



Roman Road Primary School

Temporary Teacher Policy

ROMAN ROAD School

Supply teachers to adhere to all Safeguarding, Dress Code, Use of technologies and Code of Conduct Procedures and Policy.

- 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 and website

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 Google Drive). 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 8.00

Important Times during the Day

When KS1 start at 8.45 and KS2 at 8.30 you must be in your class ready to start teaching. You must collect your class on time after morning play and after lunchtime.

End of the Day

Foundation Stage – Parents will come and collect their children from the classroom at 3:15pm.
Year 1 and Year 2 at 3.15 from playground. KS2 parents collect their children at 3.00 from playground (unless they are home alone). Lates are collected by Ms Horide at 3.30.

General Information

For all book work you must light touch mark all pieces of work. This means for maths marking all calculations and for English addressing spellings and punctuation.

The class partner year group 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 Mr 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.*

Class timetable available from Year Group teacher

Please complete this Evaluation Form
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