



*'Improving the quality of family life'*

# STAFF HANDBOOK 2020



**Snowflake School  
46a Longridge Road,  
London SW59SJ**

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Safe

Understanding

Patient

Enthusiasm

Respect

## Introduction

Snowflake School is dedicated to providing a specialist education for pupils, aged 5 – 16 years, with a diagnosis of autism. Snowflake School addresses each pupil's special educational need through the scientific application of Applied Behaviour Analysis (ABA), Verbal Behaviour (VB) methodology and access to a highly individualised curriculum.

### Snowflake School Vision

- **Improve the quality of life for our pupils and their families**
- **To be a centre of ABA/VB excellence**
- **To provide high quality, individual and group teaching and learning experiences for all our pupils using evidence based practices**
- **To ensure all our pupils reach their full potential**
- **To provide a safe, secure, motivating and fun teaching and learning environment.**
- **To share our practice with others (families, other schools etc.)**

### We achieve this by:

- Motivating pupils to learn through relevant, reinforcing and exciting activities in a safe environment.
- Building self-esteem, empowering pupils to become valued citizens, making a contribution to society.
- Ensuring equality of opportunity within an inclusive setting.
- Working in close partnership with families to ensure consistency of practice between school and home.
- Partnership with other schools, professional agencies and the community.
- Disseminating knowledge of ABA VB through high quality practice and continued research (Snowflake School respects BCABA and BCBA and provides training for all staff).

## OUR SCHOOL

Snowflake School opened in September 2008. The school was founded by a parent, Mrs. Faryaneh Akhavan, and is run as a not for profit charity by a group of Trustees. All pupils are funded, either by Local Authorities or privately and receive 1:1 provision. Pupils are also taught in groups and by specialist music, PE and Yoga teachers. Maximum group size is 6.

The telephone 020 7370 3232 is normally staffed in term time from 8am to 4.15pm. An answer phone operates outside these times. *You must call your supervisor **before 7.30am** if you are unable to attend school for any reason.* Text is not acceptable.

You can also contact the Head Teacher on: 07875 653597 (mobile)

### Senior Staff

Head Teacher:	Kerry Sternstein
Assistant Head designate /Secondary site (starts October 2020):	Catherine Stephenson
Assistant Head designate / Primary site (starts October 2020):	Andrea Moldovan-Grunfeld
Senior Supervisor:	Tara Morgan
Trainee Teacher/curriculum co-coordinator:	Leah Jasubhoy
Office Manager:	Cheryl Ashley
Bursar/Fund Raiser:	Faryaneh Akhavan

Speech and Language Therapist:	Mairead Donnelly
Occupational Therapist:	Lee O'Neil
The Local Education Authority:	Kensington& Chelsea

### Chair of Trustees

Mrs Faryaneh Akhavan (Chair of Trustees)  
18, Fitzgeorge Avenue  
London W14 0SN  
020 7371 2555  
07795 181 580  
[faryaneh@snowflakeschool.org.uk](mailto:faryaneh@snowflakeschool.org.uk)

### Trustees

- Mr Shahrokh Bagherzadeh
- Mr Ardavan Farmanfarmaian
- Mrs Mahnaz Kamel

- Mr Simon Cheetham

Charity Number: 1110687

DfE: 207/6408

### **Safeguarding**

#### **(See Safeguarding and Child Protection, Health + Safety policies and Code of Conduct leaflet)**

You are responsible for the health and safety of the pupils in your care. We follow the guidelines in KCSIE 2019, *you must make sure you have read and understood Part 1.*

- **Pupils should be supervised at all times.** At lunchtimes, and playtimes pupils may only be in classrooms under supervision.
- The health and safety representatives for the school are the **Head Teacher and Bursar** and they will make an inspection every term of the whole. *You must, check the environment before use and report any immediate hazards - i.e. exposed wires, ripped and raised carpeting etc. to them ASAP.*
- Snowflake School ensures that we safeguard our pupils at all times. Our site is CCTV monitored at all times and people can only access the site when invited via controls in the office and entrance.
- All staff and volunteers are DBS checked and the school follows the national Safer Recruitment guidelines.
- **Our Designated Lead for Safeguarding is our Head Teacher: Kerry Sternstein.**
- **All child protection concerns are passed onto her or Catherine Stephenson, the deputy DSL. If you have any concerns about a child you must report them immediately. If you have any whistle blowing concerns you must pass them on to Fay, the Trustee lead.**
- The school has a qualified First Aid trained staff and all staff are trained in basic first aid. *Parents/carers must be informed of any first aid needs/accidents via a phone call or through the Home/School diary.*
- Our site is Risk Assessed on a regular basis to ensure the health and safety of all. We also complete risk assessments for all trips and activities outside school.
- No visitor is allowed entry to the school unless known to us or an appointment. If staff are unsure they must ask the person to wait at the entrance gate and check with the office. Proof of identity must be asked for. All visitors should sign in/out using the computerized system.

### **Fire Drill**

Fire drills are held regularly. ***Fire exits must be kept clear at all times and pupils must be familiar with the route to be taken to the assembly point in event of fire. When the fire alarm rings pupils must use the external doors to exit and walk quietly to the playground.*** The supervisors will call their registers. ***Staff and pupils MUST NOT enter school until they are given the all clear by the Head, Bursar or person in charge of the premises on that day i.e. Teacher/Supervisor.***

### **Equal Opportunities (see policy)**

#### **General**

Snowflake School is committed to a policy of equal opportunities for all employees, workers and applicants and shall adhere to such a policy at all times and will review on an on-going basis all aspects of recruitment to avoid unlawful or undesirable discrimination. Snowflake School will treat everyone equally irrespective of sex or marital status (including civil partnerships), sexual orientation, race, disability, age or religious belief and places an obligation upon all staff to respect and act in accordance with the policy.

Snowflake School shall not discriminate unlawfully when recruiting or in offering any terms of employment or terms of engagement for temporary workers. Snowflake School requires that each candidate for employment is assessed only in accordance with the candidate's merits, qualification and ability to perform the relevant duties required by the particular vacancy.

### **Complaints and monitoring procedures**

Any complaints of discrimination on any ground should be brought to the immediate attention of the Head Teacher of Snowflake School in writing. If the complaint relates to the Head Teacher, it should be brought to the attention of the Chair of Trustees.

### **Part-time worker**

Snowflake School recognizes that it is an essential part of this policy that part time employees are treated on the same terms as full time employees (albeit on a pro rata basis) in matters such as rates of pay, holiday entitlement, maternity leave and parental leave. The School also recognizes that part time employees must be treated the same as full time employees in relation to training and redundancy situations.

### **Harassment policy**

Snowflake School is committed to providing a work environment free from unlawful harassment.

**We have a comprehensive set of policies, many can be viewed by visiting our website, and all are available in the policy folder in the office and by request from the School Administrator.**

**All staff must be aware of and adhere to all school policies.**

### **The School Day**

8.30am	All staff should be at school
8.45 am	Pupils can come into school and wait in reception with their escorts
9.00 am	Staff collect pupil from the entrance area or taxi
9.15 am	Morning sessions begin
10.15- 10.45 am	Snack and Playtime (refer to duty rota)
12.00	Lunch and Playtime (refer to duty rota)
1.00 pm	Afternoon sessions begin
2.45 pm	Circle time
3.00 pm	End of school for pupils
3.00 – 4.00	Data/Prep time for staff (Mon/Wed/Thurs/Fri)
<b>Tuesday</b>	<b>Whole staff training until 5pm</b>

### **The School organization**

The Snowflake Management Group (SMG) is made up of the Headteacher, Senior Teacher, Supervisors and the Administrator.

All new members of staff are allocated a line manager/supervisor.

All staff are expected to support new staff and lead by example.

- New staff will meet their line manager on a regular basis and will follow induction procedures. All new staff will have a mentor for the first term until they have passed their induction period, (two terms probation.)
- Each tutor has a key pupil for 1 term.
- *Staff must not walk around school carrying hot drinks or glass containers during school sessions.*
- *Data and programmes must be kept up to date*
- *Staff must write in the pupils' Home/School diaries on a daily basis*
- All staff are expected to take part and contribute towards training
- *Staff must sign in/out using the computerized system.*
- Staff should follow all policies. New staff will be given time to read key policies as part of their induction. All policies can be found on 'T drive.'
- Staff will be regularly observed and feedback will be given
- Training will be provided as a regular programme
- Staff must be prepared to take part in all activities (including swimming)

### **Educational visits**

Visits are encouraged. A risk assessment must be filled in and given to the Headteacher before the visit. Where possible a preliminary visit by the teacher concerned should be arranged to ensure suitability. Although many galleries etc charge admission, staff may, on many occasions, be able to get in free by arrangement.

*The following procedure must be carried out when planning an outing:*

- Decide on the venue and whether it supports the curriculum.
- Availability of places and dates should be determined by the teacher/tutor and a **provisional booking** made after consultation with the Head Teacher.
- A risk assessment form and outing application form should be filled in and given to the Head teacher, who will then authorize. The school Bursar should be asked to book transport if necessary. A letter about the trip will be sent to parents/carers.
- A Designated Group Leader will lead the trip/outing

## **Behaviour**

Snowflake School uses an individually centred approach to learning with the aim of increasing communication and independence through scientific analysis (ABA/VB) to enable all within its care to flourish. It is designed to help all members of the community to make sound judgements and take appropriate actions which are consistent with relevant legislation and the aims and values of the school.

Through the use of Applied Behaviour Analysis (ABA) Snowflake School actively encourages socially significant acceptable behaviours and reduces and replaces socially significant unacceptable behaviours. This is largely done through positive reinforcement. While this policy encompasses all at the school, pupils may have their own individual behaviour plan and risk assessment to enable their time at the school to be as positive and successful as possible. We share these with parents.

We offer Team Teach training to all staff to help them positively handle pupils in a safe and appropriate manner (the Head Teacher leads on this). Staff should adhere to our guidelines at all times.

**Physical management of a child is always the last approach to be used unless there is a SIGNIFICANT RISK OF HARM.**

Our full policy is available from the school office in the Policy File.

## **Medicines and Pupil Welfare**

- **No medicines should be kept in school without the parent completing a medication form and the Head Teacher being made aware of this. All medicines should be locked in the medicine cabinet (medical room).**
- Medicines can be administered in school if the parents complete and sign *medication Request Form*. (MARS)
- If a child leaves the school premises for any reason, such as a dental appointment, the parent must report to the office with the appointment card/or have previously informed the tutor, and sign the pupil out.
- *If a pupil is absent, this must be noted in the register.*
- Pupils that feel unwell/are hurt must be taken to the medical room (as appropriate).
- If a child is sick/has an 'accident' the bodily fluid must be cleaned up ASAP by any available staff.
- Care plans for the pupils with medical needs are kept near the medical room and these plans explain how to treat their condition and what to do in a medical emergency.
- The Head Teacher/staff member in charge always makes the final decision as to whether or not parents need to be asked to collect their child due to illness.

## **Unplanned/Planned absence**

Every effort must be made to make dentist/doctor appointments outside school hours.

If you are not well enough to come into school *you must phone your Supervisor before 7.30am. You must contact the school before 3pm if you are aware that you will be absent the following day.*

A certificate is needed from your doctor if an absence extends to 7 working days. If this falls either side of a school holiday a letter from the doctor is required to say that you were fit to work on the day that the holiday began. Otherwise pay may be stopped for this period.

See absence policy for paid/unpaid leave.

Unpaid leave of absence *may* be available with permission of the Head Teacher/Chair of Trustees.

## **Staff Uniform**

Sweat shirts and school polo shirts (provided) must be worn at all times with practical trouser/leggings or a suitable skirt. Foot wear must be robust and suitable. If staff chooses to wear jewelry it is at their own risk. The school will not replace/pay for items of jewelry that may be broken in the course of their work.

## **School Development Plan**

The school has a development plan (SDP) which sets out the targets for the school year, the time scale, and person responsible for implementing any change. Ideas from staff are incorporated into the Development Plan.

## **Staff Development Policy**

The purpose of Staff Development is to improve the skills and knowledge of all staff and ultimately improve the quality of pupil learning and welfare. Staff Development at Snowflake includes:

- Inset days
- Staff meetings (Tuesdays - in groups or as a whole)
- Appraisal/performance management

- Courses/Borough Services
- Training, folder audits and supervision by Supervisors on regular basis, including observation.

Competencies contribute to Annual Appraisal. Good performance at Appraisal enables a staff member to qualify for the discretionary bonus scheme at the end of each school year

### **Curriculum Policy Documents**

All Curriculum Policies are available from the file containing all school policy documents. These are regularly updated

### **Working in Partnership with Parents**

We encourage staff to meet/talk with parents throughout the year to share ideas and develop continuity between home and school.

### **HOME/SCHOOL DIARY**

Communication is of the utmost importance between home and school and is implemented in the following ways:

- Home/School Diary to share daily news between parents and staff which you complete each day
- Termly Newsletters from the Head teacher,
- A Termly School Report specific to each pupil identifying progress.
- An Annual review report and meeting

### **Reporting Pupils' Progress to Parents**

- Autumn Term: End of term report
- Spring Term: End of term report
- Summer Term: End of term report

Annual Review reports will be sent to parents and a meeting will be arranged to discuss progress and placement.

### **Complaints Procedure**

**If a member of staff wishes to make a complaint or raise an issue about another member of staff they should immediately report to the head teacher. If the issue involves the Head Teacher they should report to the Chair of Trustees (see Whistle Blowing policy).**

**Snowflake School - Term Dates 2020/2021**

### Autumn School Term 2020

Term Starts Monday 7<sup>th</sup> September 2020

Last day of half term Friday 23<sup>rd</sup> October 2020

Half Term: Monday 26<sup>th</sup> October 2020 – Friday 30<sup>th</sup> October 2020 (inclusive)

Term Resumes Monday 2<sup>nd</sup> November 2020

Last Day of Term Friday 18<sup>th</sup> December 2020

### Spring School Term 2021

Term Starts Tuesday 5<sup>th</sup> January 2021

Last day of half term Monday 12<sup>th</sup> February 2021

**Half term:** Monday 15<sup>th</sup> February 2021 – Friday 19<sup>th</sup> February 2021

Term Resumes Monday 22<sup>nd</sup> February 2021

**Last Day of Term:** Wednesday 31<sup>st</sup> March 2021

### Summer School Term 2021

Term Starts Tuesday 20<sup>th</sup> April 2021

Last day of half term Friday 28<sup>th</sup> May 2021

**Half term:** Monday 31<sup>st</sup> May 2021 - Friday 4<sup>th</sup> June 2021

Term Resumes Monday 7<sup>th</sup> June 2021

**Last Day of Term:** Friday 23<sup>rd</sup> July 2021

### Staff Training days – School not open to pupils

Wednesday 2<sup>nd</sup>, Thursday 3<sup>rd</sup> & Friday 4<sup>th</sup> September 2020

Monday 4<sup>th</sup> January 2021

Monday 19<sup>th</sup> April 2021

**Every member of staff must complete the form below and submit it to the Bursar should there be any change in personal circumstances**

**NAME**

Marital Status:

Maiden name: \_\_\_\_\_

Changed to: \_\_\_\_\_

Address:

Previous Address: \_\_\_\_\_

\_\_\_\_\_

New Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number:

Previous Telephone Number: \_\_\_\_\_ New Telephone Number: \_\_\_\_\_

Bank Details:

Previous Bank Details:

Bankers: \_\_\_\_\_

Account Name: \_\_\_\_\_

Sort Code: \_\_\_\_\_

New Bank Details:

Bankers: \_\_\_\_\_

Account Name: \_\_\_\_\_

Sort Code: \_\_\_\_\_

Name:

Signed:

Date: