



Initial Teacher Training Handbook

A DfES designated Training School



"Roots of happiness, branches to learning"

Garswood Primary School

Head teacher: Pamela Potter BA (Hons) QTS NPQH PQSL

www.garswoodprimary.co.uk

Contact: Email: garswood@sthelens.org.uk Telephone: 01744 678290



Checklist for Teacher Trainees

Day 1

Task	Location	Staff member	Check
Take a tour of the school with a member of staff	Meet in the entrance hall initially then move to the staffroom prior to tour	Pamela Potter Head teacher Les Moon ITT Lead	
Read through trainee handbook	Found in trainee handbook. Emailed prior to practice or handed out on the first day.	Bev Lamb School Business Manager	
Fill in contact sheet and return	Found in trainee handbook (Found on Page 3)		
Become familiar with school safeguarding and daily timetables	Found in Trainee handbook or mentioned during school tour.		
Obtain username and password for the St Helens Network	Schools ICT technician (a call will need to be logged by Garswood staff member)	Bev Lamb School Business Manager	
Give copies of DBS and ID to the office	Trainee to bring with them and Garswood staff to photocopy	Bev Lamb School Business Manager	

On completion of block practice

Task	Location	Staff member	Check
Complete Evaluation form	Found in trainee handbook	Bev Lamb School Business Manager	
Obtain final report form from mentor	The Class Teacher will also be trainee's mentor	Individual to trainee	

If you have any questions or enquiries during your block practice or serial days, you can always talk to your class teacher/mentor or Les Moon (ITT Lead)

Could all forms be returned to Bev Lamb as soon as possible please.



Teacher Trainee Contact Sheet

Please return this form to the **School Business Manager** (Bev Lamb),
ITT Lead (Les Moon) or your **Class Teacher** as soon as possible on day one.

The completed form can be printed or emailed.

Full name			
Address (Term time)			
Phone number		Email address	

Next of Kin		Relationship	
Address		Phone number	

Course		Phase: (Intro, Dev, Con)	
Garswood Mentor		EH Link Tutor	
Placement Start Date		Placement End Date	

Any Medical Conditions we should be aware of	
Any other relevant information we need to be aware of	

I hereby confirm that I have read and understood the safeguarding procedures at Garswood Primary School	
I hereby confirm that I will not use any personal devices to take photos or videos of children or print full names without permission	
I hereby confirm that while in attendance at Garswood. I will show respect and maintain the confidentiality of the children and staff at Garswood Primary.	
I confirm that while on practice, any documentation taken off site is not the property of Garswood, and USB devices are not used on the school network.	

If you know that you are going to be absent, please **inform Garswood School, your class teacher, Edge Hill** via phone or email at the earliest opportunity.

I confirm that it is my responsibility to familiarise myself with school policies, with particular emphasis on Safeguarding and Health and Safety and I will ensure these policies are adhered to at all times.

Signed: _____ **Date:** _____



Teacher Trainee Evaluation form

We would like to take this opportunity to thank you for the positive contributions that you have made to the lives of the children and staff at Garswood School. We hope that your time with us has been worthwhile and enjoyable.

As we know you will have learned, feedback is an important way to learn about yourself and ways in which you can improve. With this in mind we would like you to help us to improve by completing this short evaluation form at the end of your practice.

Full name			
Course		Phase: (Intro, Dev, Con)	
Garswood Mentor		EH Link Tutor	
Final grade (if you wish to share)			

 What has been valuable about your experiences at Garswood?	
 Is there anything that could have been done differently to make your stay with us more useful or more enjoyable?	
 Do you have any comments to make about the handbook you received when you arrived at the school?	
 Could you please comment on the quality of support that you have received from your mentor?	
 Could you please comment on the quality of support that you have received from your class teacher?	
 Are there any other comments that you would like to make?	



Please check your ratings for the following using the scale:

1 – Outstanding – 5 – Unsatisfactory

Rating scale:

	1	2	3	4	5
Quality of support from mentor					
Quality of feedback from mentor					
Quality of support from class teacher					
Quality of feedback from class teacher					
Quality of resources available in the classroom					
Quality of Induction (handbook and tour)					
Organisation of teaching time/non-contact time					
Facilities (parking, staff room, toilets)					
Commitment to children and learning (staff)					
Commitment to learning (children)					

If you scored 1 or 2 for any of the above categories, would you please elaborate on your reasons here.	
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If you scored 4 or 5 for any of the above categories, would you please elaborate on your reasons here.	
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How do you think we can best improve our ITT offering at Garswood Primary?	
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If you would like to make any further comments about your time at Garswood	
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Thank you for taking the time to complete this evaluation form. May we take this opportunity to wish you well in your future career.

Goodbye and good luck.



Welcome to Garswood:



Welcome to Garswood Primary School. We hope that your stay with us is a happy and valuable one. We value your contribution and hope that you also hold a clear understanding and acknowledge the responsibility and the impact that you will have on the children at our school.

At Garswood we appreciate that trainees come from a variety of backgrounds and as such we look forward to the benefit and experience that you can bring to our pupils. During your stay with us we want you to feel that you are a professional colleague – albeit one who is “learning the trade” and would hope that you would respond to this by entering into the life of the school as fully as you can.

Garswood Primary and Nursery School is an infant and junior school with a mixed intake of children who live locally and who travel to the school from other areas. In the village of Garswood, situated between Wigan and St Helens, the school was opened in 1970 and has grown over the years. The school has been extended in three areas to cater for the growing number of children; in 2001 a computer suite was added and in 2015 the school opened a 32 place PVI nursery for 3 & 4 year olds. We are a feeder school for Rainford High though some children opt to go to local Wigan Authority schools. We foster excellent links with all feeder nurseries and playgroups and have established excellent transition links to support our children moving on to high school.

In January 2024 we will be opening a 2-year-old PVI nursery provision; exciting times ahead!

Our KIDZ club operates outside the usual School hours, both at early morning and after school. During these times, parents may leave their children safely in the care of experienced staff.



Aims and Values of Garswood:

Garswood's Mission Statement attempts to condense what we stand for in a few words. Its importance lies in the efforts made to live out the mission – to ensure we say what we mean – and mean what we say.

“Roots of happiness, branches to learning”

The basis of this is that we do our utmost to ensure that the children here have the opportunity to grow and thrive in an environment where they can be happy. Happiness can only be achieved when children feel safe, well cared for, loved and understood. It is our role to ensure all children feel way in our school and scaffold and support them as they grow and learn. We should feel privileged to be a part of a child's life and must never underestimate our part in forming the foundations



upon which they will grow. It is also true in the reverse. Learning brings happiness and enrichment. To have 'happiness' and 'learning' are the rights of every child.

Reference to the central mission can also help in choosing between alternative courses of action. Furthermore, it is everyone's responsibility to ensure that the mission is supported by action as the mission statement implies a commitment to certain principles and practice for example:

We promise that;

- ③ Each child can expect to be treated with respect; to experience learning in a supportive environment, both inside the classroom and out, where the highest standards are set; to have his or her needs met; to acquire basic skills and to use these to explore the wider curriculum.
- ③ Each parent will be invited into an open partnership which recognises their role as educators of their children; which celebrates each child's achievements; which shares concerns honestly; which values their contribution and opinion.
- ③ Each member of staff can expect to work in a school which reinforces the high standards that he or she sets; which provides advice and guidance; which supports efforts towards professional development; which provides the necessary resources; which recognises the vital role that good teaching plays in the future of each child.

We want our children to become:

- ③ successful learners, who enjoy learning and achieve well
- ③ confident individuals, able to live a safe, healthy and fulfilling life
- ③ active and responsible citizens who will make a positive contribution to the well-being of present and future generations

To achieve these aims we are committed to working with them and others as partners, to foster an enjoyment of learning, to motivate, and teach our children that determination is needed to succeed.

Children will learn the basic skills of English, Mathematics and Computing. They will learn to communicate effectively, to be creative and to develop enquiring and open minds. They will be encouraged to explore the world around them, to take risks, be resilient and to learn from their mistakes.

At Garswood we firmly believe that children should have opportunities to learn outside the classroom through visits, visitors and through effective use of the school grounds and local community. We actively encourage all trainee teachers to plan effective opportunities for LOTC whilst on their placement.



Facts About Our School:



Head Teacher

Pamela Potter

Deputy Head Teacher

Andrew Yearsley

Assistant Headteacher

Lucy Myatt

Our address:

Garswood Primary School

Hamilton Road

Garswood

Wigan

Lancs

WN4 0SF

Tel: 01744 678290

Fax: 01744 678294

Email: garswood@sthelens.org.uk

Website: www.garswoodprimary.co.uk

Garswood Primary and Nursery School is a one form entry, Nursery, infant and junior school with a mixed intake of children who live locally and who travel to the school from other areas.

Garswood is a non-smoking school.

Garswood has a no phone policy in the classrooms



The School Mentors:

We are very lucky that all of the teachers are trained mentors. Our commitment to mentoring has been recognised as we are a Training School. We have also been recommended by Edge Hill School of Education to be a Premier Partnership School.

You will have been designated a mentor before you arrive at our school. The role of the mentor is to ensure you settle into the life of the school and to guide you at all stages of your teaching practice, from the initial visit, through to the planning stages and shared observations with the class teacher to the eventual evaluation. Your mentor and your class teacher will be your first port of call, so please do not hesitate to go to them for information or to discuss your concerns and worries, should you have any. Garswood School is a friendly place and all of the staff at school will be happy to help you.



The School Team - Staffing 2023/24

Headteacher – Pamela Potter

- DSL designated teacher for safeguarding
- Teaching and Learning
- Health and Safety
- Staffing
- Child Protection and Safeguarding
- School Improvement
- PFM
- LLE (prev AST)
- Building and Grounds
- Budget and Finance
- Governance
- Monitoring
- Self Evaluation
- Attendance
- Data Analysis
- Stake holder consultation



Deputy Headteacher – Andrew Yearsley

- Deputising for all HT duties
- Deputy designated teacher for safeguarding
- Vulnerable Group Analysis and Pupil Premium
- Standards and attainment – core and non-core
- Assessment
- Statutory Assessments
- CPD
- Extended Services/Visitors and Off-Site Visits
- Overall PFM Lead and PFM line manager responsibilities
- Teacher
- Looked After Children
- Health and Safety/ risk assessments
- Monitoring
- Sports Premium
- Extra Excellence
- Subject Responsibilities – P.E., Geography, History, Computing

TLR Sue Bagshaw FS/KS1 Coordinator

- Teacher
- PFM Leader
- EYFS lead
- EYFS assessment and data analysis
- Quality of Education
- Induction
- Healthy schools incl SRE
- Personal Development
- Pupil Voice (incl oversee Sch Council)
- Eco School, Sustainability agenda
- Equality
- Community Cohesion
- PATHs
- Safeguarding Responsibility
- Reading and phonics lead
- Subject Responsibilities –

Assistant Headteacher Lucy Myatt – SENCO

- Teacher
- PFM Leader
- SEND
- Interventions
- EAL
- Behaviour & Attitudes
- Line Manager – Learning Assistants
- Line Manager - middays
- Out of School Club
- Family – School – Community
- School/community/Charity Events
- Homework
- Curriculum parent support
- Subject Responsibilities – Art and Design, DT, Music, MFL
- SLE (SEND)

Mrs. Myatt will be seconded to the LA Virtual School for 5 days per term during the academic year 2023/24.

TLR Les Moon KS2 Coordinator

- Teacher
- PFM Leader
- Quality of Education
- Planning
- Training school – Lead Mentor
- Online communications/social media
- Website
- Remote learning
- Timetabling
- Subject Lead – Computing, Maths
- Subject Responsibility – Maths, Computing, Science

Miss Moon will be seconded to the LA Virtual School for 2 days per year during the academic year 2023/24.

Bev Lamb – School Business Manager

- Finance and budget management including best value
- Inventory
- Site management
- HR responsibilities
- Governors/SCR
- Line manager for office staff, caretaker and KIDZ club staff (finance/h&s/staffing structure)
- Security, Safety and safeguarding
- Timetables and cover lead
- Nursery FEEE and care portal and admin
- Promotion and advertisement
- Admissions
- SLE (SBM)
- Training School – administration lead

Teachers and their responsibilities:

Miss R. Jenkinson

Teacher, Art and Design and Design and Technology, Forest Schools, School Travel Plan and Bike it

Mrs L Rollason

Teacher, RE, Talented and More Able,

Mrs S. Hattersley

Teacher, Science, English team - Writing, PE, Eco-Schools and grounds, Archery lead, Forest School, School Shop

Mrs S. Calderbank

Modern Foreign Language, Music

Mrs L. Meehan

Teacher, History, Geography, Mastering number, Forest Schools, Maths lead in the absence of Miss Lesley Moon (seconded to Edge Hill for 1 day per week)

Mrs S. Mangan

Teacher

Mrs P Hamilton

Nursery Teacher



Office staff

Mrs B. Lamb	Administrative Assistant
Mrs K. Wood	Clerical Officer (Nursery)
Ms L. Corless	Clerical Officer (Wrap-around Care)
Mrs H. Evans	Family Support Worker/Learning Assistant
Mr D. Riley	Caretaker

Nursery LA's, lunch cover, Learning assistants

Mrs. K. Forshaw	Mrs G. O'Brien
Mrs J. Braithwaite	Mrs. H. Livesley

Level 3 Learning Assistants

Mrs B. Dews	Mrs L. Hunter
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Learning Assistant/Midday supervisor

Mrs C. Farrimond	Mrs E Jackson
Mrs S Finegan	Miss A Grimshaw
Mrs L. Brown	Miss K Sheedy
Mrs. L. Kenny	Mrs E. Rumsey (KIDZ Club ASC lead)
Mrs L. Quinn	Miss M. Kershaw
Mrs P. Hamilton	

Midday Supervisor/ASC

Mrs L. Moore	Mrs S. Boulton
Mrs H. Gannon	Mrs I. Burrows
Mrs T. White	Mrs K Kendrick (cleaner)



What to Expect

When you arrive at Garswood, you will be given time to settle into our school. The School Business Manager or ITT Lead, Lesley Moon will talk to you and give you this booklet. If you have made contact prior to the start of your practice, hopefully you have received an emailed copy.



We will give you a tour of the school, discuss important matters of safeguarding and confidentiality and show you the staff room, discuss tea and coffee arrangements, car parking, local shops, personal devices, toilets and other practical matters. You will meet your class teacher and mentor and be able to talk about planning, schemes of work and the organisation of the class and the school day. We understand that you will have questions to which you will need the answers. We are happy to help with anything that you may need to know.

On your preliminary visits to Garswood, you will have specific information to find out. Please note that there is a wealth of information on our school website.



Documentation in School

You are welcome to look at any school policy document. Each teacher has a curriculum folder on our central server which they will share with you at your request. It is your responsibility to familiarise yourself with school policies, with particular emphasis on Safeguarding and Health and Safety and that these policies are adhered to at all times. School policies include:

-  Health and Safety
-  Safeguarding and Child Protection
-  Marking Policy
-  Assessment Policy
-  Behaviour Policy

When you begin your block practice, Bev Lamb, the School Business Manager will contact the IT St Helens team to arrange a temporary log in to be created for you during your time at Garswood. This will allow you access to the "Classwork" drive. Within this drive there is a 'trainee teacher' folder within this is a policy folder containing all the school policies for you to peruse and download. It is important not to use the network under any other username and not to share your password with anyone.



Security

If you are given a code for the internal doors, office and staffroom, it is important to keep these confidential so as not to compromise school security. Please ensure that you sign in and out as outlined by the School Caretaker or Business Manager on your initial visit. A key fob is used to enter the main building but for security reasons we are not at able to give these fobs to trainee teachers. If you press the buzzer a member of staff will let you through to the main Reception.

The school has access to its own wireless technology that is password protected by the council team. Staff cannot access the wireless network from their own devices. All wireless devices owned by the school are set up through the council. We would appreciate it if you would not attempt to log onto the network via your own laptop, or smart device, mobile phone. Although protected by a code, all attempts to try and access the network, even unsuccessful ones will be logged. As I am sure you understand there is information about children on our network that



should not be shared outside the school building for child protection reasons. Therefore, the network must remain secure.

There is an option of the wireless network 'St Helens Guest' which is accessible via the log I details given to you by the office manager of Day One.



Safeguarding

It is everyone's responsibility to safeguard the children in our care. It is important that before you begin work at the school or within the first day, you familiarise yourself with the Safeguarding and Child Protection Policy and ensure that it is adhered to at all times. **Mrs. Pam Potter is the head teacher and designated safeguarding lead (DSL)** lead for child protection. It is important that you alert your class teacher and then Mrs. Potter to any disclosures by a child or member of staff immediately.

If you have any concerns over the safety or welfare of a child, it is of paramount importance that you discuss these with your class teacher or mentor and inform the designated teacher for Child Protection, Pam Potter.

The designated Lead for Child Protection is the Headteacher, Mrs Pamela Potter. In her absence concerns should be reported to Mr. Andrew Yearsley, Deputy Headteacher, Lucy Myatt, AHT or Mrs Sue Bagshaw.

The safety of children and adults is a priority and all concerns, no matter how small, should be reported – as it may be an important piece of a jigsaw. We use a system called CPOMS to record any incident which you feel should be reported. You will be given access to this system for recording purposes only. All discussions must be recorded on CPOMS, and confidentiality is paramount, although cannot be promised to the child in question.

Please note the **use of mobile phones is prohibited in the main body of the school.** Phones must always be on silent. Any personal or professional phone calls or texts must only take place in the Staff room, or Office at break-times.

It is of paramount importance that you understand that at all times it is a privilege to be in any school and **experience its life at first hand. You must respect confidentiality at all times. What happens in school should not be discussed outside the school.** This is something you have signed to confirm your understanding of in the main contact form on Day One of your practice.

Remember you are not alone at Garswood, and all members of staff are willing to answer any queries you may have. We welcome every contribution you can make to our school. Thank you



Health and Safety

Please ensure that you are fully familiar with all the health and safety procedures in school and ensure that you ask to see copies of relevant risk assessments, **particularly in relation to COVID 19**. (see additional details towards the end of the document). Risk assessments can be obtained from the School Business Manager and/or Head Teacher. Either of these people will be happy to discuss any health and safety matters with you.

You will find a notice in the staff room and near to the photocopier regarding fire safety procedures including times of weekly fire alarm tests. Harmful substances that must not be brought on to site and any use of electrical appliances or specialist equipment must be discussed with the Head Teacher prior to its use. Any concerns you have should be discussed with the School Caretaker or Bev Lamb.

Although the school will endeavour to ensure your health and safety during your time with us, it is also your responsibility to become familiar with operations and procedures, e.g. lifting and moving equipment and safe working practices. Please speak to the School Caretaker if you have any queries or would like further clarification on these matters. Health and safety is very important – please make sure you read our school Health and Safety Policy. If a child (or adult) sustains an injury and you are a witness to this, you need to immediately report the accident to the Class Teacher. Accidents must be recorded in the appropriate format in the Class Accident Book. Please refer to the Health & Safety Policy for further details.



School Day Timings

You must contact school (Phone or email), Class Teacher (Email) and Edge Hill (Phone or Email) at the earliest opportunity if you know that you are going to be **absent**. The telephone number is at the bottom of each page. If you are absent, please try to **ring by 3.00pm to let us know if you will be in the following day**.

Class	Arrival time	Collection time
Nursery	8.45am	3.15pm
Reception	8.45am	3.15pm
Year 1	8.45am	3.15pm
Year 2	8.45am	3.15pm
Year 3	8.45am	3.15pm
Year 4	8.45am	3.15pm
Year 5	8.45am	3.15pm
Year 6	8.45am	3.15pm

Garswood Primary ITT Handbook 2025 - 26

The front gate will be closed, by our Caretaker at 8.50 and registration will be at 8.50am.
Arrival after this 8.50am will be marked as late in the register. Arrival after 9.30 will be considered an unauthorised absence for the session.



The children enter the building from their classroom door from 8.45am. As you are taking on the role of the teacher sometimes, at the end of playtimes, you will be asked to collect the children from the playground and taken into school in an orderly fashion.

At the end of the day children are collected by their parent from the classroom door at 3.15pm. Please ensure that any letters for the children to take home are distributed in good time before the end of the day.

It is often appropriate to meet with the teaching team at the end of the day to review your practice and discuss the children to inform your planning. Assessment for learning is critical to providing challenge and ensuring optimum opportunities for learning. Time to talk to all staff that have been in contact with the children over the day is important.

The whole school timetables are available on the staff share server. Your class teacher will provide you with a more detailed time-table specific to the class in which you will be placed, which will detail hall times/computer suite times/outdoor games times and other organisational details.

Garswood Primary School – Weekly Timetable

Break times (am)		
Break	Location	Time
Nursery	Nursery Outdoor space	As needed as part of continuous provision
Reception	Rec Outdoor space	As needed as part of continuous provision
Year 1	Infant playground	10.15 – 10.30am
Year 2	Infant playground	10.00 – 10.15am
Year 3	Junior playground	10.15 – 10.30am
Year 4	Junior playground	10.30 – 10.45am
Year 5	Junior playground	10.45 – 11.00am
Year 6	Junior playground	10.30 – 10.45am

Please note: there is no scheduled afternoon break time at Garswood. However, if necessary, children can be taken outside in the afternoon for a brief 'daily mile' or focused/concise outdoor time. However, NOT a break time.



Children must **not** be dismissed from the class, but instead be taken to the playground in orderly manner. Children are expected to go straight out onto the playground. No children must ever be left in school unsupervised at lunch or break time. Duty staff should not tolerate rough play of any sort.

The rota for the Smooga should be adhered to and staff should ensure that the numbers within the Smooga are appropriate to the activity.

Children suffering minor injuries will be attended to by allocated staff. Please ensure that any injuries are entered into the accident book immediately and an appropriate slip completed for the child to take home. More serious injuries and **all** head injuries should be reported to the Head teacher without delay. Hot drinks should be consumed in the staff room **only**.

Adults must ensure that sufficient time remains at the end of each break to **wash and put away** all crockery or place them in the dishwasher. It is unfair to colleagues to leave dishes unwashed and to leave the staffroom untidy. Please be respectful of this.

During wet break the children will remain in their classrooms and must be supervised at all times.

At the end of each break each teacher will collect their class from the yard. The teacher on duty will send for any teacher not present when the children line up.



Lunch Time

Teachers should bring their class to the hall (or the yard if appropriate) at the start of lunchtime - according to the timetable. The teachers must encourage to line up and move around school quietly and sensibly and all staff should support this ethos. Whilst no teacher is expected to be officially on duty during lunchtime, it is the responsibility of us all to be receptive to incidents of unruly behaviour both in the dining hall/corridor and on the yard. These should be dealt with accordingly.

During wet lunchtimes the children will be supervised in their classrooms by the midday assistants. A "wet playtime" box should be kept in each class.

You are more than welcome in the staff room. You are not required to remain on the premises, but we do expect a prompt start to the afternoon session. A school dinner may be ordered from the school office before 9.30am. There is a charge, please ask at the office for the current cost.

Please ensure that you wash and put away all crockery used at break times/lunch time. There is a shop, "One Stop" nearby which sells sandwiches, pies, cakes etc. There is also chip shop around the corner.



Lunch Time

Lunch	Start time	1 st half	2 nd half
Nur	11.30am	Class	Class
Rec	11.40am	Hall	Outdoor
Year 1	11.45am	Hall	Outdoor
Year 2	11.45am	Hall	Outdoor
Year 3	11.45am	Outdoor	Hall
Year 4	11.45am	Outdoor	Hall
Year 5	11.45am	Outdoor	Hall
Year 6	11.45am	Buddies	Buddies

Children will line up and be brought inside by midday supervisors and class teachers will be there to greet the children. Lessons will begin promptly.



Before and after School

Children attending **Breakfast club (Kidz club)** are brought to the classroom by the Kidz club staff when the bell goes at 8.20am. Teachers should check the whiteboard outside their classroom to identify those children attending **After School Club** or an extra-curricular club.

At 3.15pm, when the bell goes, those children, noted on the whiteboard, should be escorted to the after-school club location or club they are attending. The staff leading those clubs should be informed if a child who is on the register to attend is absent or has been collected by a Parent/Guardian and therefore won't be attending.

Children who are not on the list to attend after school club but have still not been collected by a Parent/ Guardian from the classroom at the end of the school day must be escorted to the school office where either the class teacher or office staff will ring home. The class teacher should stay with this child until a decision is made. They should not be placed in after school club or left unattended unless further arrangements have been made.

Children should not be handed over to an adult who is not classed as their Parent/Guardian or walk home unless a message has been sent through about a change of circumstances.



School Day Ends	Children leave the classroom at 3.15pm via the classroom door where they are handed to their specified adult. Upper Juniors can request to walk home but this must be authorised in writing via a parent or guardian.
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	Mon	Tues	Wed	Thurs	Fri
Before School Meetings				8.20am diary meeting	
After School Meetings	3.30pm SLT meeting			3.30pm Staff meeting	

Teaching Strategies

We view your teaching practice with us as an opportunity for you to develop your teaching strategies. We all learn at different rates and to be an effective teacher, there are many skills to master.

Your mentor and class teacher will work with you in structuring your development of teaching strategies. At University, you will have discussed this, and it would be useful to consider the teaching strategies vital for effective teaching. You may also have a Professional Profile in which to record your progress.

Classroom Procedures

As far as possible we would like you to maintain established classroom routines. The classroom environment is an important part of the whole teaching process and must be well organised at all times. You will be expected to be responsible for display areas (negotiated with the class teacher) and resource organisation. Your class teacher will plan with you a timetable that includes the widest range of subjects but will definitely provide scope for you to teach aspects from your specialist subject.

You will be responsible for the marking of children's exercise books and recorded work in files or on paper. It is in your interest not to get behind with the daily marking or assessment and record keeping. Please ensure that you use a **black pen** at all times and that you adhere to the school marking policy, unless marking extended writing then please use a green pen.

Good discipline is paramount to successful teaching. Corporal punishment or child contact is not allowed. The discipline is achieved through positive reinforcement of good work and behaviour. For incidents of poor behaviour, each class has a CPOMs log in to record incidents. Please discuss how to record an incident appropriately with your Class Teacher.



It is of paramount importance that you understand that at all times it is a privilege to be in any school and experience its life at first hand. You must respect confidentiality at all times. What happens in school should not be discussed outside the school except in a professional setting and then only in a way that does not identify any children involved.



Code of Conduct:

Garswood dress code is smart. We request that tattoos are covered as much as possible, and piercings removed if possible. Jeans and sportswear are not appropriate for general classroom practice.

All staff and trainee teachers are expected to dress in a manner which is appropriate to the teaching situation, and which reflects a professional concern for promoting the highest standard amongst the children.

Care should also be taken by staff in selecting appropriate clothing and footwear that will ensure they remain safe. If staff choose to wear open toed shoes they do so at their own risk. Staff should dress appropriately for P.E. lessons, and/or Forest School sessions, changing footwear as a bare minimum.



Security

Adults are not allowed to enter school without signing in. Trainee teachers are asked to use the sign in computer in the entrance hall and print a pass which you will ensure is visible throughout the school day.

The Head teacher must be consulted before any child is allowed to leave the school during usual school hours and before any parent or guardian is contacted. In the absence of the head teacher, the deputy head or family support worker should be consulted.

All external doors have been designed to deny access from outside the building. All visitors should report to the main entrance via the electronic gate system. This gate will remain locked during school hours meaning visitors must ring the gate bell and wait to gain admittance.

It is inadvisable for members of staff or trainee teachers to bring any items of value into school. The safekeeping of items such as cameras, jewellery, handbags and wallets etc; is the responsibility of individual staff members.

The school Car park is operated via a fob system. If travelling to Garswood by car, it is advisable to Car Share wherever possible and park on the street or the next-door shop in a safe manner that does not inconvenience other residents in the area.



Mobile Phones:



Please note the use of mobile phones is prohibited in the main body of the school. Phones must always be on silent. Any personal or professional phone calls or texts must only take place in the P/copy area, Staff room, Family Room or other Office at break-times. Personal mobile phones must never be used in the vicinity of a child. **No personal device with capability to take photographs** should be within the main body of the school at any point (ie smart watches with photography capacity)



Initial Teacher Training at Garswood:

Over the years we have established excellent relationships with Edge Hill. We have been recognised for the quality training of teachers that we offer. We recognise the vital role, which we can play in the shaping of the future classroom practitioners. We recognise also the contribution that you as trainee teachers make to the daily life and the classrooms of Garswood School.

Trainee Teachers have a right to expect appropriate levels of respect and support from children and teacher colleagues alike during their time at Garswood. Similarly, comparable levels of professional behaviour are expected from trainees in return.

Trainee's mentors are in possession of the documentation detailing coursework and scheduled experience for each student during teaching practice. Each class teacher with responsibility for a trainee should be familiar with these notes prior to the commencement of any practice and have attended online training provided by Edge Hill so they are familiar with your course content and the role that they will play in your practice.

We are very lucky to have numerous mentors in school, one of which reached Advanced Skill Teacher Status and worked as a Mentor Fellow for a Year at Edge Hill. Our commitment to Mentoring has been recognised historically by EHU

Our trained mentors are; Pamela Potter, Lesley Moon, Lucy Myatt, Andrew Yearsley, Suzanne Bagshaw, Laura Meehan, Rachel Jenkinson, Laura Rollason, Sarah Hattersley, Sharon Calderbank and Helen Dodd.

Les Moon coordinates the trainee placements in liaison with Mrs Chadwick and Mrs Potter. Any concerns that you have about your Garswood teaching practice should be immediately reported to Miss Moon and, in her absence, Mrs Chadwick. Assessments made about trainees should also be saved in a trainee shared folder within the staff share server for moderation purposes and for central filing before being forwarded to Edge Hill.



When you, as a trainee are working with a class, it remains the responsibility of the class teacher for the presentation and marking in books.

If, on the rare occasion, trainees are not completing the required expectations then this needs addressing through Edge Hill procedures, however, ultimately class teachers/mentors should monitor, check and rectify any problems every day before they cause any difficulties to either yourself, your practice or children's learning.

Similarly, if there is a problem with teaching or class discipline, ultimately our first concern is the children. Teachers should ensure that appropriate actions are put in place to ensure pupil welfare and teaching, and learning remains of a high standard.



Equal opportunities

At Garswood we are committed to the philosophy of equality of opportunity.

Through both the National Curriculum and the hidden curriculum we aim to ensure that every child, teacher, member of staff or trainee teacher irrespective of ability, gender, colour or creed is treated fairly in order for them to fulfil their potential.

We recognise that equal does not necessarily mean the same as. What may be seen as adequate provision for one may not necessarily be so for the next. Our practices must be constantly monitored and, where necessary, amended in order to avoid any potential instance of inequality.

Equality of opportunity is a concept, which does not just apply to children. The beliefs, which underpin this concept in the classroom, are equally applicable in the workplace. Garswood Primary has a Single Equality Policy which should be read and adhered to at all times.



Classroom and shared resources

A bank of resources to support the core subject (and art& design) should be available within each class. They are to be encouraged to use this equipment as and when the need arises during their day-to-day activities. This degree of independence is to be actively promoted by class teachers and trainee teachers.

The children, teachers and trainee teachers should make a deliberate point of retrieving and returning resources to their recognised location and also of counting individual items in order to avoid losses. The need to care for all school property needs to be actively encouraged and incorporated into all activities.

Similarly with resources, which are to be found in a variety of locations around school, care in their use and their careful return is essential as a matter of routine. Children must not be sent unsupervised to any stockroom. All items in use should be carefully counted for before and after each activity.



And most importantly.....



At Garswood we provide ourselves as being a friendly and approachable school. While you are taking part in your teaching practice you are a member of the Garswood family and should be treated as such.

If you have any concerns, or problems whether it is school related or personal we hope that you feel you can talk to all members of Garswood staff to attempt to resolve any concerns or worries you may be having.

We have all been there! We have all been trainee teachers and can often relate to your worries, more often than not with a similar story to tell. As a staff we are here to support you as an individual and advise wherever possible. Never forget you are 'training' and as such will make mistakes along the way. However, this is normal and expected. Qualified teachers who have been teaching for decades still make mistakes now.... Regularly. The important thing is that you talk about it, learn from it and remember, just like we tell the children, mistakes is how we learn.

If you are struggling with planning, behaviour management, workload, a personal matter that is impacting on school life then know we are here for you as colleagues and will always offer an ear, a shoulder or a piece of advice.

We are a lovely school, and we are so excited to be part of your teaching journey.

Any questions..... please ask, there are no daft questions only opportunities to learn.

We hope you enjoy your time at Garswood.

Take care of yourself. - Les Moon - September 2024

"Roots of happiness, branches to learning"

Garswood Primary School

Head teacher: Pamela Potter BA (Hons) QTS NPQH PQSL

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