



Roman Road Primary School

Temporary Teacher Policy

Reviewed: March 2021

To be reviewed: March 2024

John Gordon

ROMAN ROAD School Information Pack for Supply Teachers

Supply teachers to adhere to all Safeguarding and Code of Conduct procedures.

At time of reviewing this Policy, supply teachers must also adhere to school COVID guidelines and COVID 19 Risk Assessment. From March 2020 and ongoing the school have not used any supply staff, and do not intend to do staff during this Pandemic. However an expectation/protocol has been included in this Policy for the COVID period. Amongst other things the school COVID risk assessment explains procedures around minimizing risk of spread and contamination, use of PPE, hygiene expectations, ventilation expectations, use of school resources and required social distancing.

- Safeguarding expectations are summarised on lanyard identity badge which supply teachers must have on them at all times.
- Safeguarding and related policies are found in school Staff room.
- Supply teachers during COVID must read and sign COVID disclaimer and abide by COVID guidelines and risk assessment.

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 for plans. The Register and dinner register are automated.

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.
YR2KS2 – 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.

Times differ greatly during COVID related periods ie where year groups work in bubbles and have different, play, lunch and start/end times. This information will be given by school office on entry to school at 8.15

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 Sam Stone. 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 the above mentioned person. *Do not question the child further.*

The School Day (Timetable different for COVID 19 period which is will be provided on entrance to school) 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 _____

| |
|--|
| <p>Was the class well behaved?</p> |
| <p>Did they work on task?</p> |
| <p>Did anyone misbehave or be rude? (If so what action was taken?)</p> |
| <p>Feedback on activities.</p> |
| <p>Any other comments.</p> |

Signature _____

Date _____

Ratified by Governors

Date

