



**KING EDWARD VI  
LORDSWOOD  
SCHOOL FOR GIRLS**

**What to do if 2024-2025 .....**

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**, **before 7.30am** 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. There is a facility to leave a voice message on the absence extension if you make the call prior to office hours. If the reason for your absence is confidential and you do not wish to share this information with the Cover Co-ordinator please speak to the Support Services Manager.

**Teaching staff must ensure that the Cover Co-ordinator is notified again by 3.15 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.

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 unacceptable.

If you are absent for more than **three days** then a telephone call to the 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 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 all episodes of sickness absence will be recorded.

### **Known absence (personal)**

If you require time off work for personal reasons, for example, to attend a hospital or doctor's appointment, please complete a notification of absence form, attaching confirmation of the appointment 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 and requests for leave in excess of three days will be referred to the Governing Body for their consideration.

### **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 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 forms detailed below into the respective staff pigeon holes, which are located in the general admin office.**

- Educational use of social media request form
- CPD application form
- Events form
- Off site visit (non-residential)
- Off site visit (residential)
- Known absence (personal) – blue form – is available from the cover co-ordinator.

**All forms are available from the Staff Room.**

### **Salaries**

Staff are paid on the 28<sup>th</sup> 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 HR and Payroll Assistant.

### **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.

### **Working hours**

Support staff contracts and the school teachers pay and conditions documents outline the contractual working hours. Teaching staff should arrive by 8.15 a.m. each day. 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 3.15p.m. after the departure of students.

### **Car parking**

Car parking is available on the school site and all vehicles must be parked in the designated parking areas.

### **School policies**

Details of school policies can be found on the Staff Launch Page and on the i-Trent home page.

## **Health, safety, welfare & hygiene**

Please ensure that you read the Health & Safety policy which is located on the i-Trent home page.

### **Physical Injuries Sustained Whilst on Site**

In the event that a member of staff sustains a physical injury whilst on site, either as a result of an accident or from another individual, either intentionally or accidentally, the following steps should be followed:-

- 1) Seek medical advice (school first aider or where appropriate own medical practitioner/hospital) in order to meet the immediate need of the injured member of staff to address the injury sustained.
- 2) Speak to the Premises Health & Safety Development Manager and request that the incident is recorded as part of the school accident records. The Premises Health & Safety Development Manager will put the necessary steps in place and where relevant advise our insurers and HSE/RIDDOR to ensure compliance from a Health and Safety and Insurance perspective.
- 3) Where relevant, if the injury is as a result of being injured by a student or another member of staff, a written statement will need to be produced and provided to the SLT member who is investigating the incident as part of the School Behaviour Policy/Code of Conduct Policy. Relevant sanctions and procedures will be looked at and enforced as part of any investigation.
- 4) Wellbeing/Emotional Support - The Premises Health & Safety Development Manager will advise the Support Services Manager or advise the injured member of staff to approach the Support Services Manager directly so that she is made aware of the incident so that appropriate support can be put in. Where appropriate the Support Services Manager will provide details of the Employee Assistance Programme (EAP). When a member of staff is absent as a result of an injury that has been sustained, the Support Services Manager will arrange with the injured member of staff a method of keeping in contact with them whilst they are absent from work (continued wellbeing support).