



Work Experience and Student Information Pack

Policy Control	
Responsible Person:	Marie Donoghue
Responsible Governor Team:	FGB
Approved by Governors:	March 2017
Date due for review:	March 2020

Our school policies are written with the objective of continuously improving the school in our aim of realising the school's vision:

Goudhurst & Kilndown Church of England Primary School will provide a happy, caring and stimulating environment rooted in Christian values in which every child will flourish. We will realise the potential of every child and instil a lifelong love of learning. Our approach to teaching and learning will be inclusive, supportive and innovative and will embrace new education initiatives and leading technology. We will ensure that our children are aware of the world in which they live, understand the need to play an active role within the local and wider community and appreciate the importance of living a sustainable way of life. In partnership with parents and carers, we will help our children to build high self-esteem, independence and resilience and to develop the life skills they need for their future in an ever-changing world.

Our School Values

Goudhurst and Kilndown Church of England Primary School values

Community • Friendship • Joy • Love • Peace • Trust

and all our stakeholders are encouraged to *reflect* upon their learning and their actions

Welcome to Goudhurst and Kilndown Church of England Primary School. We hope that your placement with us will be enjoyable and informative.

The following details may be helpful to you:

School telephone number: 01580 211365

Email address: office@goudhurst-kilndown.kent.sch.uk

Website: www.goudhurst-kilndown.kent.sch.uk

Headteacher: Mrs Lindsay Roberts

Your class teacher for this placement will be:

He/She can be contacted outside of school hours on:

Mobile:

E-mail: headteacher@goudhurst-kilndown.kent.sch.uk

School Day: 8.45-3.15

Students are requested to be in school by 8:30am

Parking

Please park in the staff car park at the far end of the school.

Tea and Coffee

Help yourself to tea, coffee and biscuits and help yourself to any mug! (You may be required to make a contribution to the 'tea fund' if your placement is over a long period of time)

If you are taking a hot drink to the playground or back to the classroom, you will need to use a thermal mug with a protective lid.

Dress Code

Students are asked to adopt the same dress code as the teacher, which is smart/casual for everyday wear-no jeans, trainers (except when helping with a P.E. lesson) or inappropriately skimpy clothes. If you are going on a school trip, please discuss the clothing with your class teacher as we often wear more casual clothes ourselves on such occasions.

Duties

Although you will not be asked to take sole responsibility for a playground duty during your placement, you may be asked to share these times with the children and arrange for a coffee break with your class teacher.

Staff Room

Staff rooms are busy places where teachers have the opportunity to let off steam and sometimes to discuss confidential matters concerning children. It is paramount that students abide to the schools code of confidentiality. (Please read the School's Confidentiality Policy.)

Child Protection

In the course of the day children may talk about things that are causing them concern. If at any time you are involved in such a discussion with a pupil, please refer the matter to the class teacher. Depending on the nature of the discussion you may be referred to the head teacher who is also one of the Designated Safeguarding Leads for the school.

Contributing to the life of the School

One of the Standards that you need to meet by demonstrating competence is contributing to the life of the school. It is a good idea to be thinking early in your practice ways in which you might do this. Perhaps you could help with the Christmas Bazaar, summer Fete, a book fair or an after school or lunch-time club. If you have a particular talent, don't hide it! You could offer to share it with classes other than your own: if you play an instrument you could offer to give a demonstration in a Key Stage assembly for example. Talk to your mentor/class teacher about this.

Questions or Concerns

If there is anything else that we can do to help you please do not hesitate to ask. If you have any concerns it is much better that you discuss them early on so that something can be done to help.

Finally, good luck in your school experience-you will get out of this placement what you put into it so ENJOY!

Please complete this section with your home and school contact information and return it to the school office.

Your Name:

The telephone number that we can contact you on:

Your e-mail address:

Please also give the name of someone we can contact in the event of an emergency.

Name:

School/College contact telephone number:

Emergency contact telephone number: