

Work Experience Student Handbook
St James' RC Primary School
2018/2019

FAITH IN ACTION
WORKING TOGETHER
WALKING IN THE FOOTSTEP OF CHRIST

The school requires staff to:

- Provide a challenging and stimulating learning experience and environment that enables children to reach the highest standards of personal achievement;
- Be good role models – punctual, well prepared, appropriately dressed and organised;
- To have a positive attitude to change and to the development of their own expertise;
- To establish links with the community;
- To work collaboratively and in line with the school ethos and with common aims and practice.

Dress Code

At St. James' we ask the pupils to come to school smartly dressed, in school uniform, so that they feel a sense of belonging to a community that is committed to high standards in all aspects of school life, starting with their attire. It is therefore appropriate that all staff / students are asked to dress professionally, thereby acting as good role models. Appropriate dress would include for example:-

Male – a clean, pressed shirt with smart trousers or a suit and a tie if desired.

Female – A smart dress that is not low cut. Blouses and skirts that are of a respectable length or smart trousers.

Clothing that is not suitable include:- Vests, T-shirts with logos, combat style trousers, jeans, tops with thin straps and/or are low cut, see through items. It is recognised that teaching can be very physical, particularly if you are moving around with children, but clothes can be practical and smart. Track suits can be worn for PE as appropriate and clothes suitable for Forest School can be worn.

Playtimes

Playtimes should be approached positively. Take the opportunity to walk around in order to gain an overall view of the children. Walking around, enables you to prevent incidents before they occur. Staff are expected to

foster an atmosphere of mutual respect and to avoid shouting at children as this is not effective in the long term and can build resentment.

Hot drinks are only permitted on the playground if they are in a plastic non-spill container specifically designed for the purpose. Cold drinks may be drunk in paper or plastic cups.

Mobile phones must not be used by any member of staff whilst on duty unless calling the office for help in the event of an emergency. Please refer to The Mobile Phone Policy.

Playground equipment should be monitored at all times during playtime.

Bullying, both verbal and physical is not tolerated and neither is swearing. Any games that are considered rough and are likely to result in injury should be stopped and children asked to find alternatives.

Sick procedure

If a child is sick the caretaker will clear up the mess ensuring that germs are contained as far as is practicable.

Social Networking

Staff must not accept pupils on to social networking sites, or past pupils unless they are over 18 yrs. Staff must not post anything on their social networking site that refers to school or post any unprofessional comments that may reflect badly upon themselves or colleagues and subsequently the school. Any breaches of this must be reported. Any staff member who acts unprofessionally and causes the school concern in respect of their use of social networking sites, will be disciplined in line with the school's disciplinary policy and may find themselves dismissed from their post.

First Aid

Any First Aid issues should be referred to the Paediatric First Aiders or the First Aiders. These are shown in the school office. Please make yourself aware of who they are. Large First Aid boxes are located outside classrooms and in the school office. First Aid boxes should be taken to the office when they need replenishing.

Health and safety

Details of children with special medical needs are displayed on the staffroom wall. Please be aware of these children. Students should be aware of anything that might affect the health and safety of the children and report hazards immediately to the Caretaker or Head Teacher. Any jobs that need to be carried out by the Caretaker can be noted in the 'odd job' book, which is kept pinned up outside the cleaning cupboard. Children and students should not carry heavy objects around the school. Anyone requiring assistance should seek help from the Caretaker. Students should not carry

hot drinks around the building during the course of the school day. Please consult the school's Health and Safety Policy for further information.

Medicines

The details of children with medical concerns please ask the class teacher. Children who are on medication but well enough to attend school have their medicines administered by the secretary. Parents must fill in a form giving the secretary permission to administer the medicine and must inform the class teacher. The medical forms are kept in the secretary's office with the accident book. Medicines are stored safely in a medicines cabinet stored in the secretary's office. Antibiotics are kept in the staffroom fridge. Epipens are kept in the green First Aid Bag on the back of the classroom door. Asthma preventatives are kept in the green First Aid Bag on the back of the classroom door. Incidents of medical concern should be reported to the Head teacher. Extreme emergencies will result in an ambulance being called and parents being contacted.

Allergies

St James' aims to be a nut free school. Details of children with allergies are located on the staff room board. Training in the use of the Epipen will be provided for all staff if necessary and updated annually.

Fire regulations

Students should familiarise themselves with the fire evacuation procedures displayed in each classroom. When the fire alarm sounds, the children should be evacuated quickly and quietly from the area they are in and they should assemble in the KS2 playground.

The staffroom

Work Experience students are asked to use the cookery room for their break and lunch.

Mrs Weeks
Head Teacher

I confirm I have received a copy of the Work Experience Student Handbook

Name.....

Signed.....Date.....

