

## Tynewater Primary School Work Experience Guidelines



## **About Our School**



Situated in the village of Pathhead, we are a small school of approximately 170 pupils, with 8 classes and an Early Learning Centre (ELC).

We are proud to work with our community and are always keen to support students and young people who wish to enter the Education Profession either within the Early Years sector, as a Learning Assistant or as a Teacher.

## **Our Expectations of You**

You will be joining us here at Tynewater as an adult volunteer so it is important to maintain professional boundaries with young people. As such, we expect:

- Appropriate dress (skirts and tops with appropriate coverage)
- No mobile phones in class staffroom only. Please do not take any pictures or videos of children
- Good timekeeping. School starts at 8.45am so we would expect arrival no later than 8.35am to enable you to liaise with the class teacher about the plan for the morning
- Appropriate conversations with pupils this includes not discussing older siblings you may know with the pupils in the class
- Following the school Child Protection procedures. If a pupil discloses something of concern to you, it is important that you pass this onto the class teacher immediately.
- Discretion. Sometimes children can become overwhelmed and find it difficult to manage their emotions and behaviours. We demonstrate kindness and support when children are in crisis and expect the same kindness and discretion from visitors to our school. Our pupils' dignity is important to us, so please do not discuss our pupils outside in the school community.

## What to Expect From Us

We strive to offer any students or volunteers a comprehensive, real taste of what it is like to work in a school. If you have any preference for the age and stage of pupils you would like to work with, please let us know in advance. On your arrival you will find:

- A warm welcome from our lovely staff team and pupils, along with a tour of our school
- Access to a locker in our staffroom, should you require it
- Access to cups and tea/coffee in the staffroom
- Access to water fountains so please bring along with you a refillable water bottle. Our school gets warm!
- A timetable with what classes you will be visiting for the duration of your placement
- If you require a school lunch, please let Katie or Teresa, our Admin Assistants know before the placement begins