



BOOK OF SCHOOL ADMINISTRATION

January 2015

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INTRODUCTION

This Book of School Administration (BOSA) is generally for use by School Administrative Staff. It is intended to give guidelines covering all aspects of school administrative procedures and thus to encourage a house style throughout all these procedures.

AIMS

Our aim is to provide an effective administration service to ensure the smooth running of the school. We aim to provide a quality reception service to all visitors and callers to the school and to contribute, as part of a team, to the provision of an efficient and effective clerical, administrative, typing and general office support service.

All school employees should be aware that their appearance and attitude towards the public is important. This is particularly so with administrative staff as the first impression created of the school is usually in their hands. A high standard of appearance and a welcoming attitude are of the utmost importance.

In order to achieve our aims, good working practises must be observed at all times. These practises will include:

1. Maintaining a high standard of safety, cleanliness and tidiness within the office areas. Each person will be responsible for his or her own safe and tidy work place. 'A place for everything and everything in its place' is a very appropriate motto to ensure clear surfaces throughout the offices!
2. Maintaining a high standard of security for all valuables and confidential files held in the office areas. This involves keeping all cash boxes etc in a safe place at all times and ensuring that confidential material is not left 'lying around'. (At the end of each working day a routine should be established for 'locking up' etc.)
3. Maintaining a high standard of security for all 'controlled drugs' (eg, Ritalin) in school. The drugs must be recorded for each child. They must be signed in and signed out and kept in a locked box, inside a locked cabinet.
4. The 'end of day' routine - to include switching off electrical appliances etc. and closing down computer stations when appropriate.

In our aims for effectiveness and efficiency we must remember that the school offices are 'used' by all members of staff - it is up to admin staff to maintain high standards thus encouraging all 'users' to respect their efforts.

Section 1 - General Administration

Information

The Administrative Staff are often called upon as a valuable source of information providers; thus methods for storing and retrieving information must be thorough and effective.

The Prospectus

This is a valuable source of information for prospective parents, staff, governors, LEA officers and inspectors. It is reviewed every year and reprinted during the summer term preceding the academic year to which it refers. The Reception Office staff should maintain adequate stocks.

From time to time, certain issues have to be included in all school prospectus' - when this information becomes available to us the Office Manager will record the requirement for inclusion in the next prospectus.

Each year a copy of the prospectus should be sent to Children's Services at the LEA.

Information Leaflets

School Prospectus
Home School Child Agreement
Code of Conduct
Policy Statement on Homework
School Guarantee
Behaviour Policy
Bullying or Falling Out Leaflet
Admission Record Form with Ethnicity Form
Health Declaration Form
Blue Information Sheet
Headlice Leaflet
Internet Letter
Kids Club Leaflet
Healthy Eating Leaflet

Termly Dates

These should be distributed to all parents, governors, staff, Lugg Valley Primrose, Free Meals Kitchen, milkman, peripatetic teachers, after-school teachers/coaches.

Occasional Days' holidays are usually designated after the initial issue of termly dates, therefore those people already mentioned will need to be informed of occasional holidays once they have been approved. There are other people who maybe affected by our occasional days – extra curricular coaches/teachers etc. HLSS tutors, Child Health, Education Office (and Transport section) must be informed.

Enforced School Closures (due to extreme weather conditions or other emergency) should be dealt with by informing those people mentioned above. There are special forms that the Education Office needs us to complete, but it is helpful if we telephone them first. The local radio stations usually co-operate with schools and supply us with a 'Code Name' which enables us to instruct them to make a media announcement. The Headteacher has to make the call. *On the day of closure, where possible, telephone: the Transport Section; Peripatetic Teachers; After-school club; milkman; supply teachers.*

Forms

1. Forms used in school will include those issued by the LA, DfES and those designed for internal use. Many forms can be found in the filing drawer in the Reception Office and are listed in Appendix 1 of this document.

Stocks of these forms should be maintained and the trays or drawers clearly labelled. Every effort should be made to 'group' the trays according to type of form held.

Forms and standard letters to parents that are kept in the grey drawers in the staffroom are those that teaching staff will require from time to time. Stocks must be maintained and drawers kept clearly labelled.

2. Other forms/returns will be sent to the school by the LA or DfES :
 - a. Termly pupil numbers - sent by LEA each term. This will include a request regarding Early Years pupils and pupils admitting and leaving.
 - b. Early Years Profile return – Autumn term, with updates in Spring & Summer.
 - c. Termly Schools Census - statistical information on SIMS which must be completed for DfES/LA each term (date notified by DfES).
 - d. Year 6 Secondary Transfer information for LA - by request.

3. On a monthly basis:

a Lettings Claim Form and Laundry Claim Form should be submitted to the staffing section, LA, to ensure the staff concerned receive their payments

time-sheets for relief Lunchtime Supervisors, relief Cleaners, relief APT&C staff

XL forms for supply teachers

forms to claim central funding for teachers where applicable

milk returns

4. On a weekly basis:

Sickness Absence Record Sheets (SARs)

Incoming & Outgoing Mail

1. Incoming Mail

This should be dealt with as promptly as possible. The equipment required will include:

Suitable letter opener

Date Received Stamp and Ink pad

Pen Paper Clips

All mail is opened (usually by Clerical Assistants, Office Manger or Heads) unless it is specifically addressed to a named person. Each item should be date stamped and, where applicable, and the name of the person to whom the mail will be directed. (The name should be written on the top of the first page of the correspondence - if other loose papers are included these should all be paper clipped together.)

Mail for general circulation (brochures, promotional material etc) can be put into the member of staff responsible pigeonhole. Subject co-ordinators should receive their own subject based material. (Mail for staff should be distributed using the pigeonhole system.) All other mail should be placed in a folder for the appropriate person ie Finance Manger or Headteachers.

Incoming

& Outgoing Mail (cont)

2. Outgoing Mail

There must be a designated point for the depositing of outgoing mail and all staff should be made familiar with this point. Towards the end of the working day the Clerical Assistants will process the mail as follows:

- a. All envelopes to be checked for clear addresses and sealed properly.
- b. Where appropriate, envelopes and parcels should be weighed to assess the postal charge.
- c. All mail should be stamped and a record of the postal details should be logged in the post book. (All mail to go second class rate unless otherwise directed.)
- d. All outgoing mail must be posted daily. Large parcels will need to be taken to the Post Office for weighing and stamping etc. (Cash for this can be obtained through petty cash - the certificate of posting being the receipt.) Heavy parcels will need to be collected and despatched by a courier.
- e. A varied supply of postage stamps should be kept in the locked stamp box. First and second class stamps are purchased direct from Royal Business Mail using an EB order. Petty Cash can be used for parcel post, recorded deliveries etc. and for the purchase of stamps if necessary.

Telephone Communications

There is a users manual which anyone with responsibility for operating the telephone switchboard should read and thus become able and confident in implementing the various facilities available on the telephone system.

The telephone should be answered as promptly as possible - the ringing of the telephone should be treated as a personal visit to the office and, as such, the caller should receive polite,

welcome and immediate attention. If for any reason the office has to be left unmanned at any time then appropriate provision should be made for the answering of external calls.

A confident and cheerful manner on the telephone will usually put the caller at ease. On answering the external call the phrase "Lord Scudamore Academy, Good Morning/Afternoon" should always be used. The nature of the call will, of course, determine the action taken and the following guidelines should be observed:

1. Keep switchboard calls brief in order to avoid undue delay in answering other internal or external calls.
2. If another caller is trying to get through try to 'Park' the first call and deal with the second call (always explain to your caller what you are doing). If the second call may take some time to deal with, offer to ring the caller back.
3. If a call is to be transferred to another extension, ascertain the name of the caller and the nature of the call (parent/sales representative/ LA Officer or employee/other outside agency etc.) The caller may find it impertinent if you try to press for the full detail of why he or she is calling, so tact and diplomacy is essential! If the caller is a parent of a child in school, ascertain the name/s and class/es of the child/ren.
4. If the caller leaves a message, always ascertain the name of the caller and where calling from (company, LA, parent of child etc). Always ask for a telephone number (and extension if applicable). All these details must be included on the written message, along with the date of when the message is being taken. To ensure accuracy of information you may need to ask the caller to let you 'read back' the message and telephone number and, if necessary, check the spelling of the caller's name. Remember - if the message does not make sense to the message taker, it probably will not make sense to the person the message is for!
5. If the caller asks a direct question - be absolutely sure that the answer given is correct. If in doubt and the facility to check your answer is not immediately available, then offer to call back or ask the caller to call back.
6. Ensure that a caller is always made aware of how the call is proceeding (eg "I will just transfer you to, please hold the line" or "Sorry to keep you waiting, I am still trying to connect you" or "Would you mind holding on whilst I make some enquiries" etc).

Telephone Communications - continued

7. Always end the call with a polite "Thank you for calling" type response.
8. It is rarely appropriate to ask a member of the teaching staff to take a call whilst they are teaching - explain the position to the caller and ask whether or not it is necessary to speak to the teacher right away. Usually, they will offer to call back (or you could suggest that they call back) at a more appropriate time.

Person To Person Communication

The Reception Office is the first port of call for all school visitors. The Reception Office Staff are ambassadors for the school - they are the visitors 'first impression'.

As for telephone communication, the visitor to the school should receive polite, welcome and prompt attention. If the visitor's query will take them to another part of the school then they must sign in and be given a visitors pass. Always avoid sending a visitor to a classroom during lesson time - we must always aim for minimal classroom disruption.

Ensure that the visitor is aware of how their visit is being dealt with, eg:

"Please take a seat there whilst I see"

* "Please come with me and I will take you to"

"..... is expecting you and as you know your way, perhaps you would like to make your way to"

*If it is necessary for you to escort a visitor to another part of the school thus leaving the Reception Office unmanned, please inform the Office Manager or put an appropriate notice on the Reception window hatch.

If the visitor wishes to speak to you in confidence and other visitors are also waiting for your attention, ask the visitor if he/she would mind waiting whilst you deal with the other callers.

The guidelines for telephone calls apply for visitors and vice versa.

Written Communications - House Style

External Letters:

1. Always include a reference, which should be inserted on the top left of the page.
All references begin with the initials of the sender, followed by initials of the typist then, where appropriate, followed by a reference prefix and number.
2. Always include the date, which should be inserted on the top right of the page.
3. A title should be used wherever possible and inserted flush left, in bold type.
4. All paragraphs begin flush left and are fully justified.
5. "Yours sincerely/faithfully" etc should be inserted flush left, (3 spaces down from end of letter where space allows). The name of the signatory and the post title should be included.
6. Every effort should be made to address a letter to an individual by name rather than Dear Sir/Madam.
7. At least one copy of every letter should be retained in school; often two copies will be required.
8. All confidential letters (or reports) must be Password Protected on the Computer Program (Word).

Reports:

Whether internal or external all 'reports' should be titled according to subject matter; include whom the report is to; whom compiled by; and the date. All this information should be flush left on the page and in bold type. The person compiling the report should sign it, and his/her post title should be printed below the signature.

Policy Documents:

Should always have a front page displaying the subject name. The date the document was written should be included, along with the date of the next review.

Memos:

M E M O - Centre page, in capitals and bold type.

To:)

From:)

Copies: *(if appropriate)*)

All flush left, bold type.

Date:)

Subject Title Flush left, bold type.

_____underline across page

Narrative commences as required

Computer Systems - Computer Aided Administration (CAA)

Education Systems Support (ESS) provide technical support for the CAA in the school. We purchase the Extended Level and thus receive support for Word Processing and all the SIMS modules we use in school.

Other programmes used:

School Fund Manager (supported by Gemsoft)
PS Financial Package

All these programmes may be used on the NETWORK system.

The computers are best left switched on at all times, but should be closed down for holiday

periods. There is a CLOSE DOWN procedure to be observed.
The file server should remain on at all times.

Tape Streamer Back-ups operate each night. Tapes need to be changed every day. Check each morning to ensure the back-up was successful.

Each computer user is responsible for the general cleaning and maintenance of his/her computer but, as System Manager, the Office Manager should be consulted before any maintenance work of a technical nature is carried out.

Filing Systems

The Office Manager will aim to maintain a central filing system. Each suspended file must be clearly labelled and run in alphabetical order within each drawer/section.

All admin staff will be responsible for filing to varying degrees - filing is a continual task and must never be allowed to 'build up'. To be effective, filing must be accurate - if in doubt about where to file something, check with the Bursar.

Pupil Record Cards are filed in class order and kept in the cabinet files in Reception. They must be kept securely, therefore a log book is used to track record cards that are extracted by staff.

All paperwork to be filed should be inside a filing pocket and not direct into the suspended file. Filing is alphabetical and chronological (date) order where it concerns named staff or pupils. It is in chronological order for other paperwork with the most recent papers at the front of the file.

Filing cabinets should be 'spring cleaned' on an annual basis - check the **Document Retention Policy (Appendix 3)** or with Office Manager about disposal of paperwork; retention times vary according to the document held.

Lever Arch, Ring Binders and Box Files should be clearly labelled and dated if appropriate.

Diary Management

There are 4 school diaries: Reception Office (1)
 Office Manager (1)
 Heads' Office (1)

Great care and consideration is needed when entering items into any one of the diaries. The person entering information should think of:

Who needs to know this?
What do they need to know?
How will this appointment affect the running of the school?

The Office Manager and Heads' diaries will normally be operated by the Heads and Office Manager - they will be responsible for informing Reception of appointments they make, particularly those that may affect others.

Generally speaking, appointments for the Head will be made via the School Office or Heads, but if neither is available, the Reception Office staff should be quite sure that the Head (or Office Manager) is available for the chosen time of an appointment before any arrangements

are made with a third party. The appointment details should include time, name (and pupil name if a parental appointment is being arranged) and a contact telephone number.

When appointments are made for an outside agency visit (eg. HLSS or peripatetic teacher) the name/s of the child/ren being seen should also be included, and their class title.

The first Reception Office diary should also have routine medical dates included and Lettings (the latter in red ink preferably). The second diary will also record supply teacher bookings (this diary is taken home each day by the Office Manager responsible for engaging supply teachers).

Reprographics

The photocopiers should only be used for between 1-15 copies of an original.

The printcopier should only be used for 16 copies or more.

The Reception Office staff will be responsible for the general maintenance of the copiers and ensuring that adequate stocks of paper, toner, ink etc. are kept in stock.

Clear instructions to users should be given and a 'watchful eye' kept to ensure safe and efficient use of the reprographic facilities we have available to us. Copyright laws are strongly enforced and all staff are made aware of these. Ms Baker is the 'named' person and will keep appropriate records for copyright purposes.

The Reception Office staff will endeavour to offer a copying facility to the teaching staff on a 24 hour notice basis (at peak periods of workload this facility may have to be withdrawn, but teaching staff should be informed when this service is or is not available).

Stationary

The Admin stationary is held in the Reception Office and is for ADMIN use only - it may include some items for Senior Staff Admin use. Stationary stocks must be closely monitored. An order for admin stationary is usually compiled at the beginning of the Summer term.

Visitors Book

All visitors must sign the visitors book and wear a visitors pass if their visit to the school takes them beyond the Reception Office window.

Pupils/Students entering or leaving the premises

If pupils are late (after registration closes) or if they leave school during the day (medical appointments etc) their arrival and/or departure time **MUST** be noted in the "late book".

Students in school on work experience teaching practice should also use the appropriate signing in form at Reception.

There is a CONFIDENTIAL list which details those children who have a parent/s with denied access. Clerical staff must keep themselves familiar with the names of those children and refer to the list section if in doubt. It should also be regularly updated at the end of each

academic year – check with the class teacher to see if denied access rights still apply.

Staff Availability and Communication Systems

The Reception Office will maintain an 'In/Out' system for all staff, supply/relief staff and teaching practice students. On entering and leaving the building all staff must use the signal system to indicate their availability on the premises.

Message and mail communication to staff is normally by 'pigeon hole' system -unless immediate action is required. The Reception Office staff will ensure that each member of staff has a designated 'pigeon hole' or, in the case of lunchtime supervisors - a noticeboard, for collection of their mail and messages. Any uncollected mail etc can be brought to the attention of the person in question - persistent offenders will need to be brought to the attention of the department head!

Generally speaking, the teaching staff noticeboard will be the responsibility of the teaching staff - however, as many of the messages or information may be from the admin department, then admin staff will need to keep a watchful eye to ensure proper circulation (particularly admin memos - which should be returned to sender after complete circulation).

Noticeboards in the office areas should be neatly presented in their display of useful information (it is only useful if it can be easily read). Consider the needs of anyone using the office and what they may need to know.

Voluntary Helpers

All voluntary helpers in school must complete a DBS form with the Office Manager.

The Reception Office staff will keep and update the record of voluntary helpers.

Milk in School

Each week, invoices will be received from the dairy for milk delivered to school for pupil consumption and the volunteers will need to verify the invoice for accuracy. They should then be certified correct by the Finance Manager and details recorded on the monthly milk returns. A cheque for the appropriate amount is then sent to the LA along with the completed milk forms and certified invoices. (Copies of the forms are retained in the file.)

Lettings

All lettings need to be approved by the Head after consultation with the Site Manager. The Finance Manger delegates the administration of lettings according to the guidelines issued by the HMFA.

The dates and times of Lettings must be recorded in the Reception Office Diary (red ink). The should be given a list of lettings dates as they are booked and he, in return, will inform the Admin Staff if a Letting is cancelled or postponed on an adhoc basis.

Payment records should be maintained and invoices issued promptly.

Laundry

A volunteer is paid to attend to adhoc laundry requirements in school (usually Tea Towels).

At the end of each month, the Reception Office staff will complete a Laundry claim for the payment to be made by the HMFA.

Free Meals (see also *Pupil Admin, paragraph 3*)

AIP Staff will complete a weekly order for Free Meals, by Wednesday of each week. This order is sent to the kitchens at Whitecross High School. Mid week variations should be telephoned through to the kitchen and the copy order adjusted accordingly.

Minibus Loans

The minibus can be loaned to those who meet the criteria - see *minibus file*. Ensure the booking is entered in office diary and on the minibus planner in the main office.

- The driver must sign the assessed driver form
- The minibus carries 16 passengers plus the driver
- Arrangements must be made for collecting and returning the keys and bus
- A donation of £15 per day is payable
- The petrol must be paid for by the borrower

School Funds

Income:

As school fund money is received by the class teacher, he or she will identify and record the amounts involved in their class 'paying in' book. This book will be sent to the Reception Office along with the recorded money. The Reception Office staff will check the contents against the record in the book (any discrepancies being dealt with as soon as they are discovered) and then enter the amount in the school fund cash book. The narrative alongside the amount should clearly define what the money is for (cheques and cash being entered in the appropriate columns).

Expenditure:

All payments must be accompanied with documentary evidence (receipts etc). Any payments to staff for purchases they have made must be authorised by the Finance Manager or Headteachers. Cheque payments require 2 signatures - the signatories include the Heads, Finance Manager. Once again, the narrative against expenditure items should clearly define the reason for the payment. All receipts etc are filed in date order and grouped by term within each financial year. The financial year for school funds runs from 1 September to 31 August.

Banking:

In order to avoid unnecessary amounts of cash being left on the premises, School Funds must be banked regularly (usually on a daily basis). This way not only reduces the risk of theft/loss, it also ensures a healthy bank balance which will accrue interest for the benefit of the school.

All monies are paid into the current account, and through regular (daily whenever possible) recording of school fund transactions via the School Fund Manager computer program, the current account balance should be kept to a workable £500-1000 balance.

There is also a Residential Visits account - money for these visits is paid into the school fund account. All transactions are recorded in the school fund file.

Reconciliations:

The school fund bank accounts should be reconciled as soon as the statements are received (monthly). The Finance staff will carry out the reconciliation, bringing any queries to the attention of the Finance Manager. The statement should then be signed by the person completing the reconciliation and a Headteacher.

Audit of School Funds:

At the end of the Summer Term the Finance staff should ensure that all necessary routines have been completed regarding School Funds. The Finance staff will then proceed with the End of Year Closure Procedure and arrange for the accounts to be audited by an outside, unbiased accountant.

Orders and Invoices (The School Budget)

The School Budget is managed by the Finance Manager according to the policies of the Governors, Heads and Senior Management Team.

Ordering goods or services is the responsibility of Departmental Heads and Subject Co-ordinators (within the limits of their allocated budgets). All orders must be authorised by the Finance Manager and a Headteacher before despatch, or before faxing or telephoning or before emailing.

Orders can be placed via an HMFA order, a Premises Maintenance Order or directly on a West Mercia Supplies order. After completion of an order, it must be presented for authorisation to the Finance Manager (or a Headteacher). A copy will be retained by the Admin staff for entry onto the Finance Computer Package. Orders are filed numerically and in financial year grouping. The School Budget financial year runs from 1 April to 31 March.

Invoices can be received either in the post, or accompanying the goods. Those invoices that refer to School Budget money should have a coding stamp attached and the person responsible for ordering/receiving the goods or services will need to authorise processing of the invoice. (Tracing the responsible person can be done by checking the order number quoted on the invoice with the copy of the order held on file.) Invoices must never be authorised for payment before goods/services are received and contents/workmanship checked - it is up to the person who placed the order to satisfy him or herself that this condition is met.

The invoice must then be passed to the Finance Admin staff for processing through PS Financial. The invoice is finally certified by the Finance Manager or a Headteacher.

Care should be taken to ensure that Statements, Delivery Notes or Order Acknowledgements are not taken to be Invoices. A particular point to notice when entering invoice details on the copy orders is - 'have these goods/services been invoiced before?' Duplicate invoices can be

sent to us in error and it is our responsibility (ie, the person who ordered the goods, or the Admin staff) to ascertain authenticity of the invoice in question.

Section 2 - PUPIL ADMINISTRATION

Admission Enquiries

Telephone enquiries are very common. Reception Office staff will need to establish:

- Name and Date of Birth of the child
- Child's address (if a house move is imminent, obtain both addresses)
- Contact telephone name and number
- Previous school attended
- Any Special Needs

The enquirer should be told the appropriate information from the following guide and should be offered the opportunity to receive a nursery application (if appropriate) and prospectus either by post or by personal collection. All prospective parents for Year R children receive a Preferred Choice of School Form (PA1) and the LA Admissions and Transfers to Schools Information Booklet direct from the LA. The offer of a place in school in any other year group should always be authorised by the Office Manager or Head before being made.

1. Admission to nursery is by completion of an application, which will then be assessed according to the nursery admission criteria. *(There is a set criteria for nursery application consideration which can be found in the front of the nursery file.)* Prospective parents are welcome to visit the nursery and/or school by appointment.
2. Admission direct to the school Year R - take full details of the child (as above). Inform the enquirer that they must complete and return a preferred choice of school form PA1. Prospective parents may make an appointment to preview the school, and should be encouraged to do so.

PA1's are sent by the LA admissions department. If a place is available at our school (and this cannot be confirmed until nearer the time) the LA will write directly to the parents to inform them. The prospective parent should be encouraged to make an appointment to preview the school and should still be offered the prospectus by post etc.

3. Admission to other year groups can only be made if accommodation is available in that year group (check with Office Manager or a Headteacher). It is important to establish if the child has any Special Educational Needs and why they are leaving their present school.

Nursery Admissions

Application forms must be completed by the parent or guardian. Our Nursery Application Pack consists of:

Nursery Application Form
Kids Club Information
Green Information Leaflet
School Prospectus

From the form, the pupil details will be entered to the 'New Intake' section of the SIMs database and the preferred choice of school (according to the PA1) should be noted. The form is then initialled by the person recording the details and filed (in DOB order) in the appropriate section of the Nursery Applications lever arch file.

When the child is to be offered a place in the nursery, the standard letter will be sent to the parent, along with the nursery information letter and admission form.

Nursery registrations usually take place in May/June, preceding the Autumn term in which the child joins the nursery. At registrations, parents/guardians bring their children to meet the Head and nursery staff. At this point the admission form and birth certificate is checked. The parent is offered an up to date prospectus, and given an envelope containing our

- School information leaflet
- Starting School at Lord Scudamore
- School Guarantee
- Code of Conduct/Behaviour Policy
- Home/School/Child Agreement

They will also be informed of the actual start date in the nursery.

Admission Packs for other year group entrants vary according to year group of admission.

In Key Stage 2 (and when children transfer to Key Stage 2 within our school) parents will also receive the Key Stage 2 booklet. This contains helpful information and consent forms for pupils to go to the Halo swimming pool.

Admission to School and Nursery

When a child is admitted to the school, whatever the year group, the parent/guardian must be given a copy of our School Code of Conduct and Homestudy Policy. These documents will be accompanied by our 'Starting School at Lord Scudamore' leaflet which the parent/guardian must complete, sign and return to the school. The Reception Office staff will retain this reply and will keep the Office Manager informed of any outstanding replies that have not been signed and returned to the school. (This information can be recorded via the SIMS.net database.)

After the parent has completed the appropriate forms, the details are entered into the SIMS.net database (either by admitting New Intakes, or by admitting individual pupils for those who have not been admitted through the nursery procedures). Other admin involved in the admission process includes:

Recording Statemented Child information to SIMS
Recording Commitment Response to SIMS
Recording Free Meal entitlement to SIMS
Allocating a Unique Pin Number (UPN) or obtaining the UPN from previous school

- * Compiling Record Card Folders (include a School Medical Report Form)
- Filing Admission Forms, Home/School/Child Agreement and the SSatLS leaflet
- Raising a DATA sheet (via STAR)
- Inclusion on Class Lists
- Ensuring the pupil is included on the next Admissions & Leavers Return
- Informing LEA for secondary transfer arrangements to be made for Year 6 pupils

* = Pupils entering from another school will need to have their record cards and UPN requested from their previous school – a Common Transfer Record should be sent via Anycomms+

* = Record Cards are not applicable for Nursery children

Leavers

Obviously, this is a virtual reverse of the above operations except that some of the individual recording in STAR will not be necessary - as soon as a pupil has 'left' in SIMS, then all records are updated accordingly.

The basic procedure for children leaving will include:

Extracting the Admission Form, SSatLS leaflet and Home/School/Child agreement
Extracting (but retaining) the DATA sheet
SIMS leaving procedure
Adjust class lists (and informing appropriate staff)

** Record Cards to be sent to new school with appropriate transfer form
Yr6 pupils leaving mid-term - inform LA

** = Not applicable for Nursery children

Legal Change of Child's Name

The name change must be notified to the LA (Pupil Information and Planning section).

End of the Academic Year

There are set procedures to follow at the end of the school year. They include the admin as above for Admissions and Leavers.

SIMS.net is capable of running a program to 'Promote Year Groups' and this should be done globally, thus updating all information held and defining the year groups to be accommodated. New Registration Group names should also be entered globally, before promotion.

Record Cards must be re-filed according to new class group. There should be an annual audit of record cards.

Year 6 Pupils - Admin

It is very important that the migration of Yr6 children is carefully recorded and that the LA Pupil Admissions Officer is kept informed of any mid-term movement.

Towards the middle of the Summer term, the LA will request a list of our Yr5 children who will be with us in Yr6 in the following year. In October of the Autumn Term the LA will then ask us to distribute letters to those Yr6 children regarding their choice of secondary school.

When the replies start to come back to the school, a note of the chosen school should be made against the admin class list for future entry into the 'Destination Schools' section in SIMS.net. By the end of the Autumn Term we should have a record of where every Yr6 child will transfer to and lists can be compiled from SIMS.net. - Non-replies must be checked and if necessary, the LA may have to re-issue a letter to the offender! Any changes during the following two terms regarding our Yr6 secondary transfers must be reported to the LA (ie, admissions, leavers, house moves etc).

Pupils with Special Educational Needs (SEN)

Some children in school may have Special Educational Needs and may have a 'statement' of special provision.

Our Special Educational Needs Co-ordinator (SENCO) will maintain records and files according to the Code of Practice for SEN. The co-ordinator for Special Needs will ensure that the SENCO database is kept up to date regarding all the children with SEN.

LEA Transport

Those children who travel to and from school by LA transport should have this recorded in the SIMS database. Transport lists should be updated regularly (at least termly). Any discrepancies between the information we have on record and the information provided to us by the LA Pupil Transport Department must be checked out promptly. It is vital that, in the event of an emergency, we know which transport company a child is travelling with.

Free Meals

If a parent/guardian is in receipt of Job Seekers Allowance or Income Support then he/she can submit a claim for Free Meals for children in school.

Free Meals claim forms are kept in the office. In the event of meals needing to be arranged with some urgency:

1. Ask the parent/guardian to complete the form
- 2.. Ring the Free Meals section and explain the circumstances.

Provided that everything is in order, a 'Temporary Award' will usually be issued over the telephone. *(A photocopy of the application form showing the date the Temporary Award was confirmed should be retained in the Free Meals file until proper written notification is received by the school.)*

In the event of the parent/guardian not having an Income Support book, but claims to be receiving Income Support, then they will have to ask the DSS to ring the Free Meals section for them.

If the application for Free Meals is not urgent the completed form should be sent to the Free Meals section. The parent/guardian can send the form, or they can let us send it in our Green Bag (but point out that this is only posted on a Friday and could delay their claim being processed).

The school will be notified by letter that the award for Free Meals has been granted. This letter may be preceded by a telephone call from Free Meals - in this case, keep a written note in the Free Meals file of the day that the telephone award was made until the formal letter is received.

If a child is joining us from another Hereford school and already has a current Free Meal award, telephone Free Meals to confirm that the transfer of the award can be made to this school. (The Free Meals section will want the parent/guardian name and the home address that the initial award was made to.)

If a child who receives Free Meals leaves us or moves house, then we should inform Free Meals by telephone. (When Yr6 children transfer there is usually a form sent to us to inform Free Meals of the chosen secondary schools.)

Educational Visits

Residential Visits must be approved by the school governors (a letter to the Chairman will usually suffice, or it could be raised at a governors' meeting).

The teacher responsible for organising any trips must complete a Trip Form, which can be found in the drawers in the staffroom - the proper admin procedure can then follow on. For any trip that extends beyond the normal school day. Any trips should be put onto Evolve via the Trips Co-ordinator.

Parents should have signed a blanket consent for LOCAL off-site visits at the time of admission to school. Parental consents for ALL other off-site visits MUST be obtained. Class teachers will be responsible for checking this.

Free Meals for day visits can sometimes be obtained the day before the visit and kept in the refrigerator for the child to take with them next day - make sure the class teacher is aware of free meal children in their class.

Outside Agencies

Area Health Authority (Child Health)

Medicals

The Child Health department will contact the school at the end or beginning of each term to give dates for the medical sessions held in school. If sessions are arranged for nursery children the Nursery Teacher must be informed of the dates.

Child Health will send medical information letters for school distribution to the parents of those children called for medical. These letters must be distributed as soon as they are received. Replies should be collated ready to be given to the school nurse at the appropriate medical session. Non-replies should be checked out.

Orthoptist

The orthoptist will visit school, by appointment, once or twice a year to screen all new admissions in years R - Y2 (unless they have transferred from another school in this County). The orthoptist can be asked to screen any other pupil, up to Yr2, giving the class teacher cause for concern. When the visit date is notified there is a standard memo which should be circulated around teaching staff so that they can identify any children they would like screened. The date of the visit must be entered in the diaries (check that the date does not coincide with trips etc).

Audiometrician

The audiometrician will send a list of children they wish to screen for hearing to the school. On receipt of the list, enter the registration group alongside the child's name, photocopy the list (for safekeeping!) then circulate the list around teaching staff for information purposes. Record the date of the visit in the diaries (check date against any planned trips or swimming etc).

Herefordshire Learning Support Service & Educational Psychologists

Children who have been referred to outside agencies such as HLSS or the Psychology Service will be monitored/assessed by representatives of these agencies in school. Visits will be by appointment. The SEN co-ordinator, class teacher and any other interested party should be informed. Sometimes the school will be asked to invite the child's parents to attend (this is always the case with full assessment by the Educational Psychologist - ask the SENCO if they wish us to do this). The SENCO has a standard letter for inviting parents into school to see specialists. The dates of visits should be entered in the diaries.

Peripatetic Teachers and other Pupil Visitors

If arrangements for visits by peripatetic teachers are made over the telephone, ensure that the class teacher is informed. Regular visits by peripatetic teachers need not be recorded in the diary, but a timetable of the visits should be drawn up and retained on the noticeboard in the Reception Office.

Class Registration Systems

Class Registers are taken via SIMS. Each class register is sent to the school office after morning and afternoon registration. Reception staff check each register for accuracy. We follow the recommendations from the DFEE regarding registration procedures - see the summary of the DFEE document "Policy & Practice on Categorisation of Absence" *appendix 2*.

Weekly 'official' registers are then printed (on a monthly basis), filed and retained for a period of 3 years.

SECTION 3 - STAFF ADMINISTRATION

The Personnel Policy covers all aspects of staff appointments and procedures, compassionate leave and the school salary policy.

A record of staff compassionate leave is kept by the Office Manager.

Procedures for Staff Appointments

New staff need as much assistance as we can give them. A lot of the information they need to know is available in written form. There is a checklist for newly appointed staff, a copy of which is retained in the 'New Staff Box File' and with the 'Staff Record Sheet Tray' in the Reception Office.

The newly appointed member of staff may require keys to the building (to be approved by Head or Office Manager and only after training given on alarm system operation) and the car park number.

The appointment procedures are detailed in the Personnel Policy document.

Supply Teachers

Are engaged on a casual basis and should complete an XL form to claim salary. This form is retained in school, signed by a Headteacher at the end of the week and then sent to the Hoople for payment to be processed.

When a supply teacher 'introduces' him or herself, or at the time of first working at this school, they must be given a copy of our brief 'Guide for supply teachers'.

Regularly used supply teachers may appreciate copies of relevant Lord Scudamore Academy documentation, such as the new staff Induction Document and the Code of Conduct, Homestudy and Presentation Policy.

Procedures for Staff Absences

For all sickness absences a Confidential Sickness Report Form must be completed by the member of staff upon his or her return to work. If the sickness absence is for between 3-7 days, a self certification form must be completed. If the sickness absence extends beyond 7 days then a certificate from a doctor must be provided. The forms are kept in the office drawer in the main office.

Teaching Staff

Supply cover will need to be approved by a Headteacher or Bursar.

1. Engage a supply teacher (if appropriate) from the brief school list or from the LA comprehensive list. (*Clerical Assistant.*) If we cannot engage a supply teacher this way, we then use a teaching agency, such as Monarch.

2. Complete the Sickness Absence Record form for teachers. Absences due to course attendance or non-contact time are not recorded on this form.

Indicate on this record form if absence is paid or unpaid (unless the absence is due to sickness).

3. On return to work, indicate the return date on the absence form.
4. Sickness absences should also be recorded on the form LMS/SAIS1. This form will need to be sent to the Budget Section periodically through the year and monthly once the threshold level of sickness absences has been reached.
5. If the teacher absence is covered internally - the Bursar will record this on a list, kept with the absence forms.

For budgetary purposes the Bursar also records the amount of supply cover used, and in which category it is spent (either course budget, non-contact budget, sickness budget etc).

Non Teaching Staff (APT & C category)

1. If cover is required (and has been approved by a Headteacher appoint the replacement using the appointment form and complete a timesheet to effect payment. (Staff forms are kept in the main office.)
2. If the relief person has not worked at the school before then a DBS form should be completed, along with a pension option form; a bank authority form; and a P46 tax form. We should also be provided with a document to show eligibility for work in this country. (*Refer to appointments procedures in Personnel Policy.*)

Follow the procedures for teachers, numbers 2-4 above, using the Sickness Absence Record Form for non-teaching staff and recording on the LMS/SAIS2 form.

Manual Staff - Lunchtime Supervisors

The Team Link Co-ordinator for Lunchtime Supervisors is responsible for arranging cover for absent supervisors. There is a file with supplies of all the appropriate paperwork that a new employee must complete.

1. Engage new cover on a casual basis using the non-teaching appointment form and complete a timesheet to effect payment.
2. If the relief person has not worked at the school before, refer to 2 above. Send documents to the LA as soon as they are completed. Subsequent employment periods for relief cover can just be notified on the timesheet.
3. The TLC will record the absence and relief cover details in a diary - this should be referred to when submitting the weekly SAR and the timesheets at the end of the month to ensure accuracy. The absence should be recorded on the LMS/SAIS2 form to maintain a record for sickness threshold.

Manual Staff – Site Manager

1. Appoint a casual replacement (after approval by a Headteacher or the Finance Manager) using the non-teaching appointment form.
2. If the relief person has not worked at the school before, refer to 2 above. Send documents to the LA as soon as they are completed. Subsequent employment periods for relief cover can just be notified on the timesheet.
3. Record the absence on the Sickness Absence Record Sheet for non-teaching staff. The absence should be recorded on the LMS/SAIS2 to maintain a record for sickness threshold.

SECTION 4 - GOVERNORS

The Governing Body for Lord Scudamore Academy should consist of:

- 4 LEA appointed governors
- 1 Minor Authority LEA appointed governor
- 4 Co-opted governors
- 5 Parent governors
- 2 Teacher governors
- 1 Non-teaching governor
- 1 Ex-Officio - Head (optional, as the Head could be a Teacher Governor)

Clerk to the Governors

The Governors meet as a Body at least once a term.

Committees within the Governing Body meet as and when required.

Documentation required for Governing Body Meetings:

- Agenda
- Minutes of last full meeting
- Minutes of committee meetings (where available)
- Headteacher's Report

These should be despatched approximately 2 weeks before the date of the next meeting and a copy of the documents should be sent to Caroline Watkins, Governor Services.

In preparation for the governors' annual meeting to report to parents, a written annual report must be despatched to the parents at least 2 weeks before the meeting, and a copy of the report should be sent to Caroline Watkins at Governor Services.

All this will usually be organised and administered by the Clerk to the Governors.

School Admission Packs	Nursery Application Packs
Admission Forms and Ethnic Form	Nursery Application Packs
School Visit and Health Declaration Form	Nursery Application Forms & Nursery Information Leaflet
Class Lists	Parent Information Booklet
Applications for Free Meals	Foundation Stage Booklet
Head Lice Leaflet	Teaching Application Forms
Thread Worm Leaflet	Non Teaching Application Forms
Key Stage Booklets	Staff Record Forms
Welfare Leaflets	Handwriting and Reading Leaflets
Time Sheets/Travel Claims	

1. Parents should ensure regular attendance for their children, including arriving on time, properly attired and in a condition to learn.
2. Parents should report child's absence according to the school rules (*which are, by telephone, letter or personal message from another adult, before 9.30 am on the first day of absence*).
3. Importance of morning and afternoon registrations.

Registers are kept for 3 years after use and can be called in to be used in evidence in prosecution cases. ALL absences must denote authorised or unauthorised (*see list of codes for marking absences on the OMR register system*).

4. Consistency throughout for register completion. Corrections should not make original entry unreadable.
5. The school (via Head or Safeguarding Manager) should inform the LA, Education Welfare Officer if a continued absence of not less than 2 weeks occurs - unless covered by a medical certificate. (*If a child is absent and you have not received a message, make reasonable enquiries via siblings, friends etc to ascertain the reason for absence - in the event of concern for the missing child inform the school office for further enquiries to be made*).
6. Categorising absence from parental notes is detailed in the document in paragraphs 20-22.

Parentally condoned, unjustified absence is not necessarily an authorised absence. Only the school, within the context of the law, can approve absence, not parents. (*Common sense is called for - persistent offenders will need a letter from the Head inviting an explanation from the parents*).

7. There is a book in the school office for the purpose of recording pupils leaving or returning to the school (eg medical/dental appointments etc) and for late arrivals (ie those who arrive after the official close of register time).
8. Registers can be kept open for up to 30 minutes after official registration time to record late comers (both am and pm sessions). *Therefore, all registers must be sent via SIMS to the office by 9.20 am or 1.45 pm at the latest. You should aim to return your register before then.*