



Culford

Induction and Overview Culford Employees

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Welcome

Welcome to Culford. As a new teacher we want you to feel well supported and this booklet is a brief overview of elements about the school and its organisation that you may find helpful to read before you arrive, so that you feel well orientated in your first few days. Booklets like this should not replace personal help, however. Any colleague will happily spend time with you if you need support, guidance or information. Schools are complex places so please do ask for help as you need it.

My own office is located near to the Common Room and if the door is open please do knock and put your head around it. If it is closed, please pop in to see my PA or Assistant PA, who will organise time for you with me. I also try to get to break and lunch most days and I am more than happy to chat there.

Culford is a happy place and one where we try to live to our values: I hope you find us flexible, innovative dynamic and resilient, therefore, as we welcome you to our community

Policies

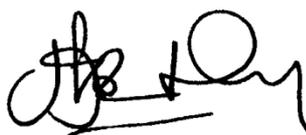
Policies make dry reading. It is, nonetheless, vital that they are clear, full and comprehensive to help Culford deliver its mission, meet the needs of pupils, parents and staff alike, and ensure all our safety. We must all act in accordance with policy at all times, and ignorance is never an excuse. All colleagues are required to understand and support the school's Mission and Values, since we should seek to operate through shared values and positive relationships. We have various handbooks to support us:

Our Educational Policies offer clear guidance on academic, pastoral and other related matters. Most policies apply throughout the school. Others may be different in each school.

Our Emergencies and Medical policies are designed to avoid any emergency or danger; or mitigate it as far as possible. Although emergencies are rare, their impact can be devastating and all staff are expected to know how to react appropriately and professionally.

Our Employment Policies are designed to support us in our working lives. They do not require exhaustive reading but will act as a reference manual for advice on any particular topic.

Finally, policies are only effective if they work in real-life. Everyone is encouraged to test our policies against their own experiences and to suggest improvements wherever possible.



J F Johnson-Munday MA MBA

Important Note on Interpreting Policy

Common sense and professional judgement must be used if interpreting any policy where the meaning may have been altered by omission or error. A policy that states "Staff must use mobile telephones whilst driving", is clearly intended to state "staff must **not**..."

If any policy is unclear or you require further explanation you should seek it from your line manager or a member of SMT. Breaching a policy or its intentions is not excusable on grounds of ignorance or a lack of clarity. Colleagues are here to help.

If in doubt ask yourself: "As this policy is designed to support and protect people, how should I best interpret it to fulfil that aim?"

Mission, Values and History

Mission

To unlock the full potential of every pupil.

Values

To unlock their full potential we believe our pupils need to become Flexible, Innovative, Dynamic and Resilient people who can face the future confident in their own abilities.

We will serve their needs best, therefore, by being a school that is flexible, innovative, dynamic and resilient in all it does; and by employing and developing staff who enshrine those values in all they do.

History

The school, founded in 1881 as the East Anglian School for Boys in Bury St Edmunds, is one of a group of 14 independent schools owned by the Methodist Church. It stands within a magnificent 18th century; 490-acre listed park designed by Humphrey Repton, and situated 4 miles north of the historic town of Bury St Edmunds. Culford Hall owes its origins to the mansion built in 1591 by the Bacon family. The estate passed to the Cornwallis family in the 17th century and to the Cadogan family at the end of the 19th century. These developments resulted in an estate of considerable architectural and historical interest. The school moved to the Culford estate in 1935. It became one of the first coeducational boarding schools in the country when it amalgamated with the East Anglian Girls School in 1971.

The pupil population is usually around 740. The Nursery (1-3) & Pre-Prep (4-7) takes pupils to the Prep school (7-13), and the Senior School takes pupils from 13-18. There is a vibrant boarding population of some 270, and a dynamic and successful Sixth Form. Over half of the pupils in the Senior School board; up to 50 in the Prep School do so. A commitment to boarding is central to what we do.

There are four Senior School Houses: Cornwallis and Edwards for boys; Jocelyn and Fitzgerald for girls. The Prep School has one Boarding House called Cadogan. The boy to girl ratio is 50:50 in the Pre-Prep and Prep Schools and 55:45 in the Senior School. About 15% of Senior School pupils are from overseas countries including: France, Germany, Hong Kong, China, Korea, Spain, Eastern Europe and the U.S.A.

The school maintains a Christian ethos, although there is no requirement for either pupils or staff to be members of the Methodist or any other Church. Although the catchment area for pupils is increasingly regional, local ties remain strong. We currently have approximately 200 full time equivalent staff of whom approximately half teach.

Governors

The Rt Hon Viscount Chelsea (Patron)	Air Vice Marshal S Abbott CBE (Chairman)
Patricia Abbott	A Atkinson
M Donougher	N Gillis
J Frances	P Flood
K Houlihan	S Potts
Revd J M Pursehouse	V Sanderson

Clerk: Mrs R Penkethman

Leadership of the School

The Headmaster is responsible for running of the school in all its departments and also, in conjunction with the Board of Governors, for long term planning. The top level leadership of the school is the Executive which comprises the Headmaster, Head of Prep School, the Finance and Operations Director and the Deputy Heads of the Prep and Senior schools.

School Information
Plan of the School



<http://www.culford.co.uk/Interactive-Map>

Job Descriptions

Academic Staff

Deputy Heads (Senior and Prep School)

The Deputy Heads are directly responsible to the Headmaster or Head of the Prep School as appropriate. They oversee the running of the school on a daily basis and act for the Heads in their absence. They are responsible for whole school policies, routines, events, organisation and discipline.

They advise the Heads on the recruitment and selection of new teachers, take responsibility for the induction, training, deployment and appraisal of all teachers, and are responsible for compliance with all legal and regulatory educational requirements.

The Deputy Heads are also responsible for all academic policy, curriculum developments and performance management. This includes construction of the timetable and oversight of all examinations; setting and monitoring departmental and whole school academic targets; management of all departmental, external and school value added analyses; and monitoring and evaluating the use of academic budgets.

The Deputy Head in the Senior School also has responsibility for the oversight of all School trips and visits.

Assistant Head

The Assistant Head reports to the Headmaster for International Admissions. He is expected to: oversee an effective and efficient admissions function; recruit pupils to all schools in line with agreed targets; develop the use of internal data for recruitment purposes; and advise and direct the Executive as necessary. He is also responsible for developing our offer to market in various areas such as boarding, extra-curricular activities and sports.

Assistant Head Pastoral

The Assistant Head Pastoral reports to the Headmaster on pastoral policy and practice. He is the Designated Safeguarding Lead and is expected to support and manage the Medical Centre and lead on mental health well-being for pupils. He also manages House competitions and activities and any clashes of extra-curricular commitments or pupils.

Head of Sixth Form

The Head of Sixth Form reports to the Headmaster on the day-to-day running of the Sixth Form. He is expected to ensure high quality pastoral care and student support in the Sixth Form, including liaison with parents. He is responsible for Induction there and for promoting the Sixth Form to ensure the retention of Upper Fifth pupils. He is expected to manage the content and quality of the Sixth Form Choices Forum and to lead the UCAS and Oxbridge process and manage Sixth Form Tutors in this regard.

He leads careers and school leavers programmes relevant to Sixth Form students. He oversees the running of the Sixth Form Centre and manages the School Prefects and their selection process. He is expected to contribute to pastoral and disciplinary matters involving the Sixth Form, and with other pupils as required. He is expected to develop and deliver a structured and purposeful "Leadership and Life Skills" programme and to be responsible for any ad hoc projects as required.

Assistant Head Prep School

The Assistant Head reports to the Deputy Head on pastoral policy and practice. He is expected to contribute to the appraisal of staff and performance management process; liaise with feeder schools and manage transfer arrangements for new pupils and act as the school liaison between the three schools. He is also the alternate designated safe-guarding lead and manages the rewards and sanctions system for the school. He also leads on Health and Safety matters and school data related to attendance and compliance with statutory requirements related to the DfE and attendance.

Senior Teacher Prep School

The Senior Teacher is responsible for the oversight of all School trips and visits, delivery of school routines and rotas, whole school events including official photography, and the school activity programme.

Housemaster/Housemistress

Housemasters/mistresses are directly accountable to the Headmaster or Head of the Prep School as appropriate. They are expected to run their House in accordance with School policy and display a general uniformity of approach. Major disciplinary issues and those involving pupils from more than one House are

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always referred to the Deputy Head of Head of Sixth Form. Housemasters/mistresses are expected to have overall responsibility, in loco parentis, for the welfare of pupils in their House. They liaise with parents, tutors and others as relevant. They seek to instill our values in each pupil and to encourage and value the contribution of each pupil to the community; and to create an atmosphere of tolerance and happiness in a stable and safe environment.

They monitor and encourage academic and extracurricular commitments; set clear boundaries, impose sanctions as necessary and monitor those given by others. They monitor progress with the support of tutors and disseminate relevant information to others. They follow-up academic and pastoral problems, and write or delegate academic and personal references. They are expected to manage an effective team of tutors, prefects and support staff in the House; and to ensure that all school policies are followed.

Assistant Housemaster/mistress

Assistant Housemasters/mistresses are managed by their Housemaster/mistress, to whom they have direct responsibility. They undertake responsibilities and duties as agreed to help ensure that House routines are followed and that the House is a safe and healthy environment.

Tutors (Senior School)

Tutors are responsible to their Housemaster/mistress for helping to promote each pupil's personal, social, spiritual and intellectual development, identifying and responding quickly, and appropriately, to the specific needs of each pupil. They are expected to: meet each tutee individually once every week to discuss progress; help them to set targets and monitor their academic and extracurricular progress and commitment. They are expected to liaise with parents, keeping records, once every two weeks, either by phone or by email. They attend concerts, plays, matches and the like, in which tutees are involved, as far as possible; and all appropriate Parents' Meetings.

In group tutorials they take registration, distribute notices and meet tutees, keeping records. They ensure that tutees maintain an acceptable standard of appearance and behaviour. They write tutor reports and draft references as needed. In the House they undertake duties as directed and take responsibility in line with policy. They are expected to be alert to potential problems and communicate them to the Housemaster/mistress; and know each pupil in the House including medical information or special circumstances.

Form Teachers (Prep School)

Form Teachers are responsible to the Deputy Head for helping to promote each pupil's personal, social, spiritual and intellectual development, identifying and responding quickly, and appropriately, to the specific needs of each pupil. They are expected to: monitor or meet each pupil individually at least once every three weeks to discuss progress; help them to set targets and then monitor their academic progress and commitment to the activities programme. They are also expected to liaise with parents, keeping records. They attend Collective Worship, concerts, plays, matches and the like, in which pupils are involved, as far as possible; and appropriate Parents' Meetings.

Form Three Form Teachers have a designated curriculum period each week for the monitoring, tracking and individual tutorial sessions. They are expected to: be alert to potential problems and communicate them to the Deputy Head; and know each pupil in their Form including medical information or special circumstances. In Form periods they take registration, distribute notices and meet individual pupils, keeping records. They ensure that pupils maintain an acceptable standard of appearance and behaviour. They write Form Teacher reports and draft references as needed. In Cadogan House they undertake duties as directed and take responsibility for the House in line with policy. They are expected to be alert to potential problems and communicate them to the Assistant Head Pastoral, and know each pupil in the House including medical information or special circumstances.

Heads of Department

Heads of Department are directly accountable to the Heads of the Prep or Senior school as relevant. However, on a daily basis they report to their Head of Department to whom they have direct responsibility. They are expected to manage, lead, support and inspire teachers and be responsible for their academic performance. In particular they are expected to: keep abreast of latest subject developments and communicate them to the department; prepare suitable courses, with books and materials, ensure proper, accurate assessment; and define ways to make teaching to all challenging, enriching and fun.

They are also responsible for advising on appointments and for the induction, training, deployment and appraisal of all teachers in their department. They monitor the work of colleagues, including mark books

and pupil files or exercise books; and identify development and training needs. They produce and regularly update departmental policies and produce detailed annual budgets. They ensure good classroom discipline in the department, follow all policies and ensure that all others in their department do so too.

Classroom Teacher

Teachers are directly accountable to the Headmaster, Head of the Prep School or Pre-Prep as relevant. However, on a daily basis they report to their Head of Department to whom they have direct responsibility. They are expected to: have a thorough knowledge of their subject and be aware of curriculum developments. They teach as prescribed, using departmental schemes of work, and plan lessons in writing which have clear learning outcomes. Lessons should enable swift progress, foster application and good behaviour, provide for different needs and use an appropriate range of methods and resources.

They are also responsible for following all policies. They are expected to keep rooms and equipment used in good order, report damage or faults, and contribute to the overall work of the Department as directed.

Non-Teaching Staff

Finance and Operations Director

The Finance and Operations Director is a Member of the Executive responsible to the Headmaster. She reports to the Governors' Finance and Estates Committees and attends the Foundation and Marketing Committees. She manages the work of the Finance and Operations Team responsible for all financial matters including payroll and HR support. The following departments report to the Finance & Operations Director: ICT Services which maintains and develops the network infrastructure; Catering; Operations, which maintains and develops all buildings, transport and equipment; Gardening and Grounds which maintains and develops the 490 acres of the estate; Cleaning; the Sports Centre as to its commercial use; and the Compliance Officer. She is also responsible for the school's commercial lettings programme.

Foundation Director

The Foundation Director reports to the Headmaster and the Foundation Board and is responsible for friend-raising and fundraising for the school.

Operations Manager

The Operations Manager reports to the Finance and Operations Director. He has overall responsibility for the maintenance of all buildings and the grounds and gardens. He is also responsible for managing the day to day work of the Caretakers, Cleaners and minibus maintenance.

Compliance Officer

The Compliance Officer reports to the Finance and Operations Director and advises the Finance and Operations Director and the Executive on regulatory compliance and other legal issues relating to the management of the school. She is also the School Data Protection Lead.

Head of IT Services

The Head of IT Services reports to the Finance and Operations Director. He is responsible for all aspects of the Schools' computer and communications network infrastructure including capital investment, repair and maintenance, the advancement of software and managing pupil laptops.

Finance Manager

The Finance Manager reports to the Finance and Operations Director and is responsible for managing the finance function of the school and the finance team.

Commercial Manager

The Commercial Manager reports to the Finance and Operations Director. He is responsible for managing the Sports Centre and its facilities for school and commercial use, and for all commercial lettings.

Nursery Manager

The Nursery Manager reports to the Head of Pre Prep and is responsible for the general management of the Nursery through the Early Years Foundation Stage and meeting Ofsted requirements.

Head of Marketing and Admissions

The Head of Marketing and Admissions reports to the Headmaster and the Governors' Marketing Committee and is responsible for the School's overall marketing and admission strategy and its delivery through in print and online channels to drive enquiries. Additionally, they oversee key communications from the school to parents and prospective parents and own the school brand.

Marketing Manager

The Marketing Manager is responsible for the marketing strategy and its delivery print and online channels to drive enquiries. Additionally, they oversee key communications from the school to parents and prospective parents and support the school brand. They report to the Head of Marketing and Admissions.

School Registrar and International Registrar

The School Registrars report to the Head of Marketing and Admissions and the Assistant Head. They are responsible from pupil recruitment and the admissions process.

School Organisation

Catering

Lunch is available in the dining hall between 12.20 and 13.15 by staff employed on the premises during those times and entitled to a lunch break, except when the kitchen is closed for holiday or maintenance.

CCTV

You should be aware that during the course of your duties, you may be subject to CCTV surveillance. Normal usage is restricted to the security of premises and safety of individuals. However, in certain circumstances the footage from CCTV may be used to confirm an incident has taken place or the Police or Health & Safety Executive may use it as evidence of criminal activity. If you have any concerns about the use of CCTV whilst carrying out your duties, please speak to the Finance and Operations Director.

Coeducation

The School believes in the fundamental equality of all its pupils. Pupils all receive the same consideration, whether in their Houses, in the classroom or in their extra-curricular activities, so that they feel fully involved and cared for within the School community. While we recognise and celebrate the differences between boys and girls, we are determined that all benefit from full social and academic integration. We therefore need to be aware of curricular materials which present the sexes stereotypically: we should encourage girls to challenge and lead; and boys to be sensitive and to display emotion openly.

Common Room Organisation

Morning coffee, tea and biscuits are served in the Common Room each teaching day during Break. Afternoon tea, coffee and cakes or biscuits are served from Monday to Friday between 15:30-16:00. There is also tea and coffee for general use in the kitchenette. The Common Room send cards and flowers and purchase small gifts for departing members and others in congratulation or condolence at the Chairman's discretion. A Common Room subscription is charged to cover the cost of the above.

The Common Room holds various social events during the course of each year. The Chairman will be pleased to receive any ideas, particularly if you are willing to help with the organisation. The Common Room and South Lawn can be used for private functions if permission has been granted by the Headmaster. The busy lettings schedule means that as much notice as possible is required.

Pupils are not allowed in the Common Room.

Children of Staff

Children of members of staff should not enter the Common Room, where notices about other pupils may be displayed, unless with their parents. Such visits should not be commonplace. The children of members of staff should be adequately supervised by a responsible adult when playing on school grounds or with any apparatus belonging to the school, whether in term time or during the holidays. Children should not be present during activities unless they are of an appropriate age to take part. Culford takes no responsibility for any accident or injury occurring because of a failure to heed this policy

Communications

Colleagues wishing to communicate to the school or groups of pupils can do so in a variety of ways: such as in Collective Worship or House assemblies. Urgent messages are best transmitted directly to pupils or via the Housemaster/mistress. Records of communications home, for instance by letter or email, should be included in the pupil's school file held by the Headmaster's PA.

Urgent whole school messages for parents, such as about bad weather or match cancellations, are communicated by SMS. If you need to communicate to parents by SMS you should contact Reception.

Electronic mail communications to parents are normally sent weekly on a Friday afternoon. Typical items are information letters, event invitations and circulars; the system is not used for confidential or pupil specific communications. You may access your account via the link on the school website. The system is administered by the Head of ICT Services. If you wish to use it you should submit your document to the Senior Administrator or school office at the relevant school by Wednesday that week.

Display Screens

There are display screens in various locations. Members of Common Room can place notices on the screens by placing a request on Service Desk. Larger, more detailed notices can be displayed in full screen format. Colleagues should indicate clearly for how long the notice should be displayed.

Equal Opportunities

Culford condemns any form of prejudice or denial of equal opportunities for pupils or prospective pupils on the grounds of race, ethnic origin, sex, marital or parental status, sexual orientation, creed, disability, age or political belief. To this end Culford has in place: an entry policy which makes no discrimination on the above grounds; a culture which actively discourages discrimination; an EAL policy which actively provides for pupils whose native language is not English; provision for a range of dietary needs via a wide selection of food on offer at meal times and, for example, themed food days; a policy that encourages pupils to learn about other religions and allows those whose faith is not Christian to speak about and explore their own belief; and an approach to worship which, whilst based on the traditions, values and precepts of Methodism, respects the faiths of all its pupils.

All pupils should have the opportunity to reach their full academic potential; learning support enables those with difficulties while curriculum enrichment extends the most able. Target setting and self-assessment assist all pupils to set and attain achievable goals.

Financial Policies

Handling of a departmental budget is the responsibility of the Head of Department who is directly responsible to the Headmaster. Under no circumstances is any Head of Department to overspend without first consulting the Finance and Operations Director. Heads of Department should approve all departmental spending. Budgets run for the academic year and Heads of Departments are given regular statements of their accounts.

Invoices and Purchasing

The Purchasing Officer is responsible for the placing of orders on behalf of the School with suppliers. Unless specifically authorised to do so by the Finance and Operations Director, members of the Common Room must not place any order for goods or services directly with a supplier.

All order requests should be made by email to the Purchasing Officer and contain as much detail as possible. The budget to be charged should be clearly indicated. Order requests may only be placed by the budget holder, or with their agreement. Orders are dealt with as promptly as possible, but requests for unusual or expensive purchases need further authorisation by the Finance and Operations Director, and sufficient time for that should be allowed.

Requisitions for a new academic year should be with the Purchasing Officer by the end of the summer term. Colleagues should leave contact details to allow discussions of any supply issues encountered. Goods will be delivered to the classroom or other specified destination a few days before the start of term.

Pupils are not authorised to enter into any contract or other financial commitment on behalf of Culford School. Knowingly to do so constitutes a serious breach of school rules and the pupil will be liable to sanctions. The pupil would also be required to indemnify the School against any loss suffered.

Office Equipment and Supplies

Photocopiers capable of collating and stapling are situated in Pre-Prep Reception, Prep Reception, Prep Common Room and the Senior Common Room. Each department has an annual photocopying budget supervised by the Finance and Operations Director. The user number allocated to staff must be used so that all costs can be correctly analysed and allocated. Stationery and office materials can be obtained in small quantities from the Common Room Secretary or school office; bulk orders go through the Finance Department, subject to approval by the Finance and Operations Director.

Foundation Office

The Foundation Office aims to maintain contact with all former pupils and to help secure funding for future developments. It is responsible for friend-raising and fundraising and is the School's Alumni and Development Office. Alumni include former pupils of the East Anglian Schools (OEAS) as well as Culford School (OCs). The Foundation organises a number of reunion events, visits and activities throughout the year including sporting fixtures for alumni against the School.

Marketing

The Marketing department is responsible for marketing all areas of Culford. It produces all marketing collateral; organises and promotes open mornings in conjunction with the Admissions Office; and builds relationships with feeder schools and agents. It also maintains and develops Culford's website, organises attendance at appropriate exhibitions and fairs in the UK and overseas; organises press releases for the media on behalf of all three schools; and arranges for market research.

Advertising, Branding, Design and Sponsorship

Advertising may be considered for The Culfordian and Connections, the termly newsletter. Any requests to advertise at the school or in school publications should be directed to the Marketing department.

Our Branding and Design Guidelines ensure that maximum benefit is gained from the Culford identity, and provide continuity and a framework in which to produce consistent design and corporate image, including logos, fonts, colours and imagery. These guidelines can be accessed by all staff on the shared drive. If in doubt, help should be sought from the Marketing department.

Sponsorship is not appropriate for standing items of the school. However, there may be exceptions where the generosity of an individual or an organisation is due recognition. Such decisions are for the Board of Governors. One off events, tournaments and competitions may be sponsored. Sports tours and other trips may have sponsored kit, travel, accommodation and the like. All proposals to approach sponsors for support must be agreed by the Headmaster and the Marketing Director in advance. Where the Headmaster has any doubts, he will consult Governors. All sponsorship agreements will be in writing with the terms and conditions clearly set out. Permission will be refused to approach sponsors where the activities or reputation of the company are not in keeping with our ethos and values.

Calendar

A School Calendar is published in electronic format termly. It is put together by the Marketing Department, who communicate deadlines to the Common Room. Dates, times and venues of school events are then entered. Bookings of venues should be carried out via the online system, the process for which is explained in a document in the shared staff drive. The Studio Theatre is booked via an online system supervised by the Director of Drama.

A Calendar Meeting is organised to resolve any clashes. Term dates are published six terms in advance. There are Common Room meetings at the start of every term and details of these and other relevant arrangements are published by the Deputy Head at each school at the end of the previous term.

Media and Information Release Policy

Any member of staff approached by the media should contact the Headmaster's office as soon as possible or, in his absence, the Marketing Director and, failing that, another member of the Executive.

Staff must not pass comment to any form of medium on any matter without prior express approval. All responses and comments to the Press are to be approved by the Headmaster, or, in his absence, the Marketing Director. All communications with the media should be carried out in a courteous and professional manner and calls and emails from them returned promptly by those authorised to do so.

All Press Releases and Social Media are co-ordinated by the Marketing Department. If colleagues wish to promote an event, achievement or activity they should contact the department who will advise and assist.

All representatives of the media visiting Culford should be accompanied by a member of staff at all times. Press photographers and news broadcasters have no right to take pictures or film anywhere on school grounds. Any member of staff who sees anyone taking photographs or filming without a school chaperone should report this to reception and to the Marketing Department immediately.

Staff approached by an individual or an organisation seeking information about the school, themselves or any other person must pass that request to the Headmaster's office. Staff should not pass comment on any individual or release any information without prior express approval from the Headmaster.

Social Media

The creation and moderation of **all** Culford's social media channels is done by the Marketing Department. This includes forums, discussion groups and blogs as well as mainstream social channels. We are keen for staff to engage with social media activities, but they must only do so through the Marketing Department to

ensure messaging is effectively deployed on the correct platforms. Staff may not engage on social media as representatives of Culford. They must not:

- Post comments or other content as an official representative of Culford
- Respond to positive or negative comments about the school, but inform the Marketing Department.
- Refer to being a member of Culford's staff. This includes biographies and naming any blog, forum or instant messaging account. Reference is permitted on professional networking sites.
- Post Culford footage, images or other media on any platform
- Tag any pupil on Social Media. It increases an image's profile and makes identification possible.
- Accept or solicit friendship or follow requests from pupils or engage with them directly. Requests from alumni younger than 20 should be referred to the Marketing Department for self-protection.

Other Digital Communications

Staff must refrain from engaging in unsolicited dialogue with unknown third parties via email, instant messaging or text. Unsolicited communications should be deleted or ignored. If in doubt about the genuine nature of any digital communication to your school email address, refer to the Head of IT Services. Should a request come through from a journalist from any medium forward it to the Headmaster's office.

Pupil Photographs

Culford likes to share our pupils' achievements with the Culford community and one of the most enjoyable and effective ways of doing this is through photographs. However, we take Child Protection very seriously. We have a duty of care to our pupils and only use photographs with parents' consent. In line with government guidelines, pupils will remain unidentifiable in Culford promotional publications. We tend not to include pupils' full names alongside images in newsletters and with photographs issued to the media, unless the story is about a particular achievement that warrants such detail. Parents are sent a letter when their child joins Culford which asks them to complete and return a reply form if they object to the use of images of their children in the public domain.

The list of pupils whose images may not be used is kept and circulated by the Marketing department and updated annually.

Meetings

Meetings of the Common Room are called by the Headmaster from time to time and are published in the Calendar. Attendance is obligatory and the Headmaster expects to be asked in advance to give permission for any intended absence. In the Senior School the Headmaster and Senior Team make brief announcements in Common Room at 10.55 during Break each Monday, known as Shout. In the Prep School The Headmaster and Senior Team make brief announcements in Common Room at 13.00 during Lunch Break each Friday, known as Friday Briefing.

Other colleagues may make announcements but, to protect break, they should be brief, to the point and necessary for many colleagues not merely a few. The Common Room elects a Chair each year who is responsible for arranging meetings of the Common Room as an organisation.

Meetings of support staff are called by the Finance and Operations Director as needed.

Personal Property and Vehicles

Culford is unable to accept responsibility for personal property, including vehicles brought onto the site. Staff are advised to have valuable items insured against loss or damage. Valuables should not be brought to work and you should keep essential belongings with you, secured in a locker or in a safe place. Lost and found property should be reported immediately to Reception.

Staff car parking is available in designated areas. Vehicles must not be parked in other areas and must not restrict access for emergency vehicles or cause inconvenience to others. Vehicles should be driven with care on the school site. The speed limit throughout school grounds is 15 mph and should be observed at all times.

Vehicles, including estate vehicles, must be driven on roads at all times. Cars and vans must not be driven on grassed areas, sports pitches or fields unless there is an overriding duty to do so. There should never be a need to drive on lawns and grass verges. Culford's beautiful setting is maintained by the hard work of the Gardens and Grounds staff; please do nothing to spoil that.

Photocopying

Members of the Common Room should put resources on-line as much as possible. If photocopying is seen as essential to pupil learning that should be discussed with the Deputy Head. Colleagues should use Common Room copiers. If a copier breaks down, the Senior Administrator must be informed immediately. Support staff should use the copier in the finance department or Prep School reception.

All published material whether in print or electronic format is subject to copyright laws. The regulations are on display by each photocopier and must be followed.

Post and Telephones

Incoming post is normally received at approximately 08.00 and is delivered to pigeonholes normally within one hour. Outgoing post is normally collected at 17.00 from Reception. Items to post should be handed to Reception at least ten minutes before this. Pre-paid personal mail items may also be posted in this way. Requirements for special deliveries, including recorded and registered post, proof of delivery, Datapost and courier services should be discussed with the receptionist.

Requests for additional or specialised telephone equipment should be made to the ICT Department using the Service helpdesk function. Faults should be reported to the ICT Department and telephone directory amendments to the Common Room Secretary.

Smoking

The School is a non-smoking environment. This includes the use of e-cigarettes and similar devices.

Sports Facilities

Staff may join the Sports & Tennis Centre and receive free use of the gym, swimming pool or the indoor tennis facilities, details of which are available from the Sports Centre reception.