

STUDENT'S HANDBOOK

General Information

Welcome to our school. We hope you enjoy your time with us. Please remember that when you are in a class, the teacher is in charge at all times and you are working under their direction. Familiarise yourself with the school's rules and routines. If you have any questions always ask an adult. They are all very friendly and will give you any help and advice you need. If you have any medical needs please make sure the Headteacher is informed.

Dress Code

Students are expected to wear smart, practical clothes and sensible shoes, jeans are not allowed.

School day

The school day begins at 9.00am and ends at 3.00pm. Lunch is from 12.00pm to 1.00pm. Please sign in at the office when you arrive and sign out when you leave the premises. You will be expected to arrive at least 10 minutes before the school day starts and leave 10 minutes after the children. During this time you will support the teacher with preparation of the classroom. If you have been asked to do a job please make sure it is finished before you leave.

Assemblies

Monday	10.50am – 11.05	Whole school
Tuesday	10.50am – 11.05	Whole school Hymn practise
Wednesday	10.50am – 11.05	Whole school
Thursday	10.50am – 11.05	Class assemblies
Friday	2.30pm – 2.55pm	Whole school celebration assembly

Photocopying

The photocopier is situated next to the staffroom. Occasionally you might be asked to photocopy or laminate resources. You will be shown how to use this equipment but if you need assistance ask an adult who works in the school.

Confidentiality

Remember to keep confidentially at all times. If a child confides in you please tell the class teacher or the Headteacher.

Morning Break

Children have a healthy snack and also fruit. These are eaten in the playground or at the teacher's discretion during a story time session.

Playground Code

Morning play is from 10.30 – 10.45am. If you need a drink have one before you go outside. Do not take a hot drink out into the playground. Do not hold, pull or lift a child at any time in

the playground. If a child has an accident or you feel a child might be in danger report it to the adults who are on duty immediately.

When break is over the person on duty rings the bell, the children will **stand still**. On the second ring the children walk to their class lining up base. Everyone should be still and quiet awaiting collection by their class teacher.

If it is 'wet play' the person on duty will send a message to each class that there will be no out door play. Each classroom has a number of wet playtime activities in Wet Play boxes.

Lunch Time

Lunch time starts at 12.00 noon when lunch time supervisors will look after the children. Most children eat in their classrooms. Children receiving hot meals eat in the hall. You will be able to eat alongside the children or in the staff room.

Tea, Coffee etc are provided throughout the day. A small donation would be appreciated. (10p per cup.)

Two toilets are available next to the staffroom, there is also a disabled toilet in the reception area.

Fire Drill or Bomb Alert

The fire bell is a continuous ring for at least 5 minutes. In the event of a fire drill, the children stop work immediately and quietly line up at the exit the teacher indicates. Full instructions are displayed in the classroom and the children are aware of the procedures.

Safety

Please consider this at all times. Before doing activities, teachers are expected to carry out a risk assessment. They must identify hazards and put in place strategies to lower the risks within activities.

Do's and Don'ts

Our school is a **NON SMOKING SCHOOL**, please do not smoke on the school property. The children are not allowed chewing gum in school so we ask that students do not chew either in view or in sight of the children.

Doors – Locking Policy

When in the hall, the doors are fire doors which open from the inside but are locked on the outside. Outer doors also have the same locking system. When coming in from play, ensure outer doors are closed.

All persons on the premises are requested to support the school in achieving a safe environment for everyone. The necessary information and instruction will be made available when you begin your placement.

Staff

HeadTeacher – Mrs Diane Sleeman
Acting Deputy Head – Mrs Lucy Shakesby

Teaching Staff

Reception – Mrs Lucy Shakesby, Mrs Emma Plummer,
Year 1 classes – Miss Caroline Cheer, Miss Alice Manley
Year 2 classes Mrs Kath Honeywill & Mrs Becky James (split days) Mrs Claire Rainey

Assistants

Mrs Maggie Curtin, Mrs Teresa Edwards, Mrs Miriam Delbridge,
Mrs Megan Carpenter, Mrs Joy Melliush, Mrs Dawn McKinley, Mrs Lyn Kellett
Special Needs Assistants – Mrs Linda Kidner, Mrs Shirley Simmons

Office Staff

Finance Officer/Administrator – Miss Clare Pappin
Receptionist/Clerical Assistant – Miss Maria Payne, Miss Sue Harrison

Lunchtime Supervisors

Mrs Joy Melliush, Mrs Jenny Humphries, Mrs Wendy Pavey, Mrs Helen Mitchell, Miss Clair Melliush,

Caretaker – Mr Simon Melliush

Cleaners – Miss Michele Hanney, Mr Simon Melliush, Mrs Jenny Humphries

Crossing Patrol – Ernie Griffin