

Student Teacher Handbook

Chesswood



Junior School

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Governing Sub Committee	
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1) Introduction to Chesswood

Chesswood Junior School has 600+ pupils across Years 3 to 6, with a minimum of 5 classes per year group. There are 90+ staff working across the school.

You can find out a lot about us from our website: <https://www.chesswood.w-sussex.sch.uk/>

The meet the staff section may help you put a face with named staff members: <https://www.chesswood.w-sussex.sch.uk/attachments/download.asp?file=8592&type=pdf>

2) Signing in and out

Sign in and out by scanning your fob (given to you on the first day) at the main gate entrance every day. This must be completed by every individual and is to ensure your safety should an evacuation take place. Please only sign yourself in and ensure you sign out when you leave the site.

3) Time keeping

UoB state you must be in school by 8:30am each day. We recommend that you arrive before this and leave no earlier than 15:30. Time before and after school is crucial to prepare and review pupils' learning, evaluate your own teaching and maintain your teaching files. The class teacher/mentor may wish to meet with you or have you help prepare for the next day. Even if you are not required to teach or be in the classroom, it is essential you are on the school site and have checked in and out with your class teacher/mentor.

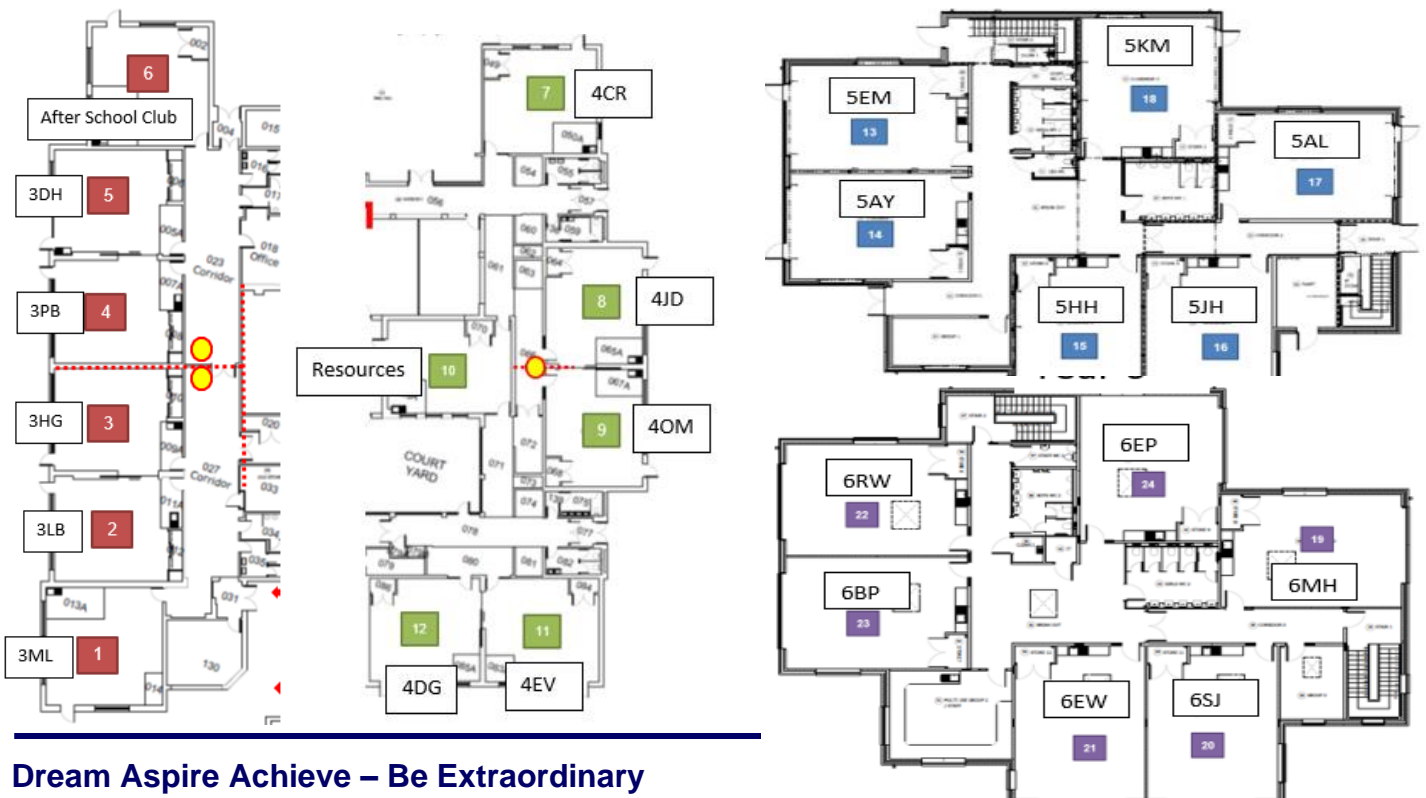
Our summer term 2021 timetable is as follows:

	07:30 – 8:30	08:40	09:00 – 10:40	10:40 – 10:55	11:00 – 11:15	11:15 – 12:15	12:15 – 12:45	12:45 – 13:15	13:15 – 15:05	15:25	Arrival/Departure Gate
Y3	Breakfast Club		09:00 – 11:00 120 mins		B	11:15 – 12:15 60 mins	Play	Eat	12:15 – 15:25 130 mins		Chesswood Rd Car Park
Y4			08:40 – 10:40 120 mins		B	10:55 – 12:15 80 mins	Eat	Play	12:15 – 15:05 110 mins		Chesswood Rd Playground
Y5			09:00 – 11:00 120 mins		B	11:15 – 12:15 60 mins	Play	Eat	12:15 – 15:25 130 mins		Ladydell Rd
Y6			08:40 – 10:40 120 mins		B	10:55 – 12:15 80 mins	Eat	Play	12:15 – 15:05 110 mins		Ladydell Rd



4) Evacuation procedures

- A summary is included on the reverse of your lanyard.
- Each class is allocated an evacuation number, located on the nearest playground to your classroom (see map below). Please make a note of it on your induction day. The number will be displayed in your classroom.
- We would recommend that you have additional evacuation rehearsals to ensure you and the class are familiar with the process.
- The evacuation process is as follows:
 - A continuous bell will sound.
 - Children line up silently. Clarify the way in which your class have been trained to do this. Some line up in alphabetical order.
 - The first child in the line will lead the class out to their designated number. Ask a TA to lead the class out.
 - The last child/a designated child will collect the first aid box and register from within the classroom.
 - Complete a head count. Where a child/children are missing, complete the register.
 - Confirm to your year leader that the class are all accounted for. Where a child is missing, inform your year leader, or most senior team member, immediately.
 - Continue to manage behaviour, ensuring children all face forwards silently.





5) *Dress code*

You will be issued a Chesswood student teacher lanyard. Please wear this at all times when you are on site. The purpose is mainly around safeguarding, with the additional aim of enabling staff to quickly identify you as a member of the team and address you by name. At the end of your placement, please return the ID holder and red lanyard to the office.

It is our school policy that staff are dressed smartly, decently, safely and appropriately for the tasks they undertake. For example, the PE department dress differently from other teachers in school.

If you choose to wear a skirt, please ensure it is knee length or longer, with thick tights or leggings underneath. Where they are shorter, they may become revealing when sitting. Ties are not required when wearing a shirt, although you may choose to wear one. Jeans, ripped trousers and cold shoulder-style tops are not promoted as appropriate attire. As a general suggestion, smart-casual is advised. Take guidance from your mentor and other teachers in your team: look at how they are dressed for their role.

6) *Computer Access*

We believe that you need individual access to the school network in order to fulfil your role whilst on placement. You will be given an individual log in name and password, as well as a key fob for access to photocopiers and the school entrance gates.

- By logging on to the school's ICT systems, you agree to abide by this Acceptable Use policy and other policies that relate to the use of ICT. These can be found in our policies folder or can be accessed via our IT manager, Ben Miller.
- You are expected to act in a responsible, ethical and lawful manner.
- No one may use ICT resources in violation of license agreements, copyrights, contracts or national laws.
- You must not load or download software on any device without authorisation from IT manager
- Please don't use memory sticks: see Ben Miller for guidance regarding Remote Access.



7) *Photography*

- You are not be expected to use your own personal equipment to take images of pupils at or on behalf of the school. We have many iPads and cameras, which can be used for this purpose.
- Images must not be used in the public domain unless parental permission has been given. Details of this can be located with the class teacher and admin team.

8) *Safeguarding and Induction Training*

During your induction days, or at the beginning of your placement, you will complete online training which will include safeguarding procedures at Chesswood. You will then need to complete a brief questionnaire, which will be sent to Chesswood Lead Mentors as a record of you completing our in-school training. Safeguarding training is completed by all staff who work at Chesswood.

Training documents and the next of kin form can be found online via the following link:
<https://www.chesswood.w-sussex.sch.uk/page/?title=Student+Teachers&pid=282>

9) *Data confidentiality*

Following consultation with UoB, we have adapted our guidance according to the new GDPR rules:

- **Please only use a child's initials on any documentation you create**, including short-term lesson plans.
- **Any copies of our school documentation must have pupil photographs/names removed and replaced with initials only.**
- **Do not take home any documentation where a child can be identified (by photograph or name). These documents must be stored in a secure location within school.**
- At the end of your placement at Chesswood, please shred all documentation where a child or adult can be identified. This is following the new GDPR guidance.

10) *General conduct around the school, including in the staffroom*

All adults who work at Chesswood set examples of behaviour and conduct, which may be used as a model by other staff and by pupils.



- The staffroom is a space where visitors, children and external agencies pass through or meet regularly. Please ensure you keep the space and your belongings organised and tidy at all times.
- When you are using the staffroom during non-contact sessions, please remain professional. As mentioned, a range of users could be present or within earshot of your personal conversations.

11) *The role of your mentor*

Your mentor will typically be your class teacher. Where you are placed within a job-share class, the mentor will often be the teacher in on a Friday to ensure the weekly review meetings take place.

12) *Handing in of planning to the class teacher/mentor*

It is expected by UoB that you submit and discuss your lesson plan with your class teacher/mentor in good time ahead of the lesson. We ask that this takes place at least the night before you are to teach the lesson. We acknowledge that last minute changes may be made, but please discuss these with your mentor.

13) *Placement mid-point feedback to the school from trainees*

Both Chesswood and the University of Brighton are keen to hear your feedback throughout your placement. It is in everyone's best interest that we continue with good practice and improve in all areas. In the middle of your placement, you will be given the opportunity to share your experiences at Chesswood anonymously via an online questionnaire. Should you wish to raise any concerns before this time, please speak to Laura Hossin, Lead Mentor.

14) *TS8 – Fulfil Wider Professional Duties*

Throughout your placement, you will experience life as a teacher and gather evidence for each of the teaching standards to demonstrate this. It can happen that TS8 (fulfil wider professional responsibilities) is harder to evidence. While it is optional, we will support and encourage you to engage in the broader life of the school, through activities such as joining staff on the playground at break times, running or assisting an extracurricular club and joining teachers at parents evening. Your



mentor will provide extra support with this, as will Tim Quick (PE Leader) and Claire Cossins (Music Leader). The start of your placement may provide more time and flexibility to complete these activities, before your teaching load increases.

15) *Progress Review Organisation*

It is common for multiple students to complete their placements at Chesswood alongside others from their course. It often happens that a University Tutor will be assigned to multiple students. When the Tutor contacts you to organise your observations and reviews, please liaise with the other students and team members to best timetable these lessons. Please then share this plan with the University Tutor and the Chesswood admin team (via admin@chesswood.w-sussex.sch.uk), so they are aware of where the Tutor is going and at what times.

16) *Parking and access to the school site*

Chesswood has a very large staff, with very few parking spaces available. We are therefore unable to provide you an onsite parking space during your placement. Parking immediately outside the main school entrance requires a permit. However, there is plenty of free, unrestricted parking to the North of the train line, which is very close to a footbridge, which brings you to the rear entrance of our school. Please see the map below for parking suggestions and further clarification:



17) *Local shops and amenities*

If you are traveling by train, our local train stations include Worthing central station and East Worthing station. Our most local shops include Tesco Express (BN14 8LB) – a 10 minute walk from Chesswood, or Morrisons (BN11 1JU) – just under a 10 minute walk from Chesswood.

18) *Absence*

UoB state that, in case of absence while on placement, students should contact both the **Chesswood Office (Tel: 01903 204141)** and the **Partnership Office (Tel: 01273 641041)** and leave a message. Please could you also contact your class teacher/mentor to inform them as soon as possible, including any lesson details they may need to teach in your absence.



Please see the guidance from the UoB handbook (page 38):

3.9 Absence

If a trainee is absent, they must observe the following:

- Phone the school at the start of the day and inform the Partnership Office via EducationPlacementAbsence@brighton.ac.uk or 01273 641041, a 24 hour answerphone;
- Where possible, set appropriate work for those lessons that they miss;
- Check with the school in the event of unexpected closure (e.g. adverse weather).

If a trainee does not contact the school in the event of absence, the mentor/class teacher/university tutor should contact the Partnership Office.

Should a trainee fail to contact either/both the school and the Partnership Office in the event of absence the trainee is in breach of both the UoB Code of Personal and Professional Conduct for Trainee Teachers and Part 2 of the Teachers' Standards. This breach may result in a fail.

19) *Links to files on our school system*

There are various files you may need to access on our school system.

School Policies	Y:\School Level\Policies
Lesson plans and resources	Y:\Teaching & Learning\Subjects
Class Organisation Files	Y:\Teaching & Learning\Class Organisation

20) *Contact Details for the Lead Mentor and Primary Link Tutor*

Chris Yelling – Lead Mentor: cyelling@chesswood.w-sussex.sch.uk

Elaine Cackett – Primary Link Tutor – E.Cackett@brighton.ac.uk