

Information for Students, Supply Staff and Volunteers

(Last Updated December 2024)

Welcome:

At Kingcase Primary and Early Years, we enjoy supporting Student Teachers, Early Years Practitioners and Support Staff. Schools and Early Years Centres are busy places, and you will work as part of a large team with different people. It is important that you read this information before you arrive at Kingcase for your first day. You will receive an induction with an experienced member of the Kingcase Team. Please bring any questions you might have to this session.

Confidentiality:

It is very important that you treat all information shared with you about children and their families as **strictly confidential**. Do not share this information outside of Kingcase. You should not take any confidential information outside of the school, including paperwork with children's names/information.

Child Protection:

It is the responsibility of everyone in a School and EYC to prioritise the safeguarding of children. At your induction you will be told who the designated Child Protection Co-ordinators are and what to do if you are concerned. The main thing to remember is that any concern you have about a child's safety and/or wellbeing, should be passed on to your mentor straight away.

Good Time Keeping and Attendance:

Schools and EYCs are busy places, therefore it is important that you arrive in good time each day to have a conversation with your Mentor and to have time to plan for any possible changes that need to happen that day. We would also expect that you stay behind at the end of the day to work with the Class Teacher/EYC team to support with marking, displays and planning.

Meetings, In-Service Days and Parents' Events:

We would expect that students attend all staff meetings. We would also expect all students to attend In-Service Days. If you are in 3rd or 4th year of an undergraduate route to become a teacher, or in your final PGDE placement, we would expect you to sit in for Parents' Nights and observe the Class Teacher.

Dress Code:

EYCs and Schools are professional places, there we expect this to be reflected in how you dress.

We discourage the following:

- Trainers (unless teaching PE or supporting Outdoor Learning).
- Jeans
- Tops with Logos
- Low-cut or revealing clothes.

Interactions with Children:

Building positive and professional relationships with children at all stages is important. Please ensure that all interactions with children are appropriate for their age and stage. In the Early Years, we would ask that you go to a child's level to play and interact with them. Ensure that you model good speech and grammar when talking to children at all stages. Please do this by speaking in full and coherent sentences and model positive interactions. For example, 'Please would you pass me the pencil?' 'Thank you'

Interactions with Staff:

Kingcase has a range of staff all with different talents and experiences. Use your time well at Kingcase to learn from as many different people as you can. Ask good questions and show an interest in the profession you have chosen. Students who use their initiative tend to have much more of a successful placement.