



The Kassia Academy

Part of KINGS ACADEMY TRUST

The Kassia Academy

Staff Handbook

Last reviewed: Sept 2024

Next review due by: Sept 2025

We do things differently.....

H. E. R. E

HIGH STANDARDS

EMPATHY

RESILIENCE

EMOTIONAL RESPONSE

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Introduction

We do things differently Here

We are an Alternative Provision Academy supporting learners with social, emotional and mental health needs, who have been identified as being at risk of exclusion, harm or have already been excluded from mainstream education.

Partner local authorities and schools within the North West region refer learners to us.

At The Kassia Academy, we use trauma informed and therapeutic approaches to re-engage learners with their education. We are passionate about giving our young people the skills they need to make a valuable contribution to society and to fulfil their dreams. We recognise that education is not a 'one size fits all' model and we carefully tailor our provision to meet every individual's needs.

Professionalism and having the highest expectations is at the heart of everything we do; developing a love of learning and improving, our learner's life chances as a result.

H-High Standards

E-Empathy

R-Resilience

E-Emotional Response

Staff list

Senior Leadership Team	
Lindsay Regan	Executive Head of School
Karl Hanna	Headteacher/DSL
Nic Curran	Deputy Headteacher
Joanne Taylor	Head of SEND and Inclusion/DDSL
Anna Lee	Assistant Headteacher, Quality of Education, Teaching and Learning
Kirsty Cooper	Inclusion Manager/Senior Mental Health Lead and DDSL

Teaching and Support Staff	
Lyndsey Cannell	Teacher
Heather Burke	Teacher/Staff Governor
Jessica Holmes	Teacher
Andy Jackson	Teacher
Bob Sinclair	Teacher
Tracy Willcock	Learning Mentor/DDSL
Emma Wilcox	Learning Mentor/DDSL
Danielle Proctor	Careers Lead
Daniel Hutchinson	Cover Supervisor
Jordan Murphy	TA
Danielle Lewis	TA
Joe Green	TA
Stephen Gaskell	TA
George Pennington	TA
Hannah Thompson	TA
David Montoya	School Counsellor

Admin and Site Team	
Colette Heavey	School Business Manager
Beverly Lowe	Pupil Services, Assessment and Exams Officer
Lyne Graham	Receptionist & Administration Officer
Martin Bonner	Site Manager
Kathy Woodrow	Catering Supervisor

Local Governing Body

Local Governing Body	
Jacob Bond	Chair/Safeguarding Governor
Julia Chapman	Community Governor
Simon Lennox	Community Governor
Louise Atkin	Community Governor
Heather Burke	Staff Governor (Kassia)
Paula Kearney	Parent Governor
Sangeeta Shakos	Staff Governor (Arbour)

For further information regarding Governance, please see our website:

<https://www.tkas.org.uk/information/governing-body-trustees/>

The role of the school Governors

Governors play a key role in any school. The governors at The Kassia Academy are an important part of the school family and help to ensure the school is supported at every turn.

The key core functions are:

- Ensuring clarity of vision, ethos and strategic direction
- Holding executive leaders to account for the educational performance of the organisation and its learners, and the performance management of staff
- Overseeing the financial performance of the organisation and making sure its money is well spent

Kassia's governance is overseen by the Governor Hub which oversees both The Kassia and Arbour Academy. All members of the Governing body are appointed by the full committee and agreed by the Trust Board. Community and Associate members are chosen and selected to bring relevant skills to support the school. Staff and Parent members are then approved by the full committee.

Safeguarding

The Head of School is the appointed Designated Safeguarding Lead. There are also 4 Deputy Designated Safeguarding Leads, The Inclusion Manager, The Head of SEND and Inclusion and the 2 Learning Mentors.

Matters of a sensitive nature should be discussed only with them. A record will be kept of any learners who are especially vulnerable and all information will be treated in strictest confidence.

All Safeguarding concerns are recorded on CPOMS and can be accessed by all members of staff. All staff should sign that they have read and understood Keeping Learners Safe in Education (2024)

https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping_children_safe_in_education_2024.pdf

For more information on our safeguarding policies and procedures, please see our website:

<https://www.tkas.org.uk/information/policies-procedures/>

Whistleblowing

Openness, probity and accountability are vital components of public service. Employees and other workers who discover lapses in these areas are encouraged to come forward and disclose their concerns to someone who can be trusted to take action. This process is known as 'whistle-blowing'. These issues will be taken seriously and treated in a confidential manner

Please see our whistleblowing policy for more information and guidance:

<https://www.tkas.org.uk/information/policies-procedures/>

Staff Dress Code

All staff working at the Trust or Academies within it are expected to present a high standard of dress and appearance. We are role models for learners in the school and professionals dealing with the public.

The image we present is very important in inspiring confidence about our ability to deliver a good education. Your dress style must also reflect appropriate health, safety and security considerations.

Casual wear, such as jeans, beach style flip-flops, sloppy sweaters, baggy sweatshirts, leggings without longer tops (mid-thigh for example), particularly low cut or strappy tops, shorts, trainers (except where necessary for the activity) etc. are not considered suitable for work at the school. Extremes of fashion should be avoided, as should jewellery in unusual places and untidy hair. Tattoos should be covered wherever possible.

Staff have the option of wearing a branded polo t-shirt. 3 per person are provided. All staff are provided with a branded fleece.

All administration staff/site are asked to wear a uniform. This consists of black suit/dress/trousers along with a blouse.

The administration team are asked to purchase their own black suits, but are provided with three matching blouses each academic year from The Staff Uniform Company. Orders are placed via the standard requisition process through the SBM.

Code of Conduct

This Code of Conduct is designed to provide guidance about what is expected from you in your daily work and in your dealings with learners and their families, colleagues and the public.

All Academy employees must be familiar with the Code of Conduct. This document forms a professional expectation from the Trust Board and you are required to comply with its contents. Failure to do so may result in disciplinary action, which could include dismissal.

For this reason, it is important that you read the whole of the document and ask your Line Manager or the Head teacher for clarification if there is anything in it that you do not understand and needs explaining.

There is an acknowledgement form of the Code of Conduct contents, which can be found at the back of the handbook. Once you have signed and returned the acceptance section on the final page of this document, it will be assumed that you understand its contents and agree to comply with all the rules and policies, etc. that it refers to.

If you have management responsibilities, you need to ensure that employees reporting to you have access to the Code and are given opportunities for training where appropriate.

Staffroom

The staffroom is a place for staff only.

Under no circumstances should learners be in the staffroom.

On vacating the staffroom, (unless occupied by a colleague) the door should be locked. Personal belongings left in the staff room are done so at your own risk.

The staff room should be left clean and tidy after use (including the microwave) please replenish tea, coffee, milk when you have used the last of the contents.

Do not leave for others to do, please ensure any unwanted items are removed from the fridge/cupboards at the end of each day.

Communication

You must check emails daily.

The school calendar is available on Microsoft 365. Staff should record any relevant meetings, visitors and events in the whole school calendar, which is kept up to date by the school office.

Any relevant meetings, visitors and events should be communicated to the school receptionist so entries can be made in the school diary.

ICT Support

The Kassia Academy have a service level agreement with Edac for all of our I.T Support requirements. Support is available Monday to Friday, with bi-weekly visits made to site (Tuesdays and Thursdays)

All I.T concerns must be logged, so that a ticket can be raised and allocated.

Please email support@edac-solutions.co.uk in order to raise a ticket.

If you are experiencing difficulty accessing the internet in order to log a call, please speak to a member of the administration team, who will be more than happy to assist you.

ICT Code of Conduct

Strong filters and measures are applied in order to protect learners from accessing inappropriate websites in school, however it is also important to teach the learners what to do should they encounter one, including immediately informing the teacher.

The learners are also educated with regard to their response to online bullying and inappropriate material accessed via a social networking website.

ICT Acceptable Use Policy

In line with the high standards expected of The Kassia Academy staff, staff conduct online should be professional and appropriate. For more information please see our ICT Acceptable Use Policy on our website: <https://www.tkas.org.uk/information/policies-procedures/>

ICT Equipment

ICT equipment is stored in a lockable cupboard in the meeting room. All request for equipment must be made via the school receptionist. All items need to be signed in and out and must be locked away on their return. All items are recorded on the school asset register.

Mileage Claims

Where possible, the school minibus should be used for travel during school hours. There will be occasions however, where you are required to travel offsite for meetings, home visits etc. Mileage is reimbursed at £0.45 pence per mile.

Mileage claim forms can be found on the OneDrive, in the staff room or obtained from the Administration Team.

They must be fully completed and signed by both yourself and The Head of School.

They should then be scanned and emailed by the last working Friday of each month (at the latest) to: Roshna Kakkat, Finance Officer: finance@kingsacademytrust.co.uk.

Failure to submit your mileage claim form on time will result in a delay in processing.

Payroll Queries

Whilst every endeavor is made to ensure prompt and correct salary payments, there may be rare occasions where there is an issue with your wages.

Pay slips are uploaded to the pay slip portal prior to pay day, to ensure any anomalies can be identified and rectified before the BACS payment is processed.

It is your responsibility to check your pay slip each month. Errors identified after payday, can only be rectified in the following months' pay.

Any queries relating to pay/pay slips should be directed to Roshna Kakkat, Finance Officer:
finance@kingsacademytrust.co.uk.

Pension Queries

If you have any issues regarding your pension, please direct them to Roshna Kakkat, Finance Officer:
finance@kingsacademytrust.co.uk.

Leave of Absence Requests

Leave of absence forms can be found on the one drive, and in the staff room.

Please see the below process:

1. There is a deadline of Thursday at 12pm for any absences for the following week. LOAS not received by the deadline may not be authorised.
2. If you need to submit a leave of absence an LOA form should be completed and passed to the Cover Manager in the first instance (who will check cover requirements) Once checked by the Cover Manager, the form will then be passed to the Head of School to decide if the leave is approved/rejected and/or paid/unpaid.
3. Any urgent requests should be discussed directly with the Head of School.
4. Where possible medical/dental appointments should be made outside of working hours. However, we appreciate this may not always be possible. Proof of appointments must be provided - if this is on text, attach a screenshot to your form.

As per our school policy, teachers and support staff **are not** permitted to take **holidays** during term time. This policy is in place to ensure continuity and stability in our learners' education, which is our top priority. This also forms part of your contractual obligation.

We understand that there may be exceptional circumstances where leave is unavoidable. In such cases, please ensure you discuss the matter with the Head of School directly as early as possible so that appropriate arrangements can be made. **If leave is permitted this would always be unpaid.**

Sickness Protocol

1. If you are not fit enough to attend work, please contact the Head of School directly on his mobile before 7am. **Do not** send a text message unless you have attempted to call twice.

2. Staff who teach, should email cover work over to their line manager **and** Cover Manager before 8am.
3. Repeat steps 1 & 2 on each day of absence. Once you are aware that you will be returning to work, please inform the Head of School.
4. All doctor's notes should be submitted in a timely manner by email to the School Business Manager

Placing an Order/Purchase Order Requisitions

If you need to order an item for your department/unit you must follow the below process:

- First of all, check and see if we do not already have the item in stock, for example, stationery - check with the administration team etc. We are finding that duplicated items are being ordered. We are working to a strict, set budget for the year. This must be adhered to. Ordering duplicate items, puts a real strain on the budget and prevents money being spent elsewhere. Please look after equipment and resources and ensure they are collected in and put away after lessons. We simply do not have the money in the budget to keep replacing things throughout the year.
- If, after checking current supplies, the item is still needed, then you must complete a requisition form (attached)
- The form needs to be completed fully, reason for purchase, including the supplier, product codes, unit amount and total amounts. You then need to sign this form. If the form isn't completed fully, it will be returned to you.
- If the item does not have a product code (for example Amazon) fill the requisition form in as above and send the link of the item via email to the School Business Manager. You must still follow the next steps.
- The form then needs to go to the Head of School directly, who will then check the budget and reason for purchase. If agreed, he will authorise, sign and pass back to me to place the order.
- Please do not order items with suppliers/providers directly, for examples courses, IT packages, trips etc. You must seek prior approval via the above process, so that budgets can be checked.

School Credit Card

The credit card should be used for **2 reasons only**:

1. When we cannot pay via invoice (via the requisition process above)
2. For emergencies - repairs to site, materials etc.

If we cannot pay via invoice, then you must follow the below process:

- If you require the credit card for a student reward/trip below £25.00, then you must use petty cash and **not the credit card**. Petty cash policy is attached.
- Petty cash needs to be requested for in advance (at least 48 hours' notice) via a petty cash request form (attached) Please do not leave requests to the last minute, we need to ensure we have enough cash on site to facilitate the request.
- The form needs to be fully completed and signed by the Head of School to check the budget and approve/reject accordingly.
- As stated above, please do not leave petty cash forms with the administration team for signing off. This is not the process. If the Head of School is unavailable, please come back when he is free as there may have questions regarding the reason for the request.
- **You must ensure that you obtain a receipt**, this must be handed into reception on return to site along with any change. If you do not obtain a receipt/lose a receipt you need to inform the Head of School via email on your return to site. This provides an audit trail. The trust will then decide if the money is to be reimbursed at your own cost.

The credit card will now be held in the Head of Schools office. If you have any questions regarding the use of the credit card, please see the Head of School directly.

Petty Cash

There may be occasions, where you need to submit a request for Petty Cash.

Petty cash forms can be found in the staff room or obtained from a member of the Administration Team.

- Petty cash should only ever be used for small monetary items under £25.00 per claim.
- You should give at least 48 hours' notice for a petty cash request.
- Any transaction greater than £25 must go through requisitions and the PSF purchase system.
- The authorised budget holder (Head of School) must sign the petty cash form.
- Petty cash expenditure forms must be fully completed. Both the person giving the cash and receiving it should sign it.
- If the authorised budget holder is claiming the petty cash, he/she will need his/her line manager to sign the claim.
- Payment should not be made without a valid receipt. Where a receipt is not provided and /or petty cash forms are not signed, reimbursement will not be made.

Money

The school is 'cashless' where possible and as such, all payments for school trips, pupil damages etc. must be paid through the App 'School Money'.

Any queries regarding 'Parent Pay' should be directed to the school office.

The only exception to the 'cashless' rule is charitable donations, for example when learners bring in a monetary donation for a charitable event such as non- uniform day.

This should be collected by the class teacher and given to the office in a marked envelope.

Pupil Dress Code (Uniform)

Uniform is a vital part of our High Standards ethos and culture. All of our learners must wear full uniform:

- White plain polo T Shirt
- School skirt or dark school trousers
- Kassia Branded Jumper
- Dark trainers

Kassia School jumpers are available from Touchline.

- Tel – 01925 413777
- Website- www.touchline-embroidery.com

The School Day

All staff are to meet for a daily briefing each morning at 8.30am.

Monday, Wednesday and Friday – Staff should meet in the School hall.
Tuesday and Thursday – Briefings will take place in centres.

The school is made up of 4 centres

- Redwood
- Oaks
- Willows (based at Orford Jubilee)
- Sycamore (based at Orford Jubilee)

The school day begins at 08.45am and ends at 2.30pm (2.10pm on a Friday)

All learners are 'wanded' on arrival with a handheld security scanner.

Personal belonging such as mobile phones, drinks and snacks are collected.

These items should be locked away until the learners leave at the end of each day.

CPD or a whole staff meeting takes place, every Wednesday on a rotational basis.

Attendance/Registers

Learners should be marked present on SIMS with a diagonal stroke. (/) Absences of all kinds should be marked with an (N).

The office will then take appropriate action and will update SIMS with the relevant code for absence.

The class register should be marked at the beginning of the morning and afternoon sessions and saved on the system by 9.10am and 1.30pm.

All teachers must keep their registers open until 9:10am every morning.

Any child coming through the office before 9:00am will not be signed in by the office. Learners should be marked late from 9am onwards.

The school attendance policy can be found on our website: www.tkas.org.uk/information/policies/

School Dinners

The school dinner menu is rotated on termly basis.

All pupils who are having school dinners must have ordered their meals in form time each morning.

Teaching Assistants will then place all orders directly with the Catering Supervisor.

All learners and staff are entitled to a free school meal.

Educational Visits

Out of school, learning is an essential part of a child's education and well-being. Educational visits should take place on at least a termly basis. Local area walks and visits are encouraged alongside other trips to museums, galleries and other educational sites.

Risk Assessments for educational visits must be carried out in good time, with an electronic record made via the Evolve site. Please coordinate with the Head of School in completing a written risk

assessment.

Written permission must be sought from parents. The school office will help with booking coaches, ordering pack lunches and sending out letters with full details. Please ensure enough time is given to make these arrangements.

Learners entitled to Free School Meals can have a packed lunch prepared but numbers for this must be provided to the kitchen in good time.

Staff ratio to learners must be maintained.

A first aid kit must be carried during all trips. The teacher leading the visit must also take a list of contact numbers in case of emergency or delay and appropriate medical items (e.g.: inhaler, epi- pen). A paper register should be taken on the school site on the morning of the trip and handed in along with an Educational Visit form.

All learners must be signed in/out at Reception.

Health & Safety

Overall accountability for Health & Safety lies with the employer – Kings Academy Trust

The day to day running of the school including responsibility for the Health & Safety of staff and learners is the Headteacher and Senior Leadership Team

All staff have a **contractual obligation** to adhere to Health & Safety Policies, Procedures and Legislation. Failure to do so may result in disciplinary action.

It is the responsibility of all members of the school to act in a safe manner and report any potential hazards.

General Housekeeping

Please ensure all personal possessions are locked away securely.

Do not leave any hazardous items unattended.

If an item goes missing, please report this immediately to a member of the SLT, radio, keys, ID pass, IT equipment etc.

Please ensure classrooms, offices, doors etc. are always locked behind you and when not in use.

Site Security

It is extremely important that we remain vigilant at all times when it comes to site security.

Ensuring the safety of our learners, staff, and visitors is our top priority, and your **attention to this matter is crucial**.

Please keep the following points in mind:

1. **Secure Entry Points:** Ensure that **all** doors and gates are securely closed and locked after use. This includes fire doors - do not leave them propped open **under any circumstances**. This includes the one in the hall. **Do not do this**. If you see that a door has been left propped open, please close it and report it to the SBM for further investigation.

2. **Visitor Protocols:** All visitors must be signed in at the main office and escorted while on school grounds. If you see anyone without a visitor badge, please direct them to the office immediately.
3. **Tailgating:** Do not allow visitors to tailgate onto site without being challenged. If somebody follows you into site, please report this directly to myself or a member of the SLT without delay. We can then locate the person immediately and ask them for their I.D and purpose of their visit.
4. **Be Observant:** Report any suspicious activity or individuals on or near the premises to the administration without delay.
5. **Emergency Procedures:** Familiarise yourself with our emergency procedures and ensure that learners are aware of safety protocols.
6. **Signing it and out:** Please ensure you are signing in and out when you enter/leave site.

Accident Reporting

If an accident occurs on site, please ensure that this is reported immediately to the SBM.

If a learner/staff member is injured and taken to hospital a HSA1 form must be completed by the SBM.

An investigation will then take place; statements will be needed from all parties involved (including any witnesses).

The investigation report is then sent to the Trusts, Health and Safety Co-ordinator.

She will then determine if the accident needs to be reported to the Health and Safety Executive.

Fire, Bomb and Lockdown Procedures

Longbarn specific only (Orford follow the Livewire policies and procedures)

Fire – In the event of the fire alarm sounding, please vacate the building immediately and assemble at the fire evacuation point on the main school field. Do not re-enter site until told to do so, by the SLT team.

Bomb – In the event of a bomb evacuation, please vacate the building and assemble at the bomb evacuation point.

Lockdown – If the school needs to go into a lockdown ‘code red’ will be announced over the radio. Please close all nearby windows, and turn of any lights/machinery. Please assemble in the lockdown area. This area will then be locked until the emergency services arrive.

First Aid and Fire Wardens

First Aiders: Bev Lowe, Kirsty Cooper, Bob Sinclair and Stephen Gaskell

Fire Wardens: Karl Hanna, Martin Bonner Colette Heavey, Lyne Graham, Jordan Murphy and Kirsty Cooper

Both sites have defibrillators and emergency asthma Volumatic kits.

First aid kits are maintained by the Site Manager.

Pupil Medication

Please see Administration of Medicine Policy: <https://www.tkas.org.uk/information/policies-procedures/>

Staff Medication

Staff are requested to inform the School Head and/or Business Manager about any prescription and non-prescription medication that they bring on the school premises for personal use.

Staff are discouraged from taking any medication into the classroom and requested to leave it in the school staff room or, in a locked drawer if the medication is needed through the day.

Staff are permitted to keep medicines in the medical fridge if needed, once agreed with the School Business Manager.

Medicines should not be brought into the school if they are not needed. Staff members must inform the Head Teacher/School Business Manager if any medication is lost or goes missing from the school premises.

Site Maintenance/Cleaning Arrangements

The Site Manager maintains the school site.

All site issues should be reported on the site and environment maintenance log (located on the one drive) Any urgent issues should be reported directly to the Site Manager or the Head of School. The whole site is cleaned at the end of each day.

Warrington Borough Council provides this service.

Any concerns regarding cleaning standards, should be reported immediately to the Site Manager or the Head of School.

Fire Alarm Activations

False fire alarm activations compromise everyone's safety in school and present a significant risk to the local community because the emergency services are not available to attend genuine emergencies whilst they contacting our school.

The Fire Brigade will prioritise the school over other emergency call-outs. Due to the severity of this matter, we have introduced a zero-tolerance policy towards any student who deliberately activates the fire alarm.

Any malicious activations of our school fire alarm will result in a fine of £25.00 and a call made to parent/carer to collect the learner from school immediately.

Fire Evacuation Procedure

Fire is always a potential risk to our school community. We must always be vigilant in identifying potential fire hazards.

FIRE Notices are posted in every room of the school and in all communal areas.

The Head of School has responsibility for overseeing Health and Safety at our School Premises.

The Head of School is responsible for the organisation and safe evacuation of the building during school hours.

Outside of core hours, any member of the Leadership Team who is present, or the Site Manager, will take responsibility for the evacuation of the building.

In the absence of the Head of School, the Deputy Head of School will take responsibility for evacuation.

Should they both be absent a member of the Senior Leadership Team will assume this responsibility.

Activating a FIRE break glass call point will immediately sound the school alarm system.

If the FIRE ALARM SOUNDS immediately, evacuate the building with your learners by the nearest exit

Upon hearing the FIRE ALARM, the administration Team will collect the printed copy registers and take them to their assembly point at the rear of the school. These will be required if a learner is unaccounted for following the evacuation.

One member of the administration team will collect a plan of the building, showing the Fire Zones, to hand to the Fire Crew on their arrival at the Main Gate of the school

If the Administration Team suspect that the incident is a real emergency, i.e. not a drill or a possible false activation, then they should ensure that 999 is dialed immediately.

DO NOT RETURN TO THE BUILDING UNTIL INSTRUCTED BY A MEMBER OF THE SENIOR LEADERSHIP TEAM.

Fire Safety

Everyone is responsible for being vigilant in identifying potential fire hazards. These should be brought to the attention of the Head of School or to the Senior Leadership Team, straightaway.

Particular points to consider are;

Combustibles - Staff should be aware of anything that is likely to combust in the areas of school that they have responsibility for.

Sources of Ignition /Heat - It is everyone's responsibility to note and make safe any potential sources of heat. Particular care should be taken in relation to switching off electrical equipment

All of the school buildings are a non-smoking environment.

Unsafe acts - Learners should be made aware of the consequences of potentially unsafe acts, e.g. bringing matches or cigarette lighters onto school premises.

REMEMBER

Everyone is at risk from FIRE!

Learners

Staff

Visitors

Each day a visual scan should be completed of your room and the areas of school that you use. Any potential hazards must be highlighted and reported immediately to the Site Manager and to the Head of School.

Willful Damages

Deliberate damage of school property directly affects the education of our students by taking much-needed funds to repair the damage caused. To redress this, The Kassia Academy will charge the parents/carers of students who deliberately destroy or cause damage to the school its fixtures, fittings and property.

All Willful damages must be recorded on the damages log (available on the one drive) each day, with as much detail regarding the incident as possible.

All deliberate damage to school fixtures, fittings and property will be costed and an invoice generated which will be forwarded to the parent/carer of the student along with a letter of explanation.

Mini Bus

The Kassia Academy has 2 mini-buses.

Please ensure mini bus checks are carried out before leaving site. Forms should be fully completed and passed to the Site Manager.

If you notice any issues with the minibus, **please report immediately to the Site Manager.**

Please ensure the mini bus is cleared of any rubbish after each use

The Site Manager is responsible for the refueling of the bus and arranging servicing, MOT's etc.

Classroom Environment

Teachers and Support Staff should ensure that their classrooms, areas outside and circulation areas are kept tidy.

Equipment should be stored tidily to make it accessible to the learners.

Displays of learner's work should be created with care and maintained regularly. Display materials can be located in the art cupboard. The key is stored on reception.

Policies and Procedures

A full list of all policies and procedures can be located on our website:
<https://www.tkas.org.uk/information/policies-procedures/>