

**SUPPLY**

**TEACHER'S**

**HANDBOOK**

## General Information

Whenever possible it is hoped that supply teachers will liaise with the Class teacher concerning topic work to be covered, specific curriculum subjects etc. Remember to check if you are on duty, have PE, will have ancillary or parental help in the classroom. All timetables are on the Staffroom notice board – please read for happenings, special events, visitors etc.

We do ask that our supply teachers should be in their classroom well before the children, at least 8.45am and that we allow half an hour at the end of the day for marking, mounting, tidying etc (Total supply hours 8.45 – 12.00, 1.00 – 3.15 = 5 ½ hrs).

If you are teaching Yr1 or Yr2, please collect your children from the playground at 8.55am. Reception children are brought to their classroom by parents and can enter at 8.55am.

## Registration

You will find your register in the classroom left on the teacher's chair or desk. We use the Attendance Module on the computer, so please refer to the codes on a separate sheet in the register.

Registers must be taken am and pm and sent to the office on Friday afternoons.

## 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 |

## Discipline

We have a written Behaviour Policy, be 'firm but fair'. Please remember that some of our children are insecure and need careful handling. They always respond well to praise, love and warmth, please ask for help if needed. The teaching assistants know the children very well and are always ready to help.

## Emergencies

Should an emergency happen in your classroom **NEVER** leave the class. If a teaching assistant is with you they will send for help. If you are the only adult send a sensible child with the class 'HELP' card (displayed near the entrance of each classroom). The school has a card system for assistance, which the children are able to carry out. If you need to send for a parent, phone numbers for emergency contact are in the school office in individual pupil folders. The head, administrator, or clerical assistants will make calls to parents on request.

## Photocopying

The photocopier is situated next to the staffroom. Photocopying is generally carried out by the class teacher or the teaching assistant. Please ask the Headteacher or a clerical assistant for a photocopier code.

## Confidentiality

Should a child confide in you anything of a 'sensitive' nature always inform Mrs Sleeman (Child Protection Officer).

## Pre-School Duty

Always check first thing in the morning whether you are on playground duty. Reception children come in at 8.55am. Be ready to greet them and sort out any general queries. If teaching Yr 1 or 2, collect children from the playground as previously stated.

## 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 in the afternoon. Reception children also have a drink of water at their tables. Year 1 & 2 children need to be reminded to have a drink from the water fountains.

In the Summer Term if the teacher on duty feels the field is dry enough for children to go on, the field is available for playtimes.

You will need to check the rota to see whose turn it is to use the climbing equipment. If it is your duty day your class is allowed on the climbing equipment.

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. If you are on duty on a wet day, please make the decision about whether play will be in or out and send a message to each class.

Two minutes before it is time to come in, send 2 children to the Staffroom to warn Staff that the children are about to come in.

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/supply teacher.

If any child has an accident they may be sent to Mrs Delbridge or Mrs Curtin. If a child cannot be moved send 2 children for assistance. Any head or serious injuries will need to be recorded in the accident book (in the office) for administration and a pro forma letter to be sent home. A copy of the accident letter must be retained for our record.

## Medications

All medications should be delivered to Mrs Delbridge or Mrs Curtin appropriately.

The school is in the centre of Street, so if you need to purchase food, Tesco is only 5 minutes away. There is usually fruit and soup available to staff for emergencies. (In the Kitchen cupboard.)

## Lunch Time

Lunch time starts at 12.00noon, please try to have the children ready by then. Lunch time supervisors are available from 12.00 noon. Children receiving hot meals eat in the hall.

Please be back in your classroom to receive children at 1.00pm.

Staff usually have lunch in the staffroom.

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

## **PE**

The children change into PE kit and daps whenever possible, (bare foot in the hall whilst on apparatus). Make sure no child wears tights or trainers on the apparatus. Any jewellery considered dangerous should be removed, also watches for safety. We expect teachers to change at least their footwear. Children who have forgotten their PE kit can be 'kitted up' from the spare kit cupboard in the hall. This cupboard also has spare clothes for use after 'accidents!'

## **First Aid**

A basic first aid kit is available in each classroom and a more comprehensive one is situated in the first aid cupboard in the kitchen. It is important when dealing with any spillage of body fluids that you wear the plastic gloves provided, disposing of them afterwards in a sealed plastic bag in the bin.

If you need any further advice please contact Mrs Curtin or Mrs Delbridge.

## **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. Please take the class register or register sheet (by the door) out as you leave the building.

Full instructions are displayed in the classroom and the children are aware of the procedures.

## **Visitors in the Classroom**

Our school has a very open policy and parents will probably bring their children into the classroom and may want to talk to you. If they give you a message – write it down- especially if it concerns the collection of the child at the end of the day. Should a parent come to collect the child 'out of the blue' or a relative calls for a child unexpectedly they will be required to sign out.

## **Safety**

Please consider this at all times for you and the class. 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.

## **The End of the Day**

Our day ends at 3.00pm. It is advisable to pack up in good time so that parents do not have to wait too long and the children are not 'rushed out'. We try to see each child to their parent individually so that we know they are safely out of our care. Wait with any children who have not been picked up from your class. If parents are delayed for more than 5 minutes the children will then need to be taken to the school office to await being picked up.

## **After School Clubs**

Each class has a list of clubs children go to. Please send these children to the hall to be collected by the club leader.

## **Coffee/Tea Money**

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

## **Dress Code**

Teachers are expected to wear smart, practical clothes, female staff often wear trousers for practical reasons. Jeans are not allowed.

## **Do's and Don'ts**

Our school is a **NON SMOKING SCHOOL**, please refrain from smoking on the school property. The children are not allowed chewing gum in school so we ask that teachers 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.

## **Behaviour Policy**

The policy is written and developed around the following framework.

1. Statement of intent
2. Sanctions
3. Privileges
4. Approach to problems
5. Strategies to be taken
6. Parental involvement
7. School rules

## **Health and Safety Policy**

This policy supplements and operates in conjunction with Somerset County Council and the Education Department policy statements on health and safety.

It is the Policy of this school to operate at all times in a manner which ensures, so far as is reasonably practicable, the Health and Safety and welfare of all persons employed, visiting, working in or being taught at the school.

All school staff are reminded that they have a duty to carry out their work with due regard for the health and safety of themselves, other staff, pupils, contractors and visitors to the school premises, and to observe the health and safety requirements relevant to their activities as stated in the staff brochure.

A suitable assessment ( a visit from Health and Safety Officer, an Electrical check and PE apparatus check) of all risks to staff, pupils, and visitors will be carried out. Where risk is identified appropriate measures to reduce or minimise the risk will be taken and

communicated to those concerned.

Consultation will take place with staff on matters that effect their health and safety. If required, specialist advice will be sought.

All staff are requested to support the school in achieving a safe environment for everyone. The necessary information, instruction and training will be made available to achieve this, including regular fire drills at various times during the school day, and to ensure that everyone knows the correct procedures.

A copy of this statement will be issued/made available to all members of staff. It will be reviewed, added to or modified from time to time as necessary.

Additional information to implement this policy is contained in Guidance for Schools, Vol. 3 Curriculum, and Guidance for Schools, Vol. 4 Health and Safety, Copies of which are available to all staff and are located in the school office.

## **Critical Incidents Plan**

Person designated to call emergency services - Office Staff  
Diane Sleeman

Find out - What has happened, where and when, the extent of injuries, numbers and names and the location of the injured/uninjured (everyone).

Signal - On/Off fire alarm (shout bursts), this is to be undertaken by the person nearest and available.

Evacuation sites-

Whether or not the school needs to be evacuated, and to which site, will depend on the type of incident.

When evacuating take class list/register, contact numbers and mobile phone (if you have one).

If you need support- Contact the Senior Educational Psychologist

South Somerset - 01935 476130 (tel)  
01935 414060 (fax)

In class, have a class list and contact numbers pinned up.

When in the hall, whole class lists are hung by the serving hatch. One mobile panic alarm is hanging above the worktop in the kitchen.

## 1. Statement of Intent

It is hoped that good patterns of behaviour will be established at home before a child's entry into school.

Our aim is to build on these patterns in the following ways:

- to encourage children to be self reliant and responsible for their own actions
- to help children develop as caring, thinking individuals
- to provide an environment in which children learn to react positively with both their own peers and adults
- to encourage children to conduct themselves in a quiet and controlled manner
- make clear that sexual or racial harassment and abuse is unacceptable

## 2. Sanctions

Sanctions will be clear, consistent and relating to the problem. For minor behavioural problems there will be:

- verbal warning
- isolation within the classroom
- withdrawal of privileges, eg loss of playtime

## 3. Privileges

To be given to children conducting themselves in a sensible way within the school

- give verbal praise
- give increased responsibility
- give achievement awards eg. happy faces, stickers, house points

## 4. Approach to problems

- Flexible approach in rewards given
- Praise good and challenge bad behaviour always
- Adopt the no blame approach
- Diffuse the situation
- Raise self esteem through 'circle time'
- To provide sense of identity, purpose, security and achievement

## 5. Strategies to be taken when a serious incident occurs

- Class teacher deals with incident – nothing written to parents but entered in class confidential book
- Second incident reported to Headteacher – look for more evidence, ie reasons for behaviour
- Further incident – inform parents by letter – description of incident – invite parents to school
- Parents in – discuss rewards/sanctions draw up behavioural contract between parents/child/school  
Any recurrence parents to be informed and child is then taken home
- Exclusion from lunch time
- Fixed term exclusion
- Permanent exclusion – **Chair of Governors will be informed of any exclusions**

## 6. Parental Involvement

Whenever relevant, parents will be informed

## 7. School Rules

- Be kind and friendly
- Be honest
- Try your hardest
- Look after everyone
- Look after our school and everything in it

## Notifiable illnesses

If a child comes into class who you think is unwell, refer to the illnesses chart or refer parent to the Headteacher.

## Finally

We do ask that the classroom is left in a tidy state for the teacher. Please leave a note and any work you may have done with the children by the class register. Also please mark as much of the children's work as possible. Please don't rush away at the end of the day without signing the appropriate forms to ensure you get paid.

Thank you in anticipation of all your hard work, and we hope you will enjoy working in our school.

### Supply Teacher's Handbook

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

#### **School Day**

9.00am Registration  
10.30am – 10.50am Break  
12.00 noon – 1.00pm Lunch break  
3.00pm – End of School Day

#### **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