



## **CODE OF PRACTICE FOR TRAINEES DURING SCHOOL EXPERIENCE**

### **Guidelines for School Experience Placements**

- The relationship Newman University has with schools is based upon the understanding that contact with schools is usually made through the Faculty of Education Office and not individual trainees. School Experience placements are the responsibility of the Faculty of Education Office. No trainee, their relatives or friends should contact any school or a member of its staff concerning a School Experience placement without first obtaining the permission of the Head of Primary ITE: Sue Strawford.
- Newman works in partnership with schools which are situated across the West Midlands to ensure trainees receive contrasting school placements. Journey times of up to 1 hour are to be expected, this does not allow for local traffic conditions, which you will need to take into account. You should expect to make arrangements which allow you to leave home in time to travel to the school and arrive at least half an hour before the start of the school day.
- School Experience is a requirement of the course. Trainees who fail to undertake their placement in the first school offered by Newman University may be unable to continue with their Initial Teacher Education course.

### **Personal and Professional Code of Conduct**

- During School Experience, Newman University and schools expect trainees to attend as if they were full time members of staff. Practice varies from school to school but a reasonable guidance is to arrange to be on site, ready for work by 8.15am and to expect not to leave until after 4.30pm. Such an expectation is based upon the assumptions, for example, that much planning for teaching is collaborative rather than individual, that the trainee should acquire a realistic view of the teacher's role and have time for evaluating their teaching with the class teacher.
- Newman University will be informed, by school, if the arrival and departure of a trainee does not allow them to prepare for and attend to classroom procedures.
- Trainees are expected to establish and maintain appropriate and effective professional relationships with partnership tutors, teachers, pupils and all those other persons with whom they come into contact. Following due warning and appropriate support, failure to establish and maintain appropriate and effective professional relationships may result in the school placement being terminated and the Board of Examiners may decide that the trainee has failed the placement.
- Two to three hours' preparation will be required each evening and at weekends during the School Experience.
- When not teaching the relevant percentage as outlined in the SE module booklet, the trainee should be involved in activities which will support them in meeting the Teachers' Standards (2012). The trainee is accountable for their time spent in school.
- Acceptable dress codes must be maintained.
- The trainee is expected to change into suitable attire for PE and to wear protective clothing for D&T and Art.
- Smoking and alcohol are prohibited in school.
- Trainees should observe appropriateness of physical contact. If in doubt they should ask for advice from the CT.
- Corporal punishment is never permitted; trainees must know what sanctions are permissible in the school and seek advice if unsure.



- Trainees should pay particular attention to specified sections of:
  - Keeping Children Safe in Education (2018)
  - Special educational needs and disability code of practice: 0-25 years (2015)
  - Equality Act 2010
- The trainee should know the policy for safeguarding within the school and who is the named DSL.
- The trainee must show their Newman University safeguarding letter to the appropriate school personnel.
- Trainees should observe and abide by school policies and procedures on the safeguarding and promotion of children's welfare.
- A trainee must adopt the school policy for discipline/behaviour.
- Trainee must know and abide by the Schools policy on data protection.
- A trainee must never detain a child after school.
- The trainee must know the fire and other safety regulations in operation in the school.
- Homework should be given in accordance with school policies.
- The school will inform the trainee about the use of consumable stock. The trainee should be sparing with its use.
- Each school will have its own rules, regulations and systems for the use of telephones, computers and photocopiers. The trainee must make sure they understand these and uphold copyright law.
- The trainee should ensure the classroom is tidy after each session and complete any display work before leaving school each day.
- Trainees are expected to take an active part in school life outside of the classroom e.g. school duties, planning, staff meetings, parents evening, clubs, educational visits, school assemblies.
- It is essential that the trainee observes confidentiality about school staff, children and their families. They must not relay information, to which they are privy in school, outside the school setting.
- The trainee must complete any marking and preparation for the following day (e.g. collecting resources and photocopying) before leaving school. They should check school policy on taking children's books home.
- If for any reason the trainee leaves the school setting during the agreed dates of the SE, except for illness, this will be considered a breach of professional conduct.
- Unauthorised absence may result in the termination of the SE and a FAIL grade will be awarded for the SE.
- A Trainee must notify the School setting and the Faculty of Education Office on each day of absence. Failure to notify the school setting or the Faculty of Education Office may result in the termination of the SE placement. The requirements of the SE module will not be met until the trainee has handed in the required paperwork to the Faculty of Education Office, for submission to the Board of Examiners as evidence of a pass mark.

(Trainee to keep a copy of this in their School Experience File)