

Mid Calder Primary School

Information Booklet for
Work Experience Students/
Parent Helpers/
Volunteers



Created March 2017



Welcome to Mid Calder Primary School

I am delighted to welcome you to your work experience/as a parent helper at Mid Calder Primary School. Mid Calder Primary School is a non-denominational school and was built in 1977 and refurbished in 2004. The school is of semi open plan construction and hosts a separate nursery unit on campus. The nursery rebuild is due to begin in the autumn/winter 2015 joining the school and nursery.

This session, 2016-2017, the school roll is 238, organised in 11 classes. In addition, there are 30 places for children, in the morning and twenty children in the afternoon, in the nursery class. A significant number of pupils come from out with the catchment area as a result of parental placing requests. The school has received awards over the last five years for Learning through Technology, Global Citizenship, Eco Schools, Fairtrade, Enterprise, International Education, together with several European Quality Labels.

Mid Calder Primary School is a welcoming and inclusive school where children are respected as individuals and encouraged to participate in the life of the school. We celebrate and reward opportunities to succeed in every area of the curriculum as well as our wider achievements. Mid Calder Primary offers a curriculum, based on the four capacities to linked curriculum for excellence and it is our aim that we will succeed in making our children: successful learners; confident individuals; responsible citizens and an effective contributors. We are very proud of all our children and strive to provide excellent opportunities for them to succeed in school, in the wider community and in their future life. At Mid Calder we continue to build strong partnerships with our parents and carers who support the work of the school.

We strive for excellence in everything that we do. We place our children at the heart of learning and ensure that our children are safe, healthy, achieving, nurtured, active, respected, responsible and included. We create learning environments that develop the knowledge, skills and attributes they our pupils need so they can flourish in life, learning and work, now and in the future.

Our recently updated school values underpin everything we do:

- Friendly
- Respectful
- Inclusive
- Enthusiastic
- Responsible
- Successful

The school enjoys a respectful, co-operative and mutually supportive staff team where the children are the centre of everything we do. Everyone has a responsibility to be positive about the school and promote the school's excellent reputation. If you have a question or need help in any way, just ask.

We look forward to working with you and hope that you find your experience to be valuable and enjoyable.

Mary McKenzie
Head Teacher

**Mid Calder Primary School
Mid Calder
West Lothian
EH53 0RR**



Telephone Number : 01506 882092

Email address : midcalder.ps@westlothian.org.uk

School Opening Hours

Monday to Thursday:

- **P1 – P3:**
8.45am - 12.05pm: 12.46 – 3.05pm (*morning break at 10.45 – 11.02am*)
- **P4 – P7:**
8.45am - 12.30pm: 1.10 – 3.05pm (*morning break at 10.45 – 11.02am*)

Friday:

- **P1 – P7:**
8.45am - 12.30pm (*morning break at 10.45 – 11.02am*)

Parents will always be informed by letter when children are likely to be late e.g. if an outing or sporting event is taking place that will extend beyond the normal closing time. Parental consent forms will be issued for signature before any pupils are taken out of school but a general consent form for short local visits will be issued at the start of each session to all new parents.

The Nursery Day:

Morning:

Monday - Thursday:

- **Morning** **Core hours - 8.40 – 11.10am**
(additional times - 8.05am – 8.40pm)
- **Afternoon** **Core hours - 11.55am – 3.05**
(additional times – 3.05 – 3.52pm)

Friday:

Core Hours - 8.40 – 11.25am
(additional times – 11.25 – 11.33am)

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On arrival at school please report to the office. The office staff will show you where to sign in and get your visitor's identification badge. Please make your way to the relevant classroom to meet your teacher and plan for the day.

You will follow Pupil Support Worker hours for break and lunch:

Break Time :	10.30 – 10.45am
Playground Duties :	10.45 – 11.02am
Lunch Playground Duties :	12.05 – 12.45pm or 12.30 – 1.30pm
Lunch :	1.10 – 1.40pm



During morning break and lunchtime you will join the children in the playground. Playground duties will include supporting children, encouraging and engaging them in appropriate play, share playground resources, monitor class lines when the bell rings.

Please note you will need appropriate outdoor clothing. We encourage the children to experience and enjoy the outdoor environment in all kinds of weather.



Lunch time duties will include supporting and encouraging pupils to open their packed lunches, eat their lunch and use good table manners. You should also support dining hall staff with ensuring tables are wiped and there are no health and safety hazards – food on the floor, spilt juice, etc.



Some useful information :

- You will be allocated a class/year group for your work experience.
- The class teacher will explain your role and responsibilities within the class, which may include, class organisation, mounting and displaying pupil work, supporting pupils in small groups or individually, storytelling.
- Wear clothing suitable for a professional environment. You will also need appropriate outdoor clothing and comfortable shoes.
- Please do not bring any valuables to school as the school cannot be held responsible for any damage or loss to property.
- Mobile phones should be used in emergencies and staff cannot use their mobile phones to take photographs of the children. Please ensure that mobile phones are used at a suitable time and preferably not in front of pupils.
- Fire Alarm – if the fire alarm should sound while you are at school please follow instructions given by the class teacher making sure that all children are safely evacuated from the school.
- If you happen to be in a different area of the school please look for the nearest fire exit and leave the building in a safe and calm manner. When outside make your way round the school, to join your allocated teacher and class.
- If you are joining a class for an excursion or out of school trip, please make sure that you do not use personal phones or devices to take photographs of pupils. Please continue to reinforce our high standards and expectations of pupils' behavior by encouraging them to listen to instructions and behave accordingly.
- Please also ensure that if attending an excursion, that you should organise personal snacks/refreshments and any equipment needed for the day. You will be required to stay with pupils and groups of children **at all times**, to ensure safe and adequate supervision.

Important information :

- Don't hesitate to ask the class teacher if you have any questions, concerns or anxieties – they are here to help.
- Please remember we work as a team and all members of our staff are more than happy to help. Never think that any question you may have is too trivial or unimportant.
- As you will be working in a professional environment with young people it is important to conduct yourself in an appropriate manner and never allow yourself to be in a vulnerable situation. Never become over familiar with pupils. You are a role model to all pupils and should behave accordingly. Also ensure that you are never left alone in a situation with pupils and have appropriate support from relevant staff.
- Please do not discuss any pupils or incidents outside of the school. As the school is a busy working environment, confidentiality concerning pupils and staff is important. Matters arising in school will be dealt with, professionally, by the relevant staff member and should not be shared or discussed outside of the school building.
- Most importantly make the most of your time with us

