

**Lubavitch
Boys' Primary School**



**Induction for new members of staff
2018-2019**



Welcome!

Welcome to Lubavitch Junior Boys' School. With more than 40 years behind us, we place an emphasis on cultivating a positive, warm relationship between the senior leadership team, staff and pupils.

About our school

Lubavitch Junior Boys' School is a one-form entry Orthodox Jewish School. In June 2012, Lubavitch Boys' School became a Local Authority maintained school.

In 2018, with the support of the DfE, it joined with Lubavitch Ruth Lunzer Girls' Primary school and the Girls' High School to form the Lubavitch Multi Academy Trust.

Our Vision

We aim to inspire our pupils to become true and responsible representatives of Torah Judaism and Chabad Chassidism as expounded in the teachings of the Lubavitcher Rebbe, Rabbi Menachem Mendel Schneerson, of blessed memory.

The school aims to cultivate and develop:

- Traditional values of modesty, loyalty and generosity, politeness and Ahavat Yisroel (love for one's fellow)
- A sense of pride in being a member of Chabad, happy to accept leadership roles in the Jewish community, especially Shlichus (emissary)
- Ambitious, exciting and educational programmes that develops each pupils' gifts and talents to their highest academic abilities, with the ideal of providing for every pupil according to his own need.

Roles and Responsibilities

- Interim CEO – Mrs Cohen
- Menahel – Rabbi Atlas
- Acting Headteacher – Mrs Freeman
- Assistant Headteacher – Mr Shelton
- SENDCO – Mrs Osdin
- School Administrator and DSL – Mrs Poolat
- Caretaker – Mr Caraiman

Day's schedule

- The school day starts at 8:45am and finishes at 4:20pm.
- The mornings are dedicated to Jewish Studies with a break at 10.00am - 10.15am for KS1 and 10.45am-11.05am for KS2. Lunch takes place between 12.00pm and 1.00pm. Afternoon teaching starts at 1:00pm with a break at 2:50pm until 3:00pm. Years 1 and 2 have their break in the front playground and Years 3, 4, 5 and 6 in the back playground.
- Teachers are expected to collect the boys promptly at the end of break.

Holiday dates

- Please note that the school has a separate holiday list, which can be collected from the school office. Due to the Jewish holiday cycle, our half-term dates may vary from other schools.

Punctuality and professionalism

- Staff are expected to arrive in school on time. School commences at 8:45am for teachers unless you have playground duty in which case you need to be in for 8:30am (see the break duty rota), and 11:45am for support staff, unless directed otherwise.
- School finishes at 4:20pm from Monday to Thursday and there is a separate schedule for Fridays.
- If you are unable to arrive on time please inform Mr Shelton and Mrs Poolat or Mrs Osdin (SEN) if relevant.
- If for any reason you are unable to come to school, then you should inform Mr Shelton and Mrs Poolat by 7:00am in the morning or as soon as you know, so that suitable cover can be arranged.
- Mr Shelton can be contacted on 07967 508 774. Please text him. Mrs Poolat is available on 07813 711 158

Registration

- Afternoon registration takes place at 8.45am and 1.00pm when the children resumes lessons following lunch. Children should either be marked 'present' or 'absent' as described in the register guidelines.

Safeguarding information

The designated safeguarding lead is Mrs Poolat

The Deputy designated safeguarding lead: Rabbi Karnowsky.

For any safeguarding concerns please contact Mrs Poolat on r.poolat@lubavitchmat.uk

Please see leaflet for more information.

Our Dress Code:

- All **men** should wear formal clothing
- Jewish men cover their head
- No shorts; no torn clothing; no sportswear
- All **ladies and girls** wear formal clothing
- Looser dresses or skirts (no trousers) with a hemline below the knee and without slits
- Sleeves to cover the elbow
- High necklines
- No trousers
- Jewish married ladies cover their hair

If you would like support with this, please contact Rabbi Atlas or Mrs Poolat (office).

Food

Staff may not bring food that is not kosher on the premises. There is a shop across the road where kosher food can be purchased. Disposable cups and cutlery are provided in the staffroom for all members of staff.

Curriculum Ethos

Staff are not to discuss or use any books containing the following topics:

- Any Bible stories.
- Scientific explanations on the theory of evolution.
- Reference to any doctrines from other religions or religious issues,
- Relationships between the sexes.
- Information about Greek, Roman or any other ancient or mythological gods.
- Fables, Myths or Legends claiming to explain creation or how the world or animals came into existence.
- Illustrations or images of non-kosher animals (bears, cats, dogs, wolves etc.) that have been personified with human characteristics. Please speak to Rabbi Atlas if you still require further clarification.
- No reference to the idea of the world being “millions of years old”, since this is contrary to the Jewish belief.
- No reference to dinosaurs, Neanderthal man, Ice Age, Stone Age etc. Fossils can be referred to as an interesting phenomenon but without reference to their being ‘5 billion years old’
- Human or animal reproduction is not taught in Science lessons; no reference should be made to the sexual anatomy of plants or animals.

Use of ICT

- Students may not use the computers, laptops or iPads in the school without suitable supervision.

Planning

Teachers should hand in their weekly plans by Monday morning at 12pm using the planning proforma provided by Mr Shelton.

If you are doing daily supply, please approach Florin for a laptop to work with and Mrs Poolat for a username and password.

The school has invested in a number of schemes of work to help best plan your lessons:

- Collins Connect which includes Maths Plans, Snap Science, Literacy plans for Years 5 and 6. (We have literacy text books for all years).
<https://connect.collins.co.uk/>
- We are members of History Association for extra resources for History.
<https://www.history.org.uk/>
- ActiveLearn for Wordsmith plans (Class reading books to use in the class in Mr Shelton's office on the top floor).
<https://www.activelearnprimary.co.uk/>
- Rising Stars for Comprehension activities (we have also bought the textbooks) and Voyagers (Another History and Geography resource).
<https://www.risingstars-uk.com>
- The school has also invested in Twinkl, which has many free resources.
<https://www.twinkl.co.uk/>
- Our school uses Target Tracker to track children's assessment and 2simple for Reception.

Please feel free to contact Mr Shelton and Mrs Poolat who will provide with you usernames and passwords for the above websites.

Marking Policy

This is a summary of our marking policy:

- Marking is done with a red pen
- Green highlighter pens are used to promote positive aspects – green for good. There should be two or three positive highlights to every area for improvement.
- The area for development/improvement may also be highlighted by the use of a pink highlighter.
- Maths and Science – short date to be used and underlined; '02.06.12'. One number to be placed in each square.
- All other subjects – long date to be used and underlined; Monday 7th July 2012 (This should be modelled on stickers for FS/KS1)

Marking icons to use:

- Please refer to the marking code guidelines.

Photocopying:

- Any new member of staff or a member of staff who is unfamiliar with the use of the photocopier should please talk to Mrs Poolat.

- Mrs Poolat will also provide you with a log-in code.
- If the machine jams, please ask the secretary for help rather than trying to take the machine to bits yourself and risk further damage.
- There are three photocopiers in the building. One coloured photocopier in the main office; one black and white photocopier in the ladies' staffroom and one black and white photocopier in the men's staffroom.

Mobile Phones

- Mobile phones must not be 'on' during lesson time and no member of staff is allowed to use a mobile phone within sight of the children. This also includes when you are on playground duty.

Discipline - Class & General

- Please refer to the new behaviour policy

Break-time Duties

- There are staff rotas for playground duty. Each member of staff is issued a copy of this and there are copies on the staff noticeboard in the school office and in both staff rooms.
- If you have a duty, you are expected to be outside on time, at the start of break.
- If a child is seriously hurt, send another child to the office to fetch Mrs Poolat or another registered first-aider.

Playground lining-up

Morning line up:

The bell rings at 8.43am to remind children to stop their games. By 8.45am, the children should line up. They are then dismissed by Rabbi Atlas.

Afternoon line up

- When the bell rings for the end of lunch-break, the boys go straight back to class.
- At 3:00pm the boys line up in the playground.
- The boys are to stand in a straight line and stand quietly.
- Teacher must make sure they are outside on time at the end of break to collect their classes.

Wet breaks rota

- All children will stay in their own classrooms. Please see the wet break rota.

<i>Time</i>	<i>'Wet Decision' by...</i>	<i>Duty</i>	<i>Location/Arrangements</i>
08:30 – 08:45	Rabbi Atlas to announce in Staff Rooms	Usual Duty Staff	Supervise in Hall – no ball play. Security to direct boys to Hall.
10:00 – 10:20	Rabbi Atlas to announce in Staff Rooms	Afternoon Teacher	Classroom
10:45 – 11:05	Rabbi Atlas to announce in Staff Rooms	Afternoon Teacher	Classroom
12:00 – 13:00	Rabbi Atlas to announce in Staff Rooms	TA	Classroom
14:50 – 15:00	Mr Shelton to announce in Staff Rooms	Teacher to liaise and agree with TA	Classroom

Weekly newsletters

- Parents receive a weekly newsletter from the main school covering a range of issues and celebrations. This goes out on Friday and members of staff include their own highlights of the week. Mrs Poolat will remind you when to send this.

Early closing Fridays

- The school closes early on a Friday in the winter months. Friday closing times will be emailed out.

Fire regulations and Fire Practice

The fire alarm is tested every Monday at 10am.

Please familiarise yourself with the evacuation route for your class as seen in the attached document

When the fire alarm sounds all members of staff and children must abide by the following procedure. The fire alarm is a long continuous ring.

- Everybody will immediately stop whatever it is they are doing and stand still and silent.
- All children will remain standing whilst the teachers and other adults issue clear and precise instructions as to what they should do.
- The children will leave in an orderly manner under the supervision of the teacher.
- The adult must make sure that all the children in their care have left the premises.

- All adults and children will **walk** to the main playground and line up in their class lines on the enclosed football pitch.
- The buildings must be evacuated and all staff and children accounted for within about 2 minutes.
- Fire drills will take place at least once a term.

At no time until the ‘All Clear’ signal is given by the Menahel or Assistant Headteacher will any member of staff or any child enter the building

First Aid

- There are two first-aiders in the main school. These are Mr Brown and Mr Caraiman.
- Any children with a medical issue must be sent to the school office as the first port of call, where a medical assessment will be made.
- If the problem can be treated in the school, it will be. If further medical treatment or analysis is required, Hatzola will be called.

Risk Assessments

- All educational visits and trips out must be risk-assessed.
- When planning any trip, please discuss this with Mrs Poolat at least 2 weeks in advance.
- Please speak to Florin, who will advise you further on any necessary risk assessment.

If you have any further questions regarding the content of this handbook, please speak to the Menahel or Assistant Headteacher.

Induction Summary Checklist

I am clear of the Senior Leadership Team and staff with extra responsibilities.	
I am clear of the day's schedule	
I have the school holiday dates	
I understand the importance of punctuality and professionalism and the protocol if I am unable to come to school or if I am late	
I understand my responsibilities regarding register	
I understand the importance of not letting children use the laptops or iPads without suitable supervision	
I know who the safeguarding officers are	
I am clear of the school dress code	
I understand the expectations regarding the food I may bring into school	
I am clear of the planning protocol and the websites I can use to help me plan	
I am clear of the marking policy	
I know where to go for photocopying	
I am clear of the behaviour protocol	
I know what my duties are and the importance of being punctual	
I know what to do if it is 'wet' break	
I am clear of the fire regulations	
I know who the school first aiders are and what to do if a child hurts himself	
I know who to go to if I want to plan a school trip	

Date: _____

Name: _____

Signature: _____