

Welcome to Brunswick School

We hope that you enjoy your placement with us. Please tell us if you need any other information that is not included in this leaflet.



About You:

Please tell us if you have a special interest or skill.



School Details and Times

Head Teacher: Mrs Sharon Sanderson

School office: Mrs Jane Jay

Business Support Lead

Tel: 01768 213200

Email: admin@brunswick.cumbria.sch.uk

Please let us know as soon as possible if you are unable to attend as usual.

School Timetable:

8.50 a. m. All children come into school

10.30–10.45 Playtime

11.30–1.30 Lunchtime

3.15 p.m. Children go home

Student Hours: 8.30–3.45 p.m.

KS 1 teaching students take their breaks at playtimes.

Other students help to supervise children at playtimes and take their breaks as arranged with the class teacher.

Website: www.brunswick.cumbria.sch.uk

Brunswick School, Brunswick Road, Penrith, CA11 7LX



Information for Students and Work Experience Pupils



The future begins here

Health and Safety Issues

Fire exits are clearly marked in school. Please familiarise yourself with the exit routes to be taken in the event of a fire.

If the fire alarm sounds leave the building by the nearest exit. The main assembly point is on the spots in the yard.



Accident Prevention

Take care in the classroom to avoid leaving hazards such as sharp tools and plastic bags etc lying around. If you, or a child falls, or suffers an injury please report it to the member of staff you are working with. On no account should you administer medication or first aid.

Confidentiality

Please treat any issues of a personal or sensitive nature with the utmost confidence. (See confidentiality statement).

Some children seek physical contact. Try to strike a balance between friendliness and professionalism. For your own welfare do not allow yourself to be alone with a child out of sight of staff.

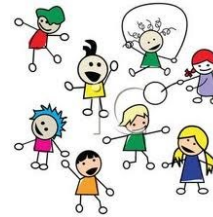


P.E. Lessons

Children may need help dressing and undressing. Do this in a matter of fact way, encouraging them to be independent. Do not remove ear-rings for them.

Playtimes

You will be expected to play with the children and encourage them to play safely with all the toys and equipment available. Please show them and help them to organize enjoyable games and discourage silly behavior or dangerous activities.



On wet days the children stay in the classrooms—the class teacher will tell you about this.

Policies

Policies you should read and be familiar with are:-

Safeguarding, Confidentiality, Health and Safety and E-Safety.

We operate a no-smoking policy on site.

Thank you for



your co-operation.

Some questions you may have

Where do I go at lunch time?

You may either leave school or bring a packed lunch to eat. You are welcome to make a hot drink and the COGS meeting room is usually available for you to use.

What should I wear?

It is best to wear 'smartly casual clothes. Trousers (but not jeans please) are practical and of course, remember that we use paint and glue frequently!! A waterproof coat and wellies are also very useful as the children are outdoors a lot particularly the Nursery and Reception.

Social Networking (See E-Safety Policy)

Please ensure you do not comment about your placement on Facebook or other social networking sites—check your security settings—and don't accept parents or pupils as your friends.

Please ensure you do not use your phone in school.

We hope you enjoy your placement at Brunswick School.