



Guidelines for:  
Parent Helpers

September 2015

Headteacher:  
Mrs S Boulton

Please can I ask all parents to read/sign this booklet (sign on back page please) - Thank you

Firstly, can I thank you for giving your time and helping in school.

Our aim is to develop a partnership with you and your child in order to enhance your child's education and achievement.

**We want you to feel relaxed and confident when you come in to help. If you have a particular expertise that you can offer please let us know. We only allow helpers into school following a CRB check.**

The aim of this booklet is to offer guidance in the activities you may be involved in and to also give you a few Health & Safety tips.

Parents usually work in school in a number of different areas:

- Reading to children
- Helping to select books
- Hearing children read
- Supervising language and number games
- Computer support
- Assisting with practical activities
- Supervising small groups, alongside the teacher on visits/outings
- Making costumes for school productions
- Mounting work/cutting out letters
- Gardening with the children
- General classroom tasks eg: sharpening pencils
- Labelling in the Library
- Offering any talents/expertise you have
- Laminating work

### **The Children**

During your time in school the main part may be spent with the children. Engaging them in conversation whenever possible will be very beneficial to the child. We expect children to be polite and friendly towards each other and to adults. If any child behaves badly, please let us know immediately, as this is unacceptable. We would ask you to be positive and encouraging with our children - even if mistakes are made. If you have any concerns please tell a member of staff.

### **Confidentiality**

The matter of confidentiality is **very** important. It is **vital** that you do not discuss other children outside the school environment. If parents do approach you please refer them to the class teacher.

### **Signing In**

You are asked to sign in on arrival at school. You will be asked to wear a yellow visitor's badge. This is a safety/security measure. Please remember to sign out again as you leave.

At breaktimes you may join the children in the playground for some fresh air, or have a drink in our 'nurture room'. Tea or coffee are available in the staff room for you to use.

If you are involved in any of the following activities, I hope you will find the following tips useful:

### **Hearing Children Read:**

We place great emphasis on the teaching of reading.

- Try to draw attention to the illustrations (Infants)
- Ask questions to see if the child has understood what he/she has read
- Predict what might happen next
- Give lots of praise
- If a child cannot read a particular word, you could encourage them to use the appropriate strategies (mostly in the Infant department):-

What letter does it begin with? - can it be sounded out? (phonic cue)

Will the picture give them a clue? (picture cue)

What word would make sense? (context cue)

Children at the Infants may have a yellow book with words in for the next stage. These are usually checked before a child reads his/her book. Any child who shows signs of struggling with lots of words will have to be referred to the Class teacher and will need to re-read the pages at home. When you have heard a child read, please write, the date, "read at school" and sign the reading diary. Please do not write any other comments in the book.

If a pupil requires a new book please refer to the Class teacher if you are unsure. Your help with reading is appreciated and this extra support benefits our children enormously.

### **Supervising Number/Language Games** - mainly parents in the Infant Dept

Some children have to be taught the rules of games, to co-operate in a group, to share and take turns. If you are unsure about the expectations ask the Class teacher to tell you again.

### **Computers**

If you are working near or with a computer/laptop please note:

Wires and sockets are to be kept away from children's reach. If you ever notice a safety issue please let us know. Some of you may feel confident with computers and can offer your expertise working with the children. We use computers/laptops to access all subjects of the National Curriculum.

### **Assisting with Practical Activities**

At sometime you may be helping with Art or Craft activities (Design & Technology). If children are using scissors at any time, they have to be made aware of safety issues. Scissors should be carried by grasping the closed end inside the palm of the hand. Any child pointing them or being silly when using them should have the scissors withdrawn and referred to the Class teacher. Round-ended scissors are provided for safety reasons. Use of needles and pins must be supervised carefully. Any child who does not listen to safety instructions should be referred straight away to the class teacher.

### **Woodwork**

Children are never allowed to use tools unsupervised. Use of the glue-gun is supervised at all times and only one/two children (maximum) should be working on a workbench. Always ensure that the glue-gun is unplugged after use. The children must always wear safety goggles.

Wood should always be securely held in a vice. Children must always drill down into the wood with both hands holding the drill. Children should also have both hands on the saw when sawing. Any child not taking safety seriously is not able to take part in these activities.

### **Paint Mixing**

If you are working in this area, the children are encouraged to mix thick paint, using a thick brush to mix it and selecting another thickness of brush to paint with. They should change their water pot frequently. Brown is made by mixing Red, Yellow and Blue. Green is made by mixing Yellow and Blue. Try not to be tempted to paint it yourself but an example is always useful.

### **Filing Children's Work**

This is the time that you will see a variety of abilities, but all children are different and what you see **must** also be confidential.

If the Class teacher is out of the classroom and you want to keep busy you may want to check that the pencils/crayons are sharp, tidy up the book corner etc.

### **Health & Safety Issues**

Many of the staff have undertaken first aid training, but the nearest member of staff can be contacted in an emergency. First Aid boxes are situated in the Medical Room.

### **Procedures in the event of Fire/Bomb threat**

Please read our Health & Safety Policy and ask the teacher about Fire evacuation procedures on your first visit.

The main aim is to evacuate the building as quickly and safely as possible. When the fire warning is given, **everyone** must leave the building. Please ask the nearest staff member about your exit route.

Everyone is asked to meet on the school field where the children will be counted. Admin staff will bring out the Adult Visitors book to check, as well as the Class Registers.

### **Position of Fire Extinguishers**

For the position of Fire Extinguishers/Fire Blankets/Alarm points please see the notices in the areas you are working in.

Let us know if there are particular activities which you would **not** wish to be involved in as we want your time in school to be enjoyable.

I hope that you have found this information useful and you enjoy your time spent with us in school. We are always grateful for your help.

Please could you sign the sheet at the back of this booklet if you have read the document. Thanks again for your help.



