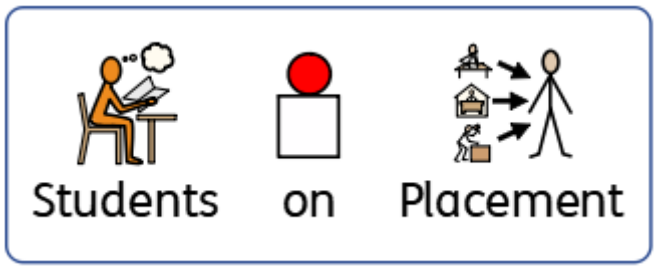
Hall School



As a student on placement, we will expect you to be in school and ready to start work by 8.50am.

Pupils finish at 3.15pm, but we like students to stay until at least 3.30 pm to give opportunities to tidy the classroom, talk to staff and ask any questions relating to the day.

If you cannot attend at any time during the placement, please contact the school as soon as possible (Tel. 01603 466467).

Lunchtime starts at 11.45am and finishes at 1.15pm.

There are 2 sittings:

11.45 – 12.30 Primary classes

12.30 – 1.15 Secondary Department

All classes currently eat in their classrooms.

The pupils go outside to play during the other 45 minutes.

Whilst on placement you will be asked to do either a lunch or play duty on each day.

You are welcome to use the staff room whilst with us. Many staff use this room to eat their lunch. If you would like a school meal the menu is on the notice board in the school hall. Please sign on the list as you arrive in the morning and pay the secretary daily. You are welcome to bring a packed lunch if you prefer.

Please note that Hall School is a no smoking site and mobile phones should be turned off during the school day.

You will need to wear appropriate clothing whilst in school. This should include full shoes (not sandals or Crocs), and you should avoid too much jewellery such as large earrings or necklaces – this is for your own safety and for the safety of others.

There is a sign in screen in the main school entrance. You must sign in whenever you are in school. This is necessary for fire regulations.

If you have any studies to complete whilst on placement, please speak to class staff or SMT.

Confidentiality is of paramount importance in any work dealing with people. It is important that you do not discuss pupils by name outside school or discuss any private or personal information about pupils or staff. This includes the use of Facebook and other social media sites.

Please also refer to our ICT Code of Conduct and Staff Code of Conduct.

Communication

Many of the pupils at Hall School require additional support with communication. We adopt a "Total Communication" approach which involves using a variety of strategies including Signalong (signing), use of symbols including PECS and electronic devices (VOCAs/iPads). We have a specialist Communication team who oversee and facilitate communication for all pupils.

Some pupils have a hearing or visual impairment and may use aids. In some cases, this can be quite complex.

Medical Needs

Many of our pupils have medical needs which need to be met during the school day. Some pupils may require emergency medication or treatment - many staff are trained to deal with these issues. Students with medical needs have a Care Plan written by the school Nursing team.

Behaviour

Some of our students have behavioural problems which require careful management. All students will have a Positive Behaviour and Support Plan (PBSP) which outlines common behaviours and how we manage them, to ensure consistency. All staff are trained in Norfolk Steps, an approach which provides staff with the necessary skills and knowledge to keep pupils safe. This does involve some physical handling and, in some cases, restraint.

Manual Handling

All staff in school are trained to move, lift or guide pupils appropriately to minimise the risks to themselves and pupils. When in school you should never lift a pupil, however small. You may be asked to help move a work chair or push a wheelchair.

Personal Care

Many of our pupils need support with personal care such as going to the toilet, changing, washing hands and eating. You may be asked to help with some aspects of this, but you will not be expected to get involved with toileting.

Safeguarding

Please read the attached Safeguarding information sheet

Feel free to ask questions. Staff are used to having students in school and are keen to make your placement a rewarding and mutually beneficial experience.