

# St. Andrew's C.E Primary School Volunteer Information Booklet



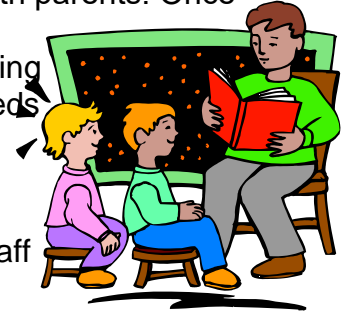
***“Learning together, we achieve great things”***  
Our Vision

At St Andrew's CE Primary School, we aim to bring children to a place where they can realise their full potential. Our Christian values are the foundation of all we do and each one is a facet of the central value, love, which 'always protects, always trusts, always hopes, always perseveres.' (1 Corinthians 13:7)

*Protect, Trust, Hope and Persevere*

Today it is generally accepted that when parents express confidence in the school and are involved with it in some way, their children are likely to be happier and perform better in the classroom. Young children view their parents and school staff sharing common values, attitudes and goals. They therefore feel more secure and more purposeful. At St. Andrew's, we try to maintain very close links with parents. Once forged, these links have been found to result in:

- ✓ greater understanding by parents of their children's schooling
- ✓ greater understanding by staff of the children and their needs
- ✓ better communication between home and school
- ✓ fewer crises and misunderstandings
- ✓ higher pupil morale and confidence
- ✓ more goodwill and mutual esteem between parents and staff
- ✓ a happier school



Parents are encouraged and invited to help in the school to support a variety of activities under the supervision of the individual class teachers.

Parents play a valuable role in the classroom in extending the children's experiences and access to adult assistance. We value parent support in all areas including of the curriculum.



#### **Parent Helpers:**

- Enable the teacher to provide a wider range of activities.
- Work 1:1 with children providing quality learning experiences.
- Share their expertise to enrich activities
- Assist in the preparation of work tasks and the setting up of equipment

#### **Guidelines for Parent Helpers**

The classroom teacher is responsible for the education and behaviour management of the children. The parent is a helper, working under his / her direction. The classroom teacher is the professional and facilitates the learning. The school expects parents to respect the teacher's expertise and maintain a professional attitude as they work alongside the teacher. The school stresses the importance of being professional and it insists that parents do not discuss classroom, events, and/or "children" outside the class or school.

Teachers are entrusted with the development of the whole class and have the long term good of each child at heart, we ask that parent helpers also provide for all the children - confidentiality, support and equal opportunities they would wish for their own child.

The teacher, as the caring professional and facilitator, will at all times provide the guidance needed by classroom helpers. If there is anything that helpers are not clear about, we ask that they discuss it with the teacher, and not outside the classroom.

## Health and Safety

For a variety of Health and Safety issues, it is very important that we know exactly who is on the school premises and where they are. We therefore ask that every adult who comes into the school does so via reception. Helpers must first sign in and wear an identification badge/sticker. At the end of the session it is necessary to return to reception to sign out.



## Confidential Information

Occasionally in school you may become aware of information about children which is confidential or private to the child or their family. This is a delicate matter that requires a great deal of tact on your part. Any information that leads you to believe a child is at risk should be mentioned to the class teacher. Any conversation with parents outside is a breach of the school's confidence. It is very important to treat anything you hear or see in school with regard to particular children as being in absolute confidence and entirely a matter within the school. Similarly you may find that parents who are friends will ask about the progression or behaviour of their children in school. Again, this is a matter requiring a great deal of tact on your part and it is very important that you firmly suggest that if they are worried in any way about their child then they must discuss the matter themselves with the class teacher.

## Working with Children

Whenever you are working with children, the following points will be of help:-

1. Always treat children with respect and in the same sort of way that you would expect them to treat you.
2. Be friendly towards them.
3. Do not raise your voice. If you speak normally to the children they will have to be quiet in order to hear what you are saying.
4. Tell them exactly what to do in as much detail as possible.
5. Don't be afraid to quietly and calmly correct a child that is misbehaving but never manhandle the children at any time. If in doubt, speak to your host class teacher.
6. Praise the children wherever possible.
7. Do not let the children become 'silly' or over-friendly with you.

They must learn to behave socially towards adults who are not close friends. Encourage them to be polite to one another.

8. If you are concerned about a child for any reason, have a word with the class teacher - Do not speak directly to the parents of the child. This is the teacher's role.

### Safeguarding concerns

If you have any safeguarding concerns while working in school it is imperative that these are reported immediately to any of the safeguarding leads listed below. If you ever feel unsure about a situation or something a child has said please ensure it is reported.

- Annette Mashru
- Julie Thompson
- Lorraine Pijnen
- Lucy Wade
- Kendra Gerrish
- Kayleigh Churchman

### Hearing Readers

One of the tasks that you will probably be involved in is reading with the children. This is an important but time consuming task. The exact approach will depend on the reading level of the child.

### Beginning readers

1. Children should be aware that you read from left to right, turning the pages that way and reading the lines left to right and top to bottom.
2. Read the book together to start with.
3. Discuss the pictures and the story.
4. Read the book again pointing to each word as you read.

#### Early readers

1. Discuss the pictures and the story.
2. Read the story together.
3. Ask the child to find key words which are repeated several times in the book i.e.. 'the', 'up', 'in', etc.
4. The children should be aware of full stops and that you need to pause at a full stop and not to run sentences together.



### Extending reading

As the children can read more words try to get them to work out new words by making a good logical guess. Maybe the picture will help. If the child has good knowledge of initial sounds, looking at the first letter strings or small words within words, sound out the whole word e.g. 'ing' in king

Try to get the child to read to the end of the sentence and then go back to work out an unknown word. Even with competent readers you should discuss the stories and pictures. You can also try to encourage the children to use expression or put on suitable voices.

### **Discussion Questions**

The following are examples of the types of questions to use when discussing a story.

What was the story about?

Who was the main character?

What sort of a person was he?

Was that a sensible thing to do?

What should he have done?

Which part did you like best?

What would have happened if....?

Try to relate some ideas to the children's own experiences. i.e. Can you....? Have you ever?

### **In Conclusion**

We hope that you enjoy your time as a Parent Helper. If there is anything we can do to assist you in this important role please don't hesitate to speak to the class teacher.

### Parent/ Helpers Code of Conduct

Name: \_\_\_\_\_

I have read and understood the contents of this booklet.

I agree to abide by the guidelines for Parent /Helpers that are set out in this booklet.

I have seen the safeguarding guidance and know who to go to with questions or concerns.

I have read the keeping children safe in education part 1 2021

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

*Please complete this form and return it to the class teacher as soon as possible.*

*Thank you for supporting our school, the teachers and especially the children. It is greatly appreciated.*