

# Eaves Primary School

## *'Excellence in Everything'*



## Student and volunteer induction policy

January 2023

Status	<b>Non-Statutory</b>
Responsible Governors' Committee	<b>Standards and Pupil Outcomes committee</b>
Date first approved by GB	<b>January 2016</b>
Responsible Person	<b>Mrs N Kearney</b>
Review Date	<b>January 2025</b>
Last Amended Date	<b>January 2021</b>

## **Student and Volunteer Induction**

### **Spring 2023**

Absence should be reported to the school office if you are not coming into school at the earliest available time. (01744 812700)

\*Briefings and staff meetings- while you are here, we value and respect you as a teaching colleague therefore you are more than welcome to attend staff briefings on Thursday morning at 8.35. Also, where Staff meetings are relevant to your CPD, then please feel free to attend. This is good evidence for TS8 standard.

\*The staffroom gets very busy so if possible, use between 12-12.30, but if you notice that there is a struggle for space then please be mindful and use the tables at the side or feel free to use Learning Zone 1, leaving it tidy after your lunch.

\*Should you wish to access tea or coffee, then money will need to be paid during any block or long placement. (Please see Miss Purcell- Year 3 Teaching Assistant for more details)

Mobile phones must not be used during class-time. If they are in the cupboard then please ensure they are switched off or on silent. You will have time to check your phone during breaks and lunchtime.

The staff car park is extremely small, so we ask all students on placement to please park on St. Nicholas' church car park.

\*Unless the teacher asks you not to, please go into assembly with the children and place yourself around the hall in order to supervise.

School lunches can be ordered before 9am. Money to be paid using the parent app at a cost of £3.50 per day.

Supporting children can be shown in many ways. Discussion, questioning, modelling strategies/methods, recapping on instructions given. Remember that you are a role model. Children hear and see everything ☺ and they love it when you smile. When marking we always mark using a purple pen and structure comments in a positive and constructive manner (see marking policy).

Denim is not worn unless it is a 'special' day. Appropriate clothing should be worn at all times. 'PE kit' (sports wear) should be worn during PE lessons. Low tables and chairs in foundation stage and key stage one can be problem with skirts! Please read our dress code policy.

All teaching staff must be on the premises by 8.30am and are not permitted to leave until 3.40pm. Planning time before and after school is an expectation. Volunteers must be here before the children arrive at 8.40am so as not to cause disruption to the children's learning. Further education students completing any of the teaching

degrees need to ensure that they are ready to start the day as soon as the children are in at 8.40am.

The behaviour of children is extremely important to us at Eaves. High expectations of good behaviour must be apparent from you at all times. You must always refer to staff as Mr or Mrs/Ms, never use Christian names in front of the children. If you hear or are involved in a private conversation this must remain confidential, confidentiality is paramount in a school setting. Teachers will issue behaviour sanctions, positive or negative, unless you are in a position to lead the teaching.

To help aid your planning, knowledge of the children is crucial. Take time to get to know them as individuals whenever possible. Also, we have an open-door policy in school and \*staff regularly welcome students from other classes to come to observe sessions, just ask your teacher to help arrange this as we believe that this peer to peer CPD will be of great benefit. \*This is the same with after school clubs, if you want to help with any then please just ask as this is great evidence for your TS8 standard.

All students and volunteers will be offered a separate safeguarding induction, this will outline ways in which we safeguard at Eaves. We recommend you familiarise yourself with our GDPR, Safeguarding and child protection policies, and of course the Keeping Children Safe in Education document (Part 1 and appendix A).