



Enriching Life through Learning

Policy for Trainee Teachers in School January 2006

We aim to make the trainees time in our school as beneficial as possible offering high quality teacher and mentor support, a variety of learning opportunities, and a supportive staff. We are a happy school, committed to excellence in all aspects of our work and expect trainees to share the same high expectations, commitment and standards of behaviour that already exist.

Benefits to School

- Professional development of members of staff involved
- A link with a high quality teacher training provider
- Mentors experienced in monitoring, observation and feedback techniques.

Benefits to teachers

- Keep in touch with new methods and innovations in teaching
- Time to observe their class
- Opportunity to work with smaller groups in greater depth
- Chance to be reflective and positive about their work.

Benefit to pupils

- A different perspective on the curriculum
- An enthusiastic approach

Benefits to trainees

- Opportunity to work with high quality teaching staff
- Shared experience in the day-to-day reality of classroom and school life
- Quality observation and feedback from experienced mentors
- Opportunity to make links between taught course and school experience

The type of mentoring offered at Leven C.E. Primary School is very supportive. We want students to experience success in as many forms as possible. There are two mentors: the headteacher and deputy head. Each student is allocated one of the mentors.

List of Staff and Responsibilities

Headteacher: Mr T. Sykes (Standards, School Improvement, Literacy, DT)

Deputy Headteacher: Mrs J. Forth (Year 6, Curriculum, Behaviour, Assessment, Worship, Music, RE)

Class Teachers:

Mr J. Walker (Year 5, Numeracy, Science, Child Protection)

Miss L. Middleton (Year 2, Geography, Speaking and Listening)

Mrs J. McMahon (PPA Cover, History, Gifted and Talented)

Miss R. Hutchinson (Year 3, PSHCE, PE)

Mrs C. Elliott (Year 1, SEN)

Mrs E. Gell (Reception, Foundation Stage, Art)

Mr A. Saltonstall (Year 4, ICT)

Nursery Nurse: Miss L. Branch-Evans

Teaching Assistants: Mrs M. Edwards, Mrs C. Horsford, Mrs C. Dyson, Mrs H. Scarfe, Mrs C. Williamson, Mrs L. Gregory

ICT Technical Support Asst.: Mr S. Burgess

Admin. Officer: Mrs A. Tennison

Admin. Assistant: Mrs E. Westcott

School Support Assistant: Mrs J. Walton

Caretaker: Mr P. Johnson

Senior Lunchtime Supervisor: Mrs H. Northen

Lunchtime Supervisors: Mrs M. Beckett, Mrs D. Hobson, Mrs D. Turton, Mrs S. Work

Cook: Mrs C. Beaumont

Kitchen Staff: Mrs P. Jeffcoat, Mrs M. Kelly, Mrs K. Welbourn, Mrs P. Batters

Cleaner (LEA): Mrs P. Topliss

Crossing Patrol (LEA): Mrs. D. Wilson

Educational Psychologist (LEA): Mr A. Finer

School Nurse (LHA): Mrs S. Berwick

SENSS Teacher (LEA): Mrs J. Railton

Behaviour Advisory Teacher (LEA): Mrs C. Young

Peripatetic Music Teachers (LEA): Mrs. C. Jackson, Mrs K. Hart

School times

8.55	Registration
10.10	Assembly (not Friday - 2.40pm)
9.25	Lessons
10.25	Break
10.40	Lessons
12.00	Lunch
13.10	Lessons
14.15	Break
14.30	Lessons
15.30	End of School

Lunchtime clubs begin at 12.44 and after school clubs run to 16.30. On each school day 4 hours 40 minutes are spent on teaching.

Each class teacher organises their own timetable and students will be provided with a copy on their preliminary visits. Generally, numeracy and literacy are covered in morning sessions.

Classes are organised in separate year groups.

Collective worship: Monday, Wednesday and Thursday: 10.10am
 Tuesday: 9.10am Key Stage 2, 10.10am Key Stage 1
 Celebration Assembly: Friday: 2.40pm

Planning

Class teachers take guidance from the schools Long Term Plan and medium term planning and QCA documents. Trainees will be given copies of the plans and schemes during preliminary visits.

Staff meetings take place every Wednesday 3.40 - 4.40 p.m. Trainees are more than welcome to attend any or all of these meetings and their input on any issues is more than appreciated.

Trainees are expected to plan alongside their class teacher in the same detail and format following SSE proformas.

School Policies

All trainees are given a list of current policies on their preliminary visits. Copies of policies are kept in the head's office, staff room and school office. Copies are also located on the staff area of the school's network.

Expectations of Trainees

Please refer to the staff handbook for organisational information in greater detail. A copy will be provided on your preliminary visits.

Time of arrival: please arrive before 8.30am and leave after 4.30pm, using the sign in/out book by the main entrance.

Photocopier: this is situated in the school office.

Meetings: trainees are welcome to attend staff meeting and INSET days.

Duties: all staff have a duty day and students are asked to do this alongside the class teacher.

Staff room: trainees are welcome to use the facilities here and we ask that you make a weekly contribution for refreshments. A book is available in the staff room to enter when you have paid. Mugs are available, as well as a fridge and microwave. Trainees may also order a school cooked lunch or a sandwich lunch at a cost of £2.25 each day. (Please see Elaine Westcott).

Dress code: smart, with no denim allowed. Trainees are expected to change for PE and not to wear PE kit all day.

Swimming: trainees with year 3 are expected to take children swimming in the Autumn Term.

Smoking: the school operates a non-smoking policy and as such no smoking is permitted on the premises.

Illness/lateness: trainees are asked to ring school at the earliest opportunity. Where possible, contact should be made with the class teacher. The university should also be notified by the trainee.

Children's illness: all illnesses occurring on the premises are dealt with by non-teaching staff in the school reception. If a child becomes ill, or has an accident, the trainee should send the child, preferably with an adult (if not, another child) to the school office. If this is not possible, they should send an adult or child with appropriate message for assistance. The same is applicable should the trainee become distressed. Note that all classrooms have telephone access to the school office. Inhalers for pupils with asthma are kept in marked boxes in the classroom.

We very much enjoy our role in training future generations of teacher and wish trainees a happy and productive time with us. Please do not hesitate to approach us if there are any problems with your placement here.