

## 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 pre-order 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

## Expectations Teaching Staff

### What you can expect from us:

- When an absence is expected then the classroom teacher will provide a daily plan and the required resources will be readily available.
- When an absence is unexpected then the class supply folder will be readily available to support the supply teacher in the planning of their work day.
- With an unexpected absence, the Principal Teacher will support the supply teacher as required.
- Overview of planning and assessment expectations.
- Clear relevant information on all children including support needs and health issues in assessment file.
- access to a wide range of resources including ICT
- advice on issues such as Child Protection and Internet Safety
- Guidance and support with personal CPD and PRD.

### What we expect from you:

- professional commitment
- following school policy
- well prepared and resourced lessons
- classroom left in a tidy condition
- 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)**
- to act upon appropriate advice and support

<b>Teaching Staff</b>	
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 contact	Miss Alice Beekman & Mr. Vince Cairns (PE Specialist)
Nurture	Mrs. Angela Hamill

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

<b>Support Staff</b>	
Classroom Assistant	Mrs Ruth Watson (0.5) Mrs. Agnes Rooney (0.5)
Additional Support Needs Assistants	Mrs. Libby Reilly (MATL) Mrs Michelle Kiernan Mrs Anne-Lise McAuley 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

## Supply/New Staff Leaflet

**2018 / 2019**

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Laggan Road,  
Airdrie  
ML6 0LL

[glowscotland.org.uk/nl/standrewsairdrie/](http://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)