



# **Do's and Don'ts of Supply**

## Do's of Supply

- DO** keep your mobile switched on every morning from 7am for possible bookings. Keep it on so we can keep in contact if necessary while you are on your way to school. Keep it switched off during class.
- DO** update your availability for work each week (see page17).
- DO** be punctual and reliable; willing to work from 8.15am to 4.30pm. Arrive on time and remember to advise Axcis if you are going to be late (by phone – text or email are not appropriate). Bear in mind that arriving late may affect your pay for the day.
- DO** make yourself known to the contact at the school on arrival – sign in and ensure you sign out again – this is proof you are there and is important in case of emergencies.
- DO** keep your DBS and proof of ID with you at all times - the school might ask to see the original documents.
- DO** be sure to let your consultant know immediately if the school books you directly. If there is no booking on the system we can't process your pay.
- DO** report to Axcis (and the school) any incidents which occur (i.e. allegations against you by students or students behaving inappropriately) **THE DAY THEY OCCUR**. They must be recorded for your own protection.
- DO** find out if the school are doing online timesheets or paper. If paper timesheets **DO** remember to get your timesheet signed and sent through at the end of the day – this is your responsibility and guarantees that you will be paid. Phone us after to check we have received it if you can.
- DO** keep your contact details up to date. If your address or phone number change notify your consultant via email or in writing.



## Don'ts of Supply

- DON'T** leave home without your A-Z book / smart phone to help you find the school.
- DON'T** be late! However, if you are running late please call your consultant immediately to let them know so they can keep the school informed.
- DON'T** rely on text or email to inform your consultant you cannot make it into school due to sickness or emergency. **CALL** no later than 7am; state why you are unable to go so we can inform the school and make alternative arrangements.
- DON'T** wear inappropriate dress, i.e. jeans, trainers, etc. unless this is agreed with your consultant – dressing to impress will help encourage the school to invite you back.
- DON'T** make “friends” with students via social media or have personal contact outside of school hours.
- DON'T** use sweets as rewards (notes/stickers, etc. are usually fine but please check with the school if you have any doubts).
- DON'T** swear or use any inappropriate language when in school (if in doubt, don't say it!)
- DON'T** take photos or make physical contact with students. It is also not advisable to be on your own in a room with a single student.
- DON'T** leave school early – if you are not down to cover the final lesson of the day, this could change and a school will expect you to be there just in case.
- DON'T** forget to call us and let us know how the day went and tell us when you are next available for work. We love to hear from you!  
Feedback (positive or negative) helps us get it right.
- DON'T** communicate with pupils through social media websites.

