Knighton Church in Wales Primary School Policy for Work Experience Students (updated autumn 2018)

Here at Knighton we aim to provide opportunities for classroom experience to: help students develop useful skills and make an informed choice about their future career; work on as many varied tasks as possible and to have opportunities to discuss practice with staff.

Students are expected to follow the following code of conduct:

* Read ‘What to do if a child discloses something worrying to you’, the Social Media and e-safety policies. Ask for clarification, if needed, before you sign to say you have read them.
* Never hit, shout at or embarrass a child. Talk to your class teacher about the positive discipline strategies that we use at Knighton.
* Never be alone with a child, hug or kiss them or allow them to sit on your lap.
* Do not discuss ANY school matter, including details about children, lessons or staff, outside school.
* All mobile ‘phones must be switched off during the school day.
* No photographs or audio recordings may be made on the school premises.
* Remember that you are in school in the role of an adult and that the children’s needs come first.
* Read the evacuation procedure which is near the door of every classroom.
* Ask your class teacher if there are any risk assessments you need to be familiar with relating to areas in which you are working or to the children you will be working with.
* Talk to your class teacher or to the head teacher if you have any questions, worries or concerns. Inform the head teacher immediately of any accident or injury.
* Always be polite, use appropriate language and model the school’s behaviour policy.
* Treat everyone with respect.

Students should:

* Provide their own refreshment. Students are requested not to use the staffroom.
* Give precedence to other staff at busy times of day, for example when using the photocopier.
* Arrive at school at least 10 minutes before the start of the school day.
* Dress appropriately and safely; if unsure, check with your class teacher. NB: flip-flops and high-heeled shoes are not suitable footwear.
* Be aware that the inside and outside of the school is a non-smoking area

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| Children Line Up (gates open at 8.40am) | 8.50am |
| Registration | 9.00am – 9.10am |
| Playtime  | 10.30am – 10.45am |
| Lunchtime | 12.00 (Reception to Year 2) 12.15 (Year 3 to Year 6) |
| Afternoon Session Starts | 1.00pm |
| Playtime – Foundation Phase  | 2.20pm |
| School Lessons End | 3.15pm. |