

**CODE
OF
PRACTICE
FOR
STUDENT PLACEMENTS**

**POLICY REVIEW CO-ORDINATED BY CLIVE MIDDLEDITCH
(AUTUMN TERM – 2011)**

Elmstead Primary School
Elmcroft
Holly Way
Elmstead Market
COLCHESTER
Essex
CO7 7YQ



ELMSTEAD PRIMARY SCHOOL

The Headteacher and staff of Elmstead Primary School are anxious to provide a high quality environment in which school placements may take place. We recognise the importance of the placement system within the framework of teacher training and we are committed to offering as many students and observers, as is practical, the chance to enhance their professional development in this way. The following guidelines are intended to make it clear to visitors to the school what is expected of them and what they can expect of the school whilst they are here. The overall aim is to permit the smooth running of the school and the fulfilment of its primary purpose, the education of children, while at the same time meeting the needs of students and observers.

1. Before the commencement of the placement the visitor must meet with the Headteacher and provide information, such as:
 - duration and dates of the placement;
 - age groups to be observed;
 - name and address of institution attended by student;
 - tutor's details;
 - visit requirements or tasks to be undertaken whilst in school;
 - evidence of CRB check;
 - Health and Safety responsibilities.
2. At this initial meeting a timetable will be drawn up for the visitor's observations which satisfactory to both the visitor and the Headteacher. A copy of this timetable will be given to each member of staff involved. It is to be adhered to, unless changed by prior consultation and agreement with the staff member involved.
3. Visitors should ensure that they present themselves in the classroom, in which they be observing by 08.30 at the latest for observations of the first lesson, and promptly for all other lessons. Visitors must also ensure that they wear a VISITOR badge throughout their time in school.
4. The visitor's activities during the lesson will depend on the task he or she has to perform, but generally speaking, except when the teacher is addressing the children, visitors will be permitted to walk around the classroom and look at children's work. Please tell the teacher beforehand what your needs are and what you would like to do.
5. The copying of school documents, including planning, is not permitted unless the Headteacher, and in the case of weekly planning the class teacher, have given their consent.
6. The copying of children's work is not permitted, unless the Headteacher and the class teacher have given their consent, in addition to that of the parents and children. No work may be copied which contains a child's name or any other means by which they may be identified.
7. Photographs, which include children, may not be taken, although photographs of their work – with school, child and parental consent – may.

ELMSTEAD PRIMARY SCHOOL

8. Teachers will be pleased to answer any questions you may have, but please wait until the lesson has finished.
9. Visitors are requested to follow the school's dress code which simply stipulates that adults be tidy and smart (no jeans or trainers). If observing, or taking part in, PE lessons, visitors must wear trainers.
10. Visitors are welcome to use the staff room during the morning break and lunchtime, between 12.00 and 12.30. From 12.00 to 13.00, it is important that this area, being limited in size, is reserved for members of staff only. Tea and coffee making facilities are available.
11. The fire alarm is a continuous ringing of the bell. If this should sound leave the building at the nearest exit and report to the assembly point. The place for assembly is the netball court, in the Key Stage 2 playground.

NOTE:

SCITT Trainee Teachers are considered to be members of staff during their time in school, and should be treated as such by the school community. As a result they are not required to wear visitor badges.