**Checklist for your first week in your home school**

It is important in your first week to find out as much as possible about your school, its expectations and procedures. This list will help you do this. When you have completed each item initial it and ask the Teacher Mentor in this school to add their initials.

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|  | **Task** | **Your Initials** | **Mentor’s Initials** |
| 1 | Obtain a copy of the staff handbook and departments handbooks (these should be available electronically) |  |  |
| 2 | Look at school policy on staff attendance and absence |  |  |
| 3 | Obtain copy of staff behaviour policy (or code of conduct) |  |  |
| 4 | Name of person to contact if I am absent from school: Tel Number:  |  |  |
| 5 | Be familiar with the school’s policy and procedure on safeguarding with particular reference to child protection and E-safety and fundamental British values and prevent |  |  |
| 6 | Download a copy of *Keeping Children Safe in Education\**, print out and read p1-13 |  |  |
| 7 | Obtain information about the role of the designated safeguarding lead. Name of the designated safeguarding person: |  |  |
| 8 | Be familiar with the school’s policy on behaviour and classroom management as appropriate to the current situation |  |  |
| 9 | Find out about using the school network and having your personal identification established |  |  |
| 10 | Be clear about the procedures for contacting parents |  |  |
| 11 | Meet Professional Mentor |  |  |
| 12 | If appropriate - find out about photocopying and reprographics. How does it work? |  |  |
| 13 | Information on pupils in your classes |  |  |
| 14 | Review School Community and Curriculum task with your Teacher Mentor |  |  |

\*<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/835733/Keeping_children_safe_in_education_2019.pdf>