



Academy *for*
Collaborative
Education *of* Brussels

STAFF HANDBOOK

2022 - 2023



ACE of BRUSSELS
Drève du Prieuré 19
Auderghem
1160 Bruxelles
Belgique

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INTRODUCTION and WELCOME

Hello and welcome to ACE of BRUSSELS,

I am delighted that you have chosen to join our school and I hope that you will be very happy with us. I look forward to getting to know you over the coming weeks and finding out how I can support you as a talented and creative member of our school. This handbook is for all new members of staff to help you settle into the school but it is also relevant for current members of staff to help you keep up to date with all that is going on at ACE.

The success of our school is dependent on you and how well you carry out your role. It is my job to support you in your role as best I can so please let me know if there is anything that I can do to help you.

I hope this Staff Handbook will be a useful source of reference and guidance for you but it is not exhaustive. Every day is different so do not hesitate to ask for additional information or support from any of your colleagues; we are all very friendly and are here to help you. We work as a team and you are now an important member of our team. In the international environment in which we live and with the difficulties that have arisen with the recent health situation, this applies to both work and play so feel free to seek us out if you need any advice, local information or if you just fancy a chat.



With very best wishes,

Mrs Jackie Daire

Principal

In order to achieve a harmonious environment where both staff and children have self-confidence and high standards we expect all our staff to comply with the arrangements laid out in this handbook.

ACE of BRUSSELS MISSION STATEMENT

Our aim is to offer a balanced and exciting curriculum that can fulfil the entitlement of each pupil. To achieve this the school will:

1. Value every child's individuality.
2. Make sure that each pupil follows a relevant curriculum that fulfils their potential.
3. Set the highest standards in teaching.
4. Encourage pupils to be ambitious and reward their successes.
5. Provide a physical programme for all pupils.

Our aim is to create a dynamic interaction between home, school and the wider community. To achieve this the school will:

1. Develop points of contact between staff and parents.
2. Improve invitations and quality of hospitality to parents when they visit the school.
3. Enable pupils to have contact with local services e.g. Police, Fire Service, Hospital, Postal Service and City Council Recycling Project.

Our aim is to ensure that the pupils' experience of relationships within the school promotes happiness, harmony and respect. To achieve this the school will:

1. Insist on courtesy and good manners at all times.
2. Organise social occasions and situations where staff, parents and pupils can develop friendships.
3. Promote a caring ethos and environment.

Our aim is to show concern for all within the school community. To achieve this the school will:

1. Work to improve communications between all departments.
2. Identify staff development needs.
3. Provide a secure environment and support for all members of the community when required.
4. Develop and encourage discussion/consultation at all levels.
5. Work to improve the quality of induction both for pupils and new members of Staff.

MISSION STATEMENT OF THE WHOLE SCHOOL FAMILY

ACE of BRUSSELS staff and students will endeavour to achieve the highest standards in all their actions.

In order to do this the staff and students agree to:

1. Be informed about all policies adopted by the school.
2. Adopt a child centred philosophy and treat all pupils and adults with dignity and respect.
3. Insist on high standards of behaviour, good manners, safety and kindness throughout the school.



EQUAL OPPORTUNITIES

It is the policy of the school to ensure equitable treatment of all. Members of staff are expected to ensure that disproportionate attention is not paid to pupils whether singly or in groups.

Pupils and staff can expect and must contribute to a healthy working environment free of any form of discrimination. Each child will receive their entitlement to the teaching and learning throughout the school, regardless of age, sex, race, religion or ability.

More information can be found in the school Equal Opportunities Policy or you can speak with our Equality and Diversity Officer.

SAFEGUARDING CHILDREN

All members of staff should have an up-to-date understanding of child safeguarding issues and be able to implement the school Safeguarding Policy and procedures appropriately.

You should be able to respond appropriately to any:

- significant changes in a child's behaviour;
- deterioration in their general well-being;
- unexplained bruising, marks or signs of possible abuse;
- signs of neglect;
- comments children make which give cause for concern.

If you have any concerns then you should talk to the Principal or a Deputy Principal immediately.

We have an Intimate Care Policy and you should make yourself aware of this.



USEFUL CONTACT INFORMATION

School Telephone Number - 0032 (0)2 420 02 04

Principal:- principal@aceofbrussels.com

Office:- info@aceofbrussels.com

Firefly:- ace.fireflycloud.net

You will be given a school email address and you should use this to sign into Firefly and your school Google Workspace account.

THE SCHOOL DAY

School is open from 08:00 to 18:00. For your own safety please do not be in the buildings on your own.

08:00 - 08:40 Garderie is open for children who need an early drop off.

08:40 - 08:55 School gates are open.

Lessons and lunchtimes vary for the Junior and Senior schools plus there may be additional arrangements made in order to comply with current health advice. This information will be relayed to you using Firefly and email.

Monday, Tuesday, Thursday, Friday

15:30 End of the school day.

Wednesday

12:30 End of the school day.

15:30 - 18:00 Garderie for children who need after school care.
Clubs

ARRIVING AT SCHOOL

Please park in the parking spaces of the back building. In Firefly you will find access to the school register and there is a section specifically for Staff in the Register. Please register yourself as being in school everyday so that we know that you are on site. This is particularly important for emergencies or in case of a fire. You will be issued with an ID card and given keys or cards, as appropriate, so that you can access the buildings.

TIMEKEEPING

It is expected that all members of staff will be able to take up their position of work at the appointed time. This means that to be in your class for 08:40, when the school gates open, you must arrive in school before 08:40 so that you are ready to start at 08:40. This applies to both Junior School and Senior School members of staff.

It is particularly important to be ready to start at 08:40 on wet days when all children are permitted into their classrooms from that time. On dry days 2 members of staff will be on duty in the playground until 08:55. Other staff are expected to collect their classes promptly from the playground. This also applies at morning break and lunchtime.

GARDERIE

Mon - Fri 08:00 - 08:40 and 15:30 - 18:00, Wed 12:30 - 18:00

The members of staff on duty are responsible for the children attending the early stay facility. At 08:40 the children will be taken to the playground until 08:55.

LUNCHTIME

The following arrangements may be amended at any time depending on circumstances such as weather or prevailing health advice.

Lunchtime is at different times for different classes between 12:30 – 14:00. Staff lunch duty is on a rota and all staff are responsible for ensuring that they attend their duty promptly.

The children are encouraged to make lunch a quiet, calm and social time using good table manners and conversation.

After lunch is finished the children will be directed to the playground for outdoor play. Should the weather be inclement then the children will play in the classrooms, dining room or hall and be supervised by the duty staff supported by any additional staff that may be required.

PERSONAL APPEARANCE AND CONDUCT

You must demonstrate the highest professional standards at all times.

You must be smartly dressed at all times.

Smoking is strictly prohibited anywhere on site at all times.

Personal communication, either on a mobile device or computer, must be confined to non-contact times except in a personal emergency when staff will be given the opportunity to absent themselves briefly.

DRESS CODE

The clothes that people wear say a lot about who they are. First impressions are just that and it is important that we teach our children that they will be judged by others on what our clothes say about us. We may not like this but that is the way the world works. So, let us help our children to think about the message that their clothes are giving and support them with learning how to make good choices with how to dress.

For staff this means being a good role model and ensuring that at all times we look professional, smart, practical and approachable.

The Dress Code is included in the Parent Handbook and the Student Handbook and it is worth reading this so that you are aware of what is and is not acceptable clothing for our students. You will also find it as a separate document on Firefly.

PERSONAL PROPERTY

The school cannot accept any responsibility for the loss of cash or personal property left anywhere on the premises.

INTER-STAFF RELATIONS

It is obviously desirable to achieve a good working relationship between all staff members in order to create a pleasant atmosphere in school. If any disagreement should develop between staff members, under no circumstances must it become apparent to the pupils or the parents. Should this occur then the Principal will take appropriate action.

ABSENCE

If you cannot come into school, for whatever reason, you must notify the Principal, Mrs Burgin in the office or a member of the Senior Leadership Team as early as possible thereby assisting in the procedure for arranging cover. If you have been unable to work it is **vital** that you update the school daily, before 15:00, on your progress so that cover arrangements can be continued or stood down. Days of absence due to sickness must be supported by a certificate from your doctor.

You are also required to provide a certificate from your doctor should you need to be absent to care for a sick child. Absence to look after a sick child is called “social leave” and these days of absence are **not** paid. Members of staff are entitled to a maximum of 10 days of “social leave” per year.

School is open for students for approximately 36 weeks every year. For this reason, if you travel outside of Belgium and you are required to quarantine or self-isolate upon return, you must do so in school holiday time.

WORKING CONDITIONS

The Principal will endeavour to make your working conditions as pleasant as possible. If you have any helpful suggestions or ideas these are welcomed and encouraged.

All members of staff have a school email account ending in @aceofbrussels.com and this gives staff access to their Google Mail, Drive, Chat, Meetings etc. All communication with colleagues, parents or pupils should be done through Hubmis so that communication can be collated. No other forms of communication, e.g. WhatsApp, should be used for anything to do with school.

Communication with colleagues outside of school working hours is discouraged unless it is for social purposes or in an emergency. This is in order to promote good mental and physical health and to ensure a sensible work/life balance. Please respect this.

FIRE PRECAUTIONS

All staff are required to take part in fire drills and to liaise with the Principal regarding fire safety. Please ensure that you are fully aware of the school's fire precautions and that you know what to do in the event of a fire. The golden rule is to get everyone out as quickly and safely as possible. Property can be replaced!

HEALTH AND SAFETY

You must take all reasonable care for your own safety and that of other members of staff including not interfering with or misusing any equipment provided. You are expected to cooperate with the Principal at all times to meet all legal requirements.

Examples of safe working practices:-

1. Mop up all spills
2. Use protective gloves when cleaning up pupils and record all accidents.
3. Keep fire exits free from obstructions
4. Ensure good ventilation in all teaching areas
5. Do not lift or carry pupils at any time
6. Correct handling and storage of all equipment
7. Use steps, not chairs and table, to reach wall displays
8. Wear protective clothing, including masks, as appropriate.

You should be aware of potential dangers and advise the Principal of any problems as soon as possible even if the problem falls outside of your normal responsibilities. More information can be found in the school Health and Safety Policy.

ORDERING STOCK

We have a small bank of disposable resources in school. We do not have a large stock room as it has been found that resources get left sitting on a shelf where it deteriorates to the point where it is unusable. In order to avoid this we ask that you order stock as you need it. With online ordering this is very efficient and much less wasteful.

Ordering stock and resources is done using the order form which you will find on your Firefly Dashboard. The order is checked to see if we already have the resource in school and, if not, the order will be authorised for purchase. Please consider transport costs, tax and delivery times when you submit an order. You can order items at any time.

Please could you ensure that all orders come with an invoice so that we can keep our accountants happy.

PLANNING, TEACHING and TECHNOLOGY

The planning and teaching hub for the school is through Firefly and this must be used for all teaching, planning and communication connected with a colleague, pupil or parent. This can be accessed by using your school email address and associated Google Workspace and other facilities. You will be given an introduction to the school Firefly and Google systems and there is lots of support for the school technical infrastructure so do not worry.

You are required to submit your planning to the Staff shared drive which can be accessed using your school email address. This should show the half-term's oversight and also subject plans with learning objectives, activities and outcomes - these are for your benefit and ours in case of your absence so make them sensible and succinct; they are working documents. Curriculum development meetings occur throughout the term to support you with this and all teaching staff are expected to be present at these meetings.

Should you need help or advice regarding a specific curriculum area then please refer to the member of staff responsible or ask the Principal or a member of the Senior Leadership Team.

All lessons are prepared and delivered using Firefly and your Google Workspace. You have access to a Vimeo account and our online library plus information about our other school subscriptions which can be accessed through Firefly and can be used for your lessons. Morning registration is also done through Firefly. With the recent COVID-19 situation it is advised that you plan your lessons online with the assumption that they will be delivered in the classroom. This means that you will be prepared in the event that we have to close a class.

All communication with students and parents must be done using Hubmis and your school Google account. Our Management Information System (MIS) will automatically collate and manage communication from all members of staff. Any documents that need to be sent to parents e.g. end of year report, must also be sent in this way.

ACE of BRUSSELS provides you with access to a computer and a smartphone and you should use these at all times when dealing with school matters. In your own interest, do not use your own private phone to take photos or videos in school.

RESPONSIBILITIES OF FORM TUTORS AND CLASS TEACHERS

Being a Form Tutor or a Class Teacher is a privileged and trusted position. You are the conduit, the link between home, student and school. The effectiveness of all that we do at ACE is underpinned by the strength of the relationship that you have with these three groups of people. You are also a role model for your students, their mentor, and your values and the way that you conduct yourself sets the tone for your students' behaviour.

For this reason it is important that you have some guidelines and support to help you to strengthen and develop the relationship that you have with your students.

- Form Tutors and Class Teachers should be in their Form or Class Room by **08:40** as this is when students are permitted to enter the building. Your presence at this time demonstrates punctuality and commitment and gives you the opportunity for a brief, welcoming chat with the students.
- Registration begins at **08:50** and ends at **09:00** so that lessons can begin promptly. Any student that arrives after this time should be marked as late.
- Form Tutors and Class Teachers are responsible for tracking attendance & punctuality. You will be the first person to see if this becomes an issue which can then be investigated.
- The 08:40 - 09:00 Form Tutor and Class Teacher Time is a golden opportunity to discuss any problems that students might be having

such as lateness, punctuality, exams expectations, stress, items in the news, worries about home etc.

- Tutors of final years students i.e. Years 11, 12 and 13, should keep parents updated when needed on their child's exam preparation pace. This might be relaying feedback from other teachers on how they are doing with their homework and classwork or if they are not studying enough.
- For students in the Back Building, once per term Form Tutors will hold a Pupil Review (PR) with each student. This is a little like a professional review meeting and should be documented using the **Pupil Review Form**. A good time to hold these meetings is prior to our Parent Teacher Consultations in October and March and report writing in May/June so that any comments can be included, if appropriate. The PR Meetings are 1-1 between you and the student and should last for approximately 10 minutes. The meetings should allow for privacy and trust but do remember to hold these meetings in a location where you can be supported. Discussions can cover general problems or concerns as well as positive aspects that students might want to share. It should be remembered that relaying positive aspects and comments to the students are vital in developing their self confidence. Students will be issued with a Pupil Review Card which will allow them to leave their lesson to attend their meeting.
- Form Tutors and Class Teachers should keep parents informed about any news, both positive (e.g. outstanding work or commendable behaviour) and negative (e.g. not enough progress towards exam expectations, not enough effort on certain subjects or homework/classwork, concerns about social skills, any other concerns that a form teacher or other teachers are flagging up) via email or phone. All calls and emails done by Form Tutors and Class Teachers must be logged in the MIS.
- When Senior students have 3 unauthorised late arrivals in one week the Form Tutor should put the student on a Punctuality Report Card and parents should be notified about this action.

- If there is no improvement (4 unauthorised late arrivals) then the Head of Pastoral Care should be informed. Parents will then be contacted to inform them that, as a result of the continued lateness, their child has been given a 30 minute after school detention for the following day and that they will, therefore, be late leaving school.
- Form tutors and Class Teachers should keep an eye on their students to ensure that they wear the correct and safe indoor shoes.
- Form Tutors and Class Teachers should keep a record of any behaviour issues with their students and discuss these with the Head of Pastoral Care or Head of Inclusion, as appropriate. When it is deemed appropriate by the Form Tutor and Head of Pastoral Care, a senior student may be put on a Behaviour Report Card and parents may be informed of this. This must be signed at the end of the day by Head of Pastoral Care or by the Principal if Head of Pastoral Care is not available.
- Form Tutors and Class Teachers need to be aware of sensitive issues such as student personal hygiene (e.g the need of a deodorant) or the wearing of inappropriate clothing, be it too revealing, a health & safety hazard or suggesting neglect. Details of our school appropriate Dress Code can be found in the Parent Handbook, Student Handbook and this document. Please feel free to consult with the Head of Pastoral Care, our School Nurse or the Principal if you do not feel comfortable discussing any of these sensitive issues with your students.

Please remember, as a Form Tutor or Class Teacher you are never on your own and these are some of the people that you can call on if you need help or support with your students.

Head of Pastoral Care - Mrs Alina Baci
 Curriculum Coordinator - Mr Shane Egan
 Head of Inclusion - Miss Ashley Hall
 Office - Mrs Cheryl Maskell
 Principal - Mrs Jackie Daire



MANAGING BEHAVIOUR

Managing behaviour is the responsibility of all members of staff. It is essential that we all have a consistent approach and it is the person in the moment who must manage the situation, whatever their role.

Teachers in their classes are responsible for the standard of behaviour in their lessons but in the corridor and outside at break time it is the responsibility of all members of staff to address any issues.

Please refer to the Behaviour Management Including Rewards and Sanctions, No Bullying and Physical Restraint Policy and the Behaviour Matrix for more information.

Listed below are examples of a few basic expectations that need to be observed to encourage high standards of behaviour, politeness, safety and kindness. Do not be afraid to ask for help if you need support with this.

- Walk on the right hand side of the corridor or stairs. This will allow for space/distance between people.
- “Please” and “Thank you” should be used on all appropriate occasions.
- Use polite greetings e.g. “Good Morning”.
- Use appropriate good manners when passing through a door - let someone go in front, pass the door to the person behind you etc.
- No hats indoors, this includes hoods.
- Queues should be quiet with space between each person.
- Bags need to be stored safely.
- Use of toilets should be appropriate to the age of the students. Younger children often need to visit more frequently. Older students should be encouraged to use Breaktime for this so as not to disturb others.
- Check for appropriate clothing, especially the wearing of indoor shoes to prevent mud from being brought into the buildings.

STAFF MEETINGS

Whole school staff meetings take place at 13:00 every Wednesday afternoon. There is an agenda set by the Principal which can be found in the [Staff Drive](#) in the Staff Meetings folder and all members of staff are encouraged to include items under. Please feel free to add an item to the agenda.

SCHOOL CALENDAR

This is coordinated in the office and is accessible on Firefly or through your school Google Workspace account. It is the responsibility of all staff to read it on a daily basis and to write in items and dates specific to you and your class e.g. school trips and visitors. Staff absences arranged in advance e.g. for unavoidable dental/medical treatment, will be displayed on the staff calendar but rules of privacy are always practised so the time will show you as being absent only.

GIVING MEDICATION TO PUPILS

Permission must be obtained from the parent/guardian of the child requiring medication for each instance and the medication must be given to Mrs Maskell in the office. If she is on site then she will administer the medication otherwise the member of staff giving the medication must confirm with the parent/guardian that the medication was administered.

CHILDREN UNABLE TO CONFORM TO THE SCHOOL ROUTINE

Should a child be unable to conform to our normal school routine, for any reason, they must be taken to the school office where Mrs Maskell, the Principal or the Deputy Principal will make a decision as to their fitness to remain in school. The child will be given a recovery period and/or sent home. You must be particularly vigilant if you suspect that a child has a temperature or shows any symptoms of being unwell and report it to our school nurse immediately.

MORNING AND LUNCHTIME DUTIES

There are always 2 members of staff on duty outside. It is the duty of each member of staff to find out when they should be outside on duty by referring to the rotas provided and to ensure that they arrive in the playground promptly. Members of staff on duty will be given the opportunity to have a break at a time other than the designated break time. It is the responsibility of all teaching staff to ensure that the children in their class are supervised, particularly during break times and at lunchtime.

POLICIES AND CURRICULUM

Curriculum and school policies are available on Firefly, on the school website, in the Staff drive and in the office. They will be updated as appropriate and it is expected that you will read and understand the school policies and familiarise yourself with any changes or additions that are made. You should take the time to become familiar with the policies that are available, particularly as Belgium has different rules and laws to other countries. There is a list of available policies at the end of this document.

If you have any queries or concerns about these policies then please do not hesitate to ask the Principal who will advise you.



GDPR

ACE of BRUSSELS Data Protection, Privacy and Data Retention Policies have been overhauled to meet GDPR requirements. We have and continue to develop accountability and governance measures (including privacy by design) to raise awareness of and promote compliance with our data protection obligations and responsibilities. We have and continue to update our retention policies and schedules in consideration of 'data minimisation' and 'storage limitation' principles. We have and continue to develop safeguards and security measures for preventing, identifying, assessing, investigating and reporting personal data breaches. ACE of BRUSSELS is occasionally obliged to transfer personal information and we have and continue to develop our policies and procedures for securing and maintaining the integrity of the data. When such data transfer involves external recipients, we request recipients verify that they have appropriate safeguards to protect the personal information and to comply with data subject rights and requests.

As a member of staff you have access to much private data and you must respect this at all times.

When handling any personal data of students, parents and colleagues you must comply at all times with the Data Protection and Privacy Policy and the Data Retention Policy and the instructions therein to ensure compliance with the GDPR.

All data processing and communication is internally recorded in Firefly, School Post and the ACE of BRUSSELS G Suite account. Please refer to the Data Retention Policy to assess how long to retain data. It is good practice to review and clean out your accounts and devices on a monthly basis to ensure that you comply with the ACE of BRUSSELS data and privacy policies and GDPR.

POLICIES AND DOCUMENTS AVAILABLE ON FIREFLY

- Animals in School Policy
- Behaviour Management Including Rewards and Sanctions, No Bullying and Physical Restraint Policy
- Behaviour Matrix
- Child Protection Policy
- Compliments and Complaints Policy
- Data Protection, Privacy and Retention Policy
- Dress Code
- Employment Documents
- Equal Opportunities Policy
- Health and Safety Policy
- Induction, Newly Qualified Teachers, Continuing Professional Development and School Based Training Policy
- Information, Communication, Technology Policy for Students and Staff
- Intimate Care Policy
- Language Policy
- SEN Policy
- Whistleblowing Policy