



# Poileasaidh Taic Oileanaich

## Bun-sgoil Chondobhrait

### Condorrat Primary School

# Student Support

# Policy



Updated April 2020

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Everyone at Bun-sgoil Chondobhrait/Condorrat Primary is committed to nurturing and supporting all students who are placed in our school or nursery to reach their full potential. We recognise the importance of providing support, whilst further developing the skills of students who are placed in our school or nursery.

### Our Vision for Student Placements

We will strive to ensure students in our school or nursery are -

- Welcomed and valued during their time in the school and treated in a professional manner.
- Provided with a supportive and nurturing environment in which they can continue their studies and develop further.
- Given the opportunity to be involved in and explore the Curriculum for Excellence as appropriate.
- Encouraged to be involved in the wider aspects of the nursery or school life.
- Ready and willing to take on the responsibilities of their placement guidelines and encouraged to grow responsibility within the requirements of their placement.
- Given constructive feedback by their mentor linked with the requirements of their placement guidelines to help them improve and gain in confidence.
- Where possible, able to meet and learn with other students to share positive experiences and practices.
- Well supported by their college or university by facilitating visits and completing placement feedback information.

### School Induction Programme for Students

Our school induction programme for students includes-

- Consulting where possible with staff to assign a competent and reflective role model to mentor students during their time in the school.
- Prior to the student's arrival issuing mentors with the placement outline guidelines (if possible) as provided by the college or university to ensure mentors fully understand the requirements of the placement.
- Welcoming students to the school by ensuring a member of the school leadership team greets them, takes them on a general tour of the school and introduces them to their mentor.

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- A clarification by a member of the school leadership team of the child protection procedures, health and safety guidance and the importance of confidentiality during their time in the school or nursery.
- On arrival at the school, we will provide all students with a welcome leaflet (Appendix A & B) and a copy of the staff handbook to outline possible roles and responsibilities during their time in the school.
- Providing staff members who are mentoring a student with the 'Mentoring A Student' guidance provided in Appendix C.
- Ensuring all students are given access to the school or nursery policies and procedures as needed during their time in the school.

### Student Progress During Their Placement

If there are any concerns around the progress of a student these concerns should be conveyed to a member of the school leadership team as soon as possible. Mrs MacLeod (DHT) liaises with school/nursery mentors to ensure students are progressing satisfactorily through their placement in the school or nursery.

If following a tutor visit or concerns raised by a mentor it is deemed that a student is not making the required progress to meet their placement requirements, Mrs MacLeod (DHT) will meet with the student and mentor to discuss and define the factors that are preventing the student from making the expected progress with their placement. An action plan will then be put in place with clear deadlines to help and support the student to meet the requirements of their placement. It is the responsibility of the college or university staff in consultation with mentors to decide if a student has met the requirements of their placement or not.

### Role Of The Mentor

- To provide honest and constructive feedback to students based on their performance and competences.
- To facilitate a progression of the students' skills within the requirements of the placement.
- To oversee that the requirements of the placement are being met (deadlines).
- To regularly check and feed back to the student about their placement paperwork to ensure documentation is kept up to date.

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## Role Of The Student

- To fully understand and undertake the requirements of their placement.
- To make links between theory and practice.
- To maintain a clearly structured and accurate record of their placement as defined by the college or university, which is available to their mentor on a daily basis.
- To reflect on their skills and practices and identify next steps.
- To seek additional help or support if needed.
- To complete placement paperwork as necessary for the college or university.

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## **Dòighean-obrach**

Fàilte gu Bun-sgoil Chondobhrait.  
Tha sinn an dòchas gun còrd do ùine  
còmhla ruinn riut, is gu faigh thu mòran  
taic is misneachd!

Bheir am bileag seo dhuit fiosrachadh mu'n  
sgoil agus na dòighean-obrach againn. Tha  
gach sgoil eadar-dhealaichte.

Cuiridh sinn fàilte air sgoilearan, pàrantan  
agus na daoine san coimhearsnachd uair  
sam bith an seo ann am Bun-sgoil  
Chondobhrait. Bu thoil leinn  
smaoineachadh gu bheil an sgoil againn  
blàth, càirdeil agus gu bheil na sgoilearan,  
luchd-obrach, pàrantan agus luchd-taghail  
a' faireachadh comhfhurtail ann.

Ma tha ceist, no duilgheadas sam bith  
agad, feuch gu foighnich thu mu dheidhinn  
agus bheir sinn cuideachadh sam bith is  
urrainn dhuinn dhuit.



Gur math a' thèid leat

## **Ma tha thu tinn**

Fòn gu Oifis na Sgoile ro 8.30m ma bhios tu  
dheth.

Nuair a thilleas tu dhan Sgoil, feumaidh tu  
bhruidhinn ris an Ceannard ro 9.00m.

## **A' fònadh**

Faodaidh tu fònadh bho Oifis na Sgoile. Chan  
fhaodar fònaichean-làimhe a' chleachdadh  
nuair a tha na sgoilearan 'san clas.

## **Seòmar an Luchd-obrach**

Tha an Seòmar seo airson an Luchd-obrach air  
fad. Tha tì agus cofaidh ann. Feumaidh tu  
airgead a' chuir ri seo. Bhiodh e na b'fheàrr  
am muga no cupa agad fhèin a' thoirt leat  
agus feuch gun glan thu as deidh thu fhèin.

## **An Talla-bìdh**

Tha Cafaidh le biadh is deochan ann an Talla  
na Sgoile aig am-dinneaireach. Faodaidh tu  
rudan a' cheannach an seo agus an toirt gu  
Seòmar an Luchd-obrach.

## **Aodach**

Bu chòrr aodach glan proifeasanta a' bhidh ort  
fad na h-ùine.



## **An Glag-teine**

1. Tha fuaim 'siren' aig an glag-teine.
2. Nuair a chluinneas tu an glag-teine tha còrr aig  
sgoilearan agus tidsearan coiseachd gu  
sàmhach gu an t-àite sàbhailte aca aig mullach  
an ràon-cluiche. **Thoir leat an 'register'**  
**airson dèanamh cinnteach bu bheil a h-**  
**uile sgoilear agad.** Cuir eòlas air gach doras-  
èiginn san sgoil. Feumar coiseachd gu dòigheil  
a' toirt an aire air na staidhrichean.
3. Feumaidh gach Tidsèar innse dhan Cheannard  
gun d'fhuair iad uile a-mach gu sàbhailte.

## **Ma tha Sgoilear tinn/Air an goirteachadh**

Dèiligidh Luchd-taic na Sgoile le seo. Bu chòrr  
dhan Tidsèar, an Sgoilear a' chuir gu Oifis na Sgoile  
airson cuideachadh, ach feumaidh an Tidsèar  
dearbhadh gu bheil an sgoilear feumach air  
cuideachadh an toiseach. Ma dh'fheumas iad,  
faodaidh sgoilear eile coiseachd còmhla ris an  
sgoilear tinn/goirt gu an Oifis, an uairsin feumaidh  
iadsan tilleadh air ais dhan chlas nuair tha tha an  
Luchd-taic a' cuideachadh an sgoilear a tha  
tinn/goirt.

Tha bogsaichean Ciad-èiginn ann an: **Oifis na  
Sgoile**

Tha builleadh sam bidh dhan cheann air a'  
sgrìobhadh ann an 'log' san Oifis agus feumar na  
pàrantan fhònadh cuideachd.

## **Neach Ciad-èiginn**

Mrs MacLennan

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### **Taic san Sgoil**

#### **Faodaidh tu sùileachadh bhuainn:**

- ✧ cothrom sùil a thoirt air deagh theagasg
- ✧ cothrom obrachadh le sgoilearan
- ✧ cuideachadh le bhith deasachadh leasan
- ✧ taic le planadh, deasachadh agus teagasg
- ✧ taic le bhith tuigsinn agus a' cleachdadh dòighean measaidh
- ✧ taic is comhairle mu dhòighean-stiùiridh an clas
- ✧ beachdan is comhairle mu na leasan agad
- ✧ beachdan is mollaidhean mun faidhl agad.
- ✧ comthrom obrachadh le stuthan Teicneòlach
- ✧ comhairle mu chùram-chloinne agus sàbhailteachd air an eadar-lìon
- ✧ stiùireadh is taic airson Oileanaich
  - A) Tidsearan B) Luchd-stiùiridh na Sgoile
  - C) Luchd-obrach an Oil-thaigh (Mar a tha freagarrach)

#### **Tha sinn a sùileachadh bhuatse:**

- ✧ dòigh-obrach proifeasanta
- ✧ leasan mhath a tha air an deasachadh gu math
- ✧ faidhl soileir, air a thoirt a-staigh gach latha dhan sgoil
- ✧ cuideigin a bhios a' beachdachadh air an teagasg aca agus ga dhèanamh nas fheàrr
- ✧ gum foighnich thu airson cuideachadh is taic airson s' gu leasaich na sgilean teagaisg agad

*\*gun cleachd thu an taic is stiùireadh a gheibh thu*

### **An Luchd-obrach:**

**Ceannard :** *Mrs J A Price*  
**Fo-cheannard:** *Mrs M MacLeod*  
**Tidsear Prionnsapal:** *Mrs H Marshall*

#### **Luchd Teagaisg:**

*An Sgoil Araich : Mrs Mackay Mrs Kerr*  
*Mrs Ballantyne Mrs Kavanagh*  
*Miss MacDonald*  
*Miss Hamilton*

*Clas 1G: Miss F McBain*  
*Clas 2G: Miss K MacDonald*  
*Clas 3G: Miss E MacDonald*  
*Clas 4/5G: Miss K MacLeod*  
*Clas 5G: Miss Dolan & Mrs MacDonald*  
*Clas 6G: Mrs Allison & Miss MacAskill*  
*Clas 7G: Mrs R Paterson*  
*Clas 1/2E: Mrs Donald*  
*Clas 3/4E: Mrs Orr/Mrs Allison*  
*Clas 4/5E: Mrs McLeod*  
*Clas 6E: Mr Collin*  
*Clas 7E: Miss Meikle*

#### **Luchd-cuideachaidh nan Clasaichean**

*Mrs Hill Mrs Burns Mrs Rodman*  
*Mrs MacLennan*

#### **Luchd-obrach an Oifis**

*Mrs Weldon*  
*Mrs O Hara*

**Dorsair :** *Mr Whelan*

# **Fàilte gu Bun-Sgoil Chondobhrait**



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## **Procedures**

Welcome to Condorrat Primary School. We hope that the experience you gain will help you in your future career and indeed that you will be convinced that your career choice is the right one!

The purpose of this leaflet is to provide you with basic information about the school and to clarify some of the many procedures. You may already be aware that schools operate in many different ways.

We try to operate an open door policy in Condorrat Primary which extends to the pupils, parents and the wider community. We like to think that the school has a welcoming atmosphere and that pupils, staff, parents and visitors feel relaxed.

If, during your stay with us, you have any problems or queries, please do not hesitate to discuss them and we will be delighted to be of assistance.

Good Luck!



## **Absence**

Please inform the school office if you are going to be absent through illness by telephoning before 8.30am.

On your return to school, please report directly to the Head teacher before 9.00am.

## **Telephone Calls**

Telephone calls can be made from the office. Charges apply and payment can be made to a member of the office staff. Mobile phones can only be used during break times. Mobile phones need to be safely out of sight whilst you are working with pupils.

## **Staffroom**

The staffroom is available to all members of staff. Coffee and tea are available. A donation towards costs can be made. You are advised to bring your own mug/cup and please remember to wash up after you.

## **Cafeteria**

A cafeteria operates at lunchtime. Items may be purchased there and brought to the staffroom.



## **Dress Code**

A professional standard of dress is expected.

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## **Fire Drill**

4. The Fire Alarm is a siren.
5. When the alarm sounds, classes accompanied by their teachers, will proceed immediately and in silence to the assembly point in the top playground by the nearest safe exit. You should familiarise yourself with all the exit routes. Classes arriving first at the stairs will take priority and all movement must be as orderly as possible.
6. Each class teacher is responsible for reporting the safe exit of his/her class to the Head Teacher.

## **Illness or Injury to Pupils**

The non teaching support staff will deal with any illness or injury, which occurs during the school day. Pupils should be sent by the class teacher to the school office for treatment, only after the teacher is satisfied that the pupil requires attention. Where necessary the pupil concerned should be accompanied by another pupil who will return to the class as soon as the support staff member has taken over. In case of injury, First Aid boxes are located:- in the office at reception area

## **IN THE SCHOOL OFFICE**

A slip is given to the pupil to inform parents of all head bumps and sprains, as these are logged. Parents are phoned for head bumps.

**First Aider** Mrs MacLennan



### **Support for Your Placement**

#### **What you can expect from us:**

- ✧ opportunities to observe good classroom practice
- ✧ opportunities to work with pupils appropriate to the placement
- ✧ help in identifying learning outcomes
- ✧ support in planning, preparation and implementation
- ✧ help in understanding and applying the principles of assessing, recoding and reporting
- ✧ support and advice on classroom management and organisation strategies
- ✧ oral and written feedback on lessons where appropriate
- ✧ reading and commenting on School Experience File
- ✧ access to a wide range of resources incl. ICT
- ✧ advice on issues such as Child Protection and Internet Safety
- ✧ guidance and support for students if particular development needs are identified. These will be addressed through support from (a) Class Teacher (b) Senior Management Team and (c) University Education Dept. (where appropriate)

#### **What we expect from you:**

- ✧ professional commitment
- ✧ well prepared and resourced lessons
- ✧ a clearly structured and up to date School Experience File available on a daily basis in school
- ✧ to actively engage in a process of self reflection and discussion on your practice
- ✧ to seek appropriate advice and support to ensure development of competencies
- \*to act upon appropriate advice and support

### **An Luchd-obrach:**

**Headteacher: Mrs Price**

**Depute Headteacher: Mrs M MacLeod**

**Principal Teacher: Mrs H Marshall**

#### **Teaching staff:**

**Nursery :** Mrs Mackay  
Mrs Ballantyne Mrs Kavanagh  
Miss MacDonald  
Miss Hamilton  
Mrs Kerr

P1G: Miss McBain

P2G: Miss K MacDonald

P3G: Miss E MacDonald

P4/5G: Miss K MacLeod

P5G: Miss Dolan & Mrs MacDonald

P6G: Mrs Allison & Miss MacAskill

P7G: Mrs R Paterson

P1/2E: Mrs Donald

P3/4E: Mrs Orr & Mrs Allison

P4/5E: Mrs McLeod

P6E: Mr Collin

P7E: Miss Meikle

#### **Classroom support staff**

Mrs Hill Mrs Rodman Mrs Burns  
Mrs MacLennan

#### **Office staff**

Mrs Weldon

Mrs O Hara

**Janitor : Mr Whelan**

# **Welcome to Condorrat Primary School**



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## Appendix C - Mentoring A Student

1. Please familiarise yourself with the college or university handbook/placement requirement guidelines. Discuss these with your student to ensure they fully understand the placement requirements too.
2. Your student's placement file/paperwork should be available to you every day so that you can ensure it is being kept up to date and that entries in it are authentic. Please ensure your student understands this and that they know it is their responsibility to give you the folder/paperwork. You shouldn't have to ask for it.
3. Mentors should keep a written record of meetings with students which you should both sign. This ensures good communication is maintained and can be used if needed to highlight to the college or university how a student has been supported.
4. There should be daily oral discussion between a student and mentor around the teaching and learning that day. This encourages the student to reflect on practice to identify strengths and areas for development. This does not have to be recorded.
5. Where there is a concern around the progress of a student you must let a member of the school leadership team know as soon as possible. Through discussion with the student and mentor it will be decided if the issue is easily solved by accessing other school resources or whether a support action plan will need to be put in place. Mrs MacLeod (DHT) will support mentors with this.
6. If a member of staff who is mentoring is finding the role challenging they should speak to a member of school leadership team as soon as possible so that support can be given as needed.

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