

Welcome to Guilden Morden C of E Primary School



Vital Information for Supply Teachers and Volunteers

Please read this leaflet carefully.

Full versions of our policies are available on our website, through our school network or as paper copies from the office.

If you have any issues, Fran Siddle in the office will be only pleased to help.

Thank you for your assistance, and we wish you an excellent day with us,

Jeremy Fisher (Headteacher)

Child Protection and Safeguarding

Designated Lead: *Jeremy Fisher (Head Teacher)*

Other Designated staff: *Helen Smith, Kristy Carter, Louise Fryer*

If you have any concerns regarding a safeguarding issue please speak immediately to Mr Jeremy Fisher, or if unavailable, Helen Smith (also the Prevent Lead) or Kristy Carter. If there is an incident or disclosure, please complete a concern form (located in the staffroom) and **hand it** straight away to one of the named Designated Staff.

Health and Safety

Mobile Telephones:

Please do not use mobile phones around the children.

First Aid:

Our Teaching Assistants and Office Assistant are first aid trained. Children (accompanied by another child) or adults can go to the office for first aid.

Please familiarise yourself with :

- emergency procedures such as evacuation/invacuation (Back to Base)
- exit routes around the school

Supply teachers should familiarise yourself with:

- any medical needs and procedures for your class pupils;
- any SEND procedures for your class pupils;
- playground duty routines (if you are duty).

Please remember that you are responsible for maintaining a safe working environment, including managing pupil behaviour, assessing risk whilst reporting any concerns to a member of the Head Teacher or senior member of staff.

If you identify any health and safety concerns, please prioritise the safety of the children and then report your concerns to a senior member of staff immediately.

Behaviour Management

Our Golden Rules policy is used throughout the school.

- We follow adult instructions so that the adults can keep us safe and help us to learn.
- We are kind, helpful and polite.
- We look, listen and always try to do our best.
- We keep ourselves and each other safe.
- We look after our school and everything in it.

Please manage children positively by:-

- *Telling a child what you want them to do, for e.g. PLEASE WALK instead of DON'T RUN.*
- *Please use the language of choice, offering simple choices.*
- *Please send accompanied children to the office if you need any assistance.*

Our Class Behaviour Chart is:-



- used in each class.
- reset each day.
- Each child starts the day with their name 'on the sun' and the teacher can move it up or down, according to their behaviour
- This policy encourages & acknowledges pupils who make good choices and avoids overlooking those children who consistently behave well.
- It allows children the opportunity to correct their behaviour and make good choices.
- Children sent to HT if at the top or bottom of the chart.

Any serious behaviour issues need recording on a behaviour slip and left with the Office Administrator. She will ensure the Head Teacher receives it for immediate action.

Marking

Please mark your pupils' work using a green pen and add supply teacher and your name. Please highlight the learning objective with a green highlighter or write learning objective achieved. Please also mark whether the work was independent (I) or supported (S). The children use purple pens for improvements & corrections and Class 3 also use red pens for peer marking & corrections.