

## Heatley State School Expectations for University Students on School Experience

### Important information for all prac students:

- **Our location and parking:** Our street address is 410 Fulham Rd, Heatley. There is a large car park inside the school grounds next to the school hall, but it does fill quickly. You can always park on Fulham Road or Mill Drive that run beside the school. On arrival to the school, please report to the front office in the Main Administration Block where you need to sign in and out daily. The office staff will assist you on your first day and show you where to go to meet the school experience co-ordinator. Also in the Administration Block is a staffroom fridge and tea/coffee facilities for your use.
- **Arrival and departure times:** It is expected that you will arrive no later than 8:00 am. This will allow you preparation time if you are commencing a teaching load and discussion time with your School Based Teacher Educator (SBTE) in order to understand any requirements needed for that day or discussing any issues / questions that you have. Do not expect to leave much before 4:00 pm. This will allow for any reflection time, other meetings etc.
- **School dress code:** Smart casual – please don't wear your skirts/dresses too short. Wear a polo shirt or plain T-shirt. No thongs – footwear should be sandals, runners or closed in shoes. Shorts need to be smart dress style. You will need a hat for playground duty or outside lessons – we are role models for our students. A whistle on a lanyard is also a handy student management tool, especially for outside lessons.
- **Absence from school:** Please ensure that you have your SBTE's mobile phone number. The school phone number is 4759 5333. There is a 24/7 message service. If you are going to be absent from school during your practicum please notify your SBTE. You will be required to make up any missing days at the end of your prac block.
- **Staff meetings:** Our school has two teacher meetings every Tuesday from 8:20am – 8:40pm and 3:30pm-4:30pm. The morning meeting is not compulsory, but it provides operational messages for the week. The afternoon meeting is usually for professional development or year level cohort planning & preparation. As you will be shadowing your SBTE in all aspects of their school life, it is expected that you will attend any of these meetings whilst on your prac. We also have twilight meetings once per term. These are held on a Wednesday and run from 3:15pm – 6:15pm. If these occur during your prac then you will need to attend them, they are in place of the April vacation student free days.
- **Use of Mobile phones and other electronic devices:** Mobile phones are not to be used for university or private reasons during class times at school. (If there are special circumstances e.g. sick close family members, then please negotiate with your SBTE.) Use of a laptop or tablet should be for classwork only. Lesson preparation should be done before or after school, during breaks or non-contact time. University assignments or studying, contact with friends etc. should be done before or after school.
- **Classroom rules and routines:** Teachers have rules, consequences and the monitoring of them displayed in their classrooms. Please ensure you discuss these thoroughly with your SBTE so that you understand how they are enforced and discuss any consequences both positive and negative. Remember management of student behaviour should be roughly 80% positive and 20% correction. Please discuss with your SBTE verbal and non-verbal cues. Our school staff actively participate in Classroom Profiling as a way to continually develop student behaviour management strategies and you are encouraged to approach the school's classroom profilers to learn more about this. See your SBTE for their details.

- **Participation and involvement**: This is your opportunity to get in and learn in a real classroom. We want to see you taking initiative, getting involved and being a part of the class. At all times remember the students are asked to treat you as they would any other teacher in the school and in return please remember to keep a professional attitude with the students in your class and beyond. You are not there to be best friends with the students.
- **Lead in time for planning**: If you are doing any teaching your SBTE will give you an outline of your teaching requirements well in advance before you will be required to teach them. This gives you time to prepare resources and to modify / differentiate the lessons to suit the class or tasks. You need to take the initiative to ask questions, clarify any issues and speak to your SBTE if you are unsure of anything (before it is time to teach the lesson). Copies of your lesson plan/s also need to be handed to your SBTE in a timely manner to allow them the opportunity to read through them and give you any feedback. Any modifications of lessons or content need to be approved by your SBTE to ensure that the curriculum intent remains. We expect you to be prepared and have all your resources ready before it is time to teach the lesson. It is not expected that you run a lesson as prescribed by the C2C plan; instead it is essential you undertake modifications and differentiation as the norm.
- **Preparation of resources**: This needs to be done in a timely manner and at appropriate times. If you need anything printed that relates to the C2C component of your lesson please see your SBTE and they will get this completed either before or after school. The peak time for the photocopier is from 8:00 am. You will also need to organise your own printing for resources at home, teachers do this all the time as budgets, unfortunately, will not cover all your printing when you are a teacher. You need to get used to buying resources out of your own pocket.
- **Communication with parents**: Feel free to say hello to parents / carers and let them know who you are. However, please do not give any feedback to parents regarding their child's work or behaviour. If a parent starts questioning you, complaining or is aggressive at all, immediately tell them that you cannot have that conversation with them and direct them to speak to your SBTE. Ideally you could produce a letter of introduction for the students to take home – discuss this with your SBTE if this appropriate, especially if you are on a prac longer than a week.
- **Confidentiality and ethical practice**: Although you are not a permanent employee of the school, we expect that you demonstrate a high standard of workplace behaviour and personal conduct. Students and staff are not to be discussed out of school either verbally or on social media sites. If you use a staff member or student as an example in any way during conversations or in university assignments, change their names or leave names out completely. Disciplinary action can be taken by the school and the university if your breach confidentiality or ethical practice.
- **Spelling, punctuation and grammar**: It is expected that you model high levels of literacy. Please ensure that when you deliver a lesson, talk to students or you are writing of any kind e.g. board work, lesson plans etc. you have checked your spelling, punctuation and grammar.
- **Handwriting**: You need to use the correct Qld Cursive Script when editing work or writing on the board. If you are unsure of this then it is suggested that you learn this as a requirement of your role. Use any spare time in school to practice your writing.

- **Commitment, enthusiasm, initiative**: We are looking for you to be very enthusiastic, eager to join in, committed to completing your planning, preparation and reflections. Take initiative. Always check that you are on the right track however, should you look like you might be facing problems you will be guided by your SBTE.

Don't just sit back and watch, get involved and learn about your students. Make sure you are prepared – as stated earlier this is not a 9 – 3 job at all. We expect you to be working in your own time to get lessons prepared. The planning that you are being given is a massive advantage so there is no excuse not to be fully prepared with exciting and innovative adaptations of lessons that engage the students and give you a great experience. Use your prac to learn the 'HOW' of teaching, since the 'WHAT' is being given to you.

- Make sure that you read all relevant sections of your university's handbook. Please understand that requirements in the handbook are minimum requirements, you may well be asked to do more, and this can only enhance your prac experience.
- Make sure that you understand all the Professional Standards for Teachers; your SBTE will be looking to see that you demonstrate these competently.
- Understand that we have a responsibility to the profession to make sure only the best teachers are in classrooms. You need to do everything you can to ensure you will be evaluated as being satisfactory and approved to move on to your next phase. Your SBTE will tell you very early in your prac if you are not heading down a satisfactory track.
- Finally, please know we are all here to teach you, to help you, to guide you. Ask questions and clarify anything that you are unsure of. We are all looking for you to show us that you are listening to our advice and using it to teach subsequent successful lessons. We wish you all the best for your practicum experience at our school.

Prepared by HSS School Experience Co-Ordinator, Mrs Zoe Poljakow.

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