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A very warm welcome to our school

HELEN REEVES, HEAD OF HR



Welcome to Manor Green School and congratulations on joining a fantastic team of staff and volunteers who are committed to putting the students at the heart of everything we do.

I hope you find this induction pack useful; although there is quite a lot of reading to do it is essential and you will also find it helpful and interesting. In particular the staff handbook which provides key information about working at the school together with the Staff Expectations document so that you know what is expected of you whilst you are working here.

We offer great training and development opportunities so that you can increase your knowledge as well as progress your career at the school if you wish to. Some of our senior leaders joined the school as volunteers and SSAs and with support and training provided by the school have progressed to qualified education professionals. We also have a great benefits package for staff.

As you will have seen from your volunteering day or interview, we have fantastic facilities and are one of the largest

special schools in the country, currently educating nearly 300 students age 2-19, with further expansion taking place.

Manor Green School is a great team of people all working to achieve one goal: to provide outstanding education to the students.

If you have any questions please don't hesitate to ask your staff team, manager or HR; we are all here to support you and help you settle into your new role.

I hope you will be very happy working here.

Helen Reeves FCIPD
Head of HR

REQUIRED READING LIST

Staff Handbook
Policy and Procedure
Safeguarding Policy and Procedure
Code of Conduct
Data Protection
Equal Opportunities
Grievance Policy
Health & Safety
Premises and Security
Whistleblowing

Available to read on
SharePoint
MGS Home Page



Included in your
goody bag there is

Staff Handbook
A Bum bag
Hand gel
A Pen
Post it notes
A notebook
Makaton Cards
Lifestyle Support
Card
Induction Plan

School Term Dates

Please refer to the school website for key diary dates
www.manorgreenschool.co.uk

**Parking Permit
MGS School Car
Park**

All MGS staff are required to display a school parking permit on their vehicles. Please email HR Payroll your Vehicle registration number, colour and make and the reception staff will provide you with a permit.

**Absence
Line**

If you are unable to come to work, please contact HR on 01628 513800 by 8am and leave a message with your name, class name and reason for absence.

Your Benefits

Spectrum Health
Occupational Pension Scheme
Childcare Vouchers
Employee Assistance Programme (Counselling and Advisory Service)
Cycle to Work Scheme
Healthcare Scheme
Gift Voucher Scheme
Eye care Vouchers
Flu Vaccination Voucher
Hepatitis vaccination contribution

Please contact the HR Team

School's Vision and Mission Statement

To be the Centre of Excellence for students with special educational needs

School's Aims

To ensure outstanding outcomes for all students at Manor Green School





School's Motto

'Excellence for All'


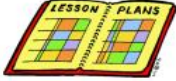



Golden Rules

At our school we always:
 Treat people kindly
 Listen to each other
 Look after our school environment
 Do our best
(devised by School Council 2009)

Manor Green School staff and volunteers are:

<p>Professional People:</p> 	<p>Put students first Role model desired behaviours Uphold and promote the school's professional reputation Value and respect all members of the school community Follow the school staff dress code Look after the school environment including clearing up after yourself in the staff room Report safeguarding concerns immediately Report behaviour, accidents and near misses as soon as possible on the same day Follow the school's health and safety policy and procedure and ensure a safe environment for all</p>
<p>Dream Teams:</p> 	<p>Demonstrate effective teamwork and individual excellence Treat people kindly and support others Listen to each other Do your best Maintain excellent attendance and timekeeping – be reliable Implement the school's "Non-negotiable" practices Work hard and be nice</p>
<p>Super Skilled:</p> 	<p>Have high expectations Attend all scheduled training and arrive on time Develop own and colleagues' capability Complete the PM process and meet probation and performance management targets to the highest possible standard Communicate well with parents, carers and stakeholders Be solution-focused Embrace change</p>
<p>Well Read:</p> 	<p>Read and understand care plans for each student Consistently apply student related policies such as behaviour management Use communication books effectively to engage with parents and carers Read and abide by staff handbook and school policies Read and respond to school emails at least once a day</p>

Non-Negotiables

<p>Tackle Targets</p> 	<ul style="list-style-type: none"> • Current Progression plans are on the wall with meaningful targets from EHCPs. • Progress is tracked regularly on the online assessment tool and displayed plans. • Assessment of personal targets is continuous and tracked in unstructured time as well as lessons • Progress is reported to parents at the end of each term.
<p>Planning for Purpose</p> 	<ul style="list-style-type: none"> • Teachers share good practice and collaborate on planning in clusters • Planning delivers highly engaging lessons that differentiate for all students • Planning shows clear sequential learning with cross-curricular links. • Weekly plans are shared with the whole class team and the Cluster Leader in advance • Learning objectives and success criteria are shared with students and staff in lessons • Learning opportunities for social and emotional wellbeing are planned for and embedded within each lesson.
<p>Make Marking Matter</p> 	<ul style="list-style-type: none"> • Clear evidence demonstrates the progress students make in their learning. • Marking is done against the learning objective and personal targets. • All staff mark work in the lesson in line with the school's Marking policy. • Feedback and next steps provide opportunities to extend learning.
<p>Dynamic Displays</p> 	<ul style="list-style-type: none"> • Classes are safe and engaging learning environments. • Displays are purposeful and either celebrate success or provide support for learning. • Displays are kept up-to-date and tidy
<p>Rewards Rule</p> 	<ul style="list-style-type: none"> • The Golden Rules are displayed in every class room. • Two House Points are available daily for keeping each of the Golden Rules (eight total). • Students can see if they are on track to get their house points. • All staff and students follow the Golden Rules. • Rewards are meaningful and earned.



Here at Manor Green School your Training and Development is important to us.

There are opportunities to develop and grow yourself and we encourage that you take positive steps to embrace these opportunities.

When you start at Manor Green School, you should receive an Induction Training Schedule outlining all the training that you will need to attend. There may well be some training noted at the bottom that has not been scheduled yet.

It is **your responsibility** to check and look out for and attend the other training on the Training Schedule (if you are not invited).

Please ensure you check what training you have when and where every Monday as it is your responsibility to attend. If in doubt ask.

As above, we encourage and offer support to your continual professional development and as such if you want to attend a course/undertake a qualification you must follow the correct process:

Complete a Training & Development Application Form

Fill in as much information as possible

Then you must discuss with your Line Manager and get their approval

Once completed please come along and see Lindsey Tassi HR Officer – Training and Development

If there is a cost associated with this course this needs to be agreed

If you book any training externally you must ensure you tell your Line Manager, Lindsey Tassi and Payroll about the dates of absence so that we are aware for staffing purposes.

All staff must attend training sessions set up for them and arrive on time. If you have any questions please see Lindsey Tassi. If you need to be excused for any reason you must seek permission in advance from your Cluster Leader.



"Office 365" refers to a group of Office applications plus other services that are enabled over the Internet.

Manor Green staff have access to:

- Office 365 mail - cloud-based version of Outlook
- SharePoint - cloud-based collaborative platform mainly used as a document management tool. Instead of saving documents in shared drives on our servers, we save them in SharePoint; which means we can access the documents from anywhere.

Mgs Documents must be created, edited, deleted and also uploaded using SharePoint.

SCHOOL EMAILS

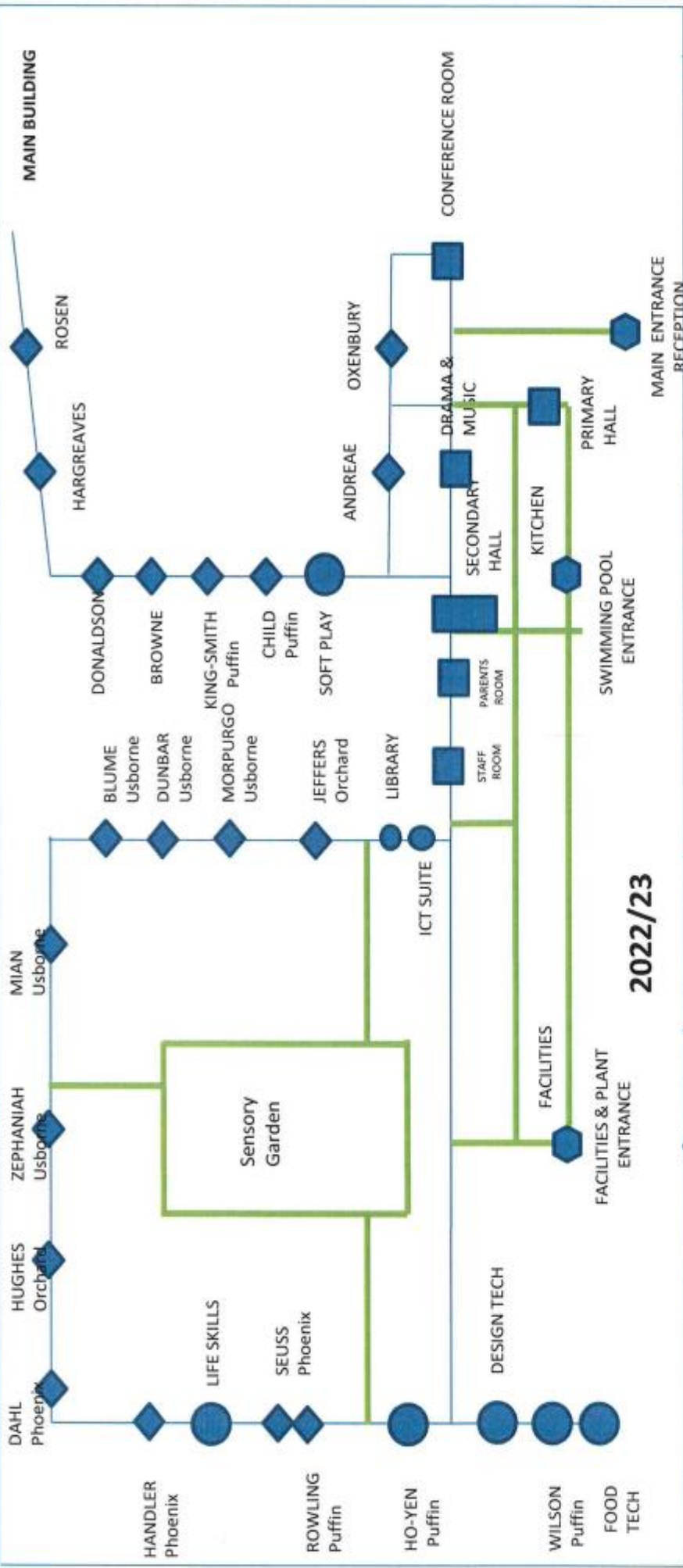
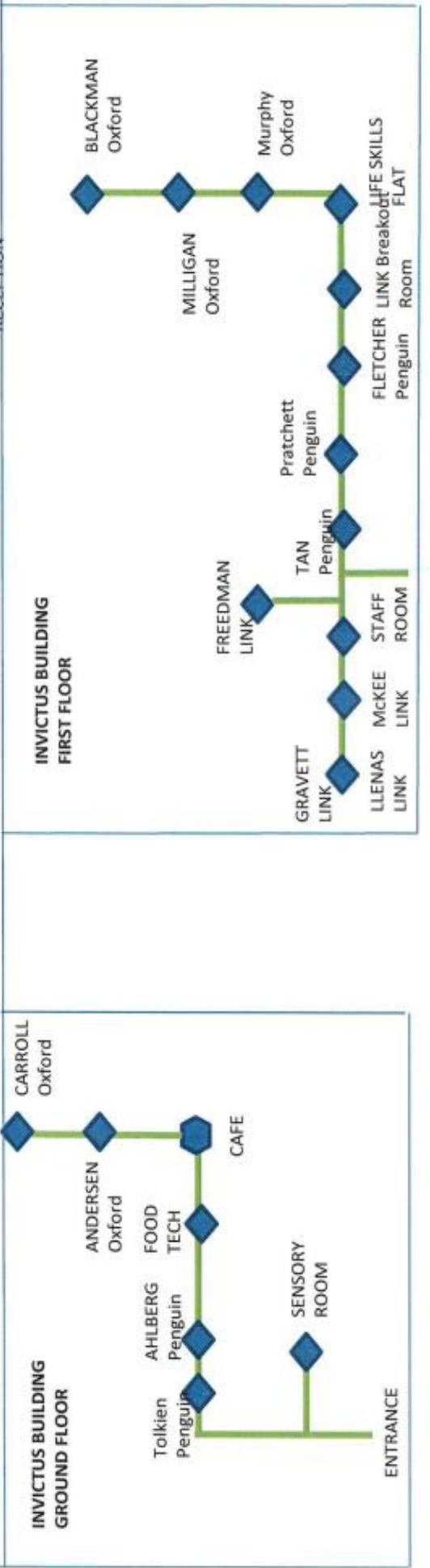
Please be aware that **work** emails must be checked on a daily basis to ensure you are kept up to date with any communication that has been sent electronically.

You are able to check your emails by logging on to the school network when at work and also via Office 365 Email externally (via smart phones/tablets/laptops etc).

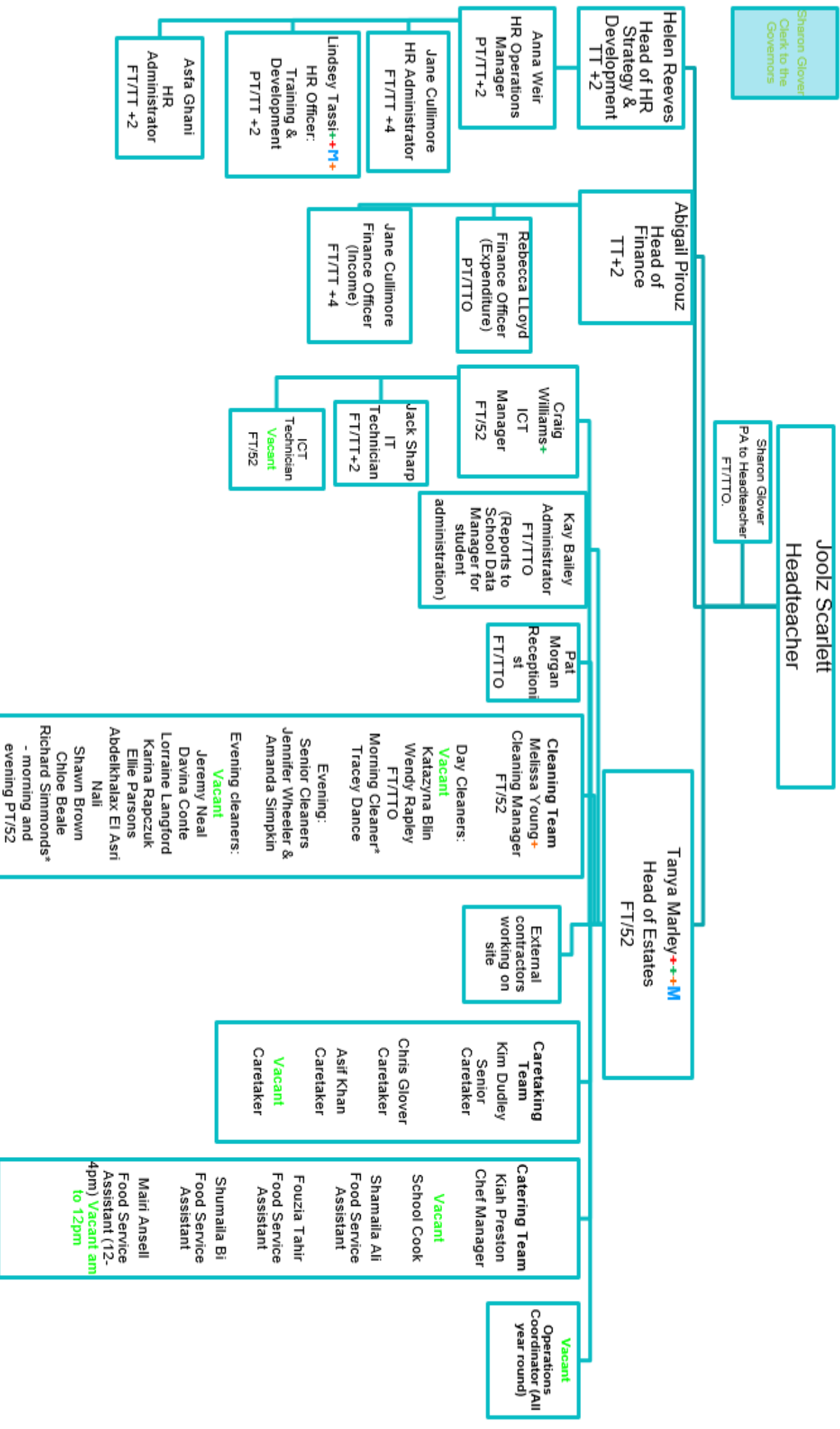
Go to Google search and type Office 365 email to get to <https://outlook.office365.com/> and input your work email address and password (this will be the same as when you are at work). If you have any access problems please contact a member of the school IT department, Craig Williams or Jack Sharp.

- Access Weekly E-NEWS (Newsletters)
- Find out what is going on in and around our school
 - Respond to meeting requests
 - Read "whole school" communications





School Business Support Department



Automatic Enrolment



Works under a contract of employment (an employee); or

Has a contract to perform work or services personally (i.e. they cannot send a substitute or sub-contract the work) and is not undertaking the work as part of their own business.

Each employer is required to identify the types of workers that they employ. There are 2 main categories:

Jobholders

Eligible jobholders

Non-eligible jobholders

Entitled workers

Eligible jobholders are called this because they are 'eligible' for auto-enrolment as they are:

Aged between 22 and state pension age; and

Earning above the income tax personal allowance (£8,105 and Working, or ordinarily working, in the UK.

Non-eligible jobholders are called this because they are not eligible for auto-enrolment but can choose to opt in to a pension scheme and are:

Aged at least 16 and under 75;

Working, or ordinarily working, in the UK; and

Earning above the lower earnings level (currently £5,564) but below the income tax personal allowance (£8,105 a year);

OR

Aged at least 16 and under 22 or between state pension age and 75;

Working, or ordinarily working in the UK; and

Earnings above the income tax personal allowance (£8,105).

Entitled workers are called this because they are 'entitled' to join a pension scheme and are:

Aged at least 16 and under 75;

Working, or ordinarily working in the UK; and

Earning below the lower earnings level.

Important note: You can choose to 'opt out' of membership of their qualifying pension scheme but only after you have been automatically enrolled by your employer.

Berkshire Pension Fund

Royal County of Berkshire Pension Fund, Minster Court, 22-30 York Road, Maidenhead, Berkshire SL6 1SF. Tel: 0845 602 7237

For further information, please visit www.berkshirerpensions.org.uk



Manor Green School and the government can help you to save for your future.

Each time you get paid, you pay contributions towards the cost of your pension.

Your employer contributes towards the cost and the government also helps out through tax relief, as you don't pay tax on pension contributions.

As a member of the Teachers' Pension Scheme, you're contractually enrolled into the Scheme from day one.

Your pension is one of the most important benefits available to new teachers. So spend a few minutes online and find out the things you should know about your pension right now. If you want to know more about the Scheme, like retirement planning, we've got other areas.

Basic things about your pension

You receive a guaranteed pension through the Teachers' Pension Scheme.

You pay into your pension and so does your employer.

It's a Defined Benefit Scheme, registered with HM Revenue and Customs, based on your salary and service rather than investments – so there'll be no nasty surprises when you come to claim your pension

Your pension will be a regular source of income when you retire – but you can also take some of it as a tax-free lump sum

You'll join the Career Average arrangement and accrue benefits each year based on 1/57th of your Pensionable Salary including Overtime

For more information, please visit

<https://www.teacherspensions.co.uk/members/working-life.aspx>

www.teacherpensions.co.uk

Further Useful Information

Mobile Phones

Staff may use their mobile phones during staff break periods, but are not permitted to use them during lessons or in the playground. We ask that you do not use your phone in view of the students, even during a break, as this gives students a false impression that it is acceptable in school. Mobiles should be placed on silent mode during the working day and kept in your bag/locker. Family members may use the main school number to leave messages; notification of these will be sent via email unless it is an emergency situation. Mobile phones, tablets and other electronic devices should not be used to take photographs or film students.

Change of Contact/Address

If any of your contact details change, including telephone numbers, you must inform the HR Officer – Payroll and Benefits by completing a form located outside of the SBS office.

Please drive safely in the car park

Please drive slowly – less than 10mph and keep a safe distance from the car in front of you – this should be a minimum of a car's length.

Electronic communications and social media

Whatever you write relating to your work or using work systems, whether via an email, on a web forum/extranet, by text or within a letter means that you are corresponding on behalf of the school and the school is considered to be the publisher.

Such correspondence can be produced as evidence in Court or at an employment tribunal or other recognised authority and can be disclosed under the Data Protection Act or Freedom of Information Act.

If you are writing about an individual it is likely to be considered personal information under the Data Protection Act if contains identification details such as name, age, gender, address and phone numbers, bank account details or nationality. If disclosed without permission, it could cause distress or damage and breach the person's privacy or human rights. Whatever you write may be disclosable.

Anything you post to external social media sites could reflect on the school and its work by virtue of your employment here. You should carefully consider what is posted in a personal capacity on, for example: Twitter, YouTube, Facebook, LinkedIn.

Staff Toilets

Please use staff toilets and not student toilets. Staff toilet doors are brown.

Staff ID Passes

If you have forgotten your pass at home, reception will not be able to issue you with temporary staff pass.

Confidential Waste Bins

A blue wheelie bin is available in both Staff Rooms and is to be used for confidential waste only. The one located in the SBS office is for office staff only.

Important - Outlook Email and Meeting Requests

The school uses outlook calendar for invitations to meetings and training scheduled.

Please ensure that you respond to calendar invitations. If you are unsure on how to use the system, please speak to Craig Williams. It is vital that you respond to these requests as confirmation of your attendance.

Smoking area outside school gate

There are restrictions on the use of the smoking zone and these are mentioned in the Staff Handbook.



The cost of this benefit is £2.90 per month which will be deducted from your monthly salary. The school will also contribute £2.00 a month.

If you would like to sign up to this benefit, please contact Payroll at payroll@manorgreenschool.co.uk



For more information, please visit <https://join.perkbox.co.uk/>



Employee Healthcare



Employee Healthcare from Benenden

- ☎ Membership Enquiries 0800 414 8100**
- ☎ 24/7 GP Advice Line 0800 414 8247†
- ☎ 24/7 Psychological Wellbeing Helpline 0800 414 8247†
- ☎ Add Friends and Family 0800 414 8183*



Welcome to lifestyleaction!

lifestyleaction is available 24 hours a day, seven days a week, 365 days a year.

You can contact lifestyleaction by phone, email, website or instant messaging.

lifestyleaction can provide you with information and resources on a wide range of personal, family and work issues.

To access the lifestyleaction site, please click on the link below, and enter your username and password if requested.

your username: your password:

Around-the-clock, free and confidential assistance

Telephone: 0808 168 2143

Visit: www.carefirst-lifestyle.co.uk