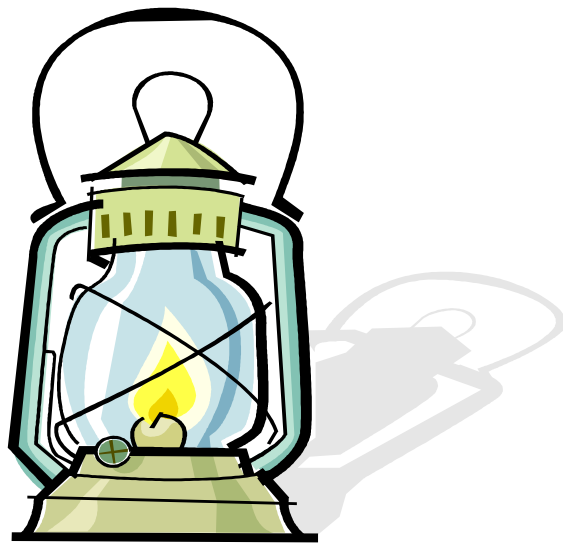




A GUIDE TO PARENTHHELPERS AND VOLUNTEERS

(to be read in conjunction with the Managed Fire Plan)



Autumn 2016



“Shine like a lantern in the presence of the Lord.”

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We are so glad that you are able to offer some of your time to support the pupils in school.

The following points may help you in your role:

General Information

All visitors must sign in at the office. We need this for fire regulations and drills so that all persons on site can be accounted for. Please sign out when you leave the building.

Tea and coffee facilities are available in the staffroom at breaktimes. Please help yourself. Toilets are located near to the staffroom, or by the entrance in the infant block.

The daily school timetable is as follows:

Start of day	8.50-9.00am
Session 1	9.00-10.15am
Break	10.15-10.30am
Session 2	10.30-11.15am
Session 3	11.15-12 noon
Lunch	12 noon-1.00pm
Session 4	1.00-2.00pm
Session 5	2.00-3.00pm
Session 6	3.00-3.15/3.20pm

The health and safety of all persons on site is the responsibility of the individual as well as the management. Due care should be shown when moving about school or when using school resources. Should incidents or situations arise which you feel are potentially dangerous, report them to the class teacher you are working with immediately. In the event of an emergency you must follow the direction of the class teacher.

Please make yourself aware of fire exits. If the fire bell rings please leave the school by the nearest exit under direction of the class teacher, taking with you any pupils you are working with. Do not return to the classroom, unless that is the nearest exit. A map of the school is attached at Appendix 1 detailing fire exits (marked with arrows). The assembly point on the playground is attached at Appendix 2. In the event of a bomb alert the school vacates to Grove Primary School.

The school has a no smoking policy so please do not smoke on the premises.

Due to current legislation, anyone working in schools needs to be checked by the Disclosure and Barring Service (DBS), formerly Criminal Records Bureau (CRB) before commencing as a volunteer helper. If you do not have a current Redbridge DBS, please speak to one of the Office staff who will arrange for this process to be undertaken; this is now all done by email. Once your check has cleared, you will receive your DBS which should then be brought into school and shown to one of the office staff. You will then be able to make arrangements to come in to school.

Working with the Pupils

Apart from Nursery, you will not be able to help out in your child's class. The reason for this is that your child may become upset and get distracted from their learning if you are there. Please do not approach your child whilst you are on the premises.

All issues relating to school are to be treated as highly confidential and should never be discussed outside school.

Should you be approached by other parents and asked “awkward” questions, it would be greatly appreciated if you could encourage the parent to make an appointment with the class teacher, a member of the Leadership Team or the Head Teacher.

As a volunteer in school, pupils will see you as someone they can trust. Therefore, please respect any issues that may be confidential to pupils. Issues of particular confidentiality may involve areas of pupil protection/safeguarding issues. If you are concerned about a pupil’s well being, or a disclosure is made by a pupil to you which suggests that he or she is at risk of significant harm, please notify the Headteacher or one of the Deputy Headteachers immediately.

Please do not enter any closed area (e.g. toilet or classroom with closed door) on your own with a child. If you are working with a child on a 1:1 basis, this should be done in an open, public area.

Please do not approach your child’s teacher whilst you are in school to discuss your child. If you would like to speak to them, please make an appointment via the school office in the usual way.

Working in the classroom

Please take direction from the class teacher.

Please use some time to become familiar with the classroom routines and resources.

Be firm but friendly with the pupils.

Please discuss any needs or concerns with the class teacher.

Our pupils thrive on positive support and praise. Respect is to be expected from our pupils and received by our pupils at all times so that a climate of mutual trust and co-operation is fostered.

High expectations of behaviour are to be maintained at all times. If a pupil's behaviour falls short of this expectation please inform the class teacher as soon as possible. Matters of discipline are the class teacher's concern. However, if a pupil's behaviour is putting him/herself or others at risk, do not hesitate to act appropriately to address the situation before notifying the class teacher.

If you are unclear or unhappy about any activity that you are asked to carry out, please discuss this with the class teacher.

Staff appreciate extra support given, either in reading with the pupils, helping with lessons, paintings, cutting and sticking or helping to make books.

Helping with reading in the classroom

Encouraging the pupil to read as much of the text as independently as possible is essential. Please prompt only when absolutely necessary using clues e.g. pointing or referring to the picture; encouraging the pupil to sound out initial sounds of words or letter groups; asking which words might make sense within the sentence.

It is important not to rush the pupil and to spend a little time discussing the story both before and after reading e.g.

What has happened in the story?

What might happen next?

Who are the main characters, events etc?

A short, positive comment written in the pupil's reading record book helps the class teacher to track progress. Please do not change a pupil's book unless requested to do so by the pupil's class teacher. Concerns should be reported to the class teacher and must remain confidential.

Managed Fire Plan

A copy of the Managed Fire Plan is attached as a separate document. Please ensure that you are familiar with the fire evacuation procedures.

First Aid

A designated First Aider is available in the Infant Block at morning break time and infant afternoon break time and in the Office at lunchtimes to deal with any first aid incidents. If a pupil falls ill or has an accident during a lesson, please seek immediate assistance and advice from the class teacher or Learning Assistant. If you are on the playground during any break time and a child requires first aid treatment, please refer them to a learning assistant; if at lunchtime ask a prefect to take them to the office for first aid treatment.

And finally ...

General help in the classroom or office is always welcome. Much of this help relies upon initiative and common sense. This help might include the making of folders, laminating, the mounting of display work or photocopying. The class teacher or member of the administration staff will give precise details as to the nature of support required.

It is hoped that the information provided will reassure you in your role as parent helper or volunteer. Should any further advice be required please ask one of the Deputy or

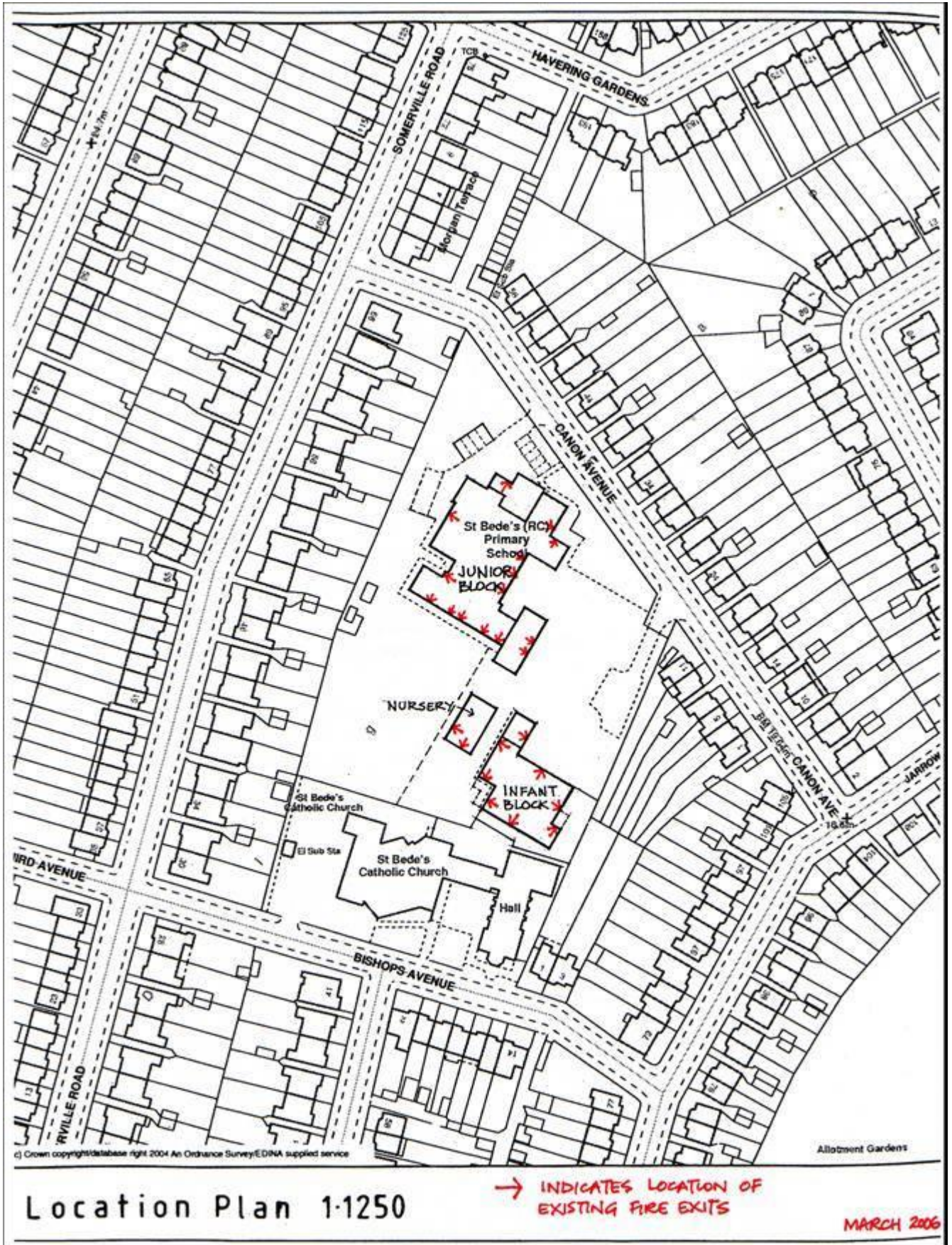
Assistant Headteachers or Mrs Leiser (Lead Teacher for Parent Partnerships).

Our aim is for all pupils to feel secure, valued and respected and to develop a sense of personal and cultural identity.

We view differences in others positively, whether arising from race, gender, ability or disability.

Thank you for helping us to make our school a very special place for learning.

FIRE EXITS



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Allotment Gardens

Location Plan 1:1250

→ INDICATES LOCATION OF EXISTING FIRE EXITS

MARCH 2006

FIRE EVACUATION POINTS

