

## BEFORE YOU START TEACHING SRE

In some schools SRE teachers meet with the Principal or school SRE coordinator at the start of the year so that everyone knows what's expected of them. We recommend your coordinator requests such a meeting but if it doesn't happen, do what's necessary to get answers to these questions before you start your first lesson. It may be that your coordinator passes on the necessary information to you. If not, depending on the model of SRE used in your school, you could make an appointment for a brief interview with the SRE school liaison officer or your classroom teacher, via the school office letting your coordinator know before you do it.

*These questions will vary a little depending on whether or not you have a teacher from the school in your room with you and whether your children are in their own room or come from multiple classes.*

What is the sign in and visitor identification procedure?

What do I need to know about Lock-Down procedures? School Evacuation Plan?

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

Check the time you should be there and how long the lesson will be.

Ask for a list of school and classroom rules.

Ask for a list of the children in your group.

Ask if any of the children have health issues that may need emergency attention, like diabetes, asthma, allergies? (Ensure you know who to call and how to do it.)

What do I need to do if there is no teacher in the room at the end of the lesson?

Who do I inform (and how) if I'm unable to come one week and can't arrange a replacement?

Ask what equipment is available for your use. Is it OK to use the CD player? Interactive whiteboard? DVD player? The scissors/pencils/pencil sharpener/whiteboard in the classroom? Reference books? World globe? Maps?

Is it possible to photocopy material? What's the procedure and when is the best time?

What kind of reward system is used in the school? In the classroom? Can I tap into it?

Ask if there's anything else it would be helpful to know before you meet the class.

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

**Assure them 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.**

**Leave them with a card with your name and a contact phone number so they can let you know if a class needs to be cancelled/rescheduled or if anything happens at the school that it would be helpful to know about.**