

St John's CE JMI School



## St John's C of E Primary School

### After School Club - Staffing Policy

Reviewed 2016

#### **Lateness**

Staff should phone the school office if you know you are going to be late.

#### **Appointments**

All appointments for doctors, dentist or the hospital should be made in your own time if possible i.e. before or after your shift. If this is not possible the time will be made up. All appointment cards or letters should to be brought to the office when booking time off or changing shifts.

#### **Sickness**

Please phone the school office ASAP or the Headteacher if you are ill and unable to work.

Please phone in daily whilst off ill, to enable staff cover.

If you are off longer than a week you will need to bring in a doctor's certificate.

On your return to work you will need to fill in an absence form and complete a return to work interview.

#### **Mobile Phone**

We request that you do not receive or make personal calls or text messages on your mobile phone during working hours. The ASK Manager may need to use a mobile phone to contact parents.

ASK assistant leaders should switch your phone off or to silent mode before starting work.

If your phone rings and you are heard talking on your phone you will be asked to switch it off immediately.

### **Shifts**

Please arrive in time to start work at the beginning of your shift. If you are late, the time will need to be made up for that day or when deemed necessary. Please also refer to the staff handbook.

### **Uniform**

Staff should wear appropriate clothing and footwear to work with the children, no denim.

