



Trainee Teachers Policy

Rationale

To maintain a professional and consistent approach to trainee teachers working within our school.

Policy Statement

To establish an effective, professional working relationship between all staff, trainee teachers, students and to encourage trainee teachers to make the best possible use of their professional trainee and practical experience within the school. Raglan Area School will endeavour to meet the needs of trainee teachers whilst ensuring that the needs of the students are not comprised.

Policy Guidelines

Introduction

Trainee teachers will be welcomed and introduced to students. Their Associate Teacher should formally introduce them to other staff members on their first day and write their names on the whiteboard in the staffroom.

Induction

Trainee teachers need to be provided with an induction prior to, or on their first day that should include a tour of the school, copies of policies and procedures, codes of conduct and dress codes as well as health and safety induction and a copy of the staff handbook. The institution to which they are attached should provide all other instructions and tasks to their students.

Dress

Trainee teachers are expected to follow the staff dress code

Hours of Work

- Trainee teachers should arrive no later than 8.25am and remain until at least 3.30pm
 - If attending university lectures, another appropriate time to discuss with associate need to



- be found eg – lunch breaks, early mornings etc
- If unwell and unable to attend, the trainee teacher must contact school before 8.00am
- Trainee teachers are expected to take part in regular playground duties

Meetings

- First and second year trainee teachers are expected to attend all full staff and at least one syndicate meeting.
- Associates are to check that the staff meeting is not a closed meeting.
- Final year trainee teachers are expected to attend all staff and team meetings.

School Equipment

- Trainee teachers are to familiarise themselves with all equipment, and if in doubt consult with their associate teacher.
- Photocopier Use – only with their associate teacher approval and following conditions of Copyright Act policy and legislative requirements. Photocopying arrangements for personal use are to made with the school secretary.

Status

Trainee teachers in the school are seen as teachers and therefore have the same status as other teachers in the school. An equal professional responsibility is expected.

Official Documents

Trainee teachers must not remove any official documents from the school. Any evaluative recording completed by trainee teachers should be at the discretion and in consultation with the associate. Official documents photocopied for professional studies must have names deleted to ensure confidentiality.

Task Completion

Trainee teachers take responsibility for completing all requirements as stipulated in their handbooks. The associate teacher will ensure ample opportunities are offered in order for those set tasks to be completed.

Reports

- Associates are to discuss the report form with trainee teachers at negotiated times
- Completed reports to be handed to the Principal within the time frame stipulated in the trainees handbook
- Associates are advised to photocopy reports for their own records



School/College of Education Liaison

When encountering difficulties with trainee teachers, associates are to inform the Principal first, then directly contact the TE advisor (or equivalent) concerned themselves. The TW Adviser's name appears at the bottom of the section brief.

Parents

Trainee teachers are not expected to take responsibility for reporting to parents. Questions of a professional nature are to be referred to the associate.

Extracurricular Activities

Trainee teachers are encouraged to offer their skills and let their associates know of any areas where they feel they can contribute.

Visits to Other Classes

Associate teachers are encouraged to arrange visits to other classes as deemed suitable to meet the needs of trainee teachers.

Staff Room/Social

Trainee teachers are welcomed and encouraged to participate in all social activities.

Smoking

Trainee teachers will be made aware of the school's non-smoking policy.

Reviewed: April 2024

Next review: April 2027

Signed BoT Presiding Member

Date:



Raglan Area School
Te Kura A Rohe O Whaingaroa