

# **Bordon Junior School**

## Notes for Supply Teachers

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Thank you for coming, particularly if it was at short notice. We hope the following information will be of use to you. If you have any questions please ask any member of staff.

If you are covering for unexpected absence, the other teacher in the year group should be able to advise you about current planning and coverage earlier in the week. English and maths planning, along with class timetables, should be available from the classroom or central copies are often available from the Headteacher. Please ensure the room is left tidy and chairs stacked.

### **Year Groups/ staff**

Chris James (HT), Vicky Lodder (SENco). Shireen Liddle, Lin Corden & Louise Gubby (office), Tracey Goss (site manager)

Year 3	Miss Sarah Allen Mrs George Casson	Year 5	Miss Laura Purkiss Mrs Debbie Wren
Year 4	Mrs Beth Edwards Miss Ellie Robinson	Year 6	Miss Katie Smith Ms Nicola Tierney Mr Marcus Boll

Part-time Teacher Miss Denise Steirn (Mon/Tues)

### **The way we work at Bordon Junior School**

1. Please make sure the lesson objective is clearly visible during the lesson
2. Children write objective in their book before beginning written work (often this will be given in the form of sticky labels to reduce time spent copying LO from board)
3. Children write the date and use a ruler for straight lines.
4. Children's work should be in pencil or black handwriting pen only. Maths and Science in pencil.
5. Where appropriate, children should review and assess their performance against any success criteria given.
6. All equipment is to be returned to the correct place at the end of each session.

7. If you are concerned about a child's behaviour, please do not hesitate to consult the other member of staff in the year team.
8. Please use the schools behaviour code and use the zone board as a positive behaviour system

### **Marking Guidance**

Please endeavour to mark all work before leaving school. The guidelines below are to help:

- Please highlight in PINK any areas of work that show good understanding of LO.
- Highlight in GREEN any areas of the work that need to be addressed at a later date by the pupil.
- Any comment should be linked to learning objective
- Initial work after your comment

### **School Times**

Children arrive	8.40-8.50am		
Registration	8.50am		
Break	10.15–10.30am	Y3&4	10.30-10.45 Y5&6
Lunch	11.55-12.55pm	Y3&4	12.15-1.15 Y5&6
End of Day	3.15pm		

Please refer to the class timetable for assembly, P.E., Futures, MFL sessions

We hope you have an enjoyable day with us!