

Hornsea Burton and Skipsea Primary Schools (Federation)

STUDENTS IN SCHOOL

**Reviewed Spring 2017
To be reviewed 2019**

We aim to make the students' time in our school as beneficial as possible offering high quality teacher and mentor support, a variety of learning opportunities, and a supportive staff. We are a happy school, committed to excellence in all aspects of our work and expect students to share the same high expectations, commitment and standards of behaviour that already exist.

Benefits to School

- Professional development of members of staff involved
- A link with a high quality teacher training provider
- Mentors experienced in monitoring, observation and feedback techniques.

Benefits to teachers

- Keep in touch with new methods and innovations in teaching
- Time to observe their class
- Opportunity to work with smaller groups in greater depth
- Chance to be reflective and positive about their work.

Benefits to pupils

- A different perspective on the curriculum
- An enthusiastic approach

Benefits of students

- Opportunity to work with high quality teaching staff
- Shared experience in the day-to-day reality of classroom and school life
- Quality observation and feedback from experienced mentors
- Opportunity to make links between taught course and school experience

The type of mentoring offered at Hornsea Burton and Skipsea Primary Schools is very supportive. We want students to experience success in as many forms as possible. There are two trained in the school. Each student is allocated one of the mentors.

However, if there are any problems, the other mentor and the Head Teacher will become involved in a supportive role.

The school staff and roles of responsibility

Mentors

- Mrs. L. Hansell
- Mrs. C. Shiels
- Mr Fletcher

Personnel

Head Teacher: Mrs C Shiels
SEN Coordinator: Mrs. C. Shiels & Mrs. L. Hansell (Hornsea Burton)
Mrs C. Shiels, Mr Fletcher and Mrs D. Murray (Skipsea)
School Business Officer: Mrs S Inns (Hornsea Burton)
Admin Officer: Mrs D. Drewery (Skipsea)
Admin Assistants: Mrs M Marsh (Hornsea Burton) and Mrs L Wilson (Skipsea)

Organisation

School times

8.45 - 10.30
10.45 - 12.00
1.00 - 2.15
2.30 - 3.30 (3:20 at Hornsea Burton with no afternoon break)

Each class teacher organises their own timetable and students will be provided with a copy on their preliminary visits. Generally, maths and english are covered in morning sessions.

Classes are organised in mixed year groups where possible but some students may find themselves in a mixed year class.

Collective worship	Monday	9am	Staff on rota (3pm Choir at Skipsea)
	Tuesday	9am	Hymns (1:10pm assembly at Skipsea)
	Wednesday	9am	Staff on Rota (9:15am at Skipsea)
	Thursday	9am	Staff on rota (1:10pm at Skipsea)
	Friday	9am (Hornsea Burton)	
		3pm (Skipsea)	Celebration Assembly/Family learning/Show and share

Planning

Teachers plan lessons during PPA time taking guidance from the school long and medium term planning, key skills and 2014 National Curriculum Framework and useful resources such as Focus Education Maths and English and also the Chris Quigley Essentials Curriculum. Staff meetings take place weekly and an agenda for the term with dates and locations are displayed in the staffroom. Students are more than welcome to attend any or all of these meetings and their input on any issues is more than appreciated.

Students are expected to plan alongside their class teacher in the same detail and format but may follow SSE proformas if they wish.

Induction

Policies are on the school website.

Expectations of students

Time of arrival	Please arrive before 8.30 and leave after 4.00, using the sign in / sign out book by the main entrance
Photocopiers	There are two in the school (one at Skipsea)
Meetings	Students are expected to attend staff meetings, INSET days , and expected to attend planning meetings
Lunch Duties	Students are not asked to do these
Staff room	Students are welcome to use the facilities here. There are tea/coffee/milk(20p), a fridge, microwave, kettle and toaster available in staffroom. Students may also order school lunch (see Mrs Inns or Mrs Marsh/Mrs Drewery) in the office.
Dress code	Smart, with no denim allowed. Students are expected to change for PE and not to wear PE kit all day.
Swimming	Students in Year 3/4 are expected to accompany children swimming in the Autumn term.
Smoking	The schools operate a non-smoking policy and no smoking is permitted on the premises or the grounds. Both schools also hold the Health Promoting School Award and National Healthy Schools Award.
Illness / lateness	Students are asked to ring school at the earliest opportunity Where possible, contact should be made with the Headteacher.
Children's illness	All illnesses occurring on the premises are dealt with by non-teaching staff in the school office. If a child becomes ill, or has an accident, the student should send the child to the school office.

If this is not possible, they should send an adult or child with an appropriate message for assistance. The same is applicable should the student become distressed.

We very much enjoy our role in training future generations of teacher and wish students a happy and productive time with us. Please do not hesitate to approach us if there are any problems with your placement here.