



The King's (The Cathedral) School

Staff Induction Policy

Responsibility:	HR Manager
Ratified By:	Governing Body
Date Reviewed:	May 2025
Next Review Date:	May 2027

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1.0 INTRODUCTION

The first weeks and months are vital to the success of any appointment. The arrangements made for introducing a new employee, member of agency staff, governor or volunteer to the school, and the specific duties of their post, provide the foundation for successful and safe contribution to the school. The Induction Programme is designed to help new employees, permanent or casual, any member of agency staff, new governors, and any volunteers to become familiar with the requirements of their position and learn about The King's (The Cathedral) School's culture, ethos and working practices effectively and efficiently so that they become knowledgeable and confident as quickly as possible.

Safeguarding Children and Child Protection will form an essential part of every induction programme.

2.0 SCOPE

- 2.1 This policy applies to all employees and also, as appropriate, to governors, volunteers and agency staff who will all receive a tailored induction programme which will include appropriate information, training, observation, and mentoring.
- 2.2 The Induction Programme should be cross-referenced to the ECT Induction requirements and probationary periods for support staff, as appropriate.
- 2.3 The purpose of the induction process is to:
 - Provide mandatory Child Protection and Safeguarding training, and assess its effectiveness
 - Explain The King's (The Cathedral) School Safer Care Code of Conduct to ensure that all staff, governors, volunteers and agency staff understand what is expected of them at the school
 - Provide an awareness and information on all other school policies and procedures
 - Enable new starters to integrate quickly and effectively in to the school
 - Help new starters to begin contributing towards improving and developing the overall effectiveness of the school, raising pupil achievement and meeting the needs of pupils, parents and the wider community
 - Immediately Identify and meet essential job specific training needs, for example, training on the use of essential IT equipment and/or systems, as well as role specific training such as manual handling, food and hygiene
 - Establish and support on-going job satisfaction and personal achievement by identifying and putting in place any additional individual training needs

3.0 MANAGEMENT AND ORGANISATION OF INDUCTIONS

- 3.1 The Headteacher retains overall management responsibility for all inductions but will delegate the organisation of the programme of induction for all staff, trainees, and volunteers to the Headteacher's PA or HR Manager.
- 3.2 The Deputy Headteacher has overall management responsibility for agency staff induction but will delegate the organisation of the programme of induction to the Headteacher's PA, Cover Officer or HR Manager.
- 3.3 Heads of Departments have responsibility for departmental and job specific aspects of induction for their new member of staff/trainee or volunteer.
- 3.4 The Chair of Governors is responsible for the induction of new Governors.



The King's
(The Cathedral)
School

Induction Presentation

2025/2026

Welcome

As a School we are proud of our long-standing history and traditions dating back to 1541, at the same time as embracing everything the modern world has to offer.

We value and strive to encourage, individual academic success, alongside musical, cultural and sporting achievements, within the Christian family ethos, which is central to everything we do.

Our aim is to be **“A Family Achieving Excellence”**

‘many members, but one body, as it is with Christ’

(1 Corinthians 12.12)

Emergency Procedures

Fire Drill

Should you discover a fire, raise the alarm immediately by operating the nearest Fire Alarm Call Point.

The alarm will sound throughout the school and everyone should evacuate the buildings - automatic doors and gates will open on the site affected. The fire assembly point is the hardcourt playing area at the rear of the main school building.

Intruder Alarm and Lockdown Procedure

Should you have concerns that an intruder who poses a risk, as a result of possession of a weapon or by threatening /erratic behaviour, has gained access to the site you can raise the intruder alarm at the blue call point situated in each corridor.

On hearing the alarm stay in your room and lock your door.

It is every member of staff's professional duty to be fully conversant with the school's Fire Evacuation and Lockdown procedures.

Copies of the full policies can be found in the staff Shared directory R:\Staff - General Area\Policies

First Aiders

A list of current first aiders and a first aid kit can be found in each workroom.

First Aiders are de-fib trained and De-fibrillation machines can be found outside maintenance for main site, sports hall have their own, as does JD and the sports pavilion at the off-site playing fields

The process for reporting Health and Safety Issues

- Urgent Maintenance Requests - Ring premises who will deal with your request as a matter of urgency
- Non Urgent Maintenance Requests - Add your request to the excel spreadsheet which can be found on the shared drive.

Access to Site

OUT OF HOURS

Should you intend to leave your car on site either after the end of the school day, or during a weekend or a school holiday, please contact the premises team on email :- siteservices@kings.peterborough.sch.uk notifying them of the following information: -

- The reason for leaving your car onsite.
- The dates of when your car will be left on school premises
- Should the dates given change, contact the premises team with the change of details.

SIGNING IN AND OUT

Any member of staff leaving site during the school day, other than for part time absence, must sign out on the whiteboard in the front reception for health and safety reasons should an incident (such as a fire) occur.

Navigating the Site

Within the main school, room numbers below 100 are downstairs and numbers above 100 are upstairs.

The sports hall is located across Granville Street in a separate building and includes a fully equipped gym on the first floor.

The playing fields are located at Garton End Road.

Our Junior Department is located on Park Road in Madeley House, room numbers start with 'M' in front of the number.

SWIPE CARDS

- All staff and pupils are required to have an ID swipe which allows access in and around school buildings. The card can also be used to quickly release printing as well as to purchase food in the dining room. (Should you wish to use your card to purchase food please email finance@kings.peterborough.sch.uk to set your card up with this functionality.)

Catering on Site

Refreshments are available in 3 locations:-

- Boizots café in the 6th Form block (payment can be made by debit card)
- Henry's at the back of the main school building (payment can be made by debit card)
- The Main dining room in the main school, opposite the main hall – payment can only be made using your swipe card and scopay

School Mini-buses

We have a fleet of 3 school minibuses. If you would like to become a minibus driver please contact Site Services to arrange for a basic skills test and to organise insurance.



Timings of the School Day

The school operates an eight period day with an earlier lunch for JD (12:40 – 13:10)

Registration	08:35
Assembly/Act of Worship	08:40 - 09:00
Period 1	09:00 - 09:35
Period 2	09:40 - 10:15
Period 3	10:20 - 10:55
Period 4	11:00 - 11:35
Morning Break	11:35 - 11:55
Period 5	11:55 - 12:30
Period 6	12:35 - 13:10
Lunch	13:10 - 14:10
Period 7	14:10 - 14:45
Period 8	14:50 - 15:25
End of the school day	15:25

There are no bells during the day. Students and staff should manage their attendance to the timetable above - If you do hear a bell it is an emergency – either evacuation or lockdown.

Assemblies

An act of Christian collective worship and assembly is held every day and is an integral part of the life of our church school. The act of worship takes place within the Assembly and is based on Church of England practices.

- MONDAY – Main School Assembly for even numbered year groups (JD, 8, 10 and 12)
- TUESDAY – either year group, key stage or tutor assembly – check assembly rota*
- WEDNESDAY – House Assemblies
- THURSDAY – either year group, key stage or tutor assembly – check assembly rota*
- FRIDAY – Main School Assembly for odd numbered year groups (7, 9 and 11)

*(*Each term the assembly rota is published on the shared drive.)*

Staff should attend assemblies with their tutor group after registration, or their relevant house assembly.

Cathedral services

There are 6 events per academic year where the whole school walks to the Cathedral and back. A published plan for the safe management of this undertaking will be communicated in advance of each service.

The timings of the events are:-

- Dedication – first school day of the autumn term
- Speech day – end of 2nd week of the autumn term
- Christmas service – last day of autumn
- Easter Service – last day of spring term
- Leavers Service – within the second half of the summer term
- End of academic year – last day of summer term

Weekly Staff Briefing

Every Wednesday at 8.25am there is an All Staff Briefing which takes place in the Drama Studio.

All teachers are expected to attend unless on Duty...



Duties – Breaks, Gates and Lunch

Teacher's Mandatory Duties

Every member of teaching staff will be assigned a break and gate duty. This is an important part of directed time and each duty must be fulfilled punctually and consistently. Each day is led by a member of SLT, you will be sent a copy of the duties rota from Julie Sismey at the beginning of the year and at any point during the year where it has been updated.

Some teachers may volunteer to exchange their break duty for a lunch duty of equivalent time(separate to additional paid lunch duties). This is to allow the school to provide a higher level of supervision during the lunch time period.

Lunch Duties

In addition to the compulsory break duty, members of staff (teaching and non-teaching) are able to sign up to 30 minute paid lunchtime duties (£10 per duty, maximum 1 lunchtime duty per day).

If you would like to undertake a Lunchtime Supervisor Duty, please email Julie Sismey, Cover Supervisor.

The Lunch time duty rota can be found in the staff shared directory under lunch time duty register [R:\Staff - General Area\Duty Teams](#)

Staff Absence Processes

REPORTING SICKNESS

If you are unable to attend work due to illness, please email the reason and expected duration of your absence to cover@kings.peterborough.sch.uk or leave a voicemail with this information on 01733 751541 ext. 372, no later than 07:30 on the first day of absence.

COVER REQUESTS for school business, or SPECIAL LEAVE REQUESTS

Requests for Cover for planned school business or Special leave requests for any reason other than illness (either planned or emergency) must be made using the Cover and Special Leave request form which can be found using the following link:-

<https://forms.office.com/e/1U3TZHLGLx>

Outside of an emergency request, please give as much notice as possible when requesting special leave,. An email confirming the outcome of your request will usually be sent before the end of the following school day.

The Senior Leadership Team



Charlie Armstrong
(Asst. Headteacher)

Oliver Pengelly
(Asst. Headteacher)

Jamie Pinguenet
(Asst. Headteacher)

Rob Mbanu
(Asst. Headteacher)

Rebekah Merrington
(SENDCo)

Duncan Rhodes
(Deputy Headteacher)

John Harrison
(Headteacher)

Lucy Willis
(Asst. Headteacher)

Natalie Ray
(Chief Financial Officer)

Pastoral Support Officers (PSO's)



Nikki Key

PSO for KS3
Academic Years 3 to 7

Located in the Pastoral Area
(opposite Pupil Reception)



Janine Farrell

PSO for KS3
Academic Years 8 & 9

Located in the Pastoral Area
(opposite Pupil Reception)

Pastoral Support Officers (PSO's)



Jessica Roberts

PSO for KS4
Academic Years 8 & 9

Located in the Pastoral Area
(opposite Pupil Reception)



Shona Rickard

PSO for KS5
Academic Years 12 & 13

Located in the Sixth
Form Office

Other Useful Contacts...

- PA to the Headteacher – Jo Baker.

(Jo Baker is also the Administration Team Manager. The school is keen, where appropriate, to support colleagues with administrative tasks. Requests need to be made via adminsupport@kings.Peterborough.sch.uk

There is also a reprographics service for large scale printing tasks.)

- Main School Reception – Natalie Sieberichs
- Pupil Reception – Sharon England
- Senior Administrator responsible for Cover – Julie Sismey
- Data Assessment and reporting manager – Mark Donajgrodzki
- Exams Officer – Rozana Foster
- Catering Manager – Siobhan Stringwell
- Premises and Procurement Manager – Rob Knighton
- IT Manager – Andy Baldock
- HR Manager – Lynsey Mason
- Growing Faith Chaplain – The Reverend Lex Bradley-Stowe

School Information Document

A single document can be found with ALL school information contained within it, including:-

- All members of staff – their staff code, department and job title
- The school calendar of all events/trips
- Weekly pattern for the year
- SLT responsibilities by member of SLT
- Assessment and Reporting Calendar

You will receive an email regarding A&R from our Data Manager Mark Donajgroski – if in doubt contact him directly. Criteria for Reports, to be used by staff alongside the A&R Calendar, can be found here <R:\Staff - General Area\REPORTS\Criteria for Reports>

Pupil Behaviour, CPD and Policies...

Expectations for Pupil Behaviour are very high. The school chooses to focus on rewarding positive behaviour and Teachers are asked to award achievement points through SIMS – please study the Behaviour Policy carefully to ensure a uniform and consistent approach to awarding points.

As is typical in most schools there are 3 professional training days each academic year, 2 in September, 1 in January, and 2 disaggregated days spread over a number of end of day meetings/training after school.

One of our Assistant Headteachers, Rob Mbanu, is responsible for CPD and you will receive emails from him throughout the academic year.

All the school policies can be located on the school website and the shared drive....

ICT Systems and Services

Microsoft O365

- Office 365 software suite
- Outlook email
- Sharepoint
- Teams

- My Concern

- Edulink One
- Sims
- Papercut
- Mega Seating Plan
- Twinkle
- Oliver
- Smart Notebook
- Training platform – national college



ICT Systems and Services

What does a Kings School Classroom look like



ICT Systems and Services

Training sessions available for new and existing staff on the following topics

- Laptop induction, use and basic problem solving
- Smartboard – 20 minute how to session on basic use and problem solving
- Microsoft o365 software platform – email, sharepoint, onedrive and teams
- Sims and edulink one – training on how to take a register.
- <https://kingspeterboroughschuk.sharepoint.com/sites/ksp-Staff/IT%20Information/Forms/AllItems.aspx> Help guides are here

<https://learn.microsoft.com/en-gb/training/educator-center/>

Welcome to Microsoft Learn a platform for educators with a customer focus over someone with a technical background.

These are more accessible and directed to a goal of understanding 365 for your benefit.

Where those who help deliver CPD there are instructor course materials. we can develop our courses and versions of the courses.

You can self-develop your own learning journey.

Overview

Professional development >

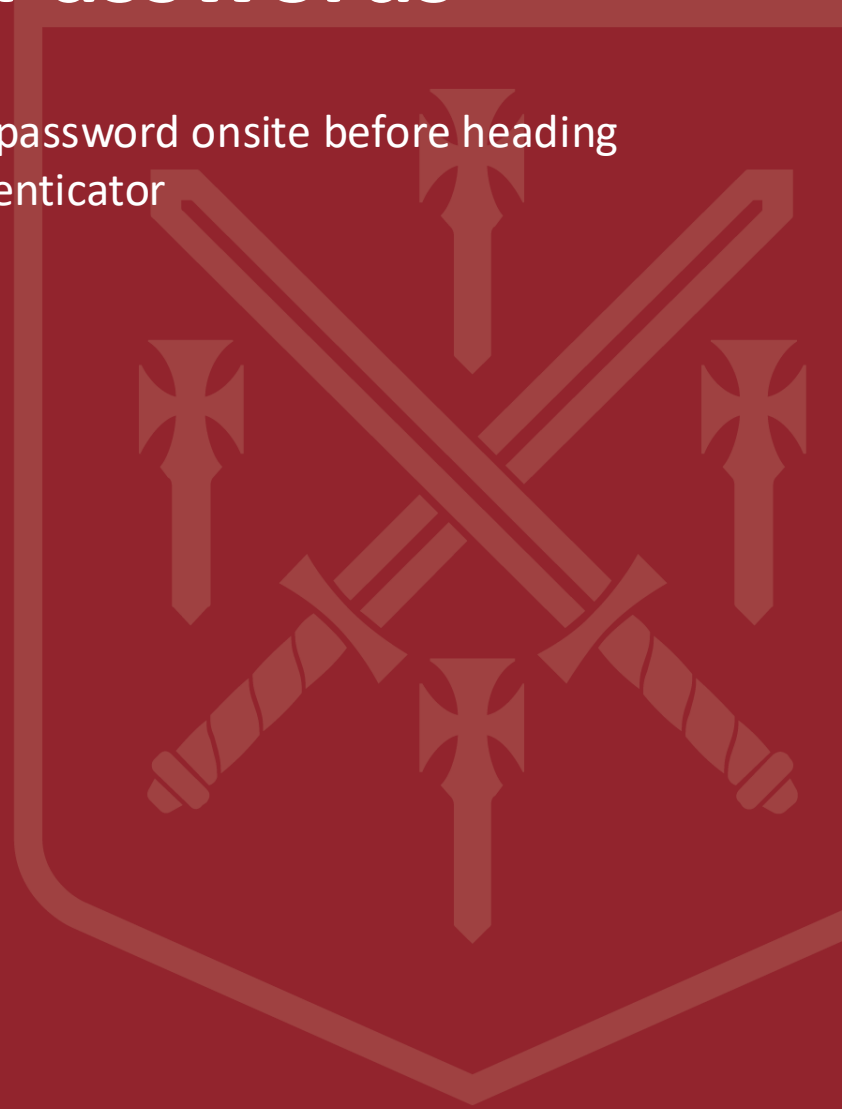
Product guides >

Instructor materials >

Educator programs >

Microsoft MFA & Passwords

Please be aware that you will need to reset your password onsite before heading home today, and setup your Microsoft MFA authenticator



Safeguarding Training

You will be provided with an internal Safeguarding Presentation which details safeguarding processes here at King's, and identifies key members of staff with responsibility for Safeguarding.

Following the presentation you must log-in to your My Concern account and download the mandatory policies and procedures.

Finally you will need to complete an MS Quiz to evidence having read the policies and demonstrate your knowledge and understanding of the key members of staff with safeguarding responsibility here at King's and how to go about reporting concerns.

In addition you will need to complete the following training via the National College – sign in using your work email.

- [Safeguarding Training Course & Certificate for School Staff \(nationalcollege.com\)](https://nationalcollege.com)
- [Certificate in Understanding the Prevent Duty Training Course \(nationalcollege.com\)](https://nationalcollege.com)
- [GDPR & Data Protection Training & Certificate for School Staff \(nationalcollege.com\)](https://nationalcollege.com)
- [Preventing Sexual Harassment in the Workplace \(nationalcollege.com\)](https://nationalcollege.com)

Employee Assistance Programme

A 24 hour helpline from **Health Assured**
to support you through any of life's
issues or problems

Employee Assistance Programme



We don't know when you might need us.
That's why we're here **24 hours a day**.

- ✓ Legal
- ✓ Counselling
- ✓ Consumer
- ✓ Family
- ✓ Financial
- ✓ Medical
- ✓ Work
- ✓ Stress

Call us in strictest Confidence on

0800 030 5182

(Outside the UK: +44 161 836 9498)

- ✓ Emotional support
- ✓ Medical factsheets
- ✓ Personal coaching
- ✓ Fitness advice
- ✓ Health assessment
- ✓ Stress assessment

Online Lifestyle Services

www.healthassuredeap.co.uk

Username: Insert Username

Password: Insert Password



Staff well-being is of the utmost importance and as part of our commitment to supporting staff we make provision for an Employee Assistant Programme.

A number of staff are Mental Health First Aider trained, including our HR Manager.