

Welcome Pack/ Guidelines for New, Visiting & Substitute Teachers

Glencastle N.S. is a 6 teacher primary school catering for boys and girls, Jnr. Infants to Sixth Class, a multi disability class and an Autism class.

Staff are as follows:

Principal:	Catherine Mc Intyre.
Class teachers:	Rosaleen Ruddy Mary Lavelle
SEN Teacher:	Mary Horan
Special Class Teacher:	Lisa Carolan
Autism class Teacher:	Niall Conway
Shared SEN Teacher:	Mrs Carey/Ms Mulloy
School Secretary:	Mary Meenaghan
Special Needs Assistants	William Sullivan Ann Mc Andrew Kathy Gaughan Vera Togher Sara Kerrigan

Chairperson of the Board of Management: Tom Mc Andrew

Please provide the following details prior to starting work:

- Copy of your teaching qualification certificate/Garda vetting etc.
- PPS Number
- Contact details of relevant recent employers for reference checking.

General Guidelines

- Where possible, work completed during class should be corrected
- Roll Book: Ask Principal or other teacher to help fill in the roll book.
- Place any letter/notes addressed to the teacher in the roll book. If children have money send them with their homework journal and the money to the secretary's office.
- Please follow the scheme of work left by the class teacher. If in doubt, consult with the teacher in the room nearest to you – 'less is more!'
- If the class teacher has not left work then the following is most suitable –
 - a) Revision work
 - b) Poems and songs in English and Irish
 - c) Artwork.
- Unqualified substitute teachers should consult other members of staff/Principal in relation to any problems that arise
- If you are replacing a SEN teacher, consult briefly with the class teacher to arrange what work should be covered with each child/group
- If you are involved in a discussion or you overhear anything about another child or staff member, this must be kept confidential
- School opens : 9.20 am
Break : 11.00-11.10 a.m.
Lunch : 12.30-1.00p.m.
School finishes : Infants – 2.00pm - Other classes – 3.00pm.

Quick Reference Guide to the School

A

Art materials: stored in bathroom of middle classes.

Serious **accidents** (which necessitated hospitalisation or medical care) must be recorded in accident book, inform principal and parents.

B

Breaks: 11a.m. and 12.30p.m.

Food eaten indoors.

Litter must be placed in bins.

Children go to toilet before they go out to play.

Teachers' yard supervision rota made out for both breaks. (2 teachers at all times)

C

Circulars: named & given to the eldest member of each family.

Running in the **corridors** is not allowed; pupils should stand back to allow adults enter or exit doors at all times.

Classroom:

Work assignments: Worksheets, workbooks and resource sheets available in classroom. Ask secretary to photocopy as necessary.

Master copies should always be stored in workbox for future use.

Scéim Oibre an Mhúinteora: A copy of Class Teachers work plan is available on teachers desk.

Class texts: A list of all texts in use is available in pack. Text books available on teacher's table.

F

Fire Drill: held once a term. Familiarise yourself with fire extinguisher nearest your classroom and your assembly station in the yard.

First Aid: kept in staff room; must be administered by an adult

G

Playing on the **grass** is prohibited during a wet spell.

H

Halla: Time table in pack. PE equipment available in PE store shed beside Halla.

Homework: usually set on Mon., Tues., Wed., & Thurs. nights

School **Hours:** 9.20a.m. to 3.00p.m.

Holiday list on noticeboard

M

Milk: one leader gets milk from staff room for those children who have ordered milk.

Medication: see policy on administration of medicine.

N

If a child leaves school early, a **note** must be given to the teacher.

Notices/ circulars: attached to roll book, then in folder in staffroom

P

Parents: names & addresses & phone numbers kept by telephone.
All changes in address/ telephone numbers to be given to Secretary.

Part-time teachers: Tuesday-Irish dancing between 1,00p.m. -2.45 p.m Thurs.:9.45-11.00 a.m. Music teacher

Payments: Make sure all relevant forms are signed

Personal days: class divided among all teachers; list to be kept in each classroom of how the class is to be divided in the event of unexpected/ unplanned absence so that pupils know which room they will go to.

R

Roll Book/ Leabhair Rolla: The school Roll Book data is collected by a senior pupil daily. Please inform Principal of absences.

S

Staff absences: divide class among all teachers. Keep list of the division of your class for emergencies to facilitate easy division of the class in unexpected absences and personal days. Have 'emergency folder' of work sheets for such absences.

Playground **Supervision:** Teacher on duty, list on noticeboard in staffroom

Staff meetings; dates decided beginning of school year, put on school calendar

Staff room: wash cups, leave tidy,

Whiteboard in Staff Room carries all current information of upcoming events

Supervision timetable on Notice Board.

Incident Book available to teacher on duty. (Note: Substitute and visiting teacher do not undertake supervision duties.)

Resources and equipment available in Office and Learning Support room.

Emergency class work assignments / workbooks available in Staff Room.

School Rules: School rules are to be strictly adhered to-ask for a copy if you need one

Telephone: pupils must get permission from teacher to use phone.

Staff **Toilets:** Available in staff room.