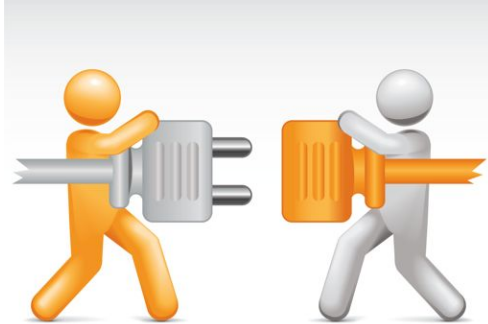


BEFORE YOUR FIRST CLASS

You need certain information from the school in order to make sure you do the best job possible with your class.



We recommend that the church coordinator seeks a meeting between the principal or school SRE liaison officer and all SRE teachers at the start of the year. If the school doesn't see the need for that, do what's necessary to get answers to these questions before you start, either from your coordinator or by making an appointment with someone via the school office. Discuss this with your church coordinator beforehand as they may have the answers and many schools prefer to deal with just one person.

When you meet with anyone from the school for the first time, take your authorisation card, your teachers' manual and the students' activity book. Introduce

yourself and thank them for their time.

At the meeting assure the school representative that you want to work with the school for the good of the children. Let them know that you want to be the best teacher you can be and are open to suggestions about your teaching methods and ways of dealing with the children. Invite them to tell you if at any time they, or a child's parent, are unhappy with anything about your classes.

Ask for a list of the children you will be teaching.

Do any of the children have health issues that may need emergency attention, like diabetes, asthma, and allergies? Do any have special needs to take into account when planning a lesson?

When and where is the lesson and for how long?

What is the Sign In and Visitor identification procedure?

What is the Lock Down Procedure? School Evacuation Plan?

Ask the school for a list of classroom rules.

What is the policy for children who need to go to the toilet or are feeling unwell?

Will there always be a member of school staff in the room?

What happens if there is no teacher in the room at the end of the lesson?

Find out the reward system used in the school and ask if you can use it.

Find out what school equipment you can use and if you can leave books in the room.

Is it OK to use the CD player? Interactive whiteboard? DVD player? Library books, maps? Photocopier? (If so, what is the procedure and when is the best time?)

Ask at the office if they'll keep a newsletter for you each week.

Leave them with a card with your name and contact number to let you know if a class needs to be rescheduled or if anything happens at the school that it would be helpful for you to know about. Ask whom to inform and how if you are unable to do your class one week.