



# Rush Green Primary School

Induction Information for  
Classroom Support Staff



Rush Green Primary

## Induction Information for Classroom Support Staff

Head Teacher	Mr. S Abeledo
Deputy Head Teachers	Mrs L Humpheryes Mr A Michael Mr T. Irving
Trident Co-ordinator	Mrs Christine Strizovic

Welcome to Rush Green Primary School. Please take time to read through this Induction information. It is important that you understand the terms and conditions of your Placement and if you have questions please contact Christine Strizovic.

### **OUR SCHOOL AND WHY WE ARE SPECIAL**

At Rush Green we value all children and staff working in our school. All staff try hard to encourage every child to develop self - responsibility and to be thoughtful to others and to their environment. We want children to know that they are listened to and helped, and in turn they will also help others. We encourage children to work in a happy, trusting community and to know that it is their behaviour that allows this to happen. Clear rules are established so that all children know what is expected alongside clear consequences and a reward system.

Creating a positive atmosphere is the duty of all staff. We wish to promote a school, which allows children to have a positive view of their ability to succeed. Where it is all right to fail as long as it is not seen as a negative that can't be worked on to eventually provide success.

All staff must provide a language rich curriculum, must have clear learning goals and high expectations.

We are here to 'make a difference', to provide stability when life outside seems uncertain and to provide a framework for living in a caring community. We treat all staff and children, fairly and without prejudice.

**THE SCHOOL DAY**

Nursery  
8.30 – 11.30 am session  
12.30– 3.30 pm session

EYFS/KS1  
8.55am – 3.05pm

KS2  
8.45am- 3.10pm

Morning break is at 10.40am – 10.55am

For you to complete:

I am placed in class (es)

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.....

My line manager or supervisors name is

.....  
...

My Year Group Leader name is

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.....

My TAs name is

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My working time in school is 8:30am – 3:30pm

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There are security pads on all external doors please ring outside of the office to gain entry.

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## WORKING ARRANGEMENTS

- You will be required to work in class under the teacher's direction. Please remember to be courteous with the children and approach them in a calm and measured way.
- Please ensure you sign in and out of the building every time you arrive or leave.
- The PPA room is for your use during break-times and lunch time, please leave it tidy.
- Please ask the class teacher if you have any specific duties you must complete during your work experience.
- There are staff toilets along the KS2 hall corridor and upstairs by the PPA room.
- This is a non-smoking school and smoking is not allowed anywhere on the site.
- Please follow our e-safety policy, (re: mobile phones, use of the internet, which you will sign during induction).
- Please follow our smart dress code policy – no jeans or trainers. Sensible and smart clothes and footwear are required. Boys/men must wear a shirt and tie. Dresses and skirts must be knee length.

## SICKNESS

If you are unable to attend because you are ill or have some other urgent difficulty telephone Christine Strizovic on 07947386353 before 8am. Ensure you also contact your school / college tutor also.

## YOUR PROGRAMME OF WORK

The teacher(s) in the class that you are based in will tell you the type of activities or tasks that you will be undertaking. This may be on a daily basis or activities that last a longer period of time.

## ACCIDENTS

We all realise that accidents do happen if you break or damage something. Please inform the class teacher immediately. Classrooms are kept as hazard free as possible as the children and staff's safety is of paramount importance.

## HEALTH AND SAFETY

If you have any safety concerns please talk to the class teacher or the Year Group Lead.

**Children are never to be left unsupervised.**

There are SOS cards and school maps in each area of the school. The SOS is sent to the office in the case of emergency and the maps show all exit points.

You should not administer first aid. There are a number of qualified first aiders on site who should be called upon in any emergency please ask the teacher who you should go to and where they are based.

The qualified first aider(s) in my classroom/year group:-

.....  
.....

## **BEHAVIOUR**

We have a duty of care to the children in our care and there are a number of rules that we follow in order to keep people safe – see Stay on Green school behaviour policy:

- Not running down corridors
- Not playing in the toilets
- Not letting children be in any part of the school unsupervised
- Not having hot liquids or glass containers in the classrooms
- Not leaving wires trailing

This is not a full list but you can see that many of the things are common sense. Please help us to enforce these rules with children that you may work with.

## **FIRE PRECAUTIONS**

If you hear the fire alarm sounding you will be required to exit the building from the nearest, safe exit point which are clearly signed near the exit doors. If you have children in your care you must ensure their safety also by getting them out of the building in a safe and orderly manner. The collection point is in the lower playground. Ask the teacher if you have any other specific duties if you hear the fire alarms.

## **SAFE GUARDING**

There are some important things that you must be aware of when working within a school situation. You may see or hear information about individual children either in the classroom or in the school. It is important that you maintain strict confidentiality at all times. If a child tells you anything that is personal about anything that has happened to them it is important that you tell the class teacher who will decide if the Child Protection co-ordinator (Head Teacher) should be informed.

You should try to maintain good order with the children you are working with by being firm but fair, by keeping your voice at an appropriate level and not shouting at them.

It is not acceptable to have physical contact with children or to show favouritism do not let children sit on your lap.

We aim to teach children a wide range of skills in order to make them independent. Help and support children but also encourage them to be independent i.e. let them do coats up and tidy away themselves etc.

## **NOTES**

Continuing staff development plays an important part in our school life and is an entitlement for all. Other work colleagues will play an important part in this process.

Please ask if you are in doubt or need clarification about any aspect of your role.

We hope that you have found this Induction Information useful and enjoy your work experience at Rush Green Primary School.

