

### Rationale

We believe that our school can benefit from the training experience given to students. It can enrich the life of the school and provide a positive stimulus for all concerned; it can bring a youthful dimension to the teaching staff and offer enthusiasm and a variety of new approaches.

It is also part of our responsibility to support students in this way as prospective entrants to the profession.

### Guidelines

We recognise that having a student or students in the classroom can cause potential problems as well as benefits, and that extra burdens can be placed on class teachers, mentors, etc.

In order to support the students successfully, careful consideration must be made as to how many students can be accommodated and from which institutions they originate.

All students will be placed appropriately to ensure that the needs of pupils and teachers are met and that there is sufficient time to enable them to work effectively.

There is close liaison with course tutors and mentors, and reports are completed as required.

Class teachers are informed well in advance of timetable changes and course requirements, so that they may support the student where necessary.

Copies of various documents are supplied to each student to ensure the continuation of the procedures at the school. Students are made aware of all Health and Safety issues and fire procedures.

It is the students' responsibility to familiarise themselves with the building and staff members especially the office block and medical room. Class teachers should ensure that students are aware of any medical problems or procedures in relation to any children in their care.

We have a cashless system at school so hot meals will be difficult to purchase, however they may of course bring a packed lunch.

Students are expected to be on site at least 10 minutes before and after morning and afternoon sessions.

Students are required to dress appropriately to maintain the standards of the profession and to have due regard for the activities which they are to undertake.

Students over 18 years of age may be asked/required to assist on school visits.

Child Protection - students are not permitted to have unsupervised contact with individual children.

Students are bound by the rules of confidentiality regarding any information about pupils, parents or staff that they may be privy to during their placement.

Students are expected to comply with any reasonable requests made by members of staff.

Students are reminded that they are acting as a member of the school staff and should use and act on their initiative to ensure the smooth running of the school and the discipline and well-being of the pupils.

Students are to have high expectations of the academic work, conduct and behaviour of the pupils.

Students should follow the school's procedures on security and sign themselves in and out every day.

The No Smoking Policy applies to the building and grounds.

Students will be inducted on Child protection and PREVENT awareness.

### Notes for Students

At William Austin Junior School, we value the contribution made by students and hope that your time here proves worthwhile and enjoyable. We hope you will enter fully into the life of the school and maintain the high standards which have been laid down.

A school is an overwhelming place, so these notes are provided to help you make sense of all the information that you will be given on your first day:

- Health and Safety has a high priority and you must never put yourself or others at risk. Please familiarise yourself with the Health and Safety Policy of the school, know any medical procedures and the whereabouts of the Medical Room and the First Aiders on the staff. Lists of First-Aiders are displayed around the school. A No Smoking Policy is in place.
- Tea and coffee are provided in the Staff Room.
- Students are able to have their break and lunch in the library or in the classroom. At lunch times you are welcome to support Behaviour TAs on the playground
- You are expected to be on the premises 10 minutes before and after morning and afternoon sessions.
- You are expected to dress appropriately, according to the type of activity you are undertaking. We expect children to be smart at all times, and require teachers to act as role models and make comments to children as appropriate.
- You may be required to assist on school visits if these are arranged during your placement.
- Students must respect and maintain the confidentiality which exists in schools, and remain "professional" at all times, for example reading documents, pupil information, teacher information etc. Should you hear anything which worries you, please tell your mentor.
- Students may wish to observe or support extra-curricular sessions. Please check with the teacher concerned that this is convenient.
- A teacher's day is not confined to teaching lessons only. Teachers are very busy people and may ask you to contribute to other tasks. Please comply with any reasonable requests.
- You are required to follow the procedures of security at the school and sign in and out at the beginning and the end of the school day on day visits, but not on block practice.
- If you are unable to attend for any part of the school day, please ring 01582 572100 and leave a message for your mentor and class teacher.
- If you need any help or have any queries, please ask.

**\* \* \* ENJOY YOUR STAY! \* \* \***

The policy for Students will be monitored and reviewed by the Headteacher on an annual basis.

Policy updated: April 2019

Staff responsible: Headteacher

This policy was ratified by the Governing body on: 10<sup>th</sup> July 2019

Signed on behalf of the Governing Body: \_\_\_\_\_(signature)

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