

WELTON PRIMARY SCHOOL



Guide for Teachers and Visitors

2016-2017

Head Teacher: John Snell
Deputy Head Teacher: Caroline Smart (Y6)
Senior Leader: Amanda Audritt (YR)

Welcome to Welton Primary School - I hope you have an excellent day. The following is a brief guide to some of our policies and procedures that will enable your day to run smoothly. Please read carefully and do not hesitate to ask a member of staff if you are unsure about anything or if you have any questions. We ask that you do not use your mobile phone during teaching time and only in the staffroom at break times. Many thanks, John.

Our School Day (A bell will ring for each session)

8.30am	Briefing in library on Monday and Friday
8.45am	School gates open and children will come directly into school. Please have a morning task ready for them to complete on arrival.
8.55am	Start of school day - The attendance register and dinner register to be taken. Please ensure these are completed accurately and then sent to the school office.
10.40am	Playtime - please check to see if you are required to do a duty.
10.55am	End of playtime - children will walk to classrooms. Please be on time to meet them and begin the lesson.
12.00pm	Lunchtime. Each class has a designated SMSA. EYFS and KS1 classes eat from 12.00pm-12.30pm. KS2 classes walk to the playground and are called to eat at 12.30pm.
1.00pm	Afternoon session begins. Children will be brought to the classrooms by the SMSAs. Please be ready to begin the afternoon session at 1pm. Afternoon register to be taken. Registers remain in classrooms.
2.30pm - 2.50pm	EYFS/KS1 Afternoon play - please check to see if you are required to do a duty.
3.15pm	End of school day. EYFS children are dismissed from classroom door. Y1 children are dismissed from classroom door. Y2 children are dismissed from KS1 side door. Y3 children from classroom external door. KS2 children leave the school via the KS2 side door. Please check to see if there are any specific collection arrangements for children in your class. Child safety is of utmost importance - a member of staff will be happy to help dismiss the younger children to ensure the correct adult collects them. Some children attend the WACI after school club. They will wait in the classroom until a member of staff collects them. A number of after school sports and activity clubs also take place during the week. Please speak to a member of staff who will let you know any details for your day.

Prior to leaving Welton, please ensure that all children's work is marked adhering to the school's marking and feedback policy, feedback is left for the class teacher regarding the day and the classroom is left neat and tidy.

Assemblies

Mon: 10.25-10.40am - whole school taken by Head Teacher (Hall)

Tues: class assembly taken by class teacher (Classroom)

Wed: 10.25-10.40am - whole school taken by teacher on rota (Hall)

Thur: 10.25-10.40am - whole school singing taken by Caroline Smart and John Snell (Hall)

Fri: 9.10-9.35am - Celebration Assembly taken by Head Teacher (Hall)

Discipline and Behaviour

We pride ourselves on positive behaviour management strategies at Welton. Children are praised for good behaviour, attitudes and effort to work. Children may be sent to the Head Teacher, Mr Snell, for a 'Magic Moment' for recognition of these good behaviours. Incidences of poor behaviour must not be tolerated. Our school policy states that:

It is the responsibility of class teachers to ensure that the school rules are enforced in their classes, and that their classes behave in a responsible manner during lesson time. The class teachers in our school have high expectations of the children with regard to behaviour, and they strive to ensure that all children work to the best of their ability. Adults must treat each child fairly, and enforce this discipline policy consistently. All children must be treated with equal value, respect and understanding. If a child misbehaves, they should be corrected, and if necessary, a record of the incident should be kept on the 'Record of Behaviour' sheet. However, if misbehaviour continues, they may seek help and advice from other colleagues or the Head Teacher and the parents are informed.

A 'yellow card' is given if a child repeatedly ignores an adult instruction. The child will then spend play time in the library to catch up on school work. A 'red card' is issued if a child receives two yellow cards within a week or if the incident is extreme e.g. swearing, deliberately hurting a child. The child will then be sent to the Head Teacher and will be removed from the class and miss a playtime or other fun activity. Parents must be informed of incidences of poor behaviour. A letter is sent to parents from the Head Teacher when a red card is issued.

Other Useful Information

The following information may be of use during the day:

- Tea and coffee are available in the staff room. Drinks are allowed in classrooms but please ensure they are not too hot in case of spillages. Safety cups are available.
- There is a photocopier available in the small room near the main entrance. The code for use is 3068.
- School lunches are priced at £3.30. Please let the school office know by 9.30am if you would like to order one. Payment must be received when ordering.
- Please speak to a member of staff for username and password for accessing the school IT network and Internet.
- Toilets for staff use are located near the main office and in the staff room.
- The named first aiders are: Mrs Audritt, Mrs Exley, Mrs Heal, Mrs Rogers, Mrs Ruddick, Mr Snell. (See staff list overleaf)
- Please familiarise yourself with the fire emergency procedure. If the fire bell sounds you will need to leave the school by the nearest exit (please check wall plans in classrooms) and ensure the children walk quietly down to the playground where they will circle up in their classes and wait to be registered. Please let a member of staff know immediately if a child is missing.

Staff Details

WELTON PRIMARY SCHOOL 2016-2017

SLT

John Snell
(Head Teacher)

Early Years/Key Stage 1

Key Stage 2

Amanda Audit
(Teacher EVFS)

Louise Mattingley
(Teacher Y1
Thur/Fri)

Debbie Stevens
(Teacher Y1
Mon-Wed)

Natasha Quick
(Teacher Y2)

Claire Jenkins
(Teacher Y3
Mon-Wed)

Shelley Field
(Teacher Y3
Thur/Fri)

Nathan Wyatt
(Teacher Y4)

Jo Hartley
(Teacher Y5)

Caroline Smart
(Teacher Y6)

Megan Rogers
(TA Mon-Wed)

Jenny Cockerill
(TA)

Kim Green
(HLTA)

Elaine Heal
(TA)

Mel Baber
(TA)

Michelle Taylor
(1:1 TA)

Mickey Ruddick
(TA)

Michelle Taylor
(TA Thur/Fri)

Tasia Talbot
(1:1 TA)

Tracey Moon
(1:1 TA)

Sarah Andrews
(1:1 TA)

Sophie Lester
(1:1 TA)

Heather O'Brien
(SENCO)

Mel Hammond
(1:1 TA)

Becky Exley
(HLTA)

Yvette Collier
(School Business Manager)

Helen Stacey
(School secretary)

Jenny Walters
(Admin assistant)

Chris Day
(Caretaker)

Lisa Ruddick
(Cleaner)

Angela Powell
(Cleaner)

Jean Chiswell
(SMSA)

Wendy Day
(SMSA)

Angela Powell
(SMSA)

Kirsty Kemp
(SMSA)

Jenny Cockerill
(SMSA)

Tracy Bradley
(SMSA)

Tracey Moon
(Breakfast club)

Sophie Lester
(Breakfast club)

