



Longwood Primary School

Supply Teachers

Aims

- To provide continuity in classroom organisation/routine.
- To provide continuity in the Curriculum.
- To minimise adverse effects on children's work.
- To support staff development.
- To cover for staff absence.

Organisation

Supply Teachers are subject to most teacher employment legislation. Longwood Primary School takes this into account when arranging supply cover. The school considers suitability for the post and ensures that stringent vetting procedures are carried out. The school's expectations are made clear to the Supply Teacher through the provision of guidance notes.

A nominated staff member, the Office Support Manager, is responsible for contacting the local agencies or Supply Teachers direct to arrange known cover and the Head will arrange unforeseen cover.

Records of supply cover are kept in the Supply File. Information should include the member of staff absent, the reasons for cover, the cost of the cover and the source of funding.

Teachers on long-term supply are given a copy of the Staff Handbook, Health and Safety Policy and other relevant policies to read. They are requested to complete Medium- and Short-Term Plans if appropriate.

The Phase Leader is responsible for liaising with the Supply Teacher on general school organisation and routines. When Supply Teachers come into school to cover for staff absence at short notice the nominated teacher gives guidance on the work to be covered.

Sources of Supply Teachers

When employing Supply Teachers, Longwood Primary School endeavours to employ staff known personally to the school in the first instance, such as:

- the school's previous teachers who have retired and are still CRB cleared.
- part-time teachers already working in the school and who are willing to extend their hours for a temporary period.
- specialist Supply Teacher agencies.

Support



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Support is achieved through the following:

- Copy of Policy for Information).
- Provision of a Supply Handbook/Survival Sheet that gives details of day-to-day routines, school organisation and duties. It includes the school's expectations in terms of marking, assessment and preparation (if staff absence is known in advance).
- School map or plan to show location of rooms, including staffroom, staff toilets and cloakroom.
- Instructions and guidance on responsibility for referring child-protection issues to a named person immediately.
- Arrangements for Registration and Assemblies.
- Smoking policy.
- Arrangements for children with special educational needs, including details of the person who can supply further information (SENCO).
- Monitoring Supply Staff, through the nominated teacher responsible, to create a register of effective teachers for each age group/Key Stage.
- Detailed Long- and Short-Term Plans provided for the Supply Teacher with an up-to-date copy of the class timetable.
- Dress code for pupils and staff, including PE.
- Notification of staff illness to the Head or Office Manager the evening before, if possible, or by 7.45 am at the latest.
- Early identification of training needs (see Professional Development Policy).

Expectations

On arrival, the Supply Teacher, especially one arriving for his or her first assignment in the school, should have the school's expectations explained clearly.

Expectations include:

- following the code of conduct that applies to all staff and pupils
- observing health and safety and security requirements
- following child protection procedures
- working to the normal hours of the school, unless specifically contracted otherwise
- not acting in a manner detrimental to the school and its pupils
- keeping any information confidential that relates to the individual pupils, staff or school.

Policy for Supply Teacher Information

A Policy for Supply Teacher Information has been included as Appendix One with this document.

Appendix One



Longwood Primary School

Policy for Supply Teacher Information

The staff and children at Longwood Primary School would like to welcome you and hope your time spent teaching in the school will be an enjoyable experience. The staff of the school will try to help you as much as possible. The Phase Leader is responsible for the department in which you are working and is able to give support and advice.

This document has been produced to provide you with guidelines. Please read it carefully.

Please ensure you:

- Follow the code of conduct that applies to all staff and pupils.
- Observe health & safety and security requirements.
- Follow child protection procedures.
- Work to the normal hours of the school, unless specifically contracted otherwise.
- Do not act in a manner detrimental to the school and its pupils.
- Keep any information confidential that relates to the individual pupils, staff or the school.

School Times

You will be handed a daily timetable with your planning for the day.

All teachers are expected to be in school for 08.30 and are expected to remain on the premises until 15.30.

Routines

Please sign in on entry and sign out on leaving.

Before the bell goes at 08.45, and at the end of every break time and lunchtime, you should go into the playground to collect your class. In KS2 you should supervise them in the cloakroom and on their way to the classroom.

Registration is taken at 08.45 in the morning and at 13.00 in the afternoon. The school uses electronic Registration which will be explained to you on arrival. Please follow the instructions. The children who arrive late should have their names recorded by in the office before going to the classroom.

The day/s you are in school might be the duty day for the teacher you are replacing. If this is the case, please go straight into the playground when the bell goes. Class teachers will come to collect their classes at the end of break time.

If this is your first time at Longwood Primary School, the Phase Leader will give advice on break-time routines and procedures. If it is wet, then you must escort your class to the school hall.



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At the end of the day, please make sure the classroom is tidy including all rubbish picked up from the floor and that the children are supervised to the cloakrooms, whilst in the cloakrooms. You must hand over all children to a responsible adult.

When taking PE, teachers are required to wear appropriate clothing, including trainers or pumps. At Longwood Primary School it is a requirement that teachers remove or cover up jewellery before taking a PE lesson.

Large apparatus, appliances and PE equipment should not be moved by the children, except under adult supervision.

Class Information

You have full responsibility for the class group whose teacher you are replacing.

You will be provided with a daily sheet, which gives information about Assembly and Hall timetables for the day. You will also be supplied with a Class List and the Marking Sheet for the class you are teaching.

Work will generally be left for your class group. If you need to do any photocopying, please see the Phase Leader.

Please mark all work (following the Marking Guidelines) completed by the class you are teaching.

The children take home a reading book each day. It is school policy for the children to read their Home Reader to a member of staff. Records are kept in the Reading Record File. Please hear children read if possible.

If there are any problems concerning behaviour during the day, please see the Head Teacher at break-time or lunchtime.

If you have any queries about routines, please see another member of the Team.

General Information

Longwood Primary School is a no-smoking school. Smoking is not permitted in the building or grounds. Children are not allowed to bring any sweets, toys or mobile phones to school.

If the fire alarm sounds, the children and staff should assemble in/at the designated areas. Please make sure you read the fire-drill notice in your classroom and are familiar with the evacuation routes.

Any child who has a medical problem or needs first aid should be sent to one of the non-teaching staff. All injuries must be recorded in the Accident Book. Children who bump their heads must be watched closely for signs of concussion. They must take a 'head injury' notification letter home to parents.



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Please refer any child protection issues or concerns to the Child Protection Officer, Mrs P James, Headteacher.

If there is a serious incident in your class, or when you are on playground duty, please report this to the Head Teacher. Please make sure records are kept in the Class Behaviour Report.

Further Information can be found in the following:

- Staff Handbook
- Planning File
- Behaviour Policy
- Special Educational Needs Policy
- Health & Safety Policy

Dyslexia

We value the needs of all learners and display a positive view towards pupils with dyslexia. We have a management structure and procedures within the school which provide support with regard to issues of dyslexia. We have a systematic and supportive approach to continuing professional development for all staff focusing on dyslexia. We have appropriate levels of provision and resources which are deployed effectively. We have effective procedures for early identification, assessment and intervention procedures. We value partnership with parents and pupils.

This policy should be read in conjunction with the schools:

Health & Safety Policy

Equal Opportunity Policy

Racial Discrimination Policy

Risk Assessment Policy



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Welcome to Longwood Primary School

Please read through this introductory information

After signing in at reception you will be informed about the class and year group you will be teaching.

Names to note:

Office Support Manager	Mrs L Foxall	Books supply staff, directs personnel to class and year leaders and administers time sheets
Headteacher	Mrs P James	Monitors supply staff
	Mrs A Doubleday	Helps induct supply staff – sharing planning and resources – will support with information about individuals and groups and special needs details
EYFS Leader		Miss S King
Phase Leader Y1, Y2 Y3		Mrs Anne Doubleday
Phase Leader Y4, Y5 Y6		Mrs Pauline James