



Melcombe Primary School

Information for Visiting Teachers

Reviewed By: Carol Campbell

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Date for Review: May 2019

Welcome to Melcombe! Hope you enjoy your time with us. Here are some helpful tips:

- On arrival, sign in at the Office and collect a Visitor's Badge. Make your way to the Staff Room and look on the board to find out times for your class's playtime, lunch and other events;
- Speak to a member of the Senior Leadership Team, who will direct you to the class you will be in and to a teacher who will be able to help you with resources. Once in class, please read the Evacuation Notice;
- At 0855, make your way to the playground (North playground is for Years 4-6 and South Playground is for Nursery to Year 3). Your class will line up in their usual spot. Just ask a teacher where your class is. Members of SLT are in both playgrounds before and after school every day;
- When the whistle is blown at 0900, take your class up, expecting best behaviour;
- Register your pupils as soon as they are seated in class and send the register down to the office promptly;
- Ensure that if a pupil needs to leave the classroom for any reason, they must wear a band to show that you have given them permission;
- If a fire alarm sounds, lead your class calmly out of the nearest exit and out of the school gates, which will be open. Insist on calm, quiet behaviour when walking. Classes are led out onto Colwith Road and line up along the road where you will be given a register to check for pupils present. Alert staff immediately if a child is marked present but is not in line;
- Lunchtime differs between Key Stages, but can be at any time from 1130 – you will need to check what time your class goes to lunch. Lunchtime for most classes ends at 1315.

- At the end of the day, Reception and Year 1 pupils are collected from class by their parents. All other children not going to clubs need to be in the playground by 1515. You will need to check that children go with a parent or carer known to the school before you let them go;
- After 1525, children are taken upstairs and are seated on the floor opposite Mr Leeming's office, until an adult comes to collect them.
- Please ensure that you have marked all the day's work before you leave. Remember to hand in your badge when you sign out of the School Office.

Thank you.