

**We hope you have an enjoyable visit to Hunslet Moor Primary
School.
Thank you**

Hunslet Moor Primary School FAMILIARISATION BOOKLET 2017/18

Headteacher: Miss Hannah Darley

School Tel no: (0113) 2715257



A warm welcome to all our visitors.

Please can you ensure that you sign in at Reception and collect your Visitor's badge. Please spend time understanding and familiarising yourself with the important information outlined in this booklet.

We hope that you have an enjoyable visit to Hunslet Moor Primary School

Safeguarding

Please can you ensure you sign in at Reception as a security measure. Your Visitor badge should be worn at all times while you are in the building.

In the event of an emergency, please leave the building by the nearest fire exit, which will be identified by a green exit sign and assemble on the playground (if you are classroom based) or the EYFS playground (if you are Schoolhouse based).

If you have any concerns regarding behaviour, child protection or safeguarding, please refer them to a Designated Safeguarding Officer - Mrs Cloughton (Designated Safeguarding Lead), Mrs Kassabian (Deputy Designated Safeguarding Lead), Miss Darley (Headteacher), Mr Crawford (Deputy Headteacher), Miss Harker (Behaviour Support Worker) or Miss Preston (Attendance & Family Liaison Worker).

School Traffic

All children are expected to make a single and orderly line when travelling around school in the direction of the arrows on the floor.

Fire and Fire Drills

There is a plan in each classroom indicating the nearest fire exits. Please assemble in your nearest designated assembly point in case of fire. There is a laminated register in each class which should be brought with you in the case of an evacuation.

First Aid

We have first-aiders who can help in case of a medical problem during lesson time:

- Miss Aslam (paediatric trained) – Reception
- Miss Elvin (paediatric trained) – Foundation/ KS1/ Breakfast Club
- Mrs Bagdanavicius – Nursery/ Reception
- Miss Rowbotham – Reception
- Mrs Preece – LKS2
- Miss Anastasia Klavdianou – LKS2
- Miss Nicola Dutton – UKS2
- Miss Harker – Pastoral Support Room
- Mrs Dempster – Main Office
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Staff Well Being

The staffroom is located immediately to your right after coming through Reception. Staff toilets are to your left in Reception.

Visitors are welcome to use the tea and coffee making facilities in the staffroom and to make a contribution towards the cost.

Lunch Time

There is a member of staff designated to register each class at the beginning of the lunch hour.

You are required to stay with the class until registers are completed.

Staff tend to bring their own lunch but there are a number of local shops and bakeries in the area.

This is just a brief guide to your day.

Please ask any of the following members of staff for further help:

- The Phase Leader of the Phase you are working in
- Mrs Griffiths – Assistant Headteacher
- Miss Colman – Assistant Headteacher
- Mr Crawford – Deputy Headteacher

School Hours

Nursery AM: 9:00 – 12:00noon, PM: 12:10 – 3:10pm

Main School: 8:55am – 3:15pm

The start of the day

Please ensure you are in your class at 8:50am. An early morning task should be ready for the children, preferably a Numeracy task. Cloakroom doors open promptly at 8:50am and close at 9:00am.

Assemblies

Monday: 9:10-9:35am KS1 & KS2 Ethos Assembly

Wednesday: 9:10-9:35am KS2 Class/ Singing Assembly; 2:40-3:05pm Reception/ KS1 Class/ Singing Assembly

Thursday: 9:10-9:35am Reception/ KS1 Achievement/ Attendance Assembly

Friday: 9:10-9:35am KS2 Achievement/ Attendance Assembly

Breaks

10:30-10:45 Key Stage 1; 10:45-11:00 Lower Key Stage 2; 11:00-11:15 Upper Key Stage 2

Lunchtimes

11:10-11:40 Nursery; 11:40-12:40 Reception; 11:50-12:50 KS1; 12:15-1:15 KS2

The school bell will ring 5 minutes before the *end* of each lunch session.

Registers

We use SIMs Registration in the classroom.

The register should be completed at the beginning and end of each morning and afternoon session.

Morning registration is 8:55-9:05am for all school (exc. Nursery). All registers must close promptly at 9:05am. The username & password to access SIMs will be provided by staff in the main Office.

Afternoon registration is the 10 minute period following the end of lunchtime for the Phase you are working in.

Contextual Information

Please ensure that you obtain 'key inclusion information' that outlines specific SEND, Medical Needs, Collection of Pupil info, Permission to Walk to/from School & After School Club registers that are relevant to the class that you are taking. This will be available in the classroom stock cupboard in a turquoise folder. Please spend time familiarising yourself with the needs of these children.

DREAMS

In each classroom, DREAMS points are used to reward children who demonstrate key learning behaviours that reflect our DREAMS ethos: **D**esire to Learn; **R**esilience; **E**ngaged in Learning; **A**mbition; **M**utual Respect; and **S**elf Belief. These can be marked on the relevant chart. We expect all our children to be polite and helpful to new members of staff. School rules are displayed in each classroom.

The End of the Day & After School Clubs

At 3:15pm, which is home time, children are handed over directly to their parents/carers at the doors. In years 5 & 6, some children have permission to walk home. Please check this with the Phase Leader. Some children may be attending an After School Club – these children should remain seated in class – they will be collected by an adult leading the club.

Home Learning

Unless indicated by the class teacher, please do not set any homework.

Marking Work

All work needs to be marked in line with the school policy before you go (using the enclosed symbols). Please sign the children's books so we know who has marked it.

Acceptable Usage Policy & Online Safety

At Hunslet Moor, we are dedicated to ensuring our children have positive experiences online and their welfare is safeguarded at all times. As a visitor, we ask that you follow these guidelines to safeguard not only our children, but also yourself:

- At no point should a personal mobile phone be used in the classroom or on the playground during the school day. Your phone should be switched to silent and stored in a secure place within the classroom. The classroom stock cupboard should not be accessed by children and staff are encouraged to store all personal items in here, out of reach of children.
- You should not use your own laptop/ iPad on the school network as it may not have adequate security settings, which could potentially put you and the children at risk. If you are teaching in class, a school laptop will be provided to you, for which you are required to sign for, by Miss Johnson or Miss Hamblett. ***By signing for the laptop, you are also signing to agree that you have read and understood this policy.***
- You are permitted to take photographs of children's work or children working using the class camera or school iPad only. Any images should be printed at the end of the school day and deleted from the memory. **Under no circumstances should any image be removed from the school premises. This includes electronic storage or transfer.**
- If children are using the internet, any website to be accessed by the children must be checked by yourself **prior** to giving the children access.
- As a class teacher, it is your responsibility to monitor children's usage of laptops or iPads and you must report any incidents of damage or inappropriate usage to the Phase Leader. If the Phase Leader is not available, please ensure a note is left for the class teacher's return.
- If you use any laptop or iPad, these must be returned to the correct secure trolley and returned to its secure location before you leave the school building at the end of the day. Keys are stored in the main Office and must be signed out by an appropriate adult. Children must not be sent to the Office to collect or return keys.
- Any incidents involving a breach or concern about online safety must be recorded on an Online Behaviour Form, which can be located in the Staffroom. If you are unsure how to do this or need help finding a form, please ask a member of staff, who will be happy to support you.
- If you have any questions, our Computing Leader, Miss Spencer can be located in Class J or speak to the Phase Leader or member of the Office team.
- Please ensure than any electronic equipment used in the classroom is either returned to where you found it or it is stored securely in the classroom stock cupboard at the end of the day. Your laptop should be returned to Miss Johnson or Miss Hamblett before you leave the building.

MARKING AND FEEDBACK SYMBOLS (6)

Level of support provided in learning/adult marking	Symbol used in marking
Child initiated work (EYFS only)	CI
Child supported by teacher as part of group work	T-grp
Adult initiated work	AI
Focussed activity	FA
Child worked independently	I
Verbal feedback (from any adult)	VF
Child supported by teacher individually	T
Child supported by support staff	TA
Work marked by Cover Supervisor	CS
Work marked by a supply teacher	S

Marking of all class books		
	Expectation	Frequency
Marking against Learning Objective	<ul style="list-style-type: none"> • If fully met – a tick next to LO • If partially met or not met – adult to write 'Revisit' next to LO. Where possible the date this will be revisited with the pupil should be added next to this. 	Every Learning Objective
Acknowledgement of success	<ul style="list-style-type: none"> • A tick to indicate a correct response • Double tick to indicate a particularly impressive success/response • Where applicable, a positive comment that specifically highlights a skill or approach that has been successful – this may acknowledge the successful understanding of a concept after a period of learning. 	Correct responses should be ticked in all work. Positive comments where appropriate.
Extended writing in cross curricular	<i>Any extended writing in Cross Curricular or Science must be marked following the same expectations for an extended piece of writing in English (identifying spelling and punctuation errors and include editing and improving feedback).</i>	Any piece of extended writing
Incorrect/ incomplete response	<ul style="list-style-type: none"> • Where a multiple choice or simple question has been answered incorrectly, a cross will indicate a mistake or incorrect response. • For more detailed answers, a comment can be used to direct a pupil as to why an answer needs developing or is incorrect. It may be more appropriate to acknowledge that verbal feedback VF is required here. 	As deemed appropriate
Verbal Feedback	<p>Where further input is required to address a misunderstanding, the initials VF will be written. Acknowledging that verbal feedback/input is required must inform planning for subsequent lessons with teaching staff ensuring they plan to enable this feedback time to take place.</p> <ul style="list-style-type: none"> • Verbal feedback must take place as soon as possible. • Verbal feedback must be seen to have had an impact with evidence that pupils will have attempted work again and made progress. Once verbal feedback has taken place, the adult will tick next to VF. 	If VF involves editing/improving/re-attempting answers– a purple pen/pencil (depending on age/stage of pupil) should be used.