

## ***London Brookes College Staff Hand Book***

*Thank you for agreeing to work with us at London Brookes College. We are so pleased to welcome you to our lovely college and really hope that you'll enjoy your time here. At the start of your career with us, you will be given a tour of the building, during which you will be shown our fire exits. You will also be expected to sign our Personal Service Agreement which stipulates that you must familiarize yourself with and abide by all our policies and procedures which are available in a soft copy (teacher documents folder on the intranet).*

**Reception:** *There is a book at Reception which must be signed when you arrive and when you leave. Failure to do so may affect your pay. It is also necessary to sign in and out for health and safety reasons. Please do remember that reception is very busy, do not expect your requests to take priority over everything else!*

**Teaching resources:** *In order to cover each course fully in a short space of time it is essential to follow a weekly scheme of work; please submit your scheme for the whole year to the Vice-Principal during the first week of the first term. Should you wish to borrow specifications for particular courses, please request them from the Vice-Principal. A course description also needs to be submitted to her at the start of each academic year. Please also give your students a course description at the start of the year. The best teaching resource, of course, is you as a member of staff. Please ensure that the students are able to make the best use of their time with you by giving them regular homework, making sure they do it, providing constructive feedback and keeping a record of the marks. We like our students to have a textbook wherever possible and so, please recommend your preferred textbook and tell the students where to buy it and the ISBN number. Please also let the Vice-Principal know if students have not obtained a copy within a week of it being recommended. Kindly give her details of the book also so that she can add it to the student reading list.*

**Testing:** *We believe in regular testing in order to monitor the students' progress. Regular tests should be built into the scheme of work for each subject. One test a fortnight is expected. Mocks are held in lesson time during the first week in December and again in March. These should take the form of the examination for which the student is being prepared. Projected dates for GCSE controlled assessments and practical examinations should be included in the S.O.W. given to the Vice-Principal. Marks for every test must be recorded on the homework/test registers for every student. Under-achievement in tests will be considered alongside class work when deciding whether parents should be invited in to discuss progress.*

**Reports:** *Reports are issued, via MCAS (My Child at School app), for all students. These are completed on the Bromcom under assessment section. Please meet the deadline for these to be done, remembering that they may need to be typed before release. Comments are based upon the work done by students during the period leading up to the report.*

**UCAS references:** *The culmination of our students' work here is the gaining of a university place and all staff are expected to contribute to the production of student references through the writing of subject specific comments by the beginning of the October half term holiday. Students for medical degrees need to have their references written by mid-September as their applications must be submitted by the middle of October. All references must follow the format prescribed below:*

- *Work ethic*
- *Subject specific skills*
- *Relationships with students and staff*
- *Suitability of candidate for study at degree level.*

*Students may want to discuss their subject choice with you, particularly if yours is the one they have chosen for degree level study. Please advise them to aim high but to also pick an "insurance offer" course that might require lower grades than they are hoping for.*

*Predicted grades should be positive but not unrealistic.*

**Contact details - staff and students** Please complete the enclosed form with your own contact details and let us know immediately if they change. Remember, please, that when you need to contact a student, whether external or internal, you must do it through Reception. **Staff should not give students their home or mobile numbers or e-mail them. Doing so renders you vulnerable and could cause unnecessary problems both for you and for the college. Our new system will monitor contacts and must be used. In the meantime, go through reception.**

**Facilities** We have a staff resources room containing a computer and a small library of subject related books. **Because there is such huge pressure on the computer and printing facilities at Reception, staff are expected to use the facilities within the staff room not those at reception.** Staff belongings can be left in the staff room but at your own risk. Please ask for the key at Reception and ensure that you always lock the door if you are the last person leaving the room. The computer room can also be used by staff; please request the key at Reception and make sure that you sign when taking and returning the key. It is vital that the key is returned to Reception as soon as you leave the computer room.

**Photocopying** This can be done by Reception if given reasonable notice. Please make sure that, when photocopying past examination papers, you do not include blank pages! Many examination boards use question booklets in which answers can be written-when photocopied, the result is often a lot of unnecessary lined pages. Only photocopy as many past papers as students can realistically complete-it is unproductive to give them vast numbers of papers that you will be unable to mark and they will be unable to carry! Lastly, please remember that there are copyright rules regarding photocopying.

**Stationery** Board markers and other basic stationery for staff use are available from Reception. Equipment is limited, however, so please show generosity of spirit by returning it to Reception so that others can borrow it. Students should provide their own materials. Please insist that they bring the necessary materials with them to class-by not doing so they are not taking responsibility for their own learning and are damaging their chances of academic success.

**Staff absence** Try to keep healthy but, if there is a sudden illness or emergency that prevents your coming to work, please let us know the day before so that we can arrange cover. Please suggest useful work that students can do in your absence. We will collect it in for you at the end of the lesson so that it can be marked. When you know about an absence in advance, please complete and return the pro forma, available from Reception.

**Payment** During each month worked you will be given a timesheet. Please complete this by the last day of the month in order to be paid on time the following month. Pay day is the 7<sup>th</sup> of every month. **Payment is by cheque and is only made for the hours worked.** Your first pay date is in October and your final pay date is in June.

**Staff Relaxation and Comfort** A kitchen is located in the basement and contains facilities for making hot drinks and heating food. Please make sure that you leave all the facilities, including the downstairs lavatory, neat, clean and tidy. For those of you who want to keep fit, we offer reduced rate membership of the gym at Middlesex University and of Brampton Tennis Club. Please ask at Reception for further details.

**Car Parking:** Parking on college premises is limited. Please Park considerately and remember that you may be blocked in by others who arrive later-think carefully about where you park in order to minimize such problems. You are strongly advised to leave your car keys at Reception so that we can move your car if necessary.

**Lesson Times** At London Brookes College, we don't have bells to tell us when lessons start and end so please check that the clock in your teaching room is right and be punctual in starting and ending. Teachers all have their own timetables so please keep rigidly to the teaching time you are given; late beginnings and endings impact on the teaching time available to others. Also, in order to ensure a crisp start to the next lesson, please insist on a tidy classroom and a clean whiteboard at the end of your teaching session.

**Staff Meetings and Parents Evenings** It is essential that you attend all full staff meetings, departmental meetings, appraisal and other training meetings, as well as all parents' evenings.

**First Aid** There are first aid kits available at Reception and the Science Lab but please do not use it without consulting one of our first aiders Roshni (Saleha Khatun), Barbara, Vinitha Telu, Yash Preet . Students should not take medication in to class; it must be left at Reception so that it can be monitored.

**Health and Safety** Please remember that our fire alarm is tested at 3pm every Friday and that fire evacuation drills are held once a term. All teachers are expected to be involved in these. Our college is protected by CCTV.

If you notice anything which you think may be dangerous-think slips, trips and spills, please inform Reception.

**Thank you** again for joining us... please ask if there is anything we've forgotten-and remember to read the staff information online and on the shared folder called policies and procedures on 'teachers on work'.

**Updated on September, 2025  
next review September, 2026**