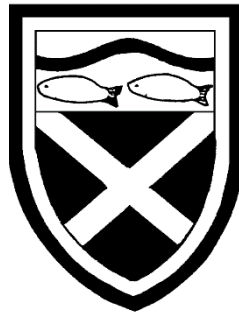


# St Andrew's CE Primary School



## ITT Induction

Reviewed: Summer 2022  
Next review: Summer 2023

## Contact information

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Welcome to St Andrew's CE Primary School.

***Every Child A Champion in Their Own Right. Matthew 5.16 - "Let Your Light Shine."***

Please read this document carefully. It includes some background information about our school and ethos, important procedures to follow, a general timetable of the school day and more. You must ensure that you have read our school policies before commencement of your placement. you will find all copies on our school website, in our Admin Office and they are also available from your Mentor.

### **Safeguarding:**

Please be alert to (and report to Headteacher or any member of our Senior Leadership Team) any issues of concern re: Health and Safety, risk assessment, child protection or any other safeguarding area.

2, you will need to show (Administration Staff and H Wright):

- a) proof of identity
- b) Confirmation of Police Check (with dates)
- c) Confirmation of studies from University

3. You must be aware of Child Protection Procedure before starting work at St, Andrew's and other issues relating to Health and Safety, Fire Procedures and Critical Incidents—see leaflet enclosed.

4. You must also be aware Of our Medical and Asthma registers. Please note: Asthma Pumps are kept in yellow bags within the classroom and Epi Pens are kept in red bags Within the classroom (near classroom doors).

Please note: On arrival at school (daily), you must sign in and wear a Visitor' sticker throughout the school day. If you have any further queries, please see your Mentor and/or H Wright,

## **Safeguarding:**

St. Andrew's is committed to safeguarding and promoting the welfare of children and young people and expects all **Mission Statement**

We aim to:

Show concern and care, through a Strong sense Of Christian values, for all members of the

School Community;

establish a centre of excellence in Which all individuals are enabled to experience

success at varying levels and so are encouraged to develop to their maximum potential;

ensure support and communication channels are clear and links between home and school are positive and genuine;

be a school in which a sense of belonging, involvement and real partnership is felt by all,

staff volunteers, governors and visitors to share in this commitment.



**EIGHT PRINCIPLES OF GOOD PRACTICE AT  
ST. ANDREWS CE PRIMARY SCHOOL**

**Staff will:**

Put the wellbeing, development and progress of children and young people first.

Take responsibility for maintaining the quality of their teaching practice.

Help children and young people to become confident and successful learners.

\*

Strive to establish productive partnerships with parents and carers.

Work as part of a whole-school team.

Co-operate with other professional colleagues,

teaching

Demonstrate honesty and integrity and uphold public trust and confidence in the profession.

## The 'Rainbow' School - An Introduction

We are a modern thinking school but our systems, procedures, organisation and outlook is firmly based on old fashioned principles of hard work, discipline, encouragement and above all **RESPECT**.

We look to parents and the community to be our genuine partners as we explore the opportunities to move standards higher and for all pupils and their families to develop a positive attitude towards education, creativity, healthy bodies and RESPECT towards others.

### 'Rainbow' is:

1. A cross curricular approach towards education in order to raise standards in the basics of Writing, Reading and Numeracy.
2. It incorporates creativity, ICT and a desire to extend the classroom to the outside world - locally and globally,
3. It encourages all ages - child to adult - to develop their love of education. We are a training school, a learning to learn school,
4. It encourages healthy lifestyles.
5. It gives opportunities for flexible timetabling, flexible playtimes and flexible teaching. This is in order to support our children and cater for each child's needs.
6. It encourages learning through Active Learning and emphasises the importance of children's play,
7. In summary, it embraces the philosophy of Early Learning Principles as relevant to all Year Groups throughout our School,

Our 'Rainbow' Curriculum is an ongoing philosophy. The aim is for it to develop into a strategy for improving pupil confidence, self-esteem and for each child to feel truly champion in their own right.

**ASSEMBLY** - See Roto in Staff Room

**SAFEGUARDING** — We are a School with high Standards of the Safety/security of our pupils. Each adult should see his/her own role in maintaining present standards.

It is essential that all activities are planned to take full regard of Health and Safety precautions and procedures. Please consult your teacher about this. Risk assessments need to be carried out vigilantly.

In the interests of the safety of our children, hot drinks must not be taken to any areas where children are present, including the playground, or the classroom at playtime if children are staying in for any reason,

**STATIONERY**—Please see your class teacher.

**Photocopying** should be left in the Office with a Reprographics slip AT LEAST 48 hours before it is needed

**MARKING**—Please refer to the School Marking and Presentation Policy,

**HOMEWORK**—Homework is sent home on a Wednesday afternoon, to be returned on

Tuesday. (There is a standard letter to send home if it is not returned.) It is then marked  
• to include a positive comment and appropriate grade. Please refer to the School Homework Policy or Staff File.

**FIRST AID**—In school, there always trained members of Staff who oversee first aid. There are a number of first aid kits situated around school. When a child is poorly, or has suffered an accident in school or on the playground there is a protocol for Staff to follow:  
• A trained first aider is consulted • The incident is logged in the accident book and parents are informed • For head injuries parents are informed immediately • If there is any doubt at all, the parent is contacted. Ensure your Class teacher is aware of any accidents immediately.

**DISPLAY**—Our school environment is 'outstanding'. It is important that such standards are maintained in all areas.

**NO SMOKING** - We “**NO SMOKING**” school.

**NO MOBILE PHONES** — No mobile phones to be used for private purpose during learning sessions.

**POLICIES/SCHEMES OF LEARNING** — All safeguarding policies must be seen and signed for before commencing. Copies of all other policies are available on request.

**PLANNING** — Your planning/schemes of work should be shown to your Mentor and discussed thoroughly before each lesson.

**ASSESSMENT** - must be carried out carefully on activities, classroom organisation/trips etc,

**LUNCH MONEY**—If are requiring school lunch there is a charge - pay the Office.

## **DISCIPLINE**

Our policy is based on 'Respect' for each other.

We are seen as 'an oasis of good behaviour'. This is due to hard work, good planning, attention to detail and each adult sharing responsibility to maintain standards.

All adult members of the school must play their part in ensuring that a caring, orderly, stimulating and secure environment exists. Home/school links must be visible and genuine. Children respond to a **POSITIVE** approach. The most important person involved in promoting the ethos and maintaining order is the class teacher and much responsibility lies with him/her.

If any member of staff experiences a child who is being disruptive, then the first stage must be self-analysis. There are five crucial areas:

1. PREPARATION - of lessons - differentiation - why do some children get bored?

2. ORGANISATION - of classrooms, equipment, different groups - why are children frustrated or noisy?

3, CONSISTENCY - between child and child, group and group - are we "fair" with all children?

4, COMMUNICATION - clear messages, instructions - do all children understand?

5. "SIGNALS" - do we set a good example? Are we ever late for class, or on the playground or into Assembly? Do we carry out school procedures to ensure consistency throughout the school? Do we show good manners? Are we professional and friendly with our colleagues, ancillary staff, parents, governors and visitors? Do we encourage tidiness and care of equipment? Do we pay attention to detail in planning and organising lessons as well as displaying children's work?

If problems persist, there should be discussion with your teacher, mentor or any other member of staff with whom you feel comfortable. Class teacher/Mentor to inform the Headteacher.

It may be necessary for problem children to Sit near you - they should never be sent to stand outside the classroom unsupervised. If a child is given extra work, for example at playtime, then he/she must be supervised. However, the class teacher must be informed first before carrying out such action as you will then need to inform the parent.

If an 'urgent' situation arises please send for the Head and/or your class teacher by message with another child.

Close contact with parents should ensure that they are kept up to date with the situation. A copy of any letters sent will be placed in the child's file. If you wish to pass on a message by telephone please see your class teacher first. Contact must be made on the day an incident has occurred,

At all Stages outlined above it is important to liaise closely with your class teacher, who will log incidents,

All staff need to be aware of any problems, current programmes etc., so that we all act in a consistent and aware manner. Bullying takes many forms—be alert—report to Headteacher (or SLT) if you have any suspicions.

Your class teacher/mentor will advise you on how to record incidents.

### **House System**

We reward children using 'House Points'. This system is operated for children in every year group except the Nursery - Pandas (green), Tigers (yellow), Owls (red), Dolphins (blue). One point to be awarded at a time and no minus points. A weekly tally is kept of these house points and there is a 'reward' of extra playtime for the winning House each half term.

Students are asked not to pass on 'treats' to the pupils eg. sweets as some children may have serious allergies. Thank you.

### **The School Day**

8.30 Doors open for pupils to enter independently and participate in early classroom activities prepared by class teacher.



Teacher will be in the classroom whilst support staff are on the doors to let children in and take any messages for teachers.

8.45 All teaching Staff should be in classrooms,

8.45 Official Start time of the school day.

8.55 Assembly—see Worship Roto in staff room, there are a variety of worship assemblies throughout the week. Pupils move around the school in a quiet, orderly fashion Well supervised at all times

Break: No official break times, we operate flexi break times in order to maximise learning opportunities and meet pupils' needs,

End of Morning: Reflection/Safeguarding time—class discussion. Prayers of thanks for lunch. Children toileted and hands washed.

11.30-12.30 Lunch for KS1. Children to move to designated area for lunch. See class teachers for advice, Children going home for lunch should be led to the main entrance by class teacher/Support staff.

11.50-12.50 Lunch for KS2. See above procedures.

12.30 (KS1) Afternoon session starts. Classes to be collected from the playground by class teachers.

12.50 (KS2) Afternoon session starts. Classes to be collected from playground by class teachers.

Break; Same policy as morning break time, (KS2 - no afternoon play time)

3.20 Reflection/safeguarding time.

3.30 School day finishes. Children supervised onto the Small Playground. Staff are asked to be vigilant in ensuring all pupils have been safely collected. No child can walk home alone unless parental permission slip is given (see Line Manager).

3.40 At the latest ALL CLASSES should be on the Playground.

\*\*A crowded playground is a potentially dangerous place in regards to 'losing' children. It is imperative that We See children Off the premises safely. Any Child not collected Should be brought to Admin in order to contact home—teaching Staff be satisfied that child is collected.

**Extra Curricula Clubs:** Clubs operate; see Club Timetable

**REMINDER:** PUPILS MUST BE SUPERVISED at all times—in classrooms and when moving around school during Official working hours (8.30—3 40) and at Clubs.