



Guidelines for Helpers in School



St Vincent's Catholic Primary School



Guidelines for Helpers in St.Vincent's Catholic Primary School

We would like to take this opportunity to welcome you to St.Vincent's and thank you for the time and effort you put into supporting both the staff and pupils of our school. All the school family values your contribution to enhancing the children's learning opportunities and appreciates your involvement. We hope that you find your time with us both enjoyable and informative.

We have put this booklet together in order to answer any questions which you may have. If there is anything which is not included here, or if you have any suggestions of what information you feel would benefit others, please let us know.



Health and Safety

The health, safety and well-being of all staff and pupils is of paramount importance, so it is very important that we know who is on the premises at all times and where they are. In order to support us with this, we ask that you follow these guidelines:

- ❖ Always use the front entrance to the school and all visitors must wear a visitor badge for the duration of their stay. Please sign in the Visitors Book in the entrance hall when you arrive and report to Mrs Downie or Mrs Hemmings in the office. You will be given a Visitors Badge, which you must wear at all times when around the school. Please also remember to sign out when you leave, as this book is used as a record in case of fire.

- ❖ For your own protection, we ask you to ensure you are not left on your own with a child in a classroom. You will be asked to work with small groups of children, under the supervision of a class teacher.
- ❖ Please familiarise yourself with the Fire Drill. If there is a fire, the fire alarm will sound continuously. Please leave the building by the nearest available exit and assemble on the junior playground. The classteacher with whom you are working, will advise you of this procedure prior to working with the children. The routes are also displayed by the exit doors around the school, highlighted in pink.



Supervising children

Whenever you are supervising children, the following points will be of help:

- ❖ Always treat children with respect, in the same sort of way that you would expect them to treat you.
- ❖ Be friendly towards them.
- ❖ Avoid shouting. If you speak normally they will listen carefully in order to hear what you are saying.
- ❖ Tell them exactly what to do in as much detail as possible. The classteacher will provide you with instructions for the activity.
- ❖ Don't be afraid to quietly and calmly correct a child who is misbehaving. They should respect you in the same way as they would any member of staff. If in doubt, speak to the nearest member of staff and inform the class teacher.
- ❖ Praise the children wherever possible.
- ❖ It is important that the children see you as a member of staff when working in school. Try not to let them become 'over-friendly' with you. Part of the Social and Emotional aspects of learning (SEAL), is that they behave socially towards adults who are not close friends. At all times, encourage them to be polite to one another.
- ❖ If you are concerned in any way about a child, pass on your concerns to the class teacher, Deputy Headteacher (Mrs Long) or the Headteacher (Mrs Worrall). Do not speak to the child's parents directly (see section on Confidentiality).

Activities

Hearing readers

One of the tasks that you may be asked to do is to hear readers. The exact approach will depend on the reading level of the child.

In Key Stage 1 and Foundation Stage, there are teacher's versions of all the guided reading books, which provide detailed questions and procedures for you to follow.

In Key Stage 2, there are a set of questions as an appendix to this booklet, to support you with questioning the children when reading.

Testing High Frequency or Tricky Words

You may be asked to check children's high frequency words, or 'tricky words'. The words that individual children are working on are stuck into the front of their diaries. They need to be able to recognise them to read on sight and not sound them out. In foundation stage and Key stage one, please check the reading of the all of the words that are not ticked. We check the next 5 spellings and the children write these in their diaries. When all the words on a sheet have been read and spelt, then the next sheet may be stuck in the diary.



Art activities

Children love art activities such as painting, cutting and sticking, clay work, modelling etc. An extra pair of hands is always useful to have for these activities! You may be asked to organise the resources for these activities, such as getting paint trays ready, or cutting out paper for the groups. We also need help tidying away at the end of the activity too, so we would ask that you help with this too.



Filing

Occasionally, we may ask for help with filing or sticking things into books.

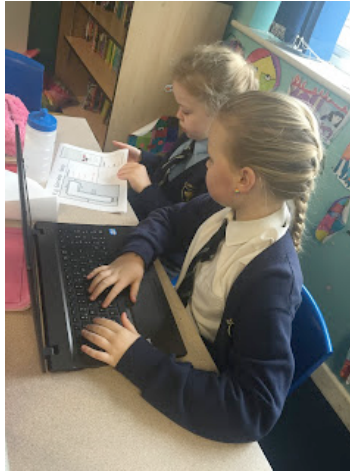
Reading stories

Are you a great story teller? We may ask you to work with a group of children reading stories, or working with them to act out a familiar story!



Computers and ICT

Maybe you are a computer whizz and would like to work with the children to create their own film, TV News programme or make a school magazine?



Confidentiality

Occasionally in school, you will become aware of information about children which is confidential or private to the child or their family. This is a delicate matter which requires a great deal of sensitivity on your part. If a child gives you a piece of information of a sensitive nature, please inform the class teacher. Any information that leads you to believe that a child is at risk, should be reported to the headteacher Mrs Worrall, or Deputy Heateacher (Mrs Long) in her absence.

Any conversation with parents outside school is a breach of the school's confidence. Even quite innocent comments could be misunderstood by other parents. It is therefore important that you treat anything you see or hear 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 their child's progress, or enquire about the behaviour of other children in school. Again, this is an area needing sensitivity on your part. It is important that you suggest that if they are worried in any way, that they contact the classteacher directly.

Staff Room

Adult helpers are welcome to join the staff in the staffroom at breaktime. There are plenty of spare cups and mugs in the staffroom cupboard and tea and coffee are available. Milk is kept in the fridge. We do not charge helpers for tea and coffee.

From time to time, the staff room is used for meetings and training during the day, and we ask that the room is just for staff at these times. The classteacher, or office staff should always be available if you are in any doubt.

Again, please consider that confidential matters may be discussed in the staffroom and we would like to remind you of the school's recommendations.

Students

From time to time, we have a variety of students in school who are undertaking a variety of courses. You will have been assigned a mentor and a point of contact for whom all reports and references may be made.

Your class teacher is responsible for the day to day administration whilst you are in school, including signing attendance logs, but should you require any further information, or documentation, then your mentor is your point of contact. Any communication with your school, college or university will be through them.

As a student, it is your responsibility to provide any course paperwork to your mentor as soon as possible, so that we can provide support as necessary, in order for you to fulfil any course criteria.

You will also be entitled to a weekly meeting with your mentor to discuss progress and answer any queries that you may have.



Adult Helper Information Sheet

Name	
Headteacher	Mrs Anne-Marie Worrall
Deputy Headteacher	Mrs Kathryn Long
Class teacher	
Mentor	
Days in school	
Specific Interests	

<u>Designated Senior Person (DSP)</u>
This is the person to whom all Safeguarding Concerns must be addressed at the earliest opportunity
Mrs Anne-Marie Worrall (Headteacher) <i>Or in her absence</i> Mrs Kathryn Long (Deputy Headteacher)
Please ensure that you have read and understood the school's Safeguarding and Child Protection Policies available on the school website.
Emergency Contact details whilst on site:

Please complete this form and return a signed copy to the school office for our records.
Many thanks for your co-operation.