

ST JAMES THE GREAT RC (VA) PRIMARY AND NURSERY SCHOOL



STAFF HANDBOOK

**Windsor Road
Thornton Heath
Surrey CR7 8HJ**

**Tel.: 020 8771 3424
Fax: 020 8771 0065**

Updated September 2008

MISSION STATEMENT

Our school, as a place of learning, belongs to the parish communities of Thornton Heath and Norbury and exists to educate children of the community, with the gospel values, traditions and beliefs of the Catholic Faith at the centre of its ethos, whilst recognising and understanding the individuality of “faith journey”.

Taking account of National Curriculum requirements, the school will provide a framework within which all pupils are enabled to develop to the highest possible level of achievement, their academic, moral, physical and spiritual potential.

It will foster a respect for self and others in a climate of tolerance for individual differences, whilst recognising the importance of striving for excellence and of enhancing children’s transition to responsible adulthood.

AIMS

At St James the Great we aim to:-

1. make prayer, worship and liturgy real educational experiences, contributing to the development of the faith of everyone in school;
2. create links between home, parish and school which prepare children for their future life;
3. help children to develop positive relationships through example;
4. ensure that the curriculum provides a Catholic Christian setting in which children can grow in understanding and acquire knowledge, skills, attitudes and values;
5. provide support and development in a school which looks to Christ as the basis of its existence, for all staff and parents as well as children.

General Information

St James the Great Roman Catholic Voluntary Aided Primary and Nursery School
Windsor Road
Thornton Heath
Surrey CR7 8HJ

Tel: 020 8771 3424

Facsimile: 020 8771 0065

E-mail: stjames@stjamesthegreat.org

Web site: www.stjamesthegreat.org

Headteacher: Mr Stephen Beck

Deputy Headteacher: Mrs Claire Murphy

Chairman of Governors: Mr Edwin Abreo

St James the Great School is a Voluntary Aided Primary and Nursery School in the Trusteeship of the Archdiocese of Southwark.

We are here to serve the parishes of St Andrew's, Thornton Heath, and St Bartholomew's, Norbury.

The school provides education for boys and girls between the ages of 3 and 11.

SCHOOL TIMES

Nursery: Morning Session: 9:15-11:45 am
Afternoon Session: 1:00-3:30 pm

Reception and KS1: 9:15 am – 12:15 pm
12:15-1:30 pm (Lunch Break)
1:30-3:30 pm

Juniors (KS2): 9:15 am – 12:15 pm
12:15-1:15 pm (Lunch Break)
1:15-3:30 pm

Morning break is at 10:30 to 10:45 am. There is no afternoon break.

The teacher(s) on duty for morning break are also responsible for blowing the whistle at the start of the day and at the end of lunchtime.

Morning break times on wet days the duty teacher(s) are responsible for monitoring their key stage areas. On wet mornings the children are allowed into school to wait in the main hall (KS2) or Library area (Reception & KS1) from 9 am and will be supervised by the teacher(s) on break duty that day.

Teachers on duty should, as far as possible, try to be in the playground just before the other classes arrive. At the end of playtime it is important that the children line up and enter the building in silence.

The school has an automatic (bell) time system that signals the beginning and end of each session. Teachers should go to the playground immediately that the signal is sounded at the end of break times.

Please ensure that the children are ready to be dismissed promptly at 3:30 pm.

Good timekeeping is expected from all members of staff. All staff should be in school in sufficient time to be ready for the start of the school day.

CHILDREN LEFT BEHIND

Children not collected within 10 minutes of the end of the school day should be referred to the duty learning support assistant based in the reception area covering such circumstances.

STAFF DRESS CODE

All staff are expected to dress to a professional standard. Staff should set an example to the children, which reflects the high standard of dress and appearance demanded of them. For male staff this means a smart jacket, trousers, shirt and tie. Female staff should also dress smartly. It is expected that staff will wear appropriate clothes designed for a specific purpose, for example PE lessons. These should not normally, however, continue to be worn outside of these specific periods. Jewellery should be discrete and kept to a minimum

ATTENTION IS DRAWN TO THE FACT THAT CASUAL WEAR SUCH AS LEGGINGS, JEANS, SWEATSHIRTS, NON-TAILORED SHORTS, SUN TOPS AND ANY DENIM WEAR ARE NOT DEEMED APPROPRIATE. TRAINERS ARE ONLY APPROPRIATE FOR PHYSICAL EDUCATION USE.

STAFF ROOM

Whilst the staff room is an area for relaxation staff are requested to maintain a tidy environment, implementing the agreed “tidy rota”. Cups removed from the staff room should be returned and placed directly in the dishwasher provided.

ADMINISTRATION

Staff are requested to send to the school office promptly monies sent into the school via pupils. This will then be logged as received and a record held accordingly.

Travelling salesmen frequently leave inspection copies of books etc. which staff are able to purchase. The office staff, whilst happy to co-ordinate this, require payment to be given to them at the time the order is made as the salesmen collect, supply and require payment for all orders at the time they call to collect their samples.

DISCIPLINE

The school places much emphasis on achieving high standards of behaviour. Good order and discipline are the responsibility of each and every member of staff. Never let incidents of bad behaviour go unchecked.

Children who work in a safe, secure and happy environment are more able to achieve success in all areas of school life.

We believe that good behaviour is best achieved through a positive and practical approach. Children should be praised and encouraged whenever possible and expectations of work and behaviour should be high. Children who are well motivated, and occupied with work that is interesting and appropriate to their abilities, rarely misbehave in class.

Teachers should avoid whenever possible punishing whole groups of children for the misbehaviour of a few, as this causes resentment.

Always insist that the children speak politely to adults and to each other.

Please ensure that your class moves around the school quietly.

Teachers are responsible for ensuring that classes arrive into assembly in silence and to remain silent as the other classes arrive.

Teachers should insist that ‘inside voices’ are used in the classrooms, by adults and children alike.

Most cases of misbehaviour should be dealt with as they happen. The whole school operates a tick system within the classroom whereby a child receiving 3 ticks within a given period of time will be referred to a Phase coordinator. It is expected that staff will support each other and, where appropriate, use of year group colleagues in supporting discipline will be used. Where issues escalate referral should be made to the respective Phase coordinator then the Deputy Headteacher and, as a final resort, to the Headteacher.

BUILDINGS

Children should be taught to take pride in their environment. They should be encouraged to report any damage needing attention in addition to keeping the premises litter and graffiti free. This caring attitude should pervade all areas and include personal belongings and school furniture.

STAFF MEETINGS

Leadership Team meetings are scheduled for every Monday morning in term time. These are open meetings and all staff are welcome to submit items for discussion, or attend in an observer capacity. Staff may also be invited to attend to provide a specific input as appropriate.

Whole teaching staff meetings are scheduled for Wednesday evenings 4-5 pm. Every member of teaching and nursery nurse gradings is expected to attend unless an agreement with the respective Phase co-ordinator, Deputy Headteacher or Headteacher has been made in advance. All other staff are welcome to attend.

Weekly briefings take place every Monday morning at 9 am for all teaching and classroom support staff and representatives of administrative premises and catering staff. Other staff are welcome to attend. A staff-briefing sheet will be issued at these meetings.

CHILD ABUSE

If you suspect that a child is suffering any form of abuse you must report your concerns to the nominated Child Protection Officer, Mrs Claire Murphy, who will liaise with the Headteacher. Look for patterns of absence, unusual behaviour or a regular absence from PE. **If in doubt do not hesitate to share your concern.**

VISITORS

All visitors to our school should feel welcome. Please endeavour to welcome and converse with visitors including supply teachers when they are in the staff room, ensuring that they have all the essential information that they need. Teachers should ensure that the supply teacher notes contained within the register folders are up to date and work plans are easily accessible.

Teaching practice and Nursery Nurse students have access to the staff room as members of staff. Work experience students should, however, be provided with refreshments in the classroom and as a normal rule will join teachers on playground duty.

SECURITY

The security of the children and staff is of the highest priority. Each member of staff is responsible for the security of the children and their colleagues and should therefore always be vigilant.

Please make sure that you follow these guidelines:-

- make sure that outside classroom doors are locked when you are not in the room and especially after school;
- do not let strangers go unchallenged unless you are certain of their validity and you accompany them to the office;
- lock away all personal belongings;
- make sure that valuable items of equipment are covered and moved away from the windows at the end of the school day;
- make sure all electrical equipment is switched off at the end of the day;
- be, and encourage the children to be, energy conservationists by turning lights off, keep taps turned off and keep doors closed.

RELIGION

As a Catholic school we have a duty to pass on the Faith to the children in our care. Each teacher has an individual duty to foster the Catholic nature of the school.

Assemblies

Monday: Sharing assembly 1s or 2s (class based acts of worship on alternate weeks)

Tuesday: KS1/Reception assembly 10.45 am.
Junior assembly 3.05 pm

Wednesday: Class based act of worship

Thursday: Whole School / Class led assemblies 3.05 pm

Friday: Whole School certificate/team point assembly 3.05 pm

Mass/Prayer Services/Assemblies

Each class will lead a Mass or Prayer Service (in the Oratory), a Thursday Assembly (main hall) and attend a parish 10 a.m. Mass at either St Andrew's or St Bartholomew's once a year. Class teachers should liaise with their Chaplain well in advance of scheduled services and are responsible for informing them of any changes to dates, times or arrangements. Once dates for these services have been agreed they will be published to parents and should therefore only be changed in very exceptional circumstances. It should be noted that these are class liturgies and should not normally be year group celebrations other than for very special reasons.

PARENTS

It is very important to establish good relations with the parents of pupils. Teachers should make every effort to get to know the parents of the children in their class. Making sure that you are available to parents before school starts and at the end of the school day can best do this. This time is very useful for exchanging messages and helps to prevent any misunderstandings. Brief communications with parents can be made via homework books which also serve as contact books. All replies to notes or letters need to be agreed with the Head or Deputy Headteacher and placed on official school notepaper via the school office.

However, please emphasise to parents that from 9.10 am to 3.40 pm your time belongs to the children. If a parent needs to talk to you at greater length you or they should arrange a mutually convenient appointment.

Please ensure that parents are always given sufficient notice of class assemblies, masses and other activities to which they may be invited.

A parents' evening is arranged, on a termly basis, to enable parents to discuss with the teachers their child's progress. The parents should also be given the opportunity at the Spring and Summer meetings to look at their child's exercise books and any other work.

FIRE DRILL

All members of staff should ensure that they are aware of the procedures for fire drill and exiting the premises in an emergency as detailed in each classroom and that these have been explained to the children.

FIRST AID

Basic first aid boxes are available in each classroom and can be restocked via the school's designated senior first aider. The classroom assistants usually deal with minor cuts and grazes.

If you have any doubt about a particular injury please inform a first aider or, if unavailable, the KS coordinator Deputy Headteacher or the Headteacher.

All incidents, which involve contact with any bodily fluid, should be treated with utmost caution. All members of staff **must** use protective gloves available in each classroom or from the first aid room when dealing with these incidents.

An accident book is kept in the medical room and all injuries should be recorded in this. If a child sustains a head injury, however minor, their parents must be informed, using the pre-printed letter in the medical room.

SCHOOL UNIFORM

The school uniform dress code is an important and valued feature of the school. We want the children to take pride in their appearance and to wear their school uniform smartly. Please ensure that the children wear their uniform correctly. A copy of the full uniform requirement is in the back of this booklet. Persistent breaches of the code should be referred to the Headteacher. Breaches in the hairstyle regulations should be referred immediately. Teachers should require all children to be properly and tidily dressed in their school uniform at the end of the school day.

REGISTERS

Attendance: The attendance register is an important legal document, so please ensure that it is completed each morning and afternoon. The register, which is in the form of an OMR, should be kept with the class at all times and then returned to the school office on a Friday evening. Any unauthorised absence should be reported to Mrs Stock. Children who arrive after the start of the session should be recorded as late.

STAFF ABSENCES

If you are sick please telephone your KS coordinator as soon after 7 am as possible. In the event of not being able to make this contact telephone the Deputy or Headteacher. The school will then arrange cover until you telephone again to let us know that you are well enough to return to school. Please telephone by 3.30 pm on the day before your return so that cover can be discontinued.

Support staff must similarly advise their respective class teacher (line manager) who will in turn advise their phase coordinator.

It is essential that the school's Finance Officer, who has responsibility for pay roll, is kept advised of all staff absences. This requires staff to complete the monthly absence return circulated by the respective Key Stage/Phase Co-ordinators. It is expected that staff will complete these promptly to enable circulation of the form to be speedily actioned.

It is important for KS coordinators to be fully informed regarding absences or changes in timetable for whatever reason. Staff are expected to advise their respective Phase coordinator if they will be out of the classroom for any purpose and to consult with them with regard to any cover arrangements that are put in place.

CONFIDENTIALITY

All Staff are reminded that confidentiality needs to be applied to a range of documentation and conversations that take place in regard to individual pupils and their families. Admissions to the school are the responsibility of the Governing Body's Admissions Committee and likewise are

highly confidential. It is not expected that staff members will discuss admissions with any persons whether or not the families concerned are connected with the school. Any queries regarding admissions should be referred to the Headteacher or the Admissions Secretary.

TEACHER REPRESENTATIVES

Staff have two elected representatives on the Governing Body. Their term of office is for four years and elections will be held as vacancies occur.

SMOKING

Smoking is only permitted in the designated areas i.e. smoking shelter located in the car park. Care should be taken to ensure children are not overtly aware of staff smoking.

ALCOHOL

Alcohol should not normally be consumed during working hours.

TELEPHONE

It is appreciated that staff may from time to time need access to telephone facilities in order to make occasional private calls. It is hoped that this access will not be abused and staff should note that payment will be requested for all private calls to mobile phones or premium rate numbers.

Incoming calls will be relayed to staff during break times. Unless specified as an emergency, messages will be taken at all other times. Where it is anticipated that telephone calls will be more than a minute or two staff are asked to have them directed to one of the extensions out of the office.

Messages taken will be logged in the telephone message book with a copy of the message being placed in staff pigeon holes.

PHYSICAL EDUCATION

Infants: The infant classes have two PE sessions per week.

Juniors: The junior classes have two hours per week timetabled.

The programme of Physical Education is agreed with the PE Co-ordinator and some will be incorporated in PPA time.

All children must wear the school PE kit as specified on the uniform list. Staff are expected to monitor this and report any breaches of policy to the Headteacher.

STOCKROOMS AND EQUIPMENT

Each classroom is provided with a termly supply of pencils, pens, felt tips etc. Exercise books are ordered for the beginning of the school year and are available in the deputy headteacher's room.

Specialist equipment for technology is stored in the storeroom located off year 1. Mathematics equipment is corridor, class based and stored in Technology store. Science equipment is stored in the storeroom in the Music Room corridor.

Please consult the respective subject co-ordinator if there is any equipment that you need for your classroom, giving reasonable notice.

Children should not be sent to the stock room to fetch books, paper or art materials. All equipment should be returned promptly and neatly to the correct area.

CLASSROOM ORGANISATION

The classrooms are the working base for the children and teachers. The organisation and layout of classrooms influences and reflects the standard of work being undertaken. All classrooms should be well organised with resources and equipment clearly labelled and accessible to the children.

The room should be kept tidy and some time should be spent at the end of each session doing this. The children should be taught to replace things as they are used and the floor should be kept free from objects such as pencils and felt tips.

Displays

Displays should reflect the work being undertaken in the class and should be mounted with care. Central displays need to be in place in line with the rota for displays on the staff noticeboard within two weeks of the start of each term.

Please note central displays should be taken down by the year group that put it up unless alternative arrangements are made with the year group putting up the next display. **ARRANGEMENTS FOR THE REMOVAL OF ALL STAPLES FROM THE DISPLAY BOARD MUST BE MADE BY WHOEVER IS REMOVING THE DISPLAY.**

THE CURRICULUM

The school operates within the requirements of the National Curriculum and its associated assessment arrangements.

For curriculum planning purposes the school is organised three key stages, Foundation (Nursery & Reception) Key Stage One (Years 1 & 2) and Key Stage Two (Years 3, 4, 5 & 6) and into eight planning groups:-

Nursery	Reception
Year 1	Year 2
Year 3	Year 4
Year 5	Year 6

The outline programmes of study for each group are organised into units of work, which must be covered each term. Variations to the planned schedule of work may only be made with the agreement of the Deputy or Headteacher, the respective KS coordinator or respective curriculum leader.

Teachers should familiarise themselves with the document which contains the units for each year group.

Planning

The school format for planning is available on the computer network. Literacy and Numeracy planning should be available for the coordinator in the appropriate folder on the desk top on the preceding Friday of each week. All other plans should be completed and made available to subject leaders via the appropriate folder on the desk top by the end of the first week of each half term.

Assessment

Please refer to the green class assessment folder. These need to be updated three times per year. Assessment folders must be handed to the Deputy Head duly completed in the first week of December at the end of the Spring Term and in the first week of July. Year group discussions will

be held with the Leadership Team following data analysis. Samples of work in all curriculum areas are to be retained at the end of each academic year and passed to the subject leader.

Exercise Books

The children should be taught to take great care of their exercise books and workbooks. Never allow a child to write or draw on the covers of their books. The children should be encouraged to take pride and care in the presentation of their work and should always have a finished piece of work in which they can take pride. The children's exercise books should be available for the parents to see at open evenings and should be sent home at the end of the school year.

Note should be taken of the whole school marking policy in regard to the marking of pupils' work.

The Headteacher, KS coordinators and subject coordinators will look at the children's exercise books from time to time and will also discuss their contents with the children, teachers and if appropriate parents.

Book Bags

These form part of school uniform requirements and need to be purchased in line with each child's team colour from the school's uniform shop. If these get lost a new one will need to be purchased.

Rewards/Team Points

Children are able to earn team points for their respective team. These are totalled on a weekly basis and announced at Friday's assembly. Teachers are free to broaden the range of incentives available within their class as they see fit but should make reference to general rules in consultation with the Phase coordinators. The Headteacher will issue Headteacher award stickers for special reasons as requested by class teachers.

EDUCATIONAL VISITS / Coach & minibus use

The diary for coach and minibus use is located in the office and planned trips should be entered in the diary as soon as possible. Individual journey times should be discussed with Joe, the coach driver, at least a week in advance. Drivers for the minibus should be found from parents supporting the trip and any difficulties with finding a driver should be advised to the KS Coordinator, Deputy or Headteacher.

Decide where and why. Discuss dates, cost, transport, staff etc. with the Headteacher. Enter dates in office diary. As far as possible:-

2 weeks in advance: draft letter of parents and give to office to type
forward money collected to the office.

The school mobile phone is available to take on all trips. If staff choose to use their own mobile phones please ensure that the office is provided with a contact number(s) covering the duration of the trip.

It is **essential** that staff ensure that a risk assessment has been completed prior to each trip being undertaken in consultation with Mrs Berkeley-Agyepong who coordinates risk assessments for trips. These are to be placed in the folder on the staff desk top. Staff are advised to ensure that they take a small amount of cash with them in case of emergencies.

The school is fortunate to have its own transport to facilitate visits by classes and whole year groups. Staff are free to organise such visits as they feel appropriate to support the curriculum

whilst being mindful of costs that will fall to parents in any one given term/academic year. Class teachers are responsible for making the arrangements for such visits including ensuring adequate levels of adult support, entering the need for use of the coach and or minibus in the Coach Diary located in the main office. Care should be taken to avoid clashes of use and trips should not be booked on a TUESDAY morning as the coach and minibus are required for the regular swimming and skating groups.

Statement on Child Protection

The following advice is intended for all staff at St James the Great School.

The school has a duty to be vigilant and to act in the best interests of the children. If you have concerns about a particular child it is very important that you follow these procedures.

General concerns about a child's welfare

These may be tiredness during the day; concerns about unsuitable TV viewing, the child may look generally uncared for in terms of their clothes or personal hygiene.

ACTION: Share these concerns with the school's Child Protection Officer who will make a note of them and decide if the Headteacher should be alerted.

Specific concerns

There are particular to concerns about physical or sexual abuse of the child. They may consist of the following:

bruising or other marks on the body;
explicit sexual language or gestures;
disclosure of information about the above.

ACTION: Report these concerns immediately to the school's Child Protection Officer using the form available on the staff desk top.

Remember the following points:

- Always report your concerns. There may be other concerns about a child, which you are not aware of. Your information could be very important.
- Do not make judgements about the child or their parents. You have a duty to pass on information. It is for somebody else to make the judgements and investigate the causes.
- Only make an initial inquiry but do not carry out an investigation. If you are not satisfied with a child's explanation on something do not pursue it with them. Pass on your concern to the appropriate person.
- In cases of concerns of sexual abuse do not contact parents to discuss. Speak to the designated person.

Matters relating to child protection are strictly confidential. They should only be discussed with the appropriate persons. They should never be discussed in general staff room conversations or outside the school. In the event of the Child Protection Officer not being available concerns should be immediately reported to either the Key Stage Co-ordinator or Headteacher.

TEACHING STAFF - September 2008

NAME	Qualification	AST /LMT	Religion	CTC/ Equiv	Class	Professional Association	Current Responsibilities
Mr Stephen Beck +	MSc, BA, Cert Ed		RC	Y		NAHT	Headteacher
Mrs Claire Murphy + ^	BA (Hons) PGCE		RC			NAS/UWT	Deputy Headteacher - Religious Education, Numeracy, Child Protection and student placements
Mr Johan Allen ^ *	BEd (Hons) Cert Ed		C of E		1.2	NUT (Rep)	KS1 ICT and Assembly support/Infant Hymn practice
Mrs Mary Berkeley-Agyepong + ^ *	BA, PGCE	AST	RC		6.2	NAS/UWT	KS2 Coordinator , PE, Science, School Council and Risk assessment, Acting Curriculum Team Leader
Miss Karima Bekir	BA (Hons) QTS		Christian		3.2	NAS/UWT	Drama
Mr Andrew Brown	Cert Ed		C of E		P/T	NUT	Music Support (Accompanist)
Miss Sarah Church	NNEB				R2		Maternity Leave
Mrs Sue Forward ^ *	Cert Ed		RC		Nursery	ATL	Foundation Stage Manager – Acting KS1 Co-ordinator
Miss Jean Gardner			RC		4.2	NAS/UWT	Library
Miss Daria Hass	Bed (Hons) QTS		RC		2.2	NAS/UWT	Literacy
Miss Ellen Jackson	BA (Hons)		RC		2.1	NAS/UWT	Healthy Schools, PHSCE including SEAL
Miss Eleanor Jones							Music Accompanist
Mr Mark Kenny ^	BSc, PGCE		RC		3.1	NAS/UWT	DT and KS2 ICT
Mrs Debbie Lawless	BA (Hons)		RC		5.1		Outdoor Environment
Mrs Leah Mascarenhas ^ *	Cert. Ed		RC		1.1	ATL	RE support
Miss Laura O'Brien ^	BA (Hons) PGCE		RC		R1	NUT	Modern Foreign Languages
Miss Tracey O'Connor			RC		5.2	NUT	History
Mrs Genevieve Pillay *	BSoc Sc. HED		RC		-	NAS/UWT	Inclusion Manager (EAL/EMAG)
Mrs Tamryn Scott Cree # ^	BA (Hons) QTS,LLT	LLT	C of E		6.1	NAS/UWT	Curriculum Team Leader, Art / Able, Gifted and Talented, Work Experience Placements
Mrs Donna Shoulder			RC		R2		
Mrs Rebecca Williams # ^	BA (Hons) QTS	AST	RC		4.1	ATL	Curriculum Team Leader, Music & Geography

Key; +Leadership team member # Curriculum team leader ^Subject Manager *Post threshold
AST – Advanced Skills Teacher LLT – Leading Literacy Teacher

**St James the Great RC (VA) Primary and Nursery School
SUPPORT STAFF - September 2008**

NAME	Qualification	POST TITLE	CLASS
Miss Natasha Campbell	NNEB	Nursery Nurse	Nursery
Mrs Geraldine Grabiec		Learning Support Assistant	Nursery
Miss Pat Chambers	NNEB	Nursery Nurse	R1
Mrs Sharron Shakespeare	NNEB/ADCE	Nursery Nurse	R2 (0.6)
Miss Sarah Church	NNEB	Nursery Nurse	R2 (maternity leave)
Miss Clare Sweeney		Learning Support Assistant	R2
Mrs Anna Pollock		Learning Support Assistant	1.1
Mrs Susan Tracey	NNEB	Nursery Nurse	1.2
Mrs Donna Sullivan		Learning Support Assistant	2.1
Mrs Kathy McGuire		Learning Support Assistant	2.2 (0.4)
Mrs Breda Wentworth		Learning Support Assistant	2.2 (0.6)
Mrs Geraldine Daly		Learning Support Assistant	Year 3 (0.6)
Mrs Cathy Melody		Learning Support Assistant	Year 4 (0.6)
Mrs Sebastiana Fernandes		Learning Support Assistant	Year 4 (0.4)
Mrs Gill McGowan		Learning Support Assistant	Year 5
Mrs Sue Reynolds		Learning Support Assistant	Year 6
Mrs Pat Spinks		Admin - SAO	
Mrs Maria Marchant		Admin – PA to Headteacher	
Mrs Muriel Mowbray		Admin - Clerical Assistant	
Mrs Helen Stock		Admin - Admissions Secretary	
Mr Les Parry		Premises Manager	
Mr Joe Anoff		General Premises	
Mr A Mazuch		Cleaner	
Mrs I Smykla		Cleaner	
Mrs M Strozynska		Cleaner	
Mrs W Wojcik		Cleaner	
Mr J Adamiec		Cleaner	
		School meals Supervisory Assistants x 12	
Mrs Gill		Playleader	
		Special Needs Staff - various	
Mrs Sheila Williams		Catering Manageress	
Ms Paula Skelton		Catering Assistant	
Mrs Polina Athayde		Catering Assistant	
Mrs Helen Rudland		Catering Assistant	
Mrs Hazel Conlon		Catering Assistant	
Mrs Tina Apicella		Catering Assistant	

Staff Allocations to Classes and Responsibilities 2008/2009

<i>CLASS</i>	<i>TEACHING STAFF</i>	<i>SUPPORT STAFF</i>
Nursery	Sue Forward	Natasha Campbell Geraldine Grabiec
R1	Laura O'Brien	Pat Chambers
R2	Donna Shoulder	Clare Sweeney
1.1	Leah Mascarenhas	Anna Pollock
1.2	Johan Allen	Sue Tracey
2.1	Ellen Jackson	Donna Sullivan
2.2	Daria Hass	Kathy McGuire (0.4)/Breda Wentworth (0.6)
3.1	Mark Kenny	Cathy Melody (0.6)
3.2	Karima Bekir	Sebastiana Fernandes (0.4)
4.1	Becky Williams	Geraldine Daly
4.2	Jean Gardner	
5.1	Debbie Lawless	Gill McGowan
5.2	Tracey O'Connor	
6.1	Tammy Scott Cree	Sue Reynolds
6.2	Mary Berkeley-Agyepong	
Inclusion Manager	Genevieve Pillay	Jacqueline Munroe Nedd (0.2)
Music Acc. / Cover	Andrew Brown 0.4	
	Eleanor Jones	
	Claire Murphy	

GOVERNOR INFORMATION

Name and Address	Type of Governor	Period of Office	Committee Membership	Areas of Interest
Mr Edwin Abreo	Foundation Parent	1/9/03-31/8/10	Curriculum Admissions	Geography
Mrs Sandra Barrington	Foundation Parent	1/9/05-31/8/09	Admissions	Pastoral Care/SEN
Mr Stephen Beck	Headteacher Staff Governor	Ex officio	Ex officio	
Mrs Janice Bingham	Foundation Parent	1/9/05-31/8/09	Curriculum Admissions	PHSCE
Mr Francis Butler	Foundation	1/9/03-31/8/10	Curriculum	Numeracy Gifted & Talented
Mr Darren Byrne	Foundation Parent	1/9/05-31/8/09	Finance Curriculum	History Music
Mrs Terry Cefai	Elected Staff	1/9/05-31/8/09	Premises Curriculum	
Rev Thomas Cooper	Foundation	1/9/05-31/8/09	Appointments	Art
Mr Rossi Gonsalves	Foundation	1/9/03-31/8/10	Premises Admissions	Design Technology
Mrs Debbie Lawless	Elected Staff	1/9/05-31/8/09	Admissions	

Mr John Leathem	Parent Governor	1/9/07-31/8/11	Finance Premises	
Rev Francis Moran	Foundation	1/9/05-31/8/09	Premises Appointments	Religious Education
Mrs Ann Scowcroft	Foundation	1/9/03-31/8/10	Appointments Curriculum	Early Years/ Foundation Stage
Mrs Rebecca Williams	Elected Staff	1/9/07-31/8/11	Curriculum	
Mrs Elaine Williamson	LEA	1/9/05-31/8/09	Finance	Key Stage Co-ordinator Link
Mr Alan Willis	Elected Parent Responsible Officer	1/9/05-31/8/09	Premises	ICT & PE

Composition - 16 Governors - 9 Foundation (including 4 eligible to be parent governors), 1 LEA, 2 Elected Parent, 3 Elected Staff, 1 Headteacher Staff

In the event of the school's Deputy Headteacher not being an elected member of the Governing Body he/she will be invited to attend as an observer.

Acting Clerk to Governors – Mrs Maria Marchant
Tel:- 020 8771 3424 Email:- mariam@stjamesthegreat.org

Please note Governors may be contacted in writing via the Clerk to the Governors.