



Andreas School

Andreas Village
Isle of Man, IM7 4EZ
Headteacher: Mrs Rachel Ashley
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Guidelines for trainees

These guidelines are designed to be of support trainees in school. They are to avoid confusion and misunderstanding.

- At the start of your placement you will be given key school policies, in particular the Behaviour Policy, Child Protection Policy, Health and Safety Policy, Learning and Teaching Policy and Marking and Feedback Policy. It is your responsibility to make yourself aware of the content and follow these policies. You must ask if any areas are unclear.
- Please remember that if you are ever unhappy about an activity which you have been asked to supervise, please say so and talk to the teacher concerned.
- Please always remember to ensure you do not leave yourself vulnerable with any child.
- We treat the pupils with courtesy and respect and expect them to treat everyone, both adults and children in the same way. Please refer to the Behaviour Policy and our Core Values.
- As one of the partners in the learning process, you will be viewed as a good role model of a caring, sensible adult. Pupils will be watching and copying you. They model themselves on you, your views, attitudes and appearance. We demand from our pupils the highest standards: as adults we too must try to live by these same high ideals.
- Please remember that if you are in school for any length of time you will naturally become aware of the abilities and achievements of different pupils. This information must obviously be regarded as confidential. Please try to imagine how you would feel if you heard another adult discussing or making a comment about your child.
- If you have **any** concerns at all it is essential that you speak to the class teacher, or the support teacher with whom you are working. Teaching staff are trained professionals and are able to ascertain whether information needs to be discussed any further with either specific parents or with the Senior Managers of the schools.

If you have a Safeguarding concern, please refer to the Child Protection Policy and Procedures.

- If you have concerns about anything another adult in the school does or says, you should raise the matter with the Headteacher or Deputy Headteacher.
- If there are times when you are unable to come into school for one reason or another, then you must please telephone the school. Please ring between 8.00 and 8.15am. When you are absent for a day, please contact school circa 3.30pm to let us know whether or not you will be in the next day.
- Please remember to behave safely at all times and not to place the pupils in your care at risk. Make yourself aware of all the emergency and evacuation procedures, the First Aid procedures and children with medical conditions. You must exercise due care and attention and report any obvious hazards or concerns to the Class Teacher / Headteacher.

Thank you.

RA Ashley (Headteacher)

Please read and sign this agreement and hand it in at school. You will receive a copy of it for your records.

1. I have received and read a copy of the Guidelines for Trainees.
2. I agree to support the School's Core Values and follow the policies of the school.
3. I agree to treat information I learn from being in school as confidential

Name (please print):.....

Signed: Date: