



## **Information for new staff**

### **Welcome to Tudor Park Education Trust**

We take care when recruiting staff and look forward to working with you. We hope you will feel welcome as you start your new role here. This pack will provide you with some helpful information as you prepare to join us and in your first few months here.

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#### **Helping you prepare for your new role: Before you start**

##### **Induction**

The Trust holds an induction day in the Summer Term and all new staff are warmly invited to attend. A programme will be sent out before the day.

##### **Policies and procedures**

The Trust has a number of policies which are saved on the shared google drive. We hope that these documents give you clear information about the processes at the Trust. If you have any questions about policies, please feel free to contact your line manager, the Principal or Penny Davies in HR. The key policies for new staff to read include (but are not limited to): Safeguarding, Acceptable Use of IT, Probation, Pay, Staff Code of Conduct, Health & Safety, Sickness Absence, Behaviour, Social Media and Wellbeing.

##### **Values**

The Trust's values centre around working together as a Trust of two strong schools but also wanting to work in collaboration with other schools for the benefit of the individual and the whole. The Trust's personality is to be positive & invested, energetic & flexible; honest & generous, outward looking and listening & learning. The Trust believes in strong leadership, learning from each other, openness, community and opportunity for every child.

The ethos at Springwest Academy is simple: Be polite, be kind and be ready to learn.

The ethos at Logic is simple: Looking forward. Looking outwards. Taking action.

## **Salaries**

There are two pay scales for staff at the Trust – one for teachers and one for support staff. Both are in line with nationally agreed scales and are published annually in the pay policy. The salary you are paid on will be stated in your contract and payslip.

## **Annual leave**

Support staff on all year round contracts have an annual leave entitlement. The number of days and terms are explained in the contract. Term staff support staff and teachers are not entitled to holiday outside of school closure (holiday) periods.

## **Computers and phones**

Teachers and Teaching Assistants are provided with a laptop and charger from IT. You will be shown where IT is when you start and they will provide you with an email account, photocopier code and passwords for access to SIMS. SLT are given a school phone as well from IT.

## **Payroll**

Dataplan is our payroll provider. Staff are paid on the 28<sup>th</sup> of every month. Please ensure you sign up to epayslips once you have received the email prompting you to do so.

## **Pensions**

There are separate pension schemes for teachers and support staff, both with excellent employer contributions. Staff pay a percentage of their salary and the employer pays a contribution on top (28.68% for teachers, 22.1% for support staff).

A pension is a long-term savings plan designed to provide you with an income in later life when you no longer work, or have started to reduce how much you work. The Trust offers workplace pension schemes to its eligible staff and casual workers. Which scheme you are eligible for depends on your job and will be found in your contract of employment. The Trust is legally required to automatically enrol eligible staff into a pension scheme, but after this has happened you are able to opt-out. We must carry out this process every three years so you may find that you are put back in the pension scheme at a later date. You have the choice of opting out each time this happens.

## **Advice and support**

If you need any advice and support at our Trust and in Springwest and Logic, you will find the senior leadership team and colleagues to be approachable. As well as being able to speak with them, the Principal, or your line manager you can always speak with HR. The Trust also provides support through its Employee Assistance Programme (EAP) which has a phone number to call for free & confidential information, support and counselling. Staff are also encouraged to join a trade union for additional support. Both Springwest and Logic have a member of staff who is a union rep and they are available to talk to staff. The Trust also uses an Occupational Health service for when medical advice is needed to support staff with medical conditions or in a return to work.

## Benefits

The Trust offers the following:

- An friendly atmosphere with wellbeing at its heart
  - A strong focus on staff development
  - Supportive Senior Leadership Teams who know their schools, lead by example and listen to staff
  - Outstanding teaching and abundant opportunities in a diverse and compassionate community
  - Friendly and well-behaved students
  - A positive work environment and a culture of working together
  - Excellent pastoral structures and systems
  - Extremely high quality inclusive provision for supporting our vulnerable students
  - Employee Assistance Programme with a free and confidential counselling and advice line (telephone 08000 856 148)
  - Rail season ticket loans
  - Cycle to work scheme
  - Annual flu jabs
  - Excellent transport links to central London and Heathrow
  - Fantastic sporting facilities and ICT facilities
  - Pension schemes with excellent employer contributions
  - Financial support towards course fees
  - An early finish on a Friday.
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## Information you will need for your first day

### Getting here

The Trust is a 7 minute walk from Feltham train station. There is also a large car park which is available for all staff. Please ensure you give HR your car details (car model, colour and registration) and collect a sticker for your car.

### What to bring

Please bring with you the following documents (if you have not already provided them):

- your P45 (if you have been issued with one)
- your signed contract
- the originals of your ID documents (ideally including passport, recent proof of address and NI number)
- the originals of your qualification certificates (teachers only, unless specified)
- your DBS certificate.

### What to wear (dress code)

Working in our trust, employees are role models to our students and how they present themselves is important. Our expectation is that staff are decently, appropriately and professionally dressed in work at all times. We do not permit the wearing of clothes that are revealing, allow underwear to be seen, have offensive logos or writing, or are ripped or torn at any times. If an employee is unsure whether any item of clothing is inappropriate then they should not wear it to work. Employees can always speak to their line manager if they are unsure. Where we identify that an employee is wearing clothing that we do not find acceptable they will be informed.

### Where to eat in school

There is a canteen at Springwest and cafe at Logic. At Springwest, you can set yourself up with Finance to be able to pay with the biometric system, or you can pay with a bank card. At Logic you can pay on a bank card.

### Staff room

Both Springwest and Logic have staff rooms available for staff to use. Springwest has a large room with plenty of sofa space and tea & coffee provided at break. Logic has a cafe on the ground floor with lots of options for food and drink. Staff of both schools can use the space in both schools.

### Your safety and security

Both schools close at 5.30pm each day. Please be aware that you **must** be out of school by this time as the site team lock up the school and set the alarm.

## On your first day - actions to complete

- **Activate email account**  
IT (Colwyn Technologies) provides all of the central IT systems across the Trust and are here to help you in your new role. They are based on site, upstairs in the central TPET building.
  - **Format email signature**  
Once you have activated your email account, you'll need to format your email signature. You will be shown how to do this.
  - **Collect ID lanyard**  
You will have your photo taken and be given a lanyard with a staff badge. This will allow you to open the school gates and Reception door.
  - **Read the Acceptable Use of IT policy.** Penny Davies will send you a google form which you must then complete to confirm you have read and understood the policy.
  - **Provide Penny Davies (HR) with emergency contact details** so that these can be added to the staff database in case we need to contact someone urgently eg if there is an accident or you fall ill etc.
  - **Add the staff absence line (0208 831 3038) into your mobile contacts** in case you need to inform the school that you are absent.
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## Within your first week - must do training and events

- **Induction with HR**

Penny Davies will arrange a meeting with you to run through information you will need working at TPET.

- **Safeguarding**

You will be emailed a link to complete an online safeguarding course. All staff have to do this training every year. It takes about 1 to 2 hours and can be done on a computer or phone.

- **GDPR**

You will be emailed links to various modules of training on data protection. Again, all staff must do these. The modules include:

- Introduction to GDPR and Data Protections
- What is a Breach
- Breach Notification
- Introduction to SAR and FOI requests
- DP in the Workplace: photos and consent
- Introduction to cyber security.

- **Probation**

The Trust is committed to developing and supporting staff to work effectively to meet the objectives of their roles. Line managers are best placed to offer one-to-one support and guidance to new staff in meeting these objectives and developing new skills. Staff will meet with their line managers to complete the forms within the probation period, **including an initial one when you first start**. The process is used to support and evaluate a new member of staff's performance with a view to confirming them in post. All new staff will normally have a probationary period of six months.

- **Key policies to read and understand**

Penny Davies (HR) will email you a google form which you must complete to confirm you have received, read and agreed to the following key policies:

Safeguarding, Staff Code of Conduct, Data Protection, H&S, Probation, Social Media. The policies will be emailed to you and can also be found on the shared drive in the TPET policies folder.

- **H&S Induction.** Craig Light, Site Manager, will meet with you to go through the H&S information you need at TPET.

## Other information to know

### Background history

Tudor Park Education Trust was set up in December 2015 with two partner schools – Springwest Academy and Logic Studio School. The Rise is a co-located partner special free school. We are an experienced small Trust used to working together across two quite different schools with a strong established central team which includes finance, HR and IT managed services. We have experience in supporting other schools outside of our Trust.

### Working at TPET

You'll be asked to update a data collection information sheet every year. It is saved in your file and on SIMS (staff database). If any of your details (eg address, name, bank details) change during the year, please update Penny Davies.

If you need to claim expenses, please contact Sharon or Alex in the Finance Team ([s.knowles@springwestacademy.org](mailto:s.knowles@springwestacademy.org) or [a.wells@springwestacademy.org](mailto:a.wells@springwestacademy.org)). If you need to speak with them, they are based in the TPET central building.

Stay informed by keeping in touch with relevant staff networks and attending all the necessary Insed and department meetings, contributing your opinion at Staff Voice meetings, reading the weekly Bulletin Staff Comms.

### Resources and contacts

Little Book of Info. This is a small handbook of helpful information which you will be given when you start work. It includes information such as term dates, school day timings, the name of the Designated Safeguarding Lead and what number to call if you're absent.

Trust central contacts:

- CEO: Steve Price ([s.price@tudorparkeducation.org](mailto:s.price@tudorparkeducation.org))
- HR contact: Penny Davies ([p.davies@tudorparkeducation.org](mailto:p.davies@tudorparkeducation.org))
- Director of Finance: Ndullee Stevens ([n.stevens@tudorparkeducation.org](mailto:n.stevens@tudorparkeducation.org))
- Data Manager (also responsible for Cover): Karen West ([k.west@tudorparkeducation.org](mailto:k.west@tudorparkeducation.org))
- Site Manager: Craig Light

### Trade Unions

Staff are encouraged to join a trade union. For advice and information please speak with the union reps. These are: Tom Gallahue at Springwest and Callum Walker / Paul Palmer at Logic)

## Term dates for 2024/2025

These can be found on the website and on the shared drive (search for 'calendar'). For information, the dates are:

<b>Autumn Term 2024</b>	<b>Session</b>	<b>No of pupil days</b>
Autumn Term 1	2 September 2024 – 25 October 2024 INSED: 2 September, 3 September, 25 October 2024	37
Half term holiday	28 October 2024 - 5 November 2024	
Autumn Term 2	6 November 2024 – 20 December 2024	33
		Total: 70
Christmas holiday	23 December 2024 - 3 January 2025	
<b>Spring Term 2025</b>	<b>Session</b>	
Spring Term 1	6 January 2025 – 14 February 2025 INSED: 6 January 2025	29
Half term holiday	17 February 2025 - 21 February 2025	
Spring Term 2	24 February 2025 - 4 April 2025	30
		Total: 59
Easter holiday	7 April 2025 - 21 April 2025	
<b>Summer Term 2025</b>	<b>Session</b>	
Summer Term 1	22 April 2025 - 23 May 2025	23
Half term holiday	26 May 2025 - 30 May 2025	
Summer Term 2	2 June 2025 - 18 July	35
		Total: 58
<b>Total pupil term days</b>		<b>187</b>
<b>Total number of INSED days</b>	2 September, 3 September, 25 October, 6 January (5th INSED worked as directed time for teachers throughout the year)	<b>5</b>