



A FAMILY, A FOUNDATION, A FUTURE

Whitminster Endowed C of E Primary School

Initial Teacher Training (ITT)

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Introduction

At Whitminster we are committed to providing high quality training for all teachers, amongst our own staff, and for teachers in training on placement with us. This will ensure that future generations of children receive appropriate educational opportunity. We encourage everyone in our school to develop his/her full academic potential and to think, question, discuss and evaluate.

Aims

- To provide high quality ITT giving students the experiences necessary to meet QTS standards
- To facilitate staff development through reflection of teaching strategies.
- To make staff feel valued for their expertise
- To build links with Teacher Training institutions ensuring staff are exposed to the latest educational developments

Benefits

Our work in ITT is part of our focus on teaching and learning. By reflecting on classroom practice staff skills are developed.

Needs and Opportunities

We believe our involvement in ITT is a demanding but stimulating and rewarding experience. We see ITT as having four areas of school-based experience:

- Curriculum
- Classroom Management
- Assessment of pupils' learning
- Professional Development

Curriculum

The school will provide trainee teachers with the opportunity to:

1. Observe and train with experienced teachers and undertake whole class teaching.
2. Develop an understanding of the curriculum and applying their subject(s).
3. Meet/work with curriculum leaders.
4. Review/study the school's documentation, e.g. Safeguarding documentation, School Handbook, policy documents, schemes of work etc

Classroom Management

The school will provide trainee teachers with the opportunity to:

1. Experience, practice and develop a range of teaching/learning/management styles.
2. Use and review a range of resources.
3. Use rewards and sanctions in line with school policy.

Assessment of pupils' learning

The school will provide trainee teachers with the opportunity to:

1. Observe various assessment procedures.
2. Devise assessment procedures.
3. Participate in the assessment and recording of progress.

Professional Development

Oct 2012 Oct 2014 LH/APJ Sept 2016 LH/APJ June 2018 LH Sept 2020 LH

The school will provide trainee teachers with the opportunity to:

1. Undertake school-based research.
2. Become involved in the pastoral system.
3. Experience the contractual, legal and administrative responsibilities of teachers, e.g. Staff meetings.
4. Contribute to parental liaison.
5. Take part in all the aspects of school life, e.g. extra-curricular activities.
6. Reflect on and review their own progress and develop personal action plans.

The school is responsible for assessing the progress of trainee teachers in accordance with university guidelines.

Monitoring and Evaluating the Trainees' work

This is effected by:

- Observation of the trainee in the classroom
- Pre and post lesson discussion stressing constructive comments
- Discussion of formal observation lesson notes between trainee and teacher
- Weekly discussion to consider progress, lesson planning, records and to check the trainee's file and complete any records required by university.
- Informal meetings as required on a daily basis.
- Liaison with Mentor and university tutor
- General comments from school staff, which are collated and written into the final report

During the placement monitoring and evaluation will be measured against the Teacher Standards for QTS.

Review

The Headteacher and senior staff will monitor the effectiveness of this policy as outlined in the school's policy cycle.

Appendix

1. Student welcome pack (separate document)
2. COVID Appendix

School Organisation

As part of our risk assessment, we have to ensure that we are able to fully implement the Covid secure measures outlined in government guidance which will inform our planning. These will include;

- Children to be in class 'bubbles' (children staying together as a class at all times)
- Limited movement around the inside of the school
- Entry and exit via external doors only
- Regular hand washing and hand sanitising
- Allocated toilets for different classes
- Staggered break and lunch times
- Children will have a set place to sit in the classroom
- Children will have their own set of learning tools
- Children will sit facing the front

All contact with the school and staff members should continue to be through e-mail and phone calls only. The school office and classrooms will not be open for any visitors. Music teachers, supply teachers, our IT technician and handyman will now be able to visit the school on school business. To maintain the bubbles no extracurricular activities are currently being offered.

Classroom Organisation

Our tables will be organised into rows. Two children will sit at each table. Where there is space there will be a gap between each table. All children will be facing the front but there will be room for the teacher to support groups and individuals. Work will continue to be differentiated to meet children's needs.

No book corners or soft furnishings if possible.

Any resources shared (whether with home or other classes) to be 'quarantined' for 72 hours. This may include homework.

Accidents

If a child has an accident staff will continue to administer first aid but will need to wear suitable PPE protection of a face mask/shield, apron and gloves. We will ask parents to come and pick up a child if they are distressed. Similarly, if a child has a toileting accident we will ask the parent to come and take them home to change in to a set of clean clothes and then return to school.

Illness

Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school

Ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms or have tested positive in at least the last 10 days and ensuring anyone developing those symptoms during the school day is sent home

All schools must follow this process and ensure all staff are aware of it.

If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).

If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

Taken from Guidance for full opening: schools

Updated 17 September 2020

If a child shows symptoms of COVID while at school

Contact the Parent and ask for the child to be taken home

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. THIS SHOULD BE THE ELLIOT BUILDING IF NOT IN USE. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

PPE is located in the Elliot, in each class and at the first aid area located by the photocopier.

PPE in Schools

In general teachers do not need to wear PPE in classrooms, however, when dealing with first aid or sickness all staff will need to make sure they are protected. We have been advised that neither children or staff need to wear PPE. Some staff may want to wear protection but they will talk to the children and provide lots of reassurance. Face visors are available if requested. Face coverings to worn in all shared spaces.

Hand washing and Hygiene

Use of class sink and toilets

Use of toilets

Class 1 and 2 – infants

Class 3 to continue to split the junior boys toilets with a girl and boy cubicle for Yrs 3 and 4

Class 4 – Junior toilets - Girls

Yr 5/6 boys to use the two Elliot toilets