

SOUTH OTTERINGTON CHURCH OF ENGLAND PRIMARY SCHOOL STUDENT POLICY STATEMENT

GUIDELINES FOR STUDENT PLACEMENTS IN SCHOOL

WELCOME TO OUR SCHOOL

Thank you for your interest in undertaking work experience at our school.

We value our students and we hope that you will enjoy working with us. We have produced this guide to help you feel comfortable working in school and we hope that you will also feel able to ask any questions as they arise.

The points of contact for work experience students in school are as follows:

- the named lead for SCITT - Mrs Parker
- the named lead for work experience - Mrs Fraser
- the class teacher you work with
- the school office
- the headteacher

It is important for school security and fire regulations that all staff, visitors and volunteers to the school can be identified and located at all times and we ask you to follow the simple routine of :-

- a) Signing in and out when coming into and leaving the premises
- b) Wearing the visitor badge we give you at all times whilst in school

WHERE CAN I GO IN THE SCHOOL?

As a student, you will be expected to work with the teacher/s whom you have decided to help. For most of the school day, therefore, you will be sharing the classroom with the teacher/s concerned. The teacher will be responsible for you and if you are in any doubt about your role, where you should be working or questions about the school please ask your teacher. Apart from moving about the school in the normal course of the day, we would expect you to stay with the teacher who will supervise your activities.

If you are with us during break times, you can join your teacher in the staff room. You can leave your personal belongings in the staffroom. We have lockers that you can use to store your belongings securely. You can use the toilets that the staff use. Please do not use the children's toilets.

WHAT SHOULD I DO IF I HAVE A PROBLEM WHILST WORKING IN SCHOOL?

We expect all members of the school community to be polite, courteous and self-disciplined. Pupils watch us and follow our example. The same rules apply to staff, students, children and volunteers working in school. Please discuss problems with the teacher or headteacher. The teachers in school are expected to act "in loco parentis" – this means in place of the parents. They are responsible for the children whilst they are at school. Please read and follow the school behaviour policy. If you are a work experience student, please ensure that you are never alone with children - This is for both your own, and their, safety.

You will have a nominated teacher as a contact in school. Whilst you are working in the school, please tell this teacher where you will be if you are not working with them. If there is a fire drill or an emergency we will contact that teacher first. This is very important for your safety.

WHAT ABOUT CONFIDENTIALITY?

We expect our students to abide by the same code of confidentiality as teachers. You will be asked to sign a short form. Please see the headteacher if you have any queries about this.

AND FINALLY....

We would like to thank you for choosing to complete your work experience at our school. We regard you as a friend and member of our team. We have a professional duty to you - just as we have to all members of staff ~ to make your time with us happy and fulfilling.

Together we make a great team!