



**KING EDWARD VI
LORDSWOOD
SCHOOL FOR GIRLS**

Educational excellence for our City

King Edward VI Lordswood School for Girls,
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**KING EDWARD VI
FOUNDATION
BIRMINGHAM**

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What to do if ? 2022-2023

Key information from the Staff Handbook is located on the Staff Launch page, however, for ease of reference, detailed below is information which refers to frequently asked questions.

Notification of Absence for all staff

Sickness

If you are unable to attend work due to sickness or injury, you should contact the Cover Co-ordinator by telephone, **0121-429-2838, between 7.30 a.m. and 7.45 a.m.** on the first day of absence to advise of the nature of your illness and, if possible, indicating a date for return to work. All information provided will be treated as confidential. You are also able to leave a message prior to 7:30 am on the staff absence answer phone.

Staff must ensure that the Cover Co-ordinator is notified again by 2.30 p.m. on the same day if a further day's absence is necessary so that cover arrangements can be made for the following day. This process should be repeated until you are well enough to return to work or you have been issued a FIT note.

Notification of absence should be made by you unless it is impossible to do so due to the nature of the illness and you should then arrange for someone else to call on your behalf. Messages passed by colleagues, emails or text messages are not acceptable.

If you are absent for more than **three days** then a telephone call to the Headteacher or Support Services manager must be made to notify them of the reason for the continued absence.

If your absence is for seven days or less, a self-certification sickness absence form must be completed upon your return to work.

Absences in excess of seven days will require a statement of Fitness to Work note from your doctor which should be forwarded to the Support Services Manager.

If whilst you are at work you are taken ill during the morning or afternoon and you have to leave school early, then these episodes of sickness absence will be recorded.

Known absence (Personal or Work Related)

If you require time off work for personal reasons, for example, to attend a hospital or doctor's appointment, or time off for work related reasons, for example, to attend a meeting within school, outside of school or for a lesson observation, please complete a notification of absence form, attach confirmation of the appointment or meeting where possible, and place this in the Headteacher's pigeon hole for approval. Please try to book early morning or late afternoon appointments wherever possible to minimise the time away from work.

Special leave requests

The special leave request form should be completed and placed in the Headteacher's pigeon hole for approval. Leave requests for up to three days will be considered by the Headteacher. Requests for leave in excess of three days usually require a referral to the Governing Body for their consideration, for advice on this please speak to the Support Services Manager.

Headteacher: Mrs Kerry Cooney



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Time off for dependants

Employees have a duty under their contracts of employment to be available for work, unless they are sick or on maternity leave (or paternity leave, parental leave, adoption leave etc.). When a dependant of an employee falls ill the Headteacher is able to exercise her discretion and, whilst trying to balance the needs of the school with the circumstances of the employee, grant time off whilst assurances are given that every effort will be made by the employee to put alternative arrangements in place. At her discretion the Headteacher is able to grant up to three days' paid leave during any one school year. **Please submit the appropriate form to the Headteacher.**

Educational Use of Social Media – blue form

The educational use of social media request form should be completed and submitted to the Assistant Headteacher (Personal Development) or the Network Systems and Strategic Development Manager.

Staff Continued Professional Development

The Continued Professional Development application form should be completed and submitted to the Deputy Headteacher (Quality of Education).

In School Events

If you are planning on running an event within the school please complete an "in school event" form and submit it to the Headteacher.

Off Site Visits, Day Trips and Residential Trips

If you are planning on running an off-site visit, day trips or residential trips please complete an "off-site visit form" and submit it to the Headteacher.

International Trip Form

If you are planning on running an international trip please complete an "International Trip form" and submit it to the Work Placement and Employer Engagement Coordinator.

Unless stated otherwise forms are available from the Staff Room or from the Cover-Coordinator in GA1. They can also be completed and submitted online or printed from the following location - s:\forms.

Salaries

Staff are paid on the 28th of each month or earlier if this date falls on a weekend or a bank holiday. If you have any pay queries then please contact the Support Services Manager.

Changes in Personal Details

Staff should complete a change in personal details form to record any change of name, address, telephone number, car registration number, etc. and forward this to the Support Services Manager in order that accurate information is retained on file. Where there is a change of address, relevant evidence will need to be supplied in order for the necessary amendments to be carried out, please speak to the Support Services Manager if you are unsure as to what evidence is acceptable.

Working hours

Support staff contracts and the school teachers pay and conditions documents outline the contractual working hours. Teaching staff should arrive by 8.25 a.m. on Monday, Wednesday, Thursday and Friday and 8.15 a.m. on Tuesday. Teaching staff are not required to remain in school after the end of the school day unless this is part of directed time, i.e. meetings, parents' evenings, etc. and are free to leave school at 3.15 p.m. after the departure of students.



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Car Parking

Car parking is available on the school site and all vehicles must be parked in the designated parking areas. The school cannot accept any responsibility for loss or damage to vehicles parked on the school site.

School Policies

Details of school policies can be found on the Staff Launch Page, on the School Website and on I-Trent.

Health, safety, welfare and hygiene

Please ensure that you read the Health and Safety policy which is located on the School website.

Emergency Procedures

All rooms display details of the emergency procedures and the trained first aiders:

Where to find

Human Resources Policies – Staff launch page and I-Trent

Human Resources and Payroll and Wellbeing Support – The School House (First Floor)

Pension Queries – Finance & Business Support Officer – The School House (First Floor)

ID Badges – Curriculum and Technical Support Coordinator – GA11

IT Issues – Network Systems and Strategic Development Manager / ICT Technician – GA11

Staff Duties – Staff launch page

Full Staff List – Staff launch page

Site Team Issues – Log onto the Every System