



Student Handbook

Welcome to Insch School



Alexander Street
Insch
Aberdeenshire
AB52 6JH

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Insch School Vision: Reach for the Stars

Our Values: Aiming High, Being Safe, Showing Respect, Valuing our Community



Website: <http://www.inschschool.co.uk/>

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The Team

Head Teacher Mrs Allison Conner
Depute Head Teachers Mrs Mhairi Stirling, Mrs Jenny Chalmers

P1S Mrs Jen Sinclair
P1T Miss Lisa Thompson
P1/2C Mrs Laura Cartney
P2R Ms Lindsay Reid
P2S Miss Roxanne Scotten/Mrs Karen McVey
P3M Mrs Karen McVey/ ?
P3/4M Miss Racheal More
P4G Mrs Charlotte Glennie/Mrs Vicki Grant
P4/5M Miss Heather Mitchell
P5J Miss Stephanie Johnson
P5/6R Mrs Kerry Robertson
P6K Mrs Lisa Knights
P6/7 Vacancy
P7G Mrs Leanne Gilliland

SFL teachers Mrs Carol May and Mrs Saskia Dickson

PSA's Mrs Susan Simpson, Mrs Linda Johnston, Mrs Moria Whyte, Mrs Eleanor Duthie, Mrs Debbie McAdam, Mrs Carol Mitchell, Mrs Heather Keith, Mrs Vicky Clegg, Mrs Diane Stokes, Mrs Lisa Millar, Miss Lisa Porteous, Mrs Heather Muller (PEF).

Office Staff Mrs Shona Simpson, Mrs Toni Davies
Janitor Mr Gus Brechin

School Day

09:00 Bell rings to start the day
10:30 - 10:45 Break time
12:15 - 13:15 Lunchtime
15:15 Home time

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Expectations of students

At Insch School we welcome students at any point of their learning and development. It is important that for you to get the best out of your time here at Insch, you adhere to the following expectations.

Be punctual for the school day - Consider when your teacher arrives and agree on a time that would be suitable for you to arrive in order to prepare for the day ahead.

Build a relationship with your class teacher - Agree on a mentoring schedule so that you are both clear on when meetings will take place and what your responsibilities are whilst in class.

Build a relationship with the children - Please remember, even if you are out on a paired placement, it is vital that you mix with the children during class time and focus on your own personal and professional development.

Become part of the school community - It is true that you will get the most out of your experience if you mix with other class teachers, PSAs, SLT and parents where appropriate. This could happen through informal conversations in the staffroom or by observing other teachers.

Behave in a professional manner in the staffroom - It is a sociable area and we will enjoy getting to know you. Everyone needs to look at their mobile from time to time, but please consider how you use your mobile in the staffroom when people may wish to engage in conversation with you.

Dress smartly - Please ensure you dress appropriately for school including appropriate foot wear.

Other information for students

School lunch - if you wish to have a school lunch please feel free. Make your way to Mrs Brander in the canteen first thing in the morning and place your lunch order. You can also pay at this time. The prices for each meal vary but typically costs between £2-£3.

Absences

Please advise the school as soon as possible if you are to be absent. Leave a voicemail if needed and indicate when you expect to be back.

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Standards and Expectations at Insch School

At Insch School, we aim to deliver stimulating lessons which engage our learners. We set high, yet achievable standards of behaviour. Please liaise with the class teacher who will support you with behaviour management strategies already in place with the class. These should also be outlined in the class planning folder.

Behaviour

We operate Golden Time in P1-3 and Activity Time in P4-7. You will find more information in the class planning folder about this.

Tuck Shop

There is a tuck shop every day at break time. This is available from the School Kitchen.

Lunches

Lunches are all ordered on the Authority iPayImpact system. All log on information will be in weekly planning folders. Coloured bands will be issued from the kitchen. Please check the orders on the system and allocate coloured bands accordingly.

12:15 - 13:15

- P1-2 should head straight to the dining hall when the bell rings (P1's start from 12:10). Everyone else should go outside to play first.
- A member of staff will display class signs and pupils will come to line up at the relevant time. Infants are called in the same order each day.
- A bell will ring once all infant children are in for lunch, this informs the older children to be in the relevant area of the playground to see the signs.
- There is a rota for P4-7 and this changes daily.
- Home lunches can go when dismissed by the class teacher at 12:15. They should sign out at the School Office and must remember to sign back in on their return.

Wet play

3 short bells indicate wet play. Classes should remain in their class areas and use the resources labelled Wet Play. All available PSA's will be on duty (see timetable) - this may have a knock on effect to class support as they will require their break afterwards.

First Aid

A PSA is allocated specifically to First Aid during break and lunch times. If a pupil is injured, they should go straight to the First Aid Room. If you require a First Aider during class time, please consult the PSA timetable to know where to locate them. Please ensure parents are advised of any head knocks.

End of the Day Arrangements

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A list of children going to After School Club/Dreams/Wise Owl's etc. is provided at the start of each week. Primary 1 pupils going to such clubs will be collected from the classrooms between 3:10 and 3:15. Others should be sent to the hall just before the bell. Bus children should be taken to the bus by the class teacher/PSA. Children in P1-4 should be matched with a parent/carer by the teacher. Children in P4-7 can be dismissed independently but should be reminded to go to the Office if no one is there to collect them and this arrangement was made.

Photocopying

Each class teacher and specialist teacher will be given their own code to operate the photocopier. If you are covering a class and are unsure of the code, ask at the office. We encourage active learning as opposed to paper based learning. Colour copying is very expensive, please only copy what is absolutely necessary!

Emergency Fire Exits/Fire Evacuation

Please familiarise yourself with the fire escape route and nearest exit for each class space/area of the school that you work in. The fire bell is one continuous loud sound, please evacuate your class area via the nearest exit. We have at least one fire drill per term so everyone should recognise its sound. As you leave the area you are in, take the fire register with you. Line your class up in the designated area (along the fence by the main school gate) and ensure, double checking, that everyone is present. Raise your hand to indicate that you have a full roll. Only return to the building when you are told it is safe to do so otherwise await further instruction from SMT/Fire Warden.

Forward Plans

Teachers are encouraged to plan ahead and ensure the following weeks plan is available by the Friday. These may not be fully complete, for example, maths, as these will be responsive to the lessons at the beginning of the week. This ensures plans are in place in case of absence. Planning folders should remain in school as these hold vital information that may be required in your absence and to ensure smooth running of the class. Weekly planning folders must be left in an obvious place and contain an A4 sheet with the most important information for covering teacher(s).

Please ensure that you have your plans checked with your class teacher in line with the requirements of your course and that if you are teaching the following day, lessons are planned in advance.

Assembly

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These are normally held as a when required. These will be noted on the noticeboard in the staffroom. Assemblies are delivered by a range of people - this could be Head Teacher, Depute Head Teacher, Minister, Guest Speaker or a class/group.

House System

At Insch School, we have a house system to encourage team work and spirit. Our house moto is: "Alone it is impossible, together is it possible."

We have four houses who are each represented by a colour:

Bennachie - **Yellow**, Dunnydeer - **Green**, Drumrossie - **Blue**, Williamston - **Red**

Each house has a captain and a vice. House points can be awarded at specific events but also for using manners, being polite, helping others etc. Each class should have a record sheet displayed. House captains collate these scores each week and update the display in the reception area. Buckets are hung below each house board to collect the house point tokens from the children.

During your time at Insch you are part of the school community. We would encourage you to pick up on good behaviours inside and outside of the class by awarding house points. Please also encourage children across the school to walk smartly, hold the doors and be polite.

Our school values are:

- Showing respect
- Aiming high
- Valuing our community
- Being safe

Please refer to these as often as you can to remind the children that these encompass our expectations of them.

Confidentiality

Please remember that during your time here at Insch School, you will be working with a range of children. Children are to be protected in the school environment in line with the 'safe' aspect of 'Getting it Right for Every Child'.

With this in mind, please **do not discuss** the children or events in the school, outside of school.

Preparation for your placement

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At the beginning of your placement you may wish to consider the following points to prepare yourself for the weeks ahead, familiarise yourself with the school environment and gain a clear insight into the running of the school and class.

- Read the university handbook so that you fully understand what you are expected to do whilst on placement. You should try to inform your class teacher of these expectations so that they can support you appropriately.
- Set up and organise your school experience folder.
- Look at the school website.
- Collect and read relevant school policies.
- Obtain a class list.
- Gather information on the children
 - Curriculum for excellence levels
 - Relevant medical information
 - Support needs
 - Behavioural issues
- Develop your knowledge and understanding of 'A Curriculum for Excellence' and the associated curricular areas that are being studied during your placement.

Top tips for a successful placement

1. **Establish ground rules with the children.** Remember you're not there to be their friend.
2. **Ensure that you come prepared each day.** Remember that your school experience folder is up to date with relevant plans, evaluations and resources.
3. Set aside time to **talk with your class teacher** about your experience and progress.
4. **Help out with the running of the class.** Involve yourself in lessons led by the class teacher and offer help during non-contact time. Whilst you are not on continuous, it is beneficial to attend specialist teacher sessions.
5. Most of all, **enjoy your time at Insch School.**

Key contacts:

Class teacher

Jenny Chalmers (DHT)

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