NEWPORT LAKES PRIMARY SCHOOL
PRE SERVICE TEACHERS
POLICY

Rationale:
- Our school recognises the opportunities and rewards that can be achieved through our involvement in the pre service teachers program, and also recognises the responsibility and duty schools have in the development of future teachers. We therefore seek to be active participants in pre service teacher programs whenever practicable.

Aims:
- To provide opportunities for pre service teachers to work at our school, and to benefit from our advice, experience and suggestions.

Implementation:
- An experienced and senior staff member will be responsible for the coordination of the pre service teachers program.
- The coordinator will also be the point of contact between the school and the tertiary provider.
- The coordinator will welcome pre service teachers to our school, and will provide them with an appropriate familiarisation induction which will include the physical layout of the school, dress codes, time of attendance, duty of care, attendance at meetings, absence procedures, emergency drills and key contacts.
- The coordinator will seek expressions of interest from staff regarding pre service teacher supervision, and, after consulting with the principal will appoint pre services to staff members according to the experiences sought by the pre service teacher and the skills and abilities of the potential supervising staff.
- Supervising teachers will be made aware of the pre service teacher’s needs and will support them in their endeavours.
- Supervising teachers will provide pre service teachers with constant feedback, clear advice, guidance and accurate performance reports.
- Pre service teachers will be considered and treated as full staff members and will have the same access rights and privileges afforded regular staff members.
- The principal / delegate will speak to the student teachers about the school in general, including its organisation, its goals and its challenges.
- Any ongoing or significant performance or behaviour issues concerning a pre service teacher will be brought to the attention of the principal, and communicated to the tertiary provider via the school’s pre service teacher program coordinator.
- Any payments made to the school for the supervision of pre service teachers will be passed onto the supervising teachers and coordinator once any costs incurred by the school are deducted.

Evaluation:

This policy will be reviewed as part of the school’s three-year review cycle.

This policy was last ratified by School Council in.... NOVEMBER 2009