### **Procedures**

Welcome to St. Andrew's Primary School and Nursery Class.

If, during your stay with us, you have any problems or queries, please do not hesitate to discuss it with a member of the school management team and we will be happy to be of assistance.

## **Dress Code**

A **professional standard** of dress is expected. The expectation for male teaching staff is shirt and tie. Females must ensure all clothes cover appropriately. Jeans should not be worn and where possible all tattoos should be covered.

## **Arrival**

Upon your arrival and departure, please sign in the visitors' book. Please be introduced to the Head Teacher (if available) or a member of the Management Team.

## **Registers**

Please complete accurately online in the morning by 9.15 am and in the afternoon by 1.45 pm (should there be any changes). If online not available please send absence information to office via messenger.

#### **Absence**

Please inform the Head Teacher, on the day of your absence, by telephoning (01236) 632070 or 07946418289 before 8.30am. On your return to school, please report directly to the Head Teacher before 9.00am.

### **Staffroom**

The staffroom is available to all members of staff. Coffee and tea are available.

#### Cafeteria

A cafeteria operates at playtime and lunchtime. Items may be purchased there and brought to the staffroom. The cafeteria operates a preorder system. Please order lunch in the morning with the children.

### **Mobile Phones**

Mobile phones should be switched off at all times in class unless being used to update school sites. No photographs should be taken unless permission sought using either your own mobile phone or a personal camera.

#### Social Media

Be advised if using social media sites e.g. Facebook that your pages should be private and no mention should be made of the school name, staff or pupils. It is not permissible to accept friendship requests from pupils.

# **School Day**

9.00am Pupils in class 10.45am Morning Break 11.00am Pupils in class 12.30pm Lunch break 1.15pm Pupils in class 3.00pm Pupils day finishes

### Fire Drill

- 1. The Fire Alarm is a siren.
- 2. When the alarm sounds, classes, accompanied by their teachers, will proceed immediately to the assembly point in the school playground by the nearest safe exit. Teachers should bring their class register. You should familiarise yourself with all the exit routes. All movement must be as orderly as possible.
- 3. Each class teacher is responsible for reporting the safe exit of his/her class to the Head Teacher.

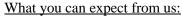
## **Illness or Injury to Pupils**

The non teaching 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.

## First Aider

School: Mrs. Anne Margaret Wood





- ⇒ help in identifying learning outcomes
- **♦** support in planning, preparation and implementation
- \*help in understanding and applying the principles of assessing, recording and reporting

- ★ reading and commenting on School Experience
   File

## What we expect from you:

- ⇒ professional commitment

- ★ to act upon appropriate advice and support
  To ensure all pupil work is corrected daily, is
  signed by yourself and next steps are
  identified (marking for improvement)

Teaching Staff	
Primary 1	Mrs. Joanna Martin
Primary 2	Miss Molly McDade &
	Mrs. Mhairi Raitt
Primary 3	Mrs. Laura Henderson
Primary 4	Mrs. Claire lane
Primary 5	Mrs. Debi Harris
Primary 5/6	Miss Louise Milliken
Primary 6/7	Mrs. ColetteLambie
Non class	Miss Alice Beekman
contact	& Mr. Vince Cairns (PE
	Specialist)
Nurture	Mrs. Angela Hamill

Nursery Staff	
Principal Teacher	Mrs Geraldine Wardrope
Teacher	Mrs. Helen McDonagh
Graduate Lead	Mrs. Christine McCabe
Early Years	Mrs.Angela Wynn
Workers	Mrs. Gillian Rolink
	Mrs Edita Parneszka
	Mrs. Gllian Lewis
	Mrs Norma Alexander
	Mrs Emma McKinley

Support Staff	
Classroom	Mrs Ruth Watson (0.5)
Assistant	Mrs. Agnes Rooney (0.5)
Additional	Mrs. Libby Reilly (MATL)
Support	Mrs Michelle Kiernan
Needs	Mrs Anne-Lise McAuley
Assistants	Mrs Ann Marie McGuigan
	Mrs Katrina Beck
Office Manager	Christine McLaughlin
Clerical Assistant	Ann Margaret Wood (0.6)
Janitor	Miss Lyn Forrester
Head Caterer	Mrs. Jackie Fowler
Head Cleaner	Mrs Mallon



# **Student Leaflet**

2018 / 2019

Welcome to
St. Andrew's Primary
&
Nursery Class



Laggan Road, Airdrie ML6 OLL

glowscotland.org.uk/nl/standrewsairdrie/ twitter:@SaintAndrews3

**Telephone: 01236 632070 Head Teacher:** 07946418289

**Head Teacher:** Mrs J. Flanagan

**Principal Teachers:** 

Mrs. T Cairney Mrs. G. Wardrope Mrs. Lambie (Acting)