

SIR FRANCIS HILL INFORMATION FOR STUDENTS AND VOLUNTEERS

Please also read our school behaviour and relationships policy and the school child protection and safeguarding policy – latest editions can be found on the school website: [policies](#)

Welcome to Sir Francis Hill Primary School!

Sir Francis Hill Primary School is a vibrant school where children are enthusiastic and motivated to achieve endless possibilities. The children are at the heart of every decision we make, to ensure that they are happy, confident and that the opportunities that are provided for them are relevant to their needs both now and in the future.

At Sir Francis Hill we have a highly committed and professional staff dedicated to supporting and guiding your child's development. Relationships, attitudes, and behaviour are very positive and ethos exists in which learning together becomes an enjoyable and fulfilling experience for all. This instils confidence, resourcefulness and a willingness to learn. It gives the children a solid stepping stone to take responsibility for their future, and the confidence to go on and make important life decisions. We aim to provide the very best education and experiences to prepare them for the next steps in life.

We believe that children should be curious about their learning. Through our engaging curriculum, we ensure that children can foster a passion for learning that will help to develop high aspirations and a lifetime of memories. We believe in ensuring that children receive a well-rounded curriculum; where individual talents can be spotted and nurtured to ensure that all children experience success and reach their full potential.

The School Day

We operate a soft opening for parents/carers. Children can arrive from 8.50 am and come straight into class, but the school day starts at 9.00 am. Morning and afternoon breaks and lunchtimes are split for EYFS / Key Stage 1 and Key Stage 2. The day finishes at 3.25pm. Staff see the children out to parents from the exterior classroom doors.

Adult Dress Code

You should dress conservatively and smart. On PE days we expect you to wear clothes suitable for PE activities indoors or outdoors. PE clothing can be worn all day.

Mobile Phones

You should have your mobile phones switched off during the school day. Do not take photographs on your phone in school or have your phone out.

Photocopying and Laminating

We have three photocopiers, one in the library (near KS1) and two in the main staff corridor. This room also has a laminator. Please ask for help using these.

Health and Safety

If you have any concerns with your own or the children's safety, please discuss this immediately with your teacher or a member of the SLT. A large proportion of the staff are First Aiders so please inform a member of staff if you need support with anything. If you have an accident, even if you do not require medical attention, this must be recorded via the school office. You should not administer first aid to our children.

Illness

Please email the school admin@sfh.lincs.sch.uk if you are unable to come into school on the day you normally volunteer. Also, if you have contact information for the class teacher you are working with, please let them know.

Emergency Evacuation of the Building

Leave through the nearest fire exit with the children you are working with and meet at the assembly points on the school playground. Please ensure you sign in and out at the office when you enter and leave the building (including lunchtimes) and return your lanyard.

Confidentiality

When you work in school you are party to a lot of information about children, some of which is sensitive. Never repeat anything you hear in school or discuss other people's children with anyone else. Do not ask probing questions about individual children. Class teachers will share information on a need to know basis. The school will ask you to declare if you have any personal interest in the staff or pupils within the school. It is your own personal choice whether or not you participate in any kind of social media activity in your own time. Whilst the views and opinions you express are your own, as a representative of the school, you should be aware that any information that you post about the school cannot be entirely separated from your placement. If you are unsure how to deal with an issue, please ask your teacher or a member of the SLT. Any breach may lead to the placement being withdrawn.

Behaviour

Rationale: The purpose of this policy is to provide guidance for teachers, pupils, and parents on our restorative and relationship-focused approach to behaviour management.

Principles:

We believe:

- Children should experience unconditional positive regard at our school.
- Behaviour is communication.
- Children respond better to encouragement than punishment.
- What you pay attention to is what you get more of.
- The positive culture in school is set by all adults.
- Children have the right to be treated with respect, be safe, learn, make mistakes, and be listened to.
- Asking for help with behavioural problems is a professional strength.

Our School Behaviours and Relationships – Values and Rules:

Through assembly themes, PSHE sessions, and classroom discussions, staff and children will work collaboratively to build a community where everyone belongs and is valued. This will include exploring the school values and our behaviour expectations. All this work is underpinned by a positive regard approach for every child. Children and staff will strive to embody the school values at all times and will explore the importance of representing Sir Francis Hill School both within and outside of school.

Our values will be vocalised by children and staff to promote positive attitudes towards behaviour in school. At Sir Francis Hill, we have high expectations for all pupils, and we keep the following three rules of ready, respectful and safe at the centre of everything we do. These three rules are at the heart of our school culture. It is important that children can remember the values and rules and understand what they mean. At Sir Francis Hill we follow a Stage System to manage children who are not adhering to the school rules. At every stage, children will be reminded of the positive expectations of behaviour, the school values, and the rules of 'Ready, Respectful, Safe'. The process begins with the adults who are working in the immediate vicinity of the child.

- Stage 1: A verbal response reminding them of our expectations linked to the school rules.
 - Stage 2: Class support to regulate behaviour – this could be self-regulation or co-regulation. This might include a reminder, caution, last chance, time out, or repair. A child might need external support to regulate behaviour if they are distressed or unable to regulate. In this instance, the teacher will call for their pastoral support staff member. If external support or time out is used, it should be briefly noted on CPOMs.
 - Stage 3: Reflection card (restorative conversation conducted and recorded on CPOMs, parents informed either face-to-face or via a phone call from the teacher).
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Social Media

Please do not contact any children on social media and if any child attempts to contact you, please inform the class teacher as soon as possible.

Safeguarding and Child Protection

At Sir Francis Hill Primary School we take our responsibility to keep our children safe from harm very seriously. The school has rigorous procedures in place for child protection, safer recruitment, e-safety, sex education, health and safety education, risk assessment, staff training, supporting vulnerable children and checking new staff. The designated member of staff with operational responsibility for child protection and safeguarding at school is Mrs Cal Smith and Mrs Danni Lacey for strategic safeguarding – both are located in the inclusion office on the Year 6 corridor. Along with these member of staff there are a number of DDSL (Deputy Designated Safeguarding Leads) Karen Revill (Attendance office), Barry Dennis (Learning Mentor), Neil Fish-Clark (Assistant Headteacher EYFS and KS1) and Lynn Garner (Assistant Headteacher KS2). If you have any questions or any child speaks to you regarding a Child Protection issue please inform a member of staff. You will also be given a copy of our Safeguarding Visitor's information.

The School's Senior Leadership Team:

Headteacher: Mrs. Charlotte Hickerton

Deputy Headteacher: Mrs. Carole Scally

Assistant Headteachers: Mr. Neil Fish-Clark (EYFS and KS1) and Lynn Garner (KS2)

SENDSCO: Danni Lacey

Additional information can be found in the staff handbook