



**STUDENT/VOLUNTEER
INDUCTION BOOKLET
2018-2019**

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Our Staff at Moorings Way Infant School

We are a small Infant School with approximately 115 pupils. There are 5 classes. We have two reception classes and three Year 1/2 classes. We call our classes 'teams' and the following terms are used:

Team Peake (reception) – Teacher: Mrs Thrupp & Mrs Blandford

Team Holmes (reception) – Teacher: Mrs Williams

Team Hawking (Years 1 & 2) – Teacher: Miss Gale

Team Da Vinci (Years 1 & 2) – Teacher: Mrs Chrus

Team Rowling (Years 1 & 2) – Teacher: Mrs Rogers

We have 5 class teachers and 6 Teaching Assistants. We also employ dinner supervisors and playworkers for our out of school provision.

(See next page for photos)



Mrs Sonia Nickerson
Executive Headteacher



Mrs Ruth Vonk
Head of School



Miss Gale
Class Teacher – Team Hawking



Mrs Rachel Thripp
Class Teacher – Team Peake



Mrs Olivia Chrus
Class Teacher – Team Da Vinci



Mrs Natalie Williams
Class Teacher – Team Holmes



Mrs Claire Blandford
Class Teacher – Team Peake



Mrs Alison Rogers
Class Teacher – Team Rowling



Ms Laura Hickman
Cover Supervisor



Mrs Liz Chambers
Teaching Assistant – Team Holmes



Mrs Gill Betteridge
Teaching Assistant – Team Da Vinci



Mrs Kerri Jennings
Teaching Assistant – Team Rowling



Mrs Karen Cleeve
Teaching Assistant – Team Peake



Miss Ashlie Traynor
1:1 Teaching Assistant – Team Da Vinci
Coastguard Manager



Ms Pascalle Durow
Senior Lunchtime Supervisor
Coastguard Playworker



Anita Perryman
Office Manager



Mrs Lizzie Doyle
Admin Officer

Organisation of the school

Setting

The school has one main building and a small temporary classroom outside. The school library is situated in the main corridor.

The staffroom is behind the office area and you are welcome to use it to relax, have a break and eat lunch. If you would like to have tea or coffee it is 10p a cup and there will be a money box in the room to collect this.

Close to the staffroom are two staff toilets. Both are for male and female use.

When you enter the school you will need a visitor pass which will allow you to gain access to the school. You will get these at the main reception when you sign in. Please look after these as they are a measure to ensure our children are safe at all times. They need returning at the end of your visit, each day.

Safeguarding Information

At Moorings Way Infant School, the safety of our children is always our main priority.

If you visit our school regularly we will expect you to:

- Read our safeguarding policy and sign to say you will follow this
- Keep mobile devices in bags and away from children
- Ensure you are never alone in a room with a child
- Report anything said to you that raises a concern

In the Safeguarding policy you receive you will learn about the different signs of abuse children may experience. It also outlines the things you must say or do if a child tells you something.

YOU MUST NEVER TELL A CHILD THAT YOU WILL KEEP INFORMATION SECRET. It is important that you always make it clear that your job is to keep them safe and you will have to tell someone else. A good way to do this is say:

“ I’m happy to listen to you but I will need to tell someone else so that you can stay safe”

If you have a concern you must always tell the class teacher, and then the DOSC (designated Officer for Safeguarding)- which is Ruth Vonk (Head of School) or Sonia Nickerson (Executive Headteacher). This needs to be done STRAIGHT AWAY.

Health and Safety Expectations

If you have any kind of accident during your time at our school, please make sure you report it to a member of staff. You may be asked to complete a form explaining the details.

If you are concerned in any way about health and safety issues, it is your responsibility to inform a member of staff of your worry. This may be a faulty piece of equipment, a trip hazard, or even a procedure that doesn't seem effective.

No concern will be too small and we would rather you passed this on than keep it to yourself. You have a responsibility to report anything that is or could be a hazard.

Electrics

You will notice that each of our electric devices have a sticker that identifies it as being PAT tested. For this reason, you are not permitted to use or plug in phone chargers/laptop chargers from home while you are in school.

Basic professional expectations

While at Moorings Way Infant School you will be treated as a professional person. You will need to:

- be punctual every day for your agreed sessions
- dress smartly (no jeans or denim clothes)
- treat children as 'pupils' and not friends. Children's correct first name should always be used. You should introduce yourself as Mr..., Mrs..., Miss... or Ms... and not by your first name.
- keep everything that happens at school regarding children confidential. Names of children/incidents/behaviour must not be spoken about outside of school.
- respect the authority of the adults around you. Their role is to ensure children are safe and learn.

You can expect:

- to be treated with respect and care
- to be shown how to fulfil your role
- to see how different adults in the school have different tasks
- an experience that will shape your future
- increased confidence in a 'work' environment

PROCEDURES

WHAT IFs.....

The fire alarm goes off...

If this happens, you must follow the lead of the adults in the class. We stop what we are doing straight away and we all exit the building through the nearest fire exit. All children and adults assemble on the field. Under no circumstances do you re-enter the building unless told it is safe by headteacher and/or deputy head.

A child hurts themselves...

If a child gets hurt they can be taken to a first aider. Most of our staff are trained, you will just need to ask. If it is a serious injury such as a fall etc and the child is unable to move you must send for a member of staff and not move the pupil. You will never be left alone with a child so this is a situation that would be very unlikely.

You hurt yourself.....

You must take yourself to a first aider who will support you.

You feel unwell....

If this happens before your placement you must ring the school before school starts to let us know. You must also follow your school/college/uni procedure for this. If you feel unwell while at school please let your nearest class teacher or the office know that you are unwell and need to go home. You must inform your school/college/uni if this happens.

Tasks/Activities

During your time at Moorings Way Infant School we will give you some roles which we will expect you to fulfil and in some cases you will be running and taking responsibility for an area. This will be areas that are fundamental to pupil's learning and development.

You may be:

-Running and organising the home reading scheme

Your role would be to ensure that all books in the children's bookbags are swapped and children are spoken to about their reading. You will be expected to ask questions about their books. Our parents have a high expectation regarding the changing of reading books and we will expect this role to be carried out professionally and for you to keep records of who has changed their books.

-Preparing Learning Materials

Your role would be to prepare resources for learning. This may involve photocopying, cutting, laminating and some sticking. We would teach you how to use equipment.

-Working on flashcards/phonics/1:1 assessments

Your role would be to use flashcards or reading books to see how much a child has learnt. You will be expected to keep a record of what a child knows. This is very important as their teacher will use this information to inform his/her planning.