

Lunchtime Supervisors

Appropriate training eg :- Behaviour policy
Lunchtime staff teach table manners-sit as a family !
Children to realise behaviour is all day through. Doesn't stop at 12 o'clock for lunch and starts at 1 o'clock .. respect for all.

Presentation of work

Throughout the school date and title underlined.
Eg :- date top left , title central
Corrections need to be made with a single line and re-written.
Between paragraphs miss a line and then indent.
Write neatly and on the line remember finger spaces. Join if you are supposed to. Present work well in all your books all of the time.
Date and title objective :-
Continued work from last piece no gaps or missed pages.
Use a ruler
Maths - Short Date / Objective
Applying handwriting Policy
Learning 9
Follow behaviour policy
'Can I go to the toilet?' Speaking properly
Showing a joy of learning

Children & Parents

Correct Uniform change for PE -T-shirt no vests
Appropriate footwear – no fluorescent trainers unless in PE
Sensible Hair styles, No Jewellery

Manners – Please / Thank you – holding doors
Perfect in Year 6 setting good example
Walking quietly in corridors
B/S/G/P pupils making choice
Follow instructions
Learning 9
Demonstrate in your work that you have understood lessons objective and success criteria
Take pride in their learning
Feel safe

Punctuality and Attendance
PE kit/water bottle in school
Follow the rules of communication
Use Values
-Respect – honest
-Accepting differences
-Appropriate approach to staff

Parents support children in homework

For Behaviour

A behaviour system to be used by everyone -
Strategies used from the policy ONLY !
Turn a negative into a positive
Praise in public reprimand in private
Learning 9
Children must know you are the adult and not their friend.

Safeguarding

Weekly meetings
Form for staff to fill in – consistent across the school.
Everyone aware of procedures who to report to and how this is followed up
Meeting regularly for updates
After school leaders aware of safeguarding

Non – Negotiables



Learning Environment

Clean & Tidy
Exciting displays
Interactive learning walls
Tactile displays
Safe
Children's work displayed
Visual timetable
Date /objectives

STAFF

Appropriate tone of voice
Listen to children problems and those in distress.
Communicate between teachers, support & lunchtime staff.
Continuity of lunch time staff
Look after support staff, tell them what they need to know
Follow handwriting and marking policy
Smart dress code – shoes, jewellery – earrings / tattoos covered
Effective modelling eg :- during lessons or eating lunch with children (social skills)
Medium TP in place/weekly planning on system
Limit the use of worksheets
Displayed info – class groups, timetable etc
School handbook & code of conduct followed
Respect / team work - values and Learning 9 followed
Safeguarding / staff ID / Logging of incidents
Work with parents - Staff
Communication is key
All staff and outside agencies briefed on safeguarding
STAFF Qualified to do the job
Read the policies