

# Staffroom

1. Ascertain the staffroom etiquette as soon as possible:
  - a. You may find that mugs etc. are personal property and chairs habitually occupied by the same person at break or lunch.
  - b. Dishes / utensils used at Lunch / Break may have to be washed by the user.
2. Break / Lunch times tend to be short so
  - a. Don't monopolise the food preparation areas or microwave if teachers are waiting, and
  - b. Don't feel annoyed if you appear to be ignored. This is not usually intentional but teachers have limited time to discuss issues and mark pupils' work and many take this opportunity during these breaks.

## Finally

Enjoy your teaching practice. Make the most of the opportunity to find out as much as possible about your chosen career. Introduce yourself to the school's UTU Representative who will be pleased to give you advice or contact the Ulster Teachers' Union on your behalf.

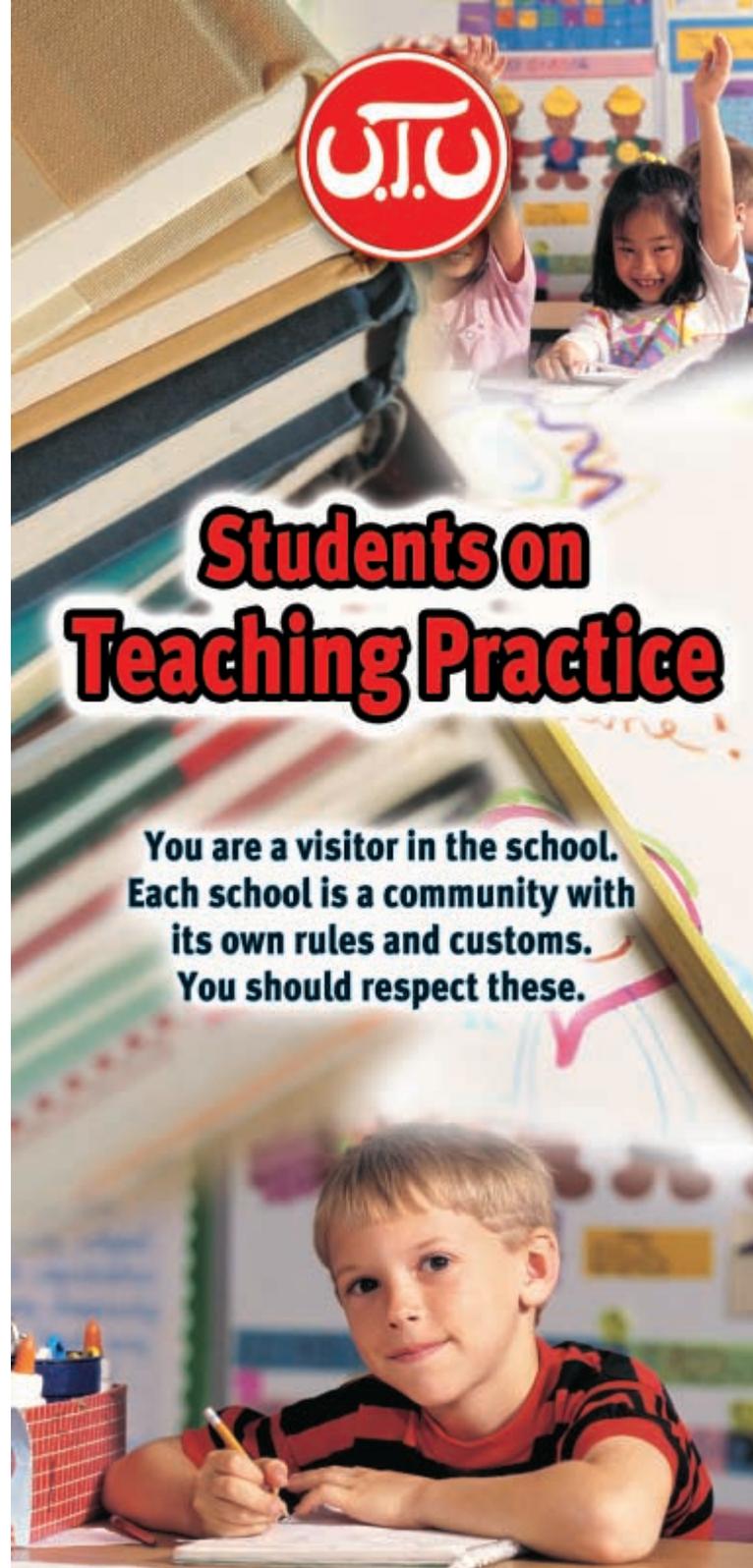


## ULSTER TEACHERS' UNION

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## ***Classroom***

1. Be helpful but not intrusive. Ascertain what type of help would be appreciated (marking work, hearing reading, helping a child with special needs).
2. Ask at what time you are expected in the classroom before school. Some teachers like you to be early so that plans can be discussed while others like to have the room to themselves.
3. Make sure that the teacher is aware of your plans especially if they appear to conflict with normal classroom practice.
4. If you are going to be absent or late inform the school.
5. Obtain permission for any activity. You may be held liable if an accident or other incident occurs and you are undertaking that activity without prior knowledge or consent of the class teacher and / or principal.

## ***The Never Evers!***

1. ***NEVER*** touch a pupil for any reason even when encouraging a group of children to form a line or in PE, or to praise in the form of a pat on the shoulder.
2. ***NEVER*** be alone with a pupil.
3. ***NEVER*** administer medication and that includes putting on plasters. Seek advice!
4. ***NEVER*** give pupils sweets / fruit / nuts etc. without first seeking permission from the class teacher. Many children have allergic reactions to everyday products.
5. ***NEVER*** leave the class unattended. You should not be left in sole charge of a class but in the event of this happening (even for a short time) you must be aware of the procedures should:
  - a. there be a disciplinary problem,
  - b. a child take ill,
  - c. a child ask to go to the toilet,
  - d. an adult appear at the door and ask to speak to a pupil.
6. ***NEVER*** make a personal comment about a pupil: eg hair style / colour, choice of clothes etc.