



# GUIDELINES FOR VOLUNTEER HELPERS

## Parent/Adult Helper Guidelines

Welcome to St Mary's. We are very grateful for parent and other adult helpers and value the time that you give. These guidelines are to assist you in becoming part of the St Mary's team.

### Activities

You may be involved in one or more of a variety of activities in school. For example, you might be asked to help by:

- hearing readers (see separate sheet)
- working with children on Literacy/Numeracy tasks
- using the computer with one or two children
- assisting art groups
- photocopying
- changing library books
- accompanying a class on a local walk

All of these activities will be under the guidance of the class teacher.

Please ask if you are unsure about the activity. We are always happy to clarify instructions.

It would be useful to arrange to see the class teacher, at a mutually convenient time, before coming to help in the classroom for the first time.

### Working with Children

If you are working with a small group or individual children, please support and encourage them, but do not tell them the right answers or what to write. It is useful for the class teacher to see what they can and can't do. Class teachers will mark the children's work, but written or verbal comments from you to the class teacher might be useful.

At St Mary's we aim to have a positive working atmosphere, with lots of praise and encouragement. The children are rewarded for good work and effort and for keeping the Golden Rules. They receive housepoints for their team. Please tell the teacher if there are children that you have worked with who you feel deserve a housepoint. Please be guided by the teacher when dealing with the children. Be firm, but pleasant, and do not accept bad behaviour.

Most children accept their own parent in class, but for a few this may cause problems. They may be distracted from what they are meant to be doing or expect that you will always work with them and want your attention. If this

happens, then stopping temporarily or helping in another class or the library might be a good strategy. This should be discussed with the class teacher.

### Parking

The car park is very small so please do not try to park in it. If possible use the Catholic Church or Recreation Ground car parks.

### Signing In

Please sign in when you arrive and out when you leave. It is very important that we know who is in the building in case of a fire. The Office staff will also issue you with a Volunteer Helper badge, so it is important that you always enter and leave by the front entrance.

There is an adult cloakroom directly opposite the reception area where you can hang your coat.

Volunteer Helpers who make a regular commitment should advise the class teacher of any changes in their routine which mean that they are unable to help at any given time. In return staff will endeavour to notify Volunteer Helpers in advance of any changes to normal classroom routines or timetables.

### Fire Practice

Every Tuesday at 9.30 am there is a fire bell practice. You do not need to respond to this. If the fire alarm goes off at any other time, then you must make your way, with the class, to the outside playground. If you are not in the classroom but somewhere else in the building, then go straight outside to the playground taking any children who are with you.

### Breaks

You are most welcome to come to the staffroom at break-times and join us for a cup of coffee. If you prefer to go out on to the playground please remember that there should be minimum physical contact with the children. All bumps and injuries should be referred to the teacher on duty. You can be helpful by encouraging the children to join in game, and by promoting play activities.

### Confidentiality

Working within the school means that you may become aware of things that are of a confidential nature. You must respect that confidentiality particularly with regard to individual children or school matters, in general. It is very easy for classroom events to be misinterpreted. If parents wish

to discuss classroom matters, please refer them to the class teacher on all occasions.

In accordance with advice from the Local Education Authority we will ask prospective Volunteer Helpers to undergo checks by the Criminal Records Bureau in order to safeguard the children in our care.

If you have any worries or concerns about your role in school please talk to Mr Bull or Miss Fuchter.

Thank you for giving your time to the children of St Mary's.

## Guidelines for Hearing Children Read

Always remain positive and encouraging. Praise effort.

Encourage the children to work out unknown words by:

- building up words using sounds
- using context clues
- using picture clues
- reading to the end of a sentence.

Allow the child a few seconds to think about the word and then tell them, in order to keep the flow of the reading.

You may need to reread some lines to the child to ensure they have understood, and to show how to use greater expression.

Talk about the book.

If it is a new book ask the child what they think it is about. Look at the front cover, read the blurb on the back ask why they chose it.

If they have already read some, ask what the book is about, what has happened so far, are they enjoying it etc.

When the child has finished the book ask them to give you a short summary.

Please only write brief, positive comments in the child's reading record book. You may like to give additional written or verbal comments to the class teacher.

Children may change books within the same level/scheme, although some children may need to read a book more than once if they have needed a lot of support the first time. The class teacher will change the level, when appropriate. Please ensure that all books go back into the Returns box in the library.

## Staff and Class Organisation

<b>Headteacher:</b>		Mr Paul Bull
<b>Deputy Headteacher:</b>		Miss Nikki Fuchter
<b>Class teachers:</b>		
Reception	Exeter	Mrs Kathryn Maidment & Miss Gayle Marjoram
Year 1	Lichfield	Miss Sam Dalton
Year 2	Truro	Miss Nikki Fuchter
Year 3	Salisbury	Mrs Alice Manuel
Year 4	Winchester	Mrs Sheila Buckley & Mrs Liz Alderman
Year 5	Guildford	Mrs Susan Steele & Mrs Ginnie Carter
Year 6	Chichester	Miss Kate Hanna
SENCO		Ms Amanda Parsons
French Teacher		Mrs Jenny Al-Tarafi
Cover Teachers		Mrs Kelly Day Miss Gayle Marjoram Mrs Vicky Voller
<b>Teaching Assistants:</b>		
	Reception	Mrs Christine Richards
	Reception	Mrs Shirley Jones
	Year 1	Mrs Olivia Wylam
	Year 2	Mrs Pauline Denyer
	KS2	Mrs Karen Langdon
	KS2	Mrs Val Rauch
	KS2	Mrs Naomi Taylor
	KS2	Mrs Rebecca Willows
	KS2	Mrs Morag Dalton
<b>Administrative Staff:</b>		
School Business Manager		Mrs Jane Bell
Senior School Assistant		Mrs Sue Davies
School Assistant		Mrs Jo Davies
Resource & Reprographics Manager		Mrs Kay Bedford

**Midday Supervisors:**

Senior Midday Supervisor

Midday Supervisors

Mrs Kay Bedford

Mrs Pauline Denyer

Mrs Karen Langdon

Mrs Naomi Taylor

Mrs Rebecca Willows

Mrs Val Rauch

Mr Paul Bedford

Mrs Naomi Taylor

Play leader

**Caretaking Staff:**

Caretaker

Cleaners

Mr Bob Whitbourn

Mrs Kay Bedford

Mr Paul Bedford

Mrs Diana Swift

**Catering Staff:**

Caterer

Catering Assistants

Mrs Ogie Balch

Mrs Diana Swift

Mrs Anne Monger

**Crossing Patrol Assistant:**

Mrs Diana Swift

## Governors' Ethos Statement

St Mary's Church of England (Aided) Primary School provides education based on the principles and practices of the Church of England. Christian values underpin all aspects of the school.

### Our Ethos And Values

St. Mary's Church of England (Aided) Primary School provides education based on the principles and practices of the Church of England. Christian values underpin all aspects of the school.

Within St Mary's we aim to nurture and maximise the full learning potential of each child, and foster their spiritual, moral, cultural, mental and physical development. We aim to:

- create a happy and caring environment;
- help children to learn that courtesy, good manners and consideration for others are very important qualities;
- encourage children to be self-disciplined, independent and industrious, to take pride in their achievements, and to be generous in their friendship;
- promote good relationships between pupils and adults;
- treat each child as an individual regardless of gender, nationality, religion or ability and provide teaching appropriate to his/her need;
- have high but realistic expectations of each child;
- work together closely as a team to provide a quality learning environment for our children;
- prepare our pupils for the responsibility and experiences of adult life to enable them to develop as well rounded members of society;

The classrooms reflect an atmosphere, where children, are purposefully engaged in learning which promotes excellence, enjoyment, perseverance, self discipline and independence.

The requirements of the National Curriculum are delivered through a broad and balanced and relevant approach based on first hand experience, which challenges and motivates each individual.

**We are committed to providing an education which offers equality of opportunity and is free from discrimination on grounds of race, sex, class or disability.**



## Behaviour Management

The school has a positive attitude towards behaviour, encouraging mutual respect and good relationships between pupils and staff. Whilst in school the children are expected to behave in a thoughtful and considerate way and are encouraged to develop the attitudes and values on which society is based.

Within the overall school Behaviour Policy each class develops its own agreed code of conduct in order that children are able to understand the patterns of behaviour which are expected in school. The code of conduct covers such areas as attitudes to work, truthfulness and consideration of others and care of property. Agreed sanctions are implemented if unacceptable behaviour occurs.

Incidents of alleged bullying are taken seriously and the procedures outlined in the school's Anti-Bullying Policy are followed rigorously.

We will not hesitate to contact parents if a child's behaviour gives cause for concern.

### Rewards and Sanctions

All children may earn housepoints through keeping the school's Golden Rules. Sanctions, such as a loss of privileges, loss of five minutes playtime or loss of a housepoint may be implemented for children who continue to break a Golden Rule after two warnings.

### OUR GOLDEN RULES

Do work hard	<i>don't waste time</i>
Do be gentle	<i>don't hurt anybody</i>
Do be kind and helpful	<i>don't hurt people's feelings</i>
Do listen to people	<i>don't interrupt</i>
Do be honest	<i>don't cover up the truth</i>
Do keep safe	<i>don't put yourself or others in danger</i>
Do look after property	<i>don't waste or damage things</i>