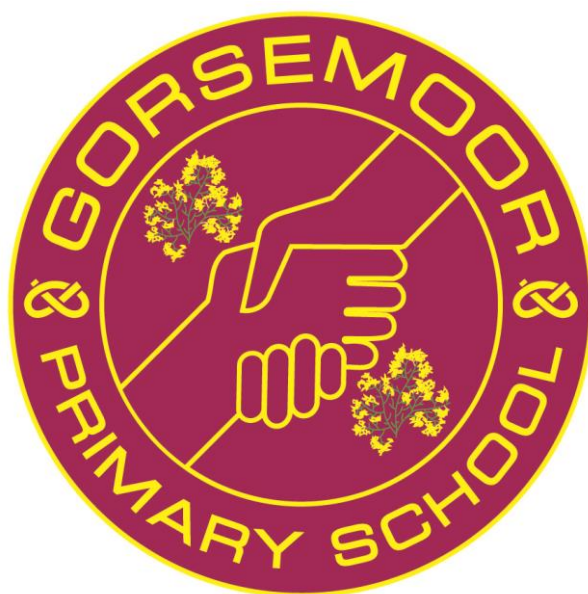


Gorsemoor Primary School



Work Experience Student Handbook

INTRODUCTION

Welcome to Gorsemoor Primary School. This booklet has been produced to provide you with some important information that should be of use to you during your time with us.

Contents:

School Mission Statement

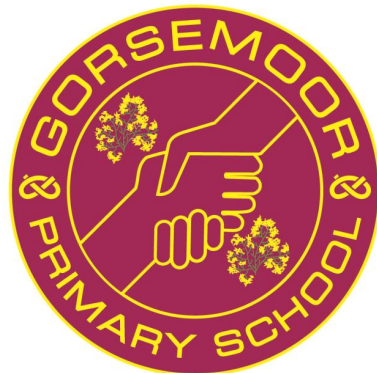
School Address & Key Staff

School Aims

Fire Procedures

What you need to know

Our Mission Statement



Growing together,
hand in hand.

Our School Motto

***Opening Hearts and Minds
to Achieve Great Futures***



Contact Information

School Address

Gorsemoor Primary School
Gorsemoor Road
Heath Hayes
Cannock
Staffs
WS12 3TG

Tel: 01543 274788

www.gorsemoor.staffs.sch.uk

Key Staff Members/Subject Co-Ordinators

Co-Head Teachers:

Mrs Emilie Lees
Mrs Nicki Costello
Deputy Designated Safeguarding Leads

Assistant Heads:

Mrs Stacey Jukes
Mrs Sarah Davies

Family & Multi-Agency
Liaison Officer

Mrs Clare Walton
Deputy Designated Safeguarding Leads

SENCO:

Mrs Hayley Porter
Designated Safeguarding Lead

Secretaries:

Mrs Laura Smith
Mrs Lynn Horton
Mrs Paula Bishop

Maths Lead:

Mrs Rebecca Hazel

Literacy Lead:

Mrs Deborah Le Chevalier

Science Lead:

Mr Gavin Allers

EYFS Lead:

Mrs Stacey Jukes

Nurse Lead:

Mrs Clare Campbell

Student Co-Ordinator:

Miss Vanessa Webb
vwebb@gorsemoor.staffs.sch.uk

School Aims

We have a clear vision of the things we wish to achieve and move positively towards these goals.

We aim to respect and appreciate the needs of everyone in our school.

We want everyone to fulfil their potential in a happy and supportive environment.

We want our curriculum to be broad, balanced, meaningful and stimulation and to meet the needs of every individual.

We want the school to be well resourced so as to support and promote effective teaching and learning.

We are committed to raising the standards in Literacy and Numeracy for all pupils so as to promote lifelong learning.

We aim to work in partnership with the community to the benefit of our children.

We believe in equal opportunities for all individuals.

We aim to encourage children to be responsible for their own learning and to be proud of what they achieve.

We want everyone to expect, promote and maintain high standards of behaviour.

We want everyone to respect and care for our school environment.

Fire Procedures

The fire alarm sound is a siren.

In case of a FIRE:

- 1) The class will proceed in a quiet and orderly manner to the playground. They will follow the route indicated on the instructions displayed in each classroom.
- 2) Classes will line up on the playground away from the building. Do not let the children line up beyond the white line marking the perimeter of the netball pitch.
- 3) Class teachers should take their laminated registers with them onto the playground to check that all pupils are present in their lines.
- 4) The Head Teacher will confer with class teachers to check that all adults and children are accounted for.
- 5) The class will stay on the playground until they are given instructions to go back into school from the Head Teacher.
- 6) It is the **responsibility of the class teacher** to know the position for their class on the playground and to inform their class of the fire procedures.

A member of staff who discovers a FIRE must:

- Warn others in the immediate area that they should leave immediately.

What You Need To Know

Upon Arrival

Door entry

Please report to the office when you arrive to sign in. The staff will then direct you to Vanessa Webb who will introduce you to your year group and class teacher.

Signing in

It is your responsibility to sign in and out of the school each day. You will be shown how to sign in and out upon arrival on your first day. Please ensure that you then do this every day.

What can you expect from us?

We will provide you with a safe working environment and a network of support, so that you can develop your expertise and learn how to become a competent classroom practitioner. You will be allocated a class teacher and will be introduced to the year group team.

What do we expect from you?

You will be expected to develop close working relationships with the colleagues in your year group. We expect you to work conscientiously, listen to advice and act upon it, and give us your much needed support. We expect you to work as part of a team with common aims providing a child-centred environment.

Your team

You will be attached to a teacher or year group, and possibly a member of support staff whilst you are here. It is your responsibility to find out all of the relevant information relating to the class/year group you will be working with, including:

- Phase;
- Weekly/daily time-table;
- Planned topics;
- Where resources are located;
- Class routines (including behaviour/discipline);
- Contact telephone numbers

Punctuality

Always check with the Class Teacher what time you are expected in the classroom and when it is convenient for you to leave. In most cases you will need to start at around 8.30 and finish at 3.40.

If you are going to be late, please ring the school office as soon as possible. If you need to leave the classroom, please ensure that the Class Teacher and support staff are aware of where you are going.

Absence

In the event of you knowing that you will not be able to attend school, you must let the school and class teacher know as early as possible. This is particularly important if you are time-tabled to take responsibility for an activity – as the Class Teacher will have to make alternative arrangements. Teachers plan their work well in advance and need to know how much support they have in the classroom. It is also YOUR responsibility to follow your School/College's procedures and notify them of your absence and complete any necessary paperwork.

Access to School Documents

As part of your training, you will probably need to read policies and other important documents. School policies/important documents are now available on the school website <https://www.gorsemoor.staffs.sch.uk/policies/> so electronic copies can be taken if necessary. Here you will find all policies including Social Networking, Safeguarding and Radicalisation and Health and Safety. If you borrow any documents from the Class Teacher, always check when they need to be returned. Please do not copy school documents without prior permission from the Class Teacher.

Accidents

If you come across any accident whilst you are here, please inform a member of staff right away. This way the accident can be dealt with quickly and recorded as necessary. Please ensure you are aware of school procedure when dealing with accidents (including *toilet* accidents), where spare clothes are kept etc., and the importance of informing parents of head injuries – no matter how minor. You must always inform the Class Teacher of any accidents you have witnessed.

Behaviour

It is important for you to observe how the Class Teacher/support staff deal with behavioural incidents, and follow the example set to maintain consistency for the children. Always remember to be firm, fair and consistent when dealing with children. Keep the Class Teacher informed of any behavioural issues you encounter, in order that they can support and advise you. If you feel you need to discipline a child, it is in everyone's best interests to keep the Class Teacher informed. Gorsemoor has a very strong anti-bullying ethos, so try to observe and listen to children carefully, and report any bullying witnessed/ reported to you to the Class Teacher.

Belongings

The Class Teacher will tell you where to store your coat and other belongings. Ensure any valuables are kept in a safe place, and that your belongings are not causing an obstruction to staff or children – particularly in front of fire exits.

Break times and Lunch times

You are welcome to have your breaks and lunch in your year groups base or staff hub. In the staff hub, you will also find many facilities, including: a toaster, kettles, microwave oven and fridge, and you are welcome to use these. If you would like to make yourself a hot drink you should bring your own tea/coffee/milk, and wash your mug after use, but for health and safety reasons, hot drinks can only be transported around school in a sealed thermos style mug. The Class Teacher will advise you of the break times for your Key Stage. It is also advisable for you to experience playground duty and we would encourage you to go out with the Class Teacher on their duty days.

Confidentiality

Confidentiality is of paramount importance. You should only discuss children with the Class Teacher/support staff. You must not discuss children outside school. Do not name any children in your file, and always check with the Class Teacher if you are going to include photos of children in your work. ***Remember that anything you are told, you hear or you read in school is confidential.***

Dress Code

As a professional you will be expected to wear appropriate dress to school. Remember you may need to sit on the carpet with children, and will be bending down to work with them at their tables. Always check that your clothes are not too revealing. Please **do not** wear jeans or trainers (unless it has been arranged with the Class Teacher for P.E., field-trips etc.). It is acceptable and encouraged to wear a P.E. kit if you are teaching any P.E. lessons. You may remain in this kit all day.

Health & Safety

In an attempt to maintain a safe environment for staff and pupils it is essential that all adults: staff; students; volunteers; parent helpers etc. remain aware of health and safety procedures. **Please familiarise yourself with our Health and Safety policy which can be found via a link on the schools website** Always use ladders, rather than a table-top or chair. Please ensure that any equipment is returned – if you are not sure, please find out. Any spillages or obstructions should be removed a.s.a.p., to prevent possible accidents. If you notice **anything** that you feel could be a potential threat to children's or adult's safety, then it is your responsibility to report this to a member of staff immediately. Any equipment brought into school must meet with the current BS Standards, and any portable electrical equipment should be fully PAT tested, including your own laptops. LEA procedures referring to staff well-being, stress and working hours are in place. Please remember that you can talk to your Student Co-ordinator about **any** concerns.

Identity Badges

All students will be issued with an identity badge. ***You must wear this at all times.*** The safety and security of children and staff at Gorsemoor is very important, please ensure that your identity badge can be readily seen. This is in addition to any identity badges you have been instructed by your School/College to wear.

Social Media/Networking Policy

We have a specific code of practise for employees and trainees concerning the use of social networking sites and electronic media. This is in place in order to protect yourself and others. ***There is a copy of the Online safety policy on our website please ensure that you familiarise yourself with this before beginning your practise at Gorsemoor.***

Internet

During your placement at Gorsemoor, you may use the internet both as part of your teaching, or to undertake research. As previously specified security is very important – ***it is therefore essential that you have read and understood an Internet safety form before using the internet. A copy will be given to you on the day you start. Please make sure you have read, understood, signed it and returned it to your class teacher.*** We can now access YouTube in school which you are welcome to use to support your lessons. This is inaccessible before school, at lunchtimes and after 3.30. This is to prevent the children accessing inappropriate content. **All school systems are protected by Policy Central Enterprise (PCE) and we monitor all usage.**

Mobile Phones

Whilst working, your phone should always be on silent and should never be used in the classroom or corridors. Please keep them in a secure place, but they must never be taken out or used in the classroom, even at break times. If you wish to use your phone at lunch-time or break-time, please only do so in the staff hub or outside.

Observations

If your School/College tutor is planning an observation, you must discuss this with your Class Teacher as soon as you are aware so that you can work together to choose an ideal date and time.

Photocopying/Printing

As a school our budget is limited. We cannot, therefore, do large amounts of photocopying for students. Please speak to the Class Teacher if you need copies of documents for your files. If you need to photocopy children's work, or documents relating to children – ***always ask the Class Teacher for permission first***, and always ensure children's names are removed. Whenever possible, please avoid printing in large amounts – as this is VERY expensive to the school. If you require something to be copied please follow the guidelines of your class teacher. The photocopier operates using a code system so you will be unable to do your own photocopying.

Photographs

At times, you may need to take photographs as evidence to support your course. When taking photographs around school, particularly those of children, you **MUST** always use a school iPad. Your Class Teacher will provide you with access to a device you can use. You must **NEVER** take photographs on your own device or a mobile phone. At all times you **MUST** adhere to the photography policy. Inform your class teacher who will ensure that you are complying with our safeguarding guidelines and will be able to check for parental permission.

Safeguarding

At Gorsemoor we work together to keep our children safe and happy as they learn. We take our responsibilities to protect and safeguard the interests of all pupils very seriously. **Please familiarise yourself with our Safeguarding Policy and Peer on Peer policy which can be found via a link on the school website.** You will also be required to complete a declaration form for the SENCO that confirms you have read and understood the Safeguarding Policy.

School Closure

In extreme circumstances i.e. severe weather conditions, school may be closed. In the event of the school closing, details will be made available on the website, (which is updated at 7.00 am). You will also receive a text message notifying you of any closures.

Setting appropriate boundaries

During your time at Gorsemoor, remember to be a positive role model to the children. The children will regard you as their teacher or a member of Gorsemoor staff. Listen to how the teacher and support staff talk to the children, in order to develop appropriate language. Try to promote children's independence, fairness and have a positive approach to equal opportunities and multi-cultural issues. Try not to be over familiar with the children, or demand their respect. You will be welcome to go onto the playground during break-times, but the children should see you as a teacher – not a playmate, it is therefore not appropriate to pick them up, tickle them or play invasive games with them.

Tasks

Supporting and assisting the Class Teacher is your priority. You may be expected to work with individuals or groups of children. You may be asked to help with: reading stories or playing games, display children's work, sharpen pencils, hear children read or organise creative activities etc. There are numerous jobs that need completing within a classroom environment on a daily basis, and the Class Teacher will always appreciate your ability to use your initiative. Please be prepared to help with the tidying away of materials. Remember you should always put child-centred tasks first – if you are not sure, ASK.

College/School-led tasks

From time to time you will need to do tasks in school that are required for your studies. Please ensure you give the Class Teacher plenty of notice so that they can be planned into the weekly time-table. If you have been asked to organise an activity with a group of children, you will be expected to accept responsibility for the setting up and clearing away of any materials you use.

We appreciate that you will occasionally need the Class Teacher to sign forms, or write witness testimonies etc., again always try to give them plenty of warning. Also, if your tutor/assessor is visiting school, at any time, please ensure the Class Teacher and Miss Webb are aware.

And Finally

We are sure you will find the children and staff at Gorsemoor very welcoming and supportive. We hope you enjoy your time with us, if you have any questions, or need any information, help or support please do not hesitate to ask.