building, kitchen staff and other ancillary workers.
- All discussion between School and home should be via the CT. Assistants can relay messages to the CT, or give parents general information, but should be careful when discussing progress, behaviour, etc. with parents in order not to contradict information from the CT.
- Assistants should act as an extra antenna in the tutor group and point out strange/worrying behaviour, instances of bullying, bad behaviour, kind behaviour, etc. to the CT. An extra pair of eyes noticing what is happening amongst the children is very helpful.
- Conversation about pupils between CT and assistant should be done in private. Children pick up even very low whispered conversations.
- CT and assistants (and teachers in general) should not call each other using first name in front of the pupils. **Conversation should always be in English.**
- Aid pupils to learn as effectively as possible both in group situations and independently, under the direction and guidance of the CT.
- Provide support when asked to for individual pupils to enable them to fully participate in activities (ensuring they use equipment and materials safely, assisting in differentiation, addressing pupils' specific needs, encouraging independence while respecting each child's rate of development, etc.).
- Consistently and effectively implement agreed behaviour management strategies. Take part in a weekly meeting with the CT that will focus on planning and how to support the children under their care.
- Take over lessons in emergency situations as required. Assistants can be involved in handing over pupils to the responsible adult during pick-up and dealing with routine matters. It is not appropriate for assistants to comment on a child's academic and social and emotional progress with parents.

**Pastoral Care**

Assistants will be expected to work alongside the teacher to establish an appropriate environment in order to attend to the mental and physical welfare of pupils. Assistants will be expected to:

1. Promote the inclusion and acceptance of all pupils within the classroom.
2. Encourage all pupils to interact and work cooperatively with others and engage all pupils in the activities.
3. Promote independence and employ strategies to recognise and reward achievement and self-reliance.
4. Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour by adhering to the Golden Rules.
5. Participate in the planning and supervision of playground activities to ensure that children's social and emotional needs are considered.
6. Be aware of confidential issues linked to home/pupil/teacher/school, the degree to which the assistant is aware of such issues is in the CT's discretion.

### Administrative duties

As children come in from 7.40 am they should leave their diary on the assistant's table with any slips etc. Assistants then need to:

- Check diaries for parent's signature and notes.
- Check that reading records are correctly filled in and inform CTs if they are not.
- Keep a daily record of which diaries have or have not been signed so that CTs can look at the list on Friday and decide what measures should be taken if diaries are not being signed.
- Collect any return slips/money and keep a record of those that have been handed in. Money and slips go to Jo on a daily basis by 10 am. Never leave any money lying around. Take straight to Jo during Tutorial.
- Help control padlocks. Keep a note of each pupil's code/spare key.
- Read and give out any appropriate letters if the CT is unavailable. They should make sure the pupils write any relevant return dates in their diary and put **their names at the top of the letter**. Letters for children who are absent should be named and kept safely.
- Help CTs to do locker inspection on a weekly basis – pupils will be awarded house points (0 or 1) to be added up every half term.
- Keep a list to control the numbers of Benes and Non-Satis.
- Help with class displays.
- Help listen to pupils read.
- Help CT maintain discipline during assemblies.
- Listen to and provide advice and care to pupils. However, be careful not to discuss pupils with parents.
- Help CT with pupils that have any difficulty with organisation.
- Chase up missing children (especially after lunch).
- Attend PSHE lessons
- Assist class teachers with maintaining pupil records (e.g. reading records, work

folders).

- Prepare materials for the lessons if requested beforehand and as guided by the CT.
- Ensure the pupils help to tidy their learning environment at the end of each lesson. The assistant must ensure the room is tidy and organised at the end of the day.
- At the end of each day, help ensure that basic materials are ready for use the next day.
- Help the CT to prepare and present displays of pupils' work.
- Support CTs in photocopying and other administrative tasks.
- Keep control of classroom stock and materials as directed by the CT.
- Support other teachers working with the same year group in their lessons, when asked to.
- Do morning, break, lunch or after School duties, as needed.

### **Standards and quality assurance**

Assistants will be expected to:

- Set a good example in terms of use of uniform, punctuality and attendance and general behaviour with all School members.
- Attend staff meetings and all INSET and training sessions.
- Thoroughly supervise pupils on visits, trips and out of school activities as required.
- Undertake all professional duties that may be reasonably assigned by the CT and/or Head of School.
- Be proactive in matters relating to Health & Safety.
- Be aware of the Fire Drill procedure and take part in the Fire Brigade and participate of fire drills whenever requested.
- And last, but not least, support the aims and ethos of the school. (See school mission statement at start of handbook).

### **Register Routine**

**Registration is done in SchoolBase, promptly at 8:10am.**

Pupils arriving late should have come in down the ramp and into Jo's office to sign the late book. Please check they have done so and send them back if they have not done so.

12:45pm Teachers should not use SchoolBase. They should use their own tick sheet to mark all pupils present before starting afternoon lessons.

On occasion, a pupil may need to leave school for doctor's appointment etc. Parent sends letter to [absence@stpauls.br](mailto:absence@stpauls.br) requesting child leaves at specified time. A permission slip is then issued. Pupil waits at reception until collected and hands permission slip to guard to be able to leave.

If a pupil is going to miss school for a whole day or longer, prior permission **MUST** be sought in writing from the Head of School via the email address [absence@stpauls.br](mailto:absence@stpauls.br) . Absence for holidays is regarded as unauthorised and will appear this way in the school reports. Please take time to stress this to the pupils. Please do not accept the responsibility of passing on this sort of information. It is a parent's responsibility to do this directly with the Head.

If a pupil has been away from school due to illness or any unauthorised reason they must bring a note from their parents upon their return. This note should be given to the CT who should then pass it on to SA/JIF.

### *Classroom Organisation and Routine, Stationery, etc.*

- Subject coordinators order the copy books they require from the selection. Please ask to see all types available. Each one has a code number. Also folders, etc.
- Stationery is kept in the Prep Art Room and in each department and in the P1 and P2 shared areas. There are many items with which you need to become familiar: types of paper, pens, glues etc. Collect unlocked materials as you need. If you require something extra which is not normally stocked, please send SA a note stating requirements with at least a week's notice. You may be asked to purchase the item yourself and present the receipt (signed by SA for re-imburement.) **Teachers must not make unauthorised purchases.**
- Prep art room: stocks paints, brushes, cardboard, tissue paper, rolls of brown paper etc. Stock here is controlled by LAB. Please see her if you need any material, preferably in advance.
- The science department has a large supply of material, which CTs may borrow. Please follow the guidelines for borrowing material. **Do not borrow materials without permission.**
- There are Prep tablets, a camera and a video camera available for school-related use.
- Your desk should also have a stapler, hole puncher, scissors, sellotape, clips and masking tape. There is also a machine for stapling thick material. Three staple guns are kept in the Art Room.
- A copy of your timetable (CTs) and fire drill routine should be on permanent display in the classroom. A copy of the room utilisation timetable should be put up outside of the classroom.
- Always discuss display space with your subject teacher colleagues and come to a reasonable and amicable agreement. Please provide shelf space for these too. **Please**

**keep your desk tidy and in good order, especially if you are sharing your room. Always remember that you are a role model for the pupils.**

- Pupils should not be left unaccompanied. **Please do not keep them in at break or lunchtime unless you are there.** If you do decide to keep pupils in at break/lunch it should not be for longer than 10 minutes - it is very important that the pupils get to have a break and run around to let off some of their energy. This especially applies to the more restless pupils. Do not give whole class break detentions unless you are 100% positive that every pupil has misbehaved.
- Obviously you may have to leave a class alone in an emergency - leave the door open and ask your assistant or the teacher next door to keep an ear open. Call a HoY, VFC/SA if you will be away for longer.
- Pupils may come in to the building at 07:40am and quietly prepare for the day. **They should not enter the classrooms unless a teacher is present. All staff should be in the building, and CT and assistants in the classroom by 07:40.**
- Prep pupils are not allowed in the building during break or lunch time unless you are supervising them, or if they are attending a supervised club, or if it is raining, etc. During wet playtimes staff should follow the *Wet playtime* procedure. Pupils are **not allowed in the ICT Lab unaccompanied and are not allowed to use the library computers**. Pupils **ARE** allowed to use the bathrooms near the staff bathrooms, at lunch and at break, but they should be told they cannot go any further.
- Lesson plans must always be saved on the system and be available in case a substitution is necessary.
- Keep your pass-on record folder up to date and ready to hand on to the next CT at the end of the year.
- Pupils may have private musical instrument lessons during Music lessons and break and lunch, but should always have lunch first.

### **Prep Physical Education:**

- Pupils going to P.E. must go in an orderly fashion. Changing rooms are locked during P.E. lessons. Pupils should be reminded to safeguard their valuables.
- Pupils may be excused from P.E. only if there is a note from home which must be given to the P.E. staff at the beginning of the lesson.
- If a pupil feels ill during the day, the nurse will write to the P.E. staff directly.

- If a pupil hasn't brought the correct P.E. kit to school, he/she must tell the P.E. teacher if they have not managed to borrow a kit. The PE teacher then writes no kit in the pupil's diary and the pupil watches the P.E. lesson and is supervised by P.E. teacher.
  - PE staff must keep a record of pupils missing P.E. in order to clamp down on the frequent offenders. The PE department issues non-satises for repeat offences of no kit. Individual arrangements must be made by the PE department for pupils who will miss P.E. for a prolonged period of time due to medical reasons. PE dept will write to parents of pupils who miss PE frequently.
- Please keep an eye on pupils when moving around the school – they should keep to the right. Be firm about running or any other potentially dangerous behaviour. Pupils should be reminded always to let a grown up through a door before they do.
  - Teachers should use the pupil diaries for writing down any reminders for pupils or parents. It is a useful vehicle for conveying and receiving messages to and from parents (**use the clear plastic slip at the front of the diary for these communications**). Each pupil should have a copy of their timetable in their diary.
  - When homework is set, teachers *must* ensure all pupils write it down in their diaries. **Do not simply take pupils' word that they have written down their homework properly, please check and make sure that they have done so.** The dates of tests, letters that have to be delivered, money which has to be paid, etc., should all be written in the diaries.
  - Homework: pupils are required to practise reading at home daily and fill in the '*Reading matters*' space in the diary - parents must sign the diary every day. Pupils must also learn their weekly spelling words and practise their times tables /mental maths. A homework timetable is set up at the beginning of term. Please stick to it.
  - P3, 4 & 5 pupils have lockers, which should be kept locked with combination/key padlocks. CTs should check lockers regularly to ensure they are organised. This may be necessary on a daily basis if a pupil is particularly disorganised. P3, 4 &5 CT should keep a note of the codes/spare keys in case a pupil forgets their key/combination.
  - Pupils must have a labelled plastic envelope (Prep 1 &2) or a homework folder in which to keep their reading books, homework sheets and diary. Labels can be obtained from Jo.
  - **New Pupils:** must be appointed two Guardian Angels on the first day of school. Let HoPC (TPS) know of any difficulties regarding settling in.

- **Handwriting:** The Nelson handwriting style is used. Please use cursive style on blackboard and all display posters. If a teacher feels one of his/her pupils would benefit from handwriting practice they should let that pupil's CT know. It is the CT's responsibility to then ask the English dept. for a handwriting practice booklet to be worked on during morning tutorials.
- **Language:** never forget that our pupils are bilingual (or more). We expect pupils to speak in English at all times when they are in the buildings (and encourage them to speak in English while playing outside). They can only speak in Portuguese during Portuguese and História and Geografia lessons. Teachers must never speak to pupils in Portuguese, (unless they are Portuguese teachers). **Enforcing and encouraging English is a time consuming job but it is essential that we all persevere. Our pupils depend on this to gain the fluency they do not have. Teachers must not speak to each other in Portuguese, certainly not in front of the pupils. We rely on teachers to keep a Portuguese antenna on and whenever they hear pupils speaking Portuguese (very common by the lockers) they must remind them to revert to English.** Teachers normally speak to parents in English, but if they struggle with the language, teachers can feel free to move to Portuguese. If a teacher cannot speak Portuguese, they should ask a colleague for help translating.
- **Displays:** If you have a classroom base, put up interesting displays on the walls (leave space for others if they use the room a lot). The display boards in the corridors are shared and are organised by LAB. **All displays should be pupil centred and reflect their learning.**

Keys: all teachers should obtain classroom key, desk keys, etc., from JIF. Duplicate/replacement copies will incur a personal cost.

### *Other Information*

The Common room is next to the Staff Dining Room. There is a Prep workroom by the science lab, with computers, a printer and a photocopy machine. Teachers receive correspondence and information in the relevant pigeonhole by the common room. Check your email before the start of school, at lunch, and after School. CTs have a pigeonhole to the left of SA's office this is for pupil items which have been found lying around and class admin information such as trip letters etc. This should be checked in the morning and before afternoon class each day by the CT/assistant or a designated pigeonhole monitor.

### **Assemblies**

- Assemblies take place on Thursdays at 08:10am and some of these will be full school assemblies.
- Prep 1&2 have a celebration assembly every Monday in the Theatre, at 08:10am. Prep 3

and 4 have a celebration assembly every other Friday from 8:10 – 8:40am in the foyer. Prep 5, in a similar model to Form 1, have a celebration assembly once every half term.

- Pupils should wear their blazers to assembly when it is winter uniform.
- A class list should be taken to the theatre so that tutor can tick latecomers present. Please lead the pupils into the theatre in absolute silence.
- CTs sit with their tutor group and help to ensure they behave and sing enthusiastically. At the end, CTs lead pupils back to class to get ready for Lesson 1. The register information should be given to Jo immediately after Assembly. Each CT is expected to prepare a class assembly once a year.

**Staff Meetings:** Staff INSETS and meeting are held regularly on Thursday afternoons between 3.30-4.30pm.

**Parents:** we actively encourage home/school communication. Always ask to see a parent if a pupil is having difficulties, whether academic or emotional. In the case of the latter, check past history with SA and personal record first. Chat over any problems and enlist parental support. Always let TPS, VFC and SA know about these meetings and ask them to join in any time help is needed or an interpreter necessary. Child case study meetings are held in co-ordination with TPS/ SA.

NB - Record all interviews and action taken in pupil's record and send to JIF and PLT (Prep Leadership Team – SA/VFC/TPS).

Copies of important correspondence must go in pupil's file in the main office.

### **Birthday parties in school**

Children can bring a cake, already cut into pieces, to be given out at break or lunch time.

Prep children are generally not allowed to go to the Pre Prep for sibling birthday parties or assemblies as these usually occur during our lesson time.

### **Learning Support coordinator:**

The Learning Support coordinator is Maria Carneiro Leão (mcl@stpauls.br) and she is in charge of the Learning Support Unit- (Vanessa Meirelles, Sandra Costa, Erika Azevedo and Alan Leblanc work with her in this department). If you have a pupil that you would like the Learning Support coordinator to observe/advise you on, you must first discuss your concerns with TPS/SA before involving the Learning Support coordinator. There is a LS evaluation sheet which should be completed prior to the LSU working with a pupil (see sheet annexed at the end of this document). **On no**

**account should staff ask parents to have pupils assessed – without prior discussion with TPS/SA.**

### **Discipline:**

- **Never use physical punishment.** Never send a pupil out of the class - unless it is to work in a supervised area. Please read behaviour policy carefully for guidelines on how to deal with difficult children.
- You will find that a number of pupils suffer from a culture clash between home and school. You may need to spend quite a bit of time discussing moral and social values in class - also friendship, honesty, charity and respect, especially for the guards, maids, cooks, gardeners, etc. (Very important).

### **File notes/sanctions**

A file note or a day book entry to SchoolBase should be written/ made whenever a pupil is involved in a situation regarding poor behaviour etc. The file note should contain the following information. Pupil's name, date of incident, class and the name of the person writing the file note. A copy of this FN should be sent to the Prep secretary and PLT. JIF will then place an electronic copy of the note at Prep/K/File Notes/pupil's name. All files notes relating to individual pupils are stored here. Information regarding suspension should also be recorded on SchoolBase.

### **Misbehaviour initials/notes (P2- P5) (See Behaviour Policy)**

- CTs need to have a clear picture of behaviour in class and **they must keep a record of the number of initials/notes which children receive.**
- Every few weeks, each class/year group chooses a 'Focus' relating to the Golden Rules which is to be written down in the diary by the children at the start of the week.

### **Going to the bathroom during lessons**

We try to discourage children from going to the bathroom during lesson time especially once they get to Prep 3, 4 and 5. CTs/Subject teachers should remind pupils to go to the bathroom during their breaks however, we certainly do not want any accidents. If a child goes to the bathroom during your lesson then make a note of it in his/her diary. Write 'bathroom' followed by the number of the lesson (e.g. bathroom 5). This hopefully discourages pupils from asking to go to the bathroom every lesson without a legitimate need.

### **Going to the nurse during lessons**

Pupils asking to go to the nurse should be accompanied by another pupil and must be given a 'Nurse pass' (to be collected from Jo). The accompanying pupil should come back immediately. All pupils who are treated by the nurse take a note home to parents. Really sick pupils are sent home - the nurse will make the necessary arrangements. She will phone the pupil's home and issue an email to the whole school stating the reason.

**Non Satis (P3, 4 5 and second term for Prep 2) - given to pupils if:**

- Homework hasn't been handed in or done in the second instance.
- Lack of equipment (repeated offence)

Give original and carbon copy to CT (**Do not give straight to child**). CT must **Staple Non Satis to diary** (white copy) and make sure it gets signed; yellow copy remains with CT. P1 and P2 should get a note in the diary instead of a Non-Satis.

The Non Satis is more of an academic punishment. Poor behaviour should not be punished with Non Satis, we use the sun and cloud system in P1 and the bad initials in the diary from P2-5

**After school detention** is rarely used in Prep, but can be given to pupils in P4 or P5 who have repeatedly failed to hand in work, or for poor behaviour. CT and HoY/SA must approve the detention.

**On Report** - a useful tool for CTs who wish to monitor a problematic pupil (behaviour & attitude) more closely. Teachers usually design the form depending on the targets set for pupils. Pupil will use it in every class. Teachers will sign it and make a comment on behaviour and attitude as appropriate. CT can then check the form and praise or discuss targets according to what has been written. The report can be used for a week, or longer. Talk to TPS first. Parents must be advised and kept informed of progress.

### **Break detention**

If a pupil is repeatedly late TPS/SA should be advised and will call home asking for improved punctuality. Pupils who are late too often will be kept in for some of break in an effort to improve punctuality. Class teachers should count the lates from the register records. You need to check what the situation is with pupils who have siblings in the Prep School before calling home.

### **Suspension** (*see Behaviour Policy*)

If a pupil has behaved in an unacceptable manner (stealing, repeatedly getting in to fights etc.) he/she can be sent home for a day to think about his/her behaviour. This is a very serious punishment, which involves a formal meeting with SA and on occasion the Head of

School, (pupil and parents). Sometimes pupils will be given internal suspensions where they come to school but do not mix with their peers.

If a more effective sanction is possible (giving extra homework, when homework hasn't been done, making pupil miss break time, sending pupil to work outside workroom etc.) use it. Seek TPS/VFC/SA's advice if in doubt.

**Duties:** Teachers usually have either one or two duties a week and the duty rota is handed out at the start of term. Guidelines regarding how duties are to be carried out are available and should be read carefully.

**Lunch:**

Lunch for Prep 1 and 2 is as from 11:30am, P3, P4 and P5 from 11:55 onwards in sequence. Prep3s should go to lunch first as from 11:55 am (accompanied by the teacher who is teaching them at that time, who must remain with them until the duty teacher arrives) followed by P4 as from 12:05 pm & P5 as from 12:10 pm.

Any teacher on field/covered area duty at 12:15pm should ensure that all the pupils playing (P3-5) have had already had lunch.

**Reports:** We issue one written report per term. All reports are created in SchoolBase. **Please ensure that you read the Report Guidelines (separate document) before each report round.**

**Teacher Absence (see policy on Firefly):** If you are going to be absent, you must phone SA/VFC/TPS before 7:30 am (please save these telephone numbers in your mobile phone). Send in work for your pupils or explain what they should do. Further details are supplied by the Personnel Department. **Do not rely on guards for passing on the message. You need to talk to SA/ VFC/TPS .If you are going to be late and cannot get hold of SA/ VFC/TPS then telephone another teacher who is at school and make sure they inform them. When you arrive at school you must let SA know you have arrived.**

**Pupils phoning home:** Beware of pupils taking matters into their own hands and phoning home from public phone box or from other phones around the school. (They manage to persuade guards and administrative staff that they really need to phone) Prep pupils are not allowed to use the public payphone between 7:45 and 3:00. If Prep pupils want to bring a phone to School to be used after School ends, they *must* keep it turned off and locked away in their bag and in their locker until School ends. **If you see a phone at any time before then, confiscate it and hand it over to SA to be collected by their parents. They must never use their phone inside the buildings. Prep pupils are never allowed to borrow phones from senior pupils.**

**Electronic items:** Prep pupils are not usually allowed to bring in any electronic item to school. I-Pods, I-Pads, PSPs etc. P3 to P5 pupils are allowed to bring them in occasionally for Golden Time and when asked to, for research during class time only. **Any such items found with pupils should be confiscated and given to SA for collection by parents.** If you see

these after 3:00 pm please confiscate them unless the child is with their parent. This does not apply to mobile phones, which can be used after school outside the school building.

**Pass on Records and Personal Records:** you will find a pass records folder from the previous teacher in K:\General\Pass on records. Pupil profiles are included. Please read them. You will be asked to add similar records to the folder towards the end of the school year. Personal confidential records are in a pupil file in the office and are available only to teachers of the pupil and his/her parents. Please note any problems, including health.

**Fire Drill Procedure:** is displayed in all classrooms: the fire signal is a “whooping siren”. Please memorise the exit routes (displayed in classroom) and lead pupils out to field you will be given a register sheet with pupil’s names to check off and hand to SA.

**Parents’ Open Day:** Is held once a term from 7:30am to 6pm (pupils are not at school on this day). Feedback forms should be completed in advance of the meeting. A copy of this form is sent to parents afterwards. Always write up a brief report on any important information and send via e-mail to CT/TPS/SA. Information meetings are held for parents at the beginning of each school year. Parents are sometimes invited to attend an explanatory/Information meeting re a specific area of the curriculum once or twice a year. Additionally each CT will meet with their pupils and pupils’ parents to establish a rapport with the group and parents as soon as possible.

**Lost property:** named property, which finds its way to Carmen Sapsezian, is available for collection at break time. Please help younger children find their belongings, and deal with irate parents sympathetically. Pass on any problem to HoY. **Please remember to check pigeon holes in the corridor near Portuguese workroom on a twice daily basis.**

**Computers:** There are computers in the Staff workroom and in the common room. Teachers may also use computers in the ICT Centres/Library downstairs and the Prep ICT Lab when it is not being used for a meeting or class. **Teachers have access to extremely confidential information so it is imperative that every care is taken to keep this information away from pupils. Take care when typing in passwords and always log off properly.** Check e-mail 3 times a day - important information is sent via e-mail. INSET sessions should be arranged with Cris Kato (Data Manager). SchoolBase is a useful tool for generating lists (tutor group, set lists, ECA registers etc.).

**Workroom:** As classrooms are often used by many teachers; teachers will often have to use the workroom during their free lessons. Please keep it tidy and clutter free. **Pupils are not allowed into the workroom. If they are sent by a teacher to collect printing they must ask a teacher to collect the printing and hand it to them.**

**Leaving School during the working day:** If you are leaving school during school hours, (to go to supermarket, bank etc.) please let JIF know and sign the book kept at Jo’s desk.

**Booking facilities:** If you wish to book the theatre please email Cristina Pentreath ([mcp@stpauls.br](mailto:mcp@stpauls.br)) and copy JIF/VFC. All other facilities booked via Olegario except the Chapel and Foyer which are booked via the head's PA, Adriana ([acs@stpauls.br](mailto:acs@stpauls.br)). You can book laptops, overhead projectors, slide projectors, screens, microphones etc. by e-mail to [servicedesk@stpauls.br](mailto:servicedesk@stpauls.br)

**Private lessons:** The school does not allow teachers to give private lessons at school unless they register with the school and are paid via the school bill. If you want to give a pupil private lessons, or are approached by a parent asking you to give private lessons, you must first clear the request with VFC. Only pupils with formally recorded learning difficulties will be allowed to have lessons on school premises. If permission is given for the lessons then teachers must fill in the Private Tuition form found in: Prep/general/private tuition form. Forms must be kept up to date and must be handed in to VFC every term.

### **School Trips:**

If a trip is planned then the teacher/HoY responsible for the trip must ensure that all arrangements are in place and complete the risk assessment form which can be found on the school intranet. This form must be submitted to the SA and then to the Deputy Head of whole school, for approval.

**Staff Dress Code (Whole School) see full document on Firefly.**

The present Dress Code aims to establish standards of dress for all staff of St. Paul's School, in keeping with the School's position as a leading British overseas independent school. The guiding principle of this dress code is that St. Paul's teachers are role models for pupils. Staff can expect high professional standards of appearance from their pupils if they model these standards themselves. As such, it is important to dress appropriately for the formal working environment at all times.

**School Uniform:** It is important that all teachers are aware of the correct Preparatory School Uniform which is listed below- add in school uniform list.

### **Preparatory School Uniform 2015-2016**

#### **School shoes Girls P1-5**

##### **Winter uniform**

Plain black leather, polishable shoes with a strap (**no patent or suede shoes**). Slip on or loafer type shoes are not allowed.

##### **Summer Uniform P1-3**

Navy blue or white sandals (plain colour, no details) *or* Plain black leather, polishable shoes with a strap (**no patent or suede shoes**). Slip on or loafer type shoes are not allowed.

### School Shoes Boys P1-5

#### Winter Uniform

Plain black leather, polishable shoes (**no patent or suede shoes**) or plain black leather tennis shoes (no patches of cloth or mesh). No coloured brand insignias or soles can be visible.

#### Summer uniform P1-3

Plain black leather, polishable shoes (**no patent or suede shoes**) or plain black leather tennis shoes (no patches of cloth or mesh) No coloured brand insignias or soles can be visible or navy blue or white sandals (plain colour, no details)

#### Prep 1, 2 &3 Girls' winter uniform (April - October approximately)

1. Grey tunic
2. White Prep school polo shirt with lion logo and two thin blue stripes around the collar- (short or long sleeves)
3. Plain white socks (**above ankle or knee length**)
4. Black/white/grey tights
5. Grey school v-neck pullover (long or no sleeves) or grey school cardigan with lion logo
6. Navy blue anorak with St. Paul's lion logo
7. Official School Red backpack ( **compulsory for Prep 1 and 2**)

#### Prep 1, 2&3 Girls' Summer Uniform (November - March approximately)

1. Blue dress
2. White Prep school polo shirt – short sleeves (optional)

**NB: all undergarments must be plain white and must not be visible below the shirt sleeves or hem (with the exception of the white 'polo neck' /gola shirt which may be worn under the school shirt in winter).**

#### Prep 1, 2&3 Boys' Summer/Winter Uniform

1. Grey short or long trousers
2. White Prep school polo shirt with lion logo and two thin blue stripes around the collar- (short or long sleeves)
3. Grey socks (**above** ankle or knee length)
4. Grey V-neck pullover (long or no sleeves)
5. Navy blue anorak with St. Paul's badge
6. **Official School Red backpack (compulsory for Prep 1 and 2)**

**NB: all undergarments must be plain white and must not be visible below the shirt sleeves or hem (with the exception of the white 'polo neck'/' gola shirt which may be worn under a long sleeved school shirt in winter).**

#### Prep 4&5 Girls' Winter Uniform (April – October approximately)

1. Grey skirt or long trousers
2. White Prep school polo shirt, (long or short sleeves, with lion logo and blue stripes on the collar).
3. Plain white socks (**above** the ankle).

4. Black/ grey or white tights
5. Grey school V-neck pullover (long or no sleeves) with lion logo or grey school cardigan with lion logo.
6. Red school blazer with St. Paul's emblem

#### **Prep 4&5 Girls' Summer Uniform**

Same as above but without the blazer and tights

**NB: all undergarments must be plain white and must not be visible below the shirt sleeves or hem (with the exception of the white 'polo neck' /gola shirt which may be worn under a long sleeved school shirt in winter).**

#### **Prep 4&5 Boys' Winter Uniform (April – October approximately)**

1. Prep school polo shirt, (long or short sleeves, with lion logo and blue stripes on the collar).
2. Grey socks (above ankle).
3. Grey school V-neck pullover (long or no sleeves).
4. Blue school blazer with St. Paul's emblem
5. Grey long trousers

#### **Prep 4&5 Boys' Summer Uniform**

1. Grey short or long trousers

As above but no school blazer

**NB: all undergarments must be plain white and must not be visible below the shirt sleeves or hem (with the exception of the white 'polo neck' /gola shirt which may be worn under a long sleeved school shirt in winter).**

#### **Sports Uniform Girls and Boys**

1. Navy blue shorts
2. House t-shirt
3. Tennis shoes
4. White socks
5. Navy blue tracksuit bottoms (optional)
6. Navy blue school sweatshirt

***Small Navy blue School sports bag (draw string)/ not larger zipped version (due to space restrictions)***

#### **Swimming**

1. House Swimming cap (compulsory for all girls)
2. Towel
3. White bathrobe
4. Navy blue house swimsuit (with house colour-optional)
5. rubber slippers

*Small Navy blue School sports bag (draw string)*

**It is advisable to have two sets of school uniform, as non-uniform items of clothing are not acceptable.**

*School Uniform suppliers*

**Mike's Modas**

R. Amauri 114

Itaim Bibi

Phone 3085-1376 / 3085 1314

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Phone 3849-5751

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Last Saturday of the month 9:00-1:00

Al. dos Arapanés, 853

Moema

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Monday to Friday 9:00-6:00

Saturdays 9:00-1:00