



# STAFF INDUCTION

## School Policies

### Where to Access School Policies?

We make a number of statutory school policies available to the public on our website. You can view them here:

<https://colehamprimary.co.uk/home/key-info/policies/>



### Behaviour Policy

Our Behaviour Policy can be found on the policy page of the school website, here's a direct link:

<https://colehamprimary.co.uk/wp-content/uploads/2024/05/T3ET-Behaviour-Policy-Summer-Term-2024-APPROVED.pdf>

### Behaviour Philosophy

We have a culture of excellent behaviour in school and it is a team effort to maintain this and uphold high standards.

Our 3 school rules Be Kind, Be Respectful and Work Well apply to everybody and should be regularly reinforced in conversations by everybody. We have high expectations of behaviour for all adults and children.

In a nutshell, our behaviour philosophy stems from a child centred approach where we are continually developing good behaviour. We focus on consistency, good routines, positive role models and strategies, understanding and empathy and an individualised approach which comes from knowing our children and families really well





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and also them knowing us well. Building relationships is key.

We trust our staff to use their professional judgement with regard to sanctions and support can be found from each other and the Phase Leaders. We focus on quality CPD to upskill and support our staff with a focus on SEND and behaviour.

Any behaviour that is reported to a parent must be logged onto CPOMS (our safeguarding system)

## Complaints

Our Complaints Policy can be found on the policy page of the school website, here's a direct link:

<https://colehamprimary.co.uk/wp-content/uploads/2024/02/T3ET-Complaints-Policy-Spring-2024.pdf>

Parents should always raise any concerns with the class teacher in the first instance, and if not resolved then speak with the Phase Leader before considering a meeting with the Headteacher.

Parents can use the Contact us page on the website for details.

<https://colehamprimary.co.uk/home/about/find-us/>

With regards to staff, we have an open-door policy in school, staff can raise concerns with their Line Manager or another member of the Senior Leadership Team at any time.