



NON-ATTACHED TEACHING STAFF

This section is intended to introduce visiting colleagues to the procedures laid down by our school governors for the efficient running of the school. We would like you to familiarise yourself with and follow these procedures. The Cumberland School Specialist Sports and Applied Learning College Handbook covers most of the day to day requirements and a copy is available from the Headteacher. Other important documents are found in the school's "Policy Book". Again copies are available from the Headteacher. Staff regularly working in Cumberland School Specialist Sports and Applied Learning College must obtain a copy of both the Handbook and the Policy Book, and become conversant with the contents. This document provides the information needed to get started in the school.

Arrival and Departure

Colleagues should be present in school five minutes before school begins and five minutes after school ends.

Morning: 8.35 (8.25 on briefing day) to 1.15
Afternoon: 1.55 to 4.20 (Mondays) or 3.00 (other days)

On arrival please sign in with your time of arrival in the book available in the Reception Office. On departure, please log out with your time of departure. This is required for Health and Safety reasons. The times of the school day are in the Handbook.

Absence

Staff unable to attend should follow the procedures laid down for absence in the staff handbook. In short these are:

Known absences for any reason: Notify Dawn Wilkes, Operations Manager, at least 48 hours in advance. Do not ask others to pass on a message, as this can get lost.

Absence at short notice: Ring the absence hot line and leave a message on the answerphone before 8.00am

The number is: **020 7511 5402**

Management

All teaching staff working in Cumberland School Specialist Sports and Applied Learning College are subject to the direction of the school's Leadership Group regardless of other responsibilities outside the school. They are required to carry out instructions given by senior managers, as are all other teaching staff in the school.

Statutory Duties

You are required to carry out the duties as laid down in the current Pay and Conditions Document.

Events outside the pupil day

Attendance at parents evenings, professional training days, meetings etc. will be negotiated between the Headteacher of Cumberland School Specialist Sports and Applied Learning College and the Head of Service. Agency and long term supply teachers attend as attached staff.

Points of Reference

The following members of Cumberland staff have been designated to provide support for non-attached staff.

Learning Support (all):	Ms Janet Bergin-Miah
Agency and Supply:	Ms Dawn Wilkes
NQTs	Ms Bianca Wright
Beginner Teachers	Ms Sharon Fredericks
Key Stage 3:	Ms Janet Moore
Key Stage 4:	Ms Caroline Kelly
All:	Mr John Bradshaw

Please contact one of the above whenever you need clarification of policy or assistance.