

Teacher Handbook

New Staff, Supply Teachers and Visiting Specialists

Welcome to Insch School



Alexander Street

Insch

Aberdeenshire

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

The Team

Head Teacher	Mrs Allison Conner
Depute Head Teachers	Mrs Mhairi Stirling, Miss Kathryn Catlow
P1N	Miss Caroline Nichol
P1J	Miss Stephanie Johnston
P2	/ Miss Catlow
P2/3R	Ms Lindsay Reid
P3S	Mrs Jen Sinclair
P3/4	/ Mrs Stirling
P4D	Mr John Dickson
P4G	Ms Kerry Gray
P5C	Mrs Donna Cooper
P5/6	Mrs Kirstie Hinton/ Mrs Lyndsey McGunnigle
P6	Miss Lisa Paterson
P7	Miss Leanne Barnes
PSA's	Mrs Susan Simpson, Mrs Linda Johnston, Mrs Moria Whyte, Mrs Eleanor Duthie, Mrs Dawn Mills, Mrs Carolyn Robertson, Mrs Debbie McAdam Mrs Lucy Baldwin, Mrs Carole Mitchell
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	Infant break time (P1-3)
10:45 - 11:00	Upper break time (P4-7)
12:15 - 13:15	Lunchtime
15:15	Home time

Standards and Expectations

At Inch 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

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).

Assembly

These are normally held fortnightly on a Monday afternoon. 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 Inch 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.

Absences

If you are going to be absent, please let us know as soon as possible. Contact a member of SMT or phone the Office by **08:15** at the latest. Please email any support materials to the School email address. All contact details can be found on the front of this booklet.