

STAFF HANDBOOK

Lees Primary



Our Mission

Four Schools, One Family

A family of great schools, where every child gets the best start in life and the opportunity to thrive

Our Priorities



1 Build Strong Foundations

Embed robust systems that address vulnerabilities and challenges across our schools, and build capacity for continuous improvement.



2 Inspire People

Foster a culture of professional learning, collective efficacy, and wellbeing to build capacity across the trust.



3 Provide an Ambitious Education

Offer a broad, challenging, and inclusive curriculum that equips children with the knowledge, skills, and experiences to thrive.



4 Improve Outcomes for All

By supporting growth and nurturing potential, we ensure every child gets the best start in life.

Our Values

Put pupils first

Prioritise each child, and create opportunities that pave the way for their growth, their success.

Learn together

Build collaborative communities where knowledge, talent and expertise flourish.

Act with integrity

Be authenticity, be honesty, respect and care for others and do what's right.

Make a difference

Have the passion, resilience and courage to take action so that we have the greatest possible positive impact on others.

Who will help us?

900+
Children

300+
Families

150+
Colleagues

30+
Governors & Trustees

CONTENTS

School Information

School Leaders, Middle Leaders & Governing Body

Term Dates

School Day

Safeguarding

Health and Safety

Site Security

Car Parking

Smoking

Mobile Phones

Professional Dress

Personal Property

E-safety & Acceptable Use

ICT Equipment

Alcohol and Drugs

Communication

Confidentiality

Sickness and Absence Procedures

Code of Conduct

Staff Meetings

Professional Development

Staff Benefits



School Information

Lees Primary School is a one-form entry school and was a founding member of Brontë Academy Trust. It is one of the smaller schools within the Trust, where children are happy, confident and proud to attend. It is a school at the heart of the community where pupil welfare and learning is always put first by all staff.

School Vision

'We believe in putting children first.'

Key information

Pupils on Roll: 219

Age Range: 3 -11

Ofsted Rating: Good

Website: <https://www.leesprimary.co.uk>

School Contact Details

Lees Primary School

Haworth Road

Cross Roads

Keighley

BD22 9DL

Telephone: 01535643320

Email: office.lees@bronteacademytrust.org.uk



Senior Leaders

Executive Head teacher
Head of School
SENCO

James Travers
Lucie Keefe
Andrea Sharrock

Middle Leaders

English
Maths
Science
Early Years
History
Geography
ICT
Music and Values

Rebecca Tillotson
Claire Muldowney
Matthew Peel
Lucie Harker
Claire Muldowney
Amy Ward
Rebecca Tillotson
Danielle George

Governing Body

Chair of Governors
Safeguarding Governor
Personal Development Governor
SEND Governor
Quality of Education
Executive Head Teacher
Governance Professional

Jenny Mercer
Gareth Williams
Emma Nutton
Cat Lindley
Beck Lambert Pitts
James Travers
Lisa Balderstone



Term Dates

Autumn Term 2025

First half term

Open: Tuesday 2nd September 2025

Close: Friday 17th October 2025

Second half term

Open: Monday 3rd November 2025

Close: Friday 19th December 2025

Spring Term 2026

First half term

Open: Monday 5th January 2026

Close: Friday 13th February 2026

Second half term

Open: Monday 23rd February 2026

Close: Friday 27th March 2026

Summer Term 2026

First half term

Open: Monday 13th April 2026

Close: Friday 22nd May 2026

BANK HOLIDAY School will also be closed on Monday 4th May 2026

Second half term

Open: Monday 1st June 2026

Close: Tuesday 21st July 2026

School Day

Breakfast Club	7:30	8:45
Gates open	8:45	8:55
Start of school day	8:55 8:45 (Nursery)	
Morning break	10:20	10:40
Lunch time	12:00	13:00
End of school day	15:20 15:15 (Nursery)	
After school club	15:20	17:30

Safeguarding

Safeguarding is the responsibility of Everyone.

Designated Safeguarding Team (DSL)

- James Travers
- Lucie Keefe
- Louise Kelly
- Tamsin Heys

Safeguarding Governor: Gareth Williams

Child protection:

Please inform any of these staff members immediately if you are concerned about any child and report any important information disclosed to you. Safeguarding is Paramount and there is nothing in school that cannot be interrupted to keep a child safe.

Please make an entry on CPOMS as soon as possible. It is a very difficult time for all involved when staff have serious concerns for children but your prime concern should be for the child's welfare.

Safeguarding:

Lees Primary School are committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. Everyone at Lees Primary School shares an objective to help keep children safe by contributing to

- Providing a safe environment for children to learn.
- Identifying children who are suffering or likely to suffer significant harm (intentional or unintentional), and taking appropriate action with the aim of making sure they are kept safe.
- All staff are required to undertake child protection training each year.

CPOMS

CPOMS is used to record conversations with parents, incidents involving children, or to raise a concern in school or to feedback information you would like senior leaders to be aware of. Child Protection or safeguarding concerns should also be recorded on CPOMS.

When an event is logged, you can select the member of staff you wish to be made aware of the incident you are recording. All logged incidents will automatically notify the Designated Safeguarding Leads. All staff members are issued with a log in and it is their responsibility to ensure that if they are unable to access CPOMS, that they alert a DSL to resolve the issue.

Health and Safety

All staff are responsible for their own health and safety, as well as that of colleagues, pupils, and visitors. Unsafe conditions must be reported immediately to the Strategic Site Lead or Caretaker. Staff should only carry out duties they are trained and confident to perform and should inform the Headteacher of any training needs. Everyone must be familiar with accident procedures, fire safety, and first aid protocols, and read the Health and Safety policy.

Safety During Curriculum Activities

All Trust sites must maintain a comprehensive set of risk assessments that cover curriculum based activities in school, school visits and the running of the school building and grounds. Risk assessments are made available for staff to inspect and refer to as necessary. Site SLT teams will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments. All risk assessments will be reviewed on an annual basis.

Educational Visits

Staff taking children out of the school grounds must ensure that risk assessments have been completed before taking pupils off site, and site specific recording methods should be diligently followed.

Playground Supervision

Staff must ensure the safety of pupils and must be vigilant when supervising in the Playgrounds, positioning themselves in the Playground to allow for maximum supervision. Appropriate levels of supervision will be maintained at all times in Playgrounds as described in site specific playground risk assessments.

First Aid and Accident Reporting

If you have concerns about a child's or adult's health, consult a First Aider immediately. They will assess the situation, inform a member of SLT if needed, and take appropriate action.

All accidents, near misses, and first aid incidents must be reported and logged according to site procedures. Minor incidents should be recorded in the accident book, while serious incidents or RIDDOR cases must be reported to the Strategic Site Leader and CFO.

If first aid is given to a child, parents must be informed. Minor incidents can be shared at the end of the day or via school Ping; serious incidents require a prompt phone call. Children must not be sent home without Headteacher authorisation.

Medication

No pupil/adult may be given prescribed medicines or Asthma Inhalers in School unless the parent/guardian gives written consent with instructions and the medicine is in the original container bearing his/her name and the recommended dosage. These must be locked away in a designated cupboard by a member of staff responsible for First Aid. Prescribed medicines/asthma inhalers etc will be administered, logged and signed by qualified First Aiders.

School can give pupils non-prescribed medication such as paracetamol, ibuprofen etc if parents/guardians have given their consent. Parents can send in non-prescribed medication such as hayfever remedies, cough medicine etc for staff to administer to pupils but this must be in the original container. Parents must also give written consent for these medications to be administered. If parents/guardians send non-prescription medications into School, these must be passed to the School Office to arrange administration. Emergency inhalers and Epi-pens are also kept in school in case of any faults/problems with inhalers/ Epi-pens. The First Aider can advise on the use of these.

Fire Procedures

There are detailed instructions in every classroom about the nearest fire exit point and signs indicating those exit points. All staff should be aware of the evacuation details for all classrooms and the nearest call point should they discover a fire. In the event of an alarm, staff should evacuate pupils; not stopping to collect personal possessions. All staff should read the Fire Emergency Plan. There will be a fire drill at least once every term and alarm testing is undertaken weekly. Some pupils will need support to evacuate the building and will have an evacuate and egress plan (PEEP), which are stored in the School Fire Register.

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment that they use and report to the Strategic Site lead, Mark Clark, any damaged electrical equipment or wiring. Portable Appliances Testing takes place annually. Staff should not bring in electrical items from home. The use of multi-adaptors is to be avoided as is the use of extension leads. The School also encourages staff and pupils to conserve energy at all times. All appliances should be switched off and unplugged before going home at night.

Site Security

Entrance to the School is carefully controlled and monitored. No-one should be on site without a lanyard and badge. Staff should be aware of unidentified people around the School and be prepared to challenge them and report their presence to SLT immediately.

Staff

All staff will be issued with an ID badge and electronic key fob which they must have at all times and must use to swipe in and out of the building. Staff must not lend passes/key fobs to pupils or other staff and notify the Office Manager of any lost passes/keys immediately.

Visitors

We welcome visitors into school. In order to safeguard our students all visiting adults in the school are supervised by a member of staff unless they have DBS (Disclosure and Barring Service) enhanced clearance.

Every visitor is required to sign-in when they arrive at School, read the fire instructions, safeguarding guide and wear a visitor's badge/ lanyard at all times. Visitors must sign out when they leave the premises.

Regular visitors will need to provide a DBS clearance with their employer (eg Bradford City Council, NHS, Social Care etc).

In the event of an emergency please ensure any visitors with you leave the building by the nearest fire exit and assemble at the evacuation assembly point

Car Parking

Lees school does not have a designated car park. Therefore all staff must park with care and consideration for the local community. Please ensure you do not block driveways, access points, or create unnecessary congestion in nearby residential areas. By parking responsibly, we help maintain positive relationships with our neighbours and uphold the reputation of our organisation.

Smoking

Lees School is a non-smoking environment, in line with Bronte Academy Trust Policy. Staff wishing to smoke during break times must do so outside the School site; this is 15-metres from all perimeter fences. This includes traditional cigarettes, vaping equipment or e-cigarettes.

Mobile Phones

Staff are requested to keep mobile phones locked away. Under no circumstances are staff to use their personal devices to take images of children.

Professional Dress

All staff are expected to dress as professionals. Jeans and clothing with inappropriate logos and branding should not be worn by staff. Suitable clothing for teaching PE must be worn during the delivery of the PE curriculum.

Personal Property

Staff should keep their property in a secure place. Personal electrical equipment must be checked by the Strategic Site lead, Mark Clark, before being used in school. All staff should take responsibility for their own belongings. Personal property is not the responsibility of the school.

E-safety and Acceptable Use

Staff read and sign the E-Safety Policy. Staff must keep pupil and staff information confidential and should not engage in any social networking site in such a way as could bring the School or other staff into disrepute. Such action could lead to investigation and possible proceedings under the Staff Disciplinary Policy. Staff should not allow pupils to use their password to access the internet. Further information can be found in the staff Code of Conduct and aforementioned policies.

ICT Equipment

Staff that are assigned portable ICT equipment must take care of equipment that is issued to them. All ICT equipment must be securely stored and should be available for inspection when required. Any damaged/lost/stolen ICT equipment must be reported to Matt Batey, IT Lead, immediately.

Alcohol and Drugs

If there is any suspicion that staff or visitors are under the influence of alcohol or drugs this must be reported immediately to the Head of School. Staff must not consume alcohol or be under the influence of alcohol or drugs (unless prescribed) whilst responsible for our pupils.

Communication

Effective communication is essential for fostering a positive, professional, and collaborative working environment. All staff are expected to communicate respectfully, clearly, and professionally at all times—with colleagues, pupils, parents, and external stakeholders.

Staff Communication

Internal communication should be timely, constructive, and supportive, whether in person, via email, or through other approved platforms. Staff should check and respond to work-related emails regularly during working hours and use professional language in all correspondence. Confidential information must always be handled sensitively and shared only on a need-to-know basis, in line with Trust policies.

When communicating as a representative of the school or Trust, staff must reflect the values and ethos of the organisation, maintaining professionalism in all interactions. Concerns or misunderstandings should be addressed respectfully through the appropriate channels.

Parent Communication

Staff are expected to communicate with parents and carers in a clear, respectful, and professional manner that reflects the values of the Trust and supports positive relationships. Whether in person, by phone, or in writing, communication should be courteous, timely, and solution-focused, with appropriate boundaries maintained at all times.

Written communication must be professional, using approved school channels rather than personal contact details. All interactions should aim to build trust, encourage collaboration, and support the child's progress and wellbeing.

Confidentiality

Professional conduct is expected at all times. This includes sharing sensitive or confidential information relating to school procedures, children, fellow staff members or other members of the school community outside of the school. Breach of confidentiality could jeopardise your position within the school in line with the school disciplinary policy.

Sickness and Absence Procedures

Sickness

If you are not well enough to come to School, please ring James Travers, Executive Head Teacher between 7.00am and 7.30am on 07804487285. Please do not send text messages or messages in with other members of staff. Please contact the head teacher on each day of absence.

On your return to school, you will be invited to a Return to Work meeting by your line manager, where you will complete a Return to Work form together. If you are ill for more than 7 days, a fitness for work note must be obtained from your GP. The Trust's Management of Absence Policy is available on the Trust website

Leave of Absence Requests

Leave of Absence Requests must be made to the Executive Headteacher via the SAM People platform a password and login for which is provided to staff on induction. Where possible, all medical appointments should be arranged outside of school hours. Emergency requests for leave need to be made directly with the Head of School in the first instance.

Code of Conduct

The Bronte Academy Trust Staff Code of Conduct sets out the standards of personal and professional behaviour expected of all Trust employees.

As representatives of the Trust and role models for our pupils, staff are expected to act with integrity, honesty, and respect at all times. This includes maintaining appropriate professional boundaries, safeguarding the welfare of pupils, and upholding the values and ethos of the Trust in all interactions with pupils, colleagues, parents/carers, and the wider community.

All staff must adhere to Trust and School policies, including those relating to safeguarding, social media use, and business conduct. Employees are also expected to act in ways that protect the reputation of the Trust and seek guidance when unsure of appropriate action. Failure to comply with the Code of Conduct may result in disciplinary action, including dismissal.

Staff Meetings

All teaching staff are required to attend staff meetings every other Wednesday afternoon, unless directed otherwise by the Executive Head Teacher.

The meetings will start at 3.30pm promptly and finish at 5:30pm at the latest. When a staff meeting is not held, this time is to be used by teachers for Professional Development time.

The Trust has 5 annual in-service training days identified in advance. A number of these days will be disaggregated against twilight training sessions, or other directed tasks: open evenings, parental consultation meetings, report writing.

Staff should not arrange routine medical appointments during working time (including staff meetings). Only the Executive Head Teacher can authorise apologies or absences from meetings.

Professional Development

At Brontë Academy Trust our aim is for every member of staff to be as good as they can be. Therefore, staff professional development is a priority and our professional development processes are designed to build knowledge, motivate staff and embed practice.

The 'Growing Great People - Professional development framework' shifts the focus away from data-driven judgments to meaningful support that helps staff grow and improve in their roles. Appraisals are centred around growth-oriented conversations that lead to the development of personalised growth plans.

To facilitate this, we provide access to the National College education training platform, offering a wide range of CPD courses tailored to various roles and career stages. In addition, our subscription to the National Governance Association (NGA) provides valuable resources and training opportunities, particularly for those involved in leadership or governance. We encourage all staff to make full use of these platforms to enhance their skills and knowledge.

The Trust also allocates a dedicated fund to support the professional development of our teaching staff. This fund is sourced from income received through our SCITT Hub. The funds are used to enhance professional development by providing annual funding for National Professional Qualifications (NPQs).

Staff Benefits

At Brontë Academy Trust our priority of developing a Trust built around 'Inspirational People' recognises that the staff are our greatest asset. As well as a focus on tailored professional growth and the opportunity to work in a caring and high performing organisation, we offer competitive personal rewards and benefits to attract and retain talent.



Pension scheme

All associate employees are auto-enrolled into the defined benefit Local Government Pension Scheme operated by the West Yorkshire Pension Fund.



Discounted child care

All staff get a 75% discount for after school care care club for all their children whilst they are working.



Retail discounts

Save money on thousand of retailers by signing up for a Blue Light Card and Discounts for Teachers membership.



Generous Annual Leave

A generous leave entitlement to all staff: 2 days paid dependent leave, paid Graduation days, paid moving house days.



Counselling

We operate a free, independent and confidential advice, information and counselling service for all our staff.



Cycle To Work

The Trust, offers a salary sacrifice scheme to enable employees to purchase cycles and cyclists' safety equipment direct from their gross salary.



Champion Health Scheme

We take a proactive approach to supporting your physical and mental wellbeing. Through our partnerships with Class Insurance, Champion Health, Insight Healthcare, and Fitback Physiotherapy, staff have access to digital health assessments, 24/7 counselling and CBT, as well as online and in-person physiotherapy services.



Bronte Academy Trust

Four Schools, One Family.