# Titan Primary School

# Supply Teacher Handbook

We appreciate the work that supply staff do to help our pupils make excellent progress. So, thank you for all your efforts today!

Please remember to return this booklet to the office at the end of the school day.

## Safeguarding

Report every safeguarding concern to the DSL or a deputy.

 DSL: Mrs Iona Sigsworth, Deputy Head

I teach Y1 on Mon & Tues. On other days, my office is next to the school office.

Deputy DSL: Mrs Ellie Barker, Pastoral Lead

I am based in the Hub (just off the main hall).



Deputy DSL: Mrs Sarah Thompson

My office is opposite the school office

If you cannot find one of these people, come to the school office and ask them for help to locate the DSL, deputy or a member of SLT.

**Never do nothing. Never leave without having acted.**

## School day

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| UFS, Y1 and Y2 | |  | Y3 – Y6 | |
| 8.45 | Collect children from yard |  | 8.45 | Doors open. |
| 10.30 - 10.45 | Playtime |  | 10.45 - 11.00 | Playtime |
| 11.50 - 12.50 | Lunch |  | 12.00 - 1.00 | Lunch |
| 2.00 – 2.15 | Playtime |  | 3.25 | Home time |
| 3.25 | Home time |  |  |  |

## Log ins

* Laptop: Supply23
* Password: Tpa23T!
* Dojo username: Supply23
* Password: Tpa23T!
* Register (SIMS): Supply23
* Password: TpaSupply1!

## At the start of the day, end of playtime and end of lunch

* UFS – Y4 line up on the yard. The class teacher needs to go and collect them.
* Y5 – Y6 walk sensibly into school themselves.

## At home time

* Y5 and Y6 can be dismissed from the classroom.
* For other year groups, the teacher must take pupils to the playground and ensure that they are collected by a familiar adult. If a class only has supply staff in, send a note to the office so that we can arrange for a member of our regular team to support this.
* Any children who are not collected must be taken to the school office.

## Behaviour Management

We use Dojos: 1 dojo is for something good and 2 for something amazing. There is no limit to how often you can award dojos.

Whilst we want you to use positive management of behaviour, if you do need to apply consequences, these are displayed in every classroom.

If a child arrives from another class (because they have the ‘reset’ consequence), they will do their work in your room for 15 minutes. After 15 minutes, send them back to their class.

## Titan’s Six Golden rules

* We are kind and gentle
* We are honest
* We are helpful
* We work hard
* We listen
* We look after property and the environment

## Marking

* Pupils mark in purple pen.
* Adults mark in green pen.

Please mark all work before leaving for the day.

## Please leave the classroom tidy at the end of the day

The best supply staff are popular with our cleaners as well as the pupils and classroom staff!

## Birthdays & Allergies

Sometimes children bring in sweets to share on their birthday. If this happens, please send the birthday child to the office with the sweets, we’ll check what they are and write a note to let you know if there are any issues re allergies or diabetes.

## Fire

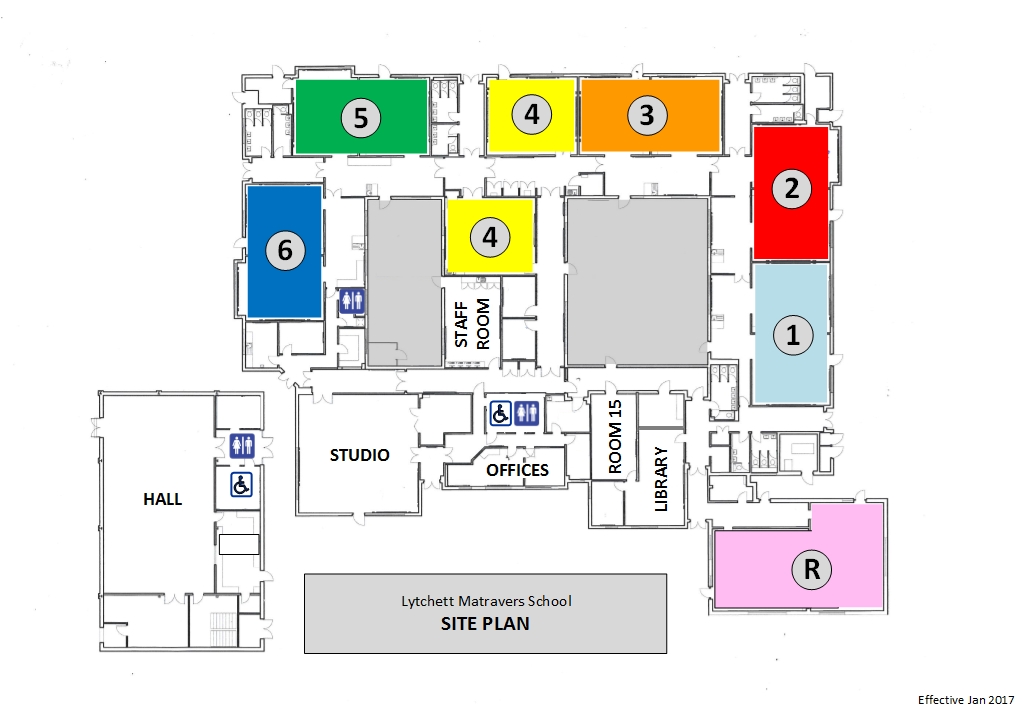
The fire alarm is a continuous bell. Children should be taken to line up at the assembly point in the top playground (look for the green signs). Evacuation routes are displayed just inside each classroom door – check yours at the start of the day.

## Invacuation Procedure (Lockdown)

* The invacuation alarm is repeated blasts of the school bell.
* Sit pupils under tables, away from doors and windows.
* Put furniture against the door.
* Draw blinds and close windows.
* Turn off lights.
* Keep silent.

## Map with Year Groups marked

(One Y5 and one Y6 class are in the mobiles accessed via the Y5/6 exit).



## Staff Team

### Senior Leadership Team

* Headteacher: Mrs Sarah Thompson
* Deputy Head: Miss Iona Sigsworth
* Assistant Head: Mr David Peel
* SENCO: Mrs Jennifer Hall

### Teachers

* UFS: Miss Priya Singh
* Y1: Mrs Rebecca Todd (M/T/W)
* Y1: Miss Charlotte Hughes (Th/Fr)
* Y2: Mr James Wilson
* Y3: Miss Leila Mason
* Y4: Mrs Emma Clark
* Y4: Mr Adam Evans
* Y5: Miss Olivia Harris
* Y5: Mr Kwame Fernandez
* Y6: Mrs Fatima Ali
* Y6: Miss Lauren Scott

### Support staff

* UFS: Mrs Karen Johnson
* UFS: Miss Jessica Lee
* KS1: Mrs Amanda Robinson (HLTA)
* KS1: Mrs Irene Wood
* KS1: Mrs Lisa Patel
* Y3/4: Mr Irfan Hussein (HLTA)
* Y3/4: Miss Megan Wright
* Y3/4: Miss Amina Hussein
* Y5/6: Mr Adam Harrison
* Y5/6: Miss Chloe Wood
* Y5/6: Miss Lucy Brown
* Y5/6: Mrs Emily Sedgewick
* Pastoral Lead: Mrs Ellie Barker

### Office & Premises

* Office Manager: Mrs Michelle Wilson
* Admin Officer: Mrs Michelle Brown
* Caretaker: Mr Richard Thompson