



Additional Guidance for Work Experience Students

Your Hours

In the mornings it will benefit you to arrive at 8:15am so that you can help in the setting up of the classroom and talk with staff about plans for the day. Don't forget to sign in at the office. Please remember to let us know if you are unable to come into school for any reason. Please telephone the school office on 01725 517439 to leave a message. At the end of the day please support the class teacher tidying up and getting ready for the following day. We ask that you remain in school until 3:15.

Lunchtime

You may leave the premises for lunch, please sign out at the office and sign in on your return. If you do leave school for lunch, please make sure that you are back ready for the afternoon session at 1pm. You should be back after lunch at least five minutes before the session starts.

Playtimes

You will never be expected to supervise children at playtime on your own, however we recommend that you shadow your class TAs and join them when they are on duty. Whole school playtime is 10:30-10:45.

Dress Code

Please take your lead from the teachers and TAs and wear smart casual clothing (no jeans or trainers).

Confidentiality

You are welcome to join the staff in the staff room at playtimes and lunchtimes, however please be aware that anything you hear whilst in the staff room must not be discussed with anyone outside of school. This also applies to sensitive information you hear either in the classroom or from class teachers. A confidentiality statement is included in your pack which you will need to sign to say that you have read and understood.

Safeguarding

If you have any concerns about a child, or a child has said something concerning to you, you need to pass this on to the class teacher who will speak to the Designated Safeguarding Lead, In our school this is the Headteacher, Mrs Faithfull and the Deputy Designated Safeguarding Leads are Miss Hudson and Mrs Phillips. A safeguarding summary is included in your welcome pack which you will need to sign to say that you have read and understood.

Manual Handling

Please keep yourself safe! There are small steps in school, which must be used when reaching high surfaces or when putting up displays etc. Please do not stand on chairs or tables. Do not do anything that you do not feel comfortable doing. If you know that an item is heavy, ask for assistance in lifting it. Please do not use any electrical equipment unless you have been shown how to use it.

First Aid

Please refer to the class teacher or TA in your class if you are aware of a First Aid concern.

Helpful Hints

- Talk to the children in a positive and considerate way and listen to what they have to say.
- Children respond better to a calm approach, go over and talk to a child, never shout across the classroom!
- At group times we expect the children to sit quietly and attentively. Please encourage them to do this.
- Please consult your class teacher to find out how they would like you to support them. Wherever possible, join them in their planning sessions.
- It is our policy to develop every child's self-esteem and confidence. Each child has something of value to offer.
- If you are having difficulty in coping with a child you must talk to and involve the teacher rather than try to deal with the situation yourself. There are many factors involved in a child's behaviour and the teacher usually understands why a child may be behaving in a particular way. You shouldn't discuss a child's behaviour in front of them nor with anyone other than the class teacher or teaching assistant.
- Be careful not to lift, cuddle or allow children to sit on your lap. Be polite, but firm.
- Please remember that your role in school is to help the children make progress in their learning.

Any Questions?

Please ask questions, however trivial you think they may be. Each small detail contributes to your knowledge and understanding of the children. We are very happy to talk through any queries with you so that you can gain as much benefit as possible from your placement here with us. We are here to help and learn from each other.