

# STUDENT POLICY



Updated August 2020

***Rational: students play a vital role in a school community and the profession they are joining. Whilst in school they should be supported to reach their training goals and be clear about the expectations on them.***

For these judgements to be valued against the judgements of others moderation must be integral to the assessment process.

Article 3: everyone who works with children should always do what is best for each child

Article 13: we have the right to information

Article 16: we have the right to privacy



## **AIMS OF THIS POLICY**

- to outline the roles and responsibilities of students
- to outline the role and responsibilities of school staff

## **RESPONSIBILITIES**

### **Senior Management Team**

- to complete student placement system on GTC's website each year and match to available classes in school
- to liaise with local colleges and agree NC, HNC & HND student numbers
- to place students with an appropriate mentor to agree & counter sign student placement assessment forms
- where a student is borderline pass the senior management will observe and offer additional support where appropriate and where necessary liaise

### **Class Teachers**

- as a member of the GTC's teachers are expected to assist in the training of education students to help ensure the growth of the profession
- to complete a basic orientation/induction with students assigned (see appendix 1) to their classes
- to familiarise themselves with the requirements of each individual student's course and work with the student to ensure the placement aims are met
- to provide regular feedback to students in their class
- to discuss with management a student's ongoing progress
- to complete end of placement assessment paperwork for students and share this with the management team (signature required) and the student

### **Early Years Practitioners**

- all early years practitioners have a duty to support students in the early years class.
- all students will be given a mentor and this person will be responsible for ensuring the student completes an orientation/induction (see appendix 1)
- mentors will be responsible for ensuring students adequately prepare tasks required for successful completion of their placement
- practitioners will be responsible for completion of each student's assessment paperwork as they progress through their placement
- senior early years practitioners should be notified in the first instance if there are any concerns regarding a student's professionalism or progress

### **School Assistants**

- As part of a student's placement they may be required to shadow a school assistant for a period of time
- To assist students in finding resources they require for activities/lessons they are planning

### **Pupils**

- To welcome students into our school
- To work with students in the same way they would any other staff member or visitor

### **Students**

- all students must complete our orientation/induction training
- Students must dress smartly in clothes suitable for the day ahead
- Must notify the head teacher if they are unwell or will not be able to attend by 8.00am on the morning they are due in on 07889869812
- Prepare and complete activities as agreed with their mentor or allocated class teacher
- Keep an updated file and bring this to school each day
- Notify the university or college if they are not in school
- Alert the relevant staff member to any accidents or incidents

Review Date May 2023

STUDENT TEACHER  
INDUCTION TRAINING

TOPIC FOR DISCUSSION	STUDENT INITIALS WHEN COMPLETED	ACTION POINTS/COMMENTS FOLLOWING DISCUSSION
School Child Protection Procedures		
School Values And Aims		
Layout of school (see attached)		
Fire Evacuation Procedures		
Expectations of student whilst in school		
Sign in/out procedures		
Absence Procedures		

Date of Placement:

Student Signature:

Mentor/class teacher signature:

**Please return to Mrs Blair within 24hrs of student start date.**