

# Riverside Partnership

*A Collaborative Partnership between  
Riverside Secondary School & Thames View  
Infants*



*Developing Collaborative and Independent Learning.*



## Programme for the Morning:

Time:	Action:
8:45 until playtime (10:45)	<p>Pupils arrive at Thames View Infants and sign in the school site register.</p> <p>Pupils meet Donna Bonifacio and are briefed on the day and then go to their class.</p> <p>Pupils find from their teacher the name of the children they are to work with.</p> <p>Pupils then work with their selected child/ren around school, as directed.</p>
<p><i>Playtime:</i> 10:45-11:00</p>	<p>As Infant children go to play, Riverside students go to staffroom and / or complete a suitable task for their teacher.</p> <p>Riverside students do NOT go out to play.</p>
11:00 – 12:00	Riverside students will continue working within their chosen class.
12:00	Riverside students leave their class and meet with Donna Bonifacio before departure and use this time to evaluate the day and talk about any issues.

## Programme for the Full Day:

Time:	Action:
8:45 until playtime (10:45)	<p>Pupils arrive at Thames View Infants and sign in the school site register.</p> <p>Pupils meet Donna Bonifacio and are briefed on the day and then go to their class.</p> <p>Pupils find from their teacher the name of the children they are to work with.</p> <p>Pupils then work with their selected child/ren around school, as directed.</p>
<p><i>Playtime:</i> 10:45-11:00</p>	<p>As Infant children go to play, Riverside students go to staffroom and / or complete a suitable task for their teacher.</p> <p>Riverside students do NOT go out to play.</p>
11:00 – 12:00	Riverside students will continue working within their chosen class.
11.45 - 12:00	Lunchtime. Riverside students will have lunch in the school hall with the children.
1:15 – 1:30	Assembly. Riverside students will join their class in the hall for assembly.
1:30 – 3:15	Riverside students will continue working within their chosen class.

## Key Information:

- Donna Bonifacio is the Office Manager / Finance Manager
- Amy Windsor is the Assistant Headteacher

- Claire Smith is the Deputy Headteacher.
- Lois Adams is the Senior Lunchtime Supervisor.

## Contact Us:

If you are poorly and unable to come to school, your adult will also need to notify our office staff on **0208-270-4317**. If you are running late, you also need to call and let us know.

## Behaviour and Conduct:

Whilst at Thames View Infants, it is important for you to remember that you are acting as ambassadors for Riverside 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 that 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/Donna Bonifacio 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 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 Donna Bonifacio or your class teachers.

- Do enjoy yourself!

## Remember:

- Report any worries or any concerns to Donna Bonifacio immediately and most certainly before leaving the premises.
- Remember the Safeguarding Advice we give you.
- Remember the e-Safety and Social Networking/mobile phone rules we give you.