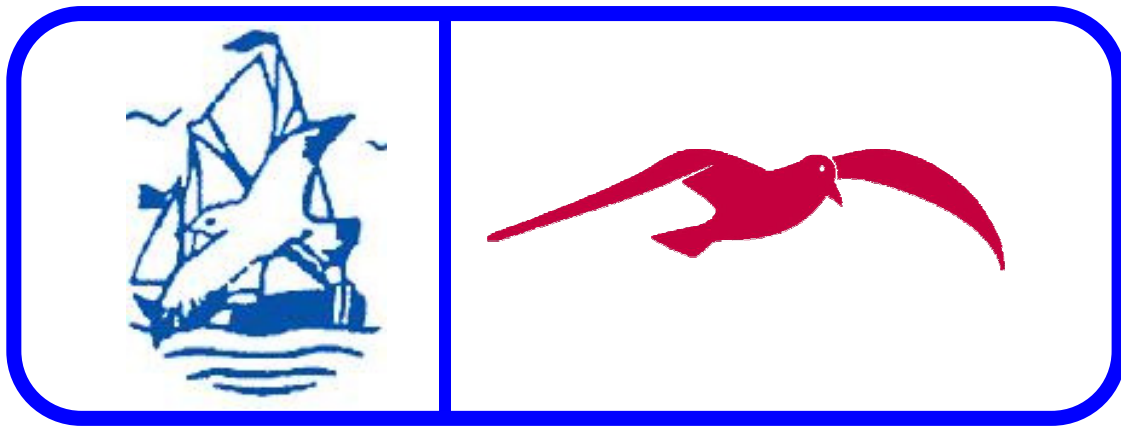


# Jo Richardson Buddies

*A Collaborative Partnership Between the Pupils  
of Jo Richardson Community School and  
Thames View Infants*



*Developing Collaborative and Independent Learning, linked  
to raising attainment through ICT within the Classroom.*

## Programme for the Morning:

Time:	Action:
9:00 until playtime (10:45)	<p>Pupils arrive at Thames View Infants and sign in the school site register.</p> <p>Pupils meet Mr Jordan and are briefed on the skills they will be targeting with Infant children.</p> <p>They go to classes, two per year group.</p> <p>Pupils find from their teacher the name of the children they are to work with.</p> <p>Jo Richardson students work with their selected child/ren around school, as directed.</p>
<p><i>Playtime:</i></p> <p>10:45-11:00</p>	<p>As Infant children go to play, Jo Richardson students go to staffroom or complete a suitable task for their teacher.</p> <p>Jo Richardson students do NOT go out to play.</p>
End of play until 12:00	Jo Richardson students will go to the next class within their allocated year group; and then work with the next selected children.
12:00	<p>Jo Richardson students meet with Mr Jordan and evaluate their morning. They send a brief e-mail to school, summarising their evaluation of the morning.</p> <p>Pupils should meet with Mr Jordan, Mrs Clarke or Alastair before departure and use this time to talk about any arising from the day.</p>
12:15 until 12:25	Jo Richardson students make their way back to school, in time for Lesson 4.

## Class names/teachers:

Year group (and age of children):	Class name:	Teacher:
One (5/6)	Lions	Mrs Loraine Jones
	Koalas	Miss Shahana Ruff
	Pandas	Miss Natalie Wright
Two (6/7)	Eagles	Miss Louise Kinsella
	Doves	Miss Mel Sterzl
	Owls	Mrs Suzie Walters

Mrs Goodfellow, Mrs Jessup and Mrs Cross work in the office. Alastair is the technician.

## Behaviour and Conduct:

Whilst at Thames View Infants, it is important for you to remember that you are acting as ambassadors for Jo Richardson School, and therefore the same rules regarding general conduct and behaviour still apply.

The following additional guidelines need to be remembered when at Thames View Infants:

- When working with the children - help to engage them in conversation:
  - Do swap names;
  - Do maintain eye contact;
  - Do speak loudly and clearly, remembering they are little and that their communication skills won't be as advanced as yours!
  - Use lots of "open questions" with them (and NOT too many closed questions) in order to encourage communication.
- Do not allow the children to "hug" you and never be tempted to pick a child up.
- If a child gets upset, or hurts themselves accidentally, inform a member of staff IMMEDIATELY.
- It is important for the Infant children to relate to you in a professional manner (and not as an older big brother or cousin!); therefore, please report any unacceptable behaviour or manners to your class teacher/Mr Jordan straight away.
- Similarly, it is important that you do not go out to play with the children.
- Use break times suitably:
  - DO have a drink in the staff room/use our facilities;
  - DO ask the teacher if there is anything that they want you do;
  - DO use this time to complete this diary.
  - DO use the computers.
  - DON'T go out to play.
  - DON'T disturb your colleagues (who will still be working with other children).
- Do report anything you are unhappy about or that worries you before you leave the site to either Mr Jordan or your class teachers.
- Do enjoy yourself!