St Clement’s R.C. Primary School



Handbook

for

Student Visitors

Welcome

Welcome to St Clement’s R.C. Primary School. We have many students visiting our school and value the contribution they make. This handbook sets out to make your time in the school easier. It also shows what we as a school expect of our placement students and what you should expect from us during your time here. We hope you enjoy your time with us, and that you will find the experience useful as part of your professional development. If you wish to know anything that is not in the handbook please do not hesitate to ask a member of staff.

School Contact Details:

Phone: 01382 436692

Email: stclementsrcprimary@dundeeschools.scot

Twitter: @stclementsps

Teaching Student Contact: Mrs A Flynn Head Teacher

School Times

Morning Session 1 9:00 – 10:30/10:45

Interval 10:30 – 10:45 (P1-3)

 10:45 – 11:00 (P4-7)

Morning Session 2 10:45/11:00 – 12:15

Lunch 12:15 – 13:15

(Support Staff 13:20 – 13:50)

Afternoon Session 13:15 – 15:15

Staff

 Head Teacher Mrs Annamarie Flynn

Depute Head Teacher Mrs Leigh Donnelly

SfL Teacher Mrs Carolyn Dammer

Class Teacher P1 Mrs Vicki Sidowra

Class Teacher P1/2 Miss Rachel Steele

Class Teacher P2 Mrs Kathryn Fitzpatrick / Mr Ross Timmons

Class Teacher P3 Mrs Vicky McNally

Class Teacher P4 Miss Nicola Forbes / Mrs Laurie Ross

Class Teacher P5 Miss Claire Smith

Class Teacher P6 Mrs Kerry Don / Mrs Emma Hampton

Class Teacher P7 Mr John Malone

NCT Teachers Mr Ross Timmons / Mrs Emma Hampton

School & Family Support Worker Miss Leigh McLeod

Support Staff Mrs Brenda Clark

 Mrs Alison Rice

 Mrs Theja Kandulawa

 Mrs Arlene Mackie

 Mrs Coreen Graham

 Miss Amy Wallace

Administration Officer Mrs Elvira Daly

Confidentiality

Please remember that confidentiality is a very important part of school life. This applies to pupils, families and staff. Students will be trusted with information and need to be responsible in how that information is used. All students are expected to respect the confidentiality of all children/staff/families in our school at all times**.**

**Be particularly careful with Social Media!**

General Expectations of Students

The times students are required to be in school depends upon your course guidelines. However, we expect students to be in school in good time to get ready for the school day, and also to remain for some time after the school day to ensure that lessons and resources are properly prepared.

Absence/Late-Comings

If students are going to be absent or late, at short notice, because of illness or any other reason they (or their representative) should contact the college/university and phone the school office on **01382 436692** (leave a message if required) as soon as possible and certainly before 8.30am. On days of responsibility you should phone before 8am.

Dress Code

Students should be dressed smartly. Wearing clothing which is appropriate for the setting and activities undertaken. No jeans or trainers.

Personal Belongings

Students are responsible for their own personal belongings. Please speak to the Class Teacher if you need electronic equipment locked away.

Security

Visitor passes must be worn at all times. Please sign in and out at the school office whenever you enter the building – this is a fire safety requirement. Do not let anyone into the school. Visitors will be let in by staff in the office.

Pupil Registration

All online class registers must be completed in the morning by 9:10am and again in the afternoon by 1:30pm. The class teacher will provide codes to access this on the computer system. If there is a reason why the register cannot be completed, eg gym time, please arrange with Mrs Daly in the School Office for a note of absentees to be sent down and she will enter the data.

Behaviour Leadership

We have clear guidelines for positive behaviour leadership. Please ensure that you are familiar with and adhere to our Behaviour Leadership Policy and ask the class teacher for any support you may need. All school rules are based on the phrase ‘Be Kind, Work Hard’ and our 3 rights –to learn, to be respected and to be safe. We also work in a restorative way and all staff and students are expected to be familiar with and to use restorative approaches – ask your Class Teacher for details.

Resources

As a student you are welcome to use the school’s resources to aid your teaching practice. Please ask the class teacher for assistance.

The photocopiers are for school use only. Please try to limit the amount of copies needed.

Staff Room

Students are invited to use the Staff Room facilities. Don’t forget to tidy up after yourself – and don’t eat all the biscuits!

First Aid

The first point of contact for illness or First Aid is the School Office.

Child Protection

If you have any concerns about a child, please share these with a member of staff immediately – don’t wait. BE familiar with the school’s Child Protection procedures. Your Class Teacher / Principal Teacher will help.

Staff Meetings

Teaching Staff meetings and training is normally held on Tuesdays at 3:30. Please ask your Class Teacher if it would be appropriate and beneficial for you to attend.

Playground Experience

Arrangements will be made by the Principal Teacher. This is an important part of school experience and feedback from former students has indicated this is a valuable opportunity. Use this time to get to know the children in a different context and to help them solve any issues which come up using positive behaviour leadership strategies.

ICT

We have an E-Safety and E-Learning Policy in school - please ask the class teacher to show you this. This should be read and signed before you access our network to provide guidance on promoting internet safety and prevent risks and infringements. Once your details have been registered, you will receive a login for computers. Please keep these details private and safe.

Fire Safety/Evacuation

Please ask your Class Teacher for a copy of these guidelines and ensure that you familiar with evacuation procedures and Assembly Areas.

Professional Responsibility

Staff in school are expected to adhere to a professional dress code. This is smart casual. If you are unsure, ask your Class Teacher or a Depute Head Teacher for advice. Professional behaviour is also expected at all times – this includes your use of social media.

**Remember: no staff member should ever be a ‘Facebook Friend’ of a pupil**.

Mobile Phones

Mobile phones must be turned off during teaching times and should not be used in corridors/pupil areas even during intervals.

Written School Policy / Curricular Programmes

Your Class Teacher can provide any of these – they are all saved in the Staffshare Folder on the school’s IT network – just ask.

Professional Development

Students are encouraged to speak to their Class Teacher to ensure that the work experience/teaching practice is meeting their professional development needs. If you have any suggestions for additions to this handbook please let us know.

For more information, please ask!

Enjoy your experience in our school!