



Roman Road Primary School

Temporary Teacher Policy

Ratified by Governing Body:
To be reviewed: April 2018

Date

ROMAN ROAD School

Information Pack for Supply Teachers

If the class teacher is away because of professional development then a plan for the day with resources will be left in the classroom for you (or on the MLE). If the teacher is away due to sickness please ask the other year group teacher. The Register and dinner register should be collected by a student from outside the school office in the morning and returned to the office. In the afternoon, the register should be collected and returned to the office. All supply teachers are expected to be in school for 8.15

Important Times during the Day

Daily information is written on the white board in the staffroom. When the bell goes at 8:45am and at the end of every playtime and lunchtime, you must go out into the playground to collect your class. You will need to supervise them in the cloakroom and on their way into the classroom. The day you are in school may be the duty for the class-teacher; therefore you will have to do playground duty.

Lunchtime is between 12.00 and 1.00. Reception line up at 11.45. Please collect the children from the playground promptly when playtime / lunchtime finishes.

End of the Day

Foundation Stage – Parents will come and collect their children from the classroom at 3:15pm.
Year 1 – At 3.10pm escorted down to the playground where parents will come and collect them. YR2-
KS2 – The class should be escorted into the playground at 3:15. The class teacher or office will provide you with a list of children who are to wait with you in the playground until they are collected. Any children not collected by 3:30 should be taken to the small hall where they will be supervised by Mrs Bennett. We would be grateful if you would complete the Evaluation Sheet, mark any work and leave the classroom tidy.

General Information

For all book work you must mark one group of work (five or six children, using a positive comment and a Next Step comment.. You should also ensure that you and pupils use AFL (traffic lights) in books. The class teacher will explain this to you. Please leave the class tidy and put away any equipment used.

Accidents / First aid If a child has an accident during a lesson the TA will first assess whether he/she can deal with it. If required send for a first aider (most TA's are trained). The child will then be treated and the accident reported in the accident book in the medical room. A first Aid slip will be completed and returned home.

Child Protection

If you have any concerns regarding a child's welfare then please report it to John Gordon or Yasmin Darr. If a child makes a disclosure while in your care, please use a concern form found in the PPA room, write down what the child says, date it, sign it and give it to the above mentioned person. *Do not question the child further.*

The School Day

Key stage 1

8.45 – 8.55	Registration
8.55 - 9.25	RWL
9.30 – 10.00	Lesson 1
10.00 – 10.25	Lesson 2
10.30 – 10.45	Assembly
10.45 – 11.00	Break
11.00 – 12.00	Lesson 3
12.00 – 1.00	Lunchtime
1.00 – 1.30	Phonics
1.30 – 2.15	Lesson 4
2.15 – 3.00	Lesson 5
3.00 – 3.15	Story
3.15 – 3.30	Home

Key stage 2

8.45 – 8.50	Registration
9.00 – 9.30	Guided Reading
9.30-10.25	Lesson 1
10.25 – 11.25	Lesson 2
11.25 – 12.00	Skills
12.00 – 1.00	Lunchtime
1.00 - 1:50	Lesson 3
1.50 – 2.05	Assembly
2.05– 2.25	Play
2.25 - 3.15	Lesson 4
3.15 - 3.25	Home

ROMAN ROAD PRIMARY SCHOOL
Supply Teacher Class Evaluation Form

Class taken _____ by _____ agency _____

Was the class well behaved?

Did they work on task?

Did anyone misbehave or be rude?
(If so what action was taken?)

Feedback on activities.

Any other comments.

Signature _____

Date _____

Ratified by Governors
To Review April 2018

Date