

<p style="text-align: center;">TRAINEE TEACHER GUIDELINES Practicum Placement at Finlayson Park School</p>
--

Welcome to our school. This is an opportunity for you to mix with your peers and benefit from experiencing the professionalism of your Associate teacher.

GUIDELINES

In relation to the Vulnerable Children Act 2014, all Teacher Trainees and their Training Providers requesting to complete practicum placements at Finlayson Park School will have safety checks proven and presented to the school.

- All Training Providers must supply on letterhead, the full names of trainees, confirmation that a Police Vet check and reference check have been completed on all those wishing to complete practicums at Finlayson Park School. This letter must be received prior to the trainee teacher/s arriving at Finlayson Park School to commence a practicum.
- The Teacher Trainee must on the first day of arrival, introduce themselves at the office and provide photo identification exactly matching the name/s provided by the training provider. The office staff will photocopy the identification and it will be kept on file at Finlayson Park School along with the Training Provider's initial request letter.
- Photo ID must be signed off by the Principal or Mentor Leader.
- Please ensure that you sign in daily on the whiteboard in the office.
- Parking spaces inside the school grounds are limited, please park on John Walker Drive.
- Trainee teachers should be inside the classroom with their Associate teachers from 8.00am.
- Trainee teachers will be expected to complete all duties (e.g. morning tea or lunchtime) alongside their Associate Teachers.
- Make yourself at home. Use your initiative and show enthusiasm.
- Photocopying- this should be discussed with your Associate before any document is photocopied or printed.
- Staff meetings- Trainee teachers are expected to attend all of their Associate's Team meetings or full staff meetings (unless directed otherwise).
- Trainee teachers must participate fully in all the school and class activities and requirements.
- If you are sick, please contact the school office before 8.00am.

- The staffroom is available for your use. Crockery, utensils etc are not to be removed from the staffroom. Polystyrene cups are available to take a drink away if desired.
- Please familiarise yourself with our Administration and Policy Ask your Associate for access to this. . Please refer to Policies e.g. Emergency Procedures, Dress Code, Planning and Preparation, Behaviour Management etc.
- Our School is a smoke free environment.
- All prepared lessons must be discussed/shared with your Associate teacher before being implemented.
- Planning must be signed and dated by your Associate Teacher before taking the lesson.
- Arrange for your Principal's discussion time after your second week at school. Please plan your questions.

Please enjoy this wonderful career opportunity in our large multicultural school.