



Guidelines for:

Parents/Volunteers/ Students on Placements

Headteacher:
Mrs S Williams

Welcome to Oakfield Primary School. We hope you are happy here and find your experiences rewarding and beneficial. We would ask you to take note of the following points, which should help you to gain the maximum benefit from your stay with us.

We believe that parents and carers can add enormous value to student's learning opportunities. This is why we encourage parents and other adults to help the school in a variety of ways. Our policy is to ensure that students benefit from as much help and support as possible while being ensured of the safety and security of students in our care.

Aims:

- To provide parents/staff/students and volunteers with clear expectations, induction and guidelines for working in school.
- To encourage the wider community to engage with student's learning, to raise standards of achievement and promote community cohesion.

The Children

During your time in school, the main part of your day will be spent with the children. It is important that you involve yourself in their activities and engage them in conversation wherever possible. All children are individuals but we expect them to be polite and friendly towards each other and to adults, and to work as independently as possible. If you come across incidents, which concern you, then please refer them to a member of staff. We expect pupils to address you as Miss....., Mrs etc.

The Parents

It is the policy of the school to encourage parents to be involved in their child's education and you may find parents working in the classrooms or around the school. If any parent wishes to discuss their child with you (parents are not always sure who are staff and who are not) then please refer them to a member of staff. Similarly if a parent requests to take a child out of school, or asks to administer medicine, then again this should be referred to a member of staff as the school has strict guidelines on these procedures.

Confidentiality

The matter of confidentiality is very important. It is vital that you **do not** discuss any issue regarding the school, staff, children or parents outside the school environment.

The School Routine

During your placement in school you will probably be assigned to a particular teacher or class and they are your first point of reference for guidance and help. We would ask you to complete a student contact form, in case of an emergency.

School session times are: 8.45am - 12.15pm and 1.15pm - 3.15pm

We request that you arrive 15 minutes before each session is due to start in order to discuss the activities in which you are likely to be involved. Please sign yourself in on the Visitors Screen on entry into school. Please sign out again when leaving. It is expected that students will remain behind for 15 minutes at the end of sessions to help the class teacher. You will be asked to show your current DBS check. You will be given a visitors badge to wear each day.

You will be expected to assist the teacher on playground duty outside. You will be welcome to take your break after the children come in. If a child is hurt or upset, please take them to the teacher on duty outside. Coffee and tea are available for you in the staff room. Please take your morning break in the Y6 Unit. Your lunch break can also be taken in the Y6 Unit.

We like to see our students busy in classrooms! If you have any spare time during the day, please check if you can busy yourself with any of the following tasks:

- Tidying cupboards/shelves
- Tidying cloakroom area
- Sharpening pencils/crayons
- Washing paint pots/brushes
- Refilling paint tubs
- Repairing/preparing materials
- Helping with mounting/displays
- Listening to children read
- Helping to dress/undress children for PE

Independence is very important, therefore, encourage the children to help themselves in the first instance. You may be asked by the class teacher to fill in Monitoring Sheets if you have been working with an individual/group of children on a particular task.

Remember - initiative is something we watch for. Try to be busy at all times.

Building Evacuation

Please familiarise yourself with the fire regulations, which are displayed in all classrooms and other parts of the school.

Health & Safety will be discussed at your induction meeting and there is a Policy available for you to read.

Lunchtime

Lunch Breaks are from 12.15pm - 1.15pm

If you are based with the KS1 children, we ask that you help to serve the children's lunches. You may have a school lunch - please discuss with the Admin Assistant on the Monday morning when you arrive, or you may prefer to bring a packed lunch.

We discourage you from leaving the building at lunch time as you will gain a lot from this experience if you immerse yourself in the whole day's activities.

Dress

Presentation is important and we would request that you come into school in sensible attire, bearing in mind that clothes could get dirty when working with young children. Jeans and trainers are not acceptable dress.

Toilets/Cloakroom

These are situated in the administration block. We also have a male/female disabled toilet.

It is recommended that you carry all valuables with you at all times.

Smoking

The school building and school grounds are designated non-smoking areas.

Mobile phones

Please could you switch them to silent whilst in school as they are distracting. We ask that you do not make or receive texts or calls in school unless they are **URGENT**.

Students

We appreciate that it can be difficult for School or College students to make the transition from that of pupil to a supervisory role. Our young children will see you as a person with some responsibility and authority and it is important that you deal with them in both a sensible and sensitive way. Our advice is to speak clearly, keep children on task, adhere to the guidelines the teacher has given you and refer all matters of misbehaviour to the teacher immediately.

The children will look to you as a role model and will respect you if you behave in a caring and adult way. The member of staff with whom you are placed will monitor the children you are working with and will intervene if she can foresee problems.

Absence

If, for any reason, you are unable to attend school when the teacher is expecting you, please make sure that you contact us or get a message to us before 8.30am. The telephone number is:

(01724) 842246

Hearing Children Read:

We place great emphasis on the teaching of reading.

- Try to draw attention to the illustrations (KS1)
- 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 KS1):-

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)

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 "Read at school" and sign and date the reading diary.

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 KS1

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 some time 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.

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 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.

This leaflet is intended to help you, and your co-operation is vital. Please feel free to approach any member of staff if you have any questions or concerns.

We hope you enjoy your time with us.

PROTOCOL FOR VOLUNTEERS / HELPERS IN SCHOOL

Please read and sign the document below to confirm your agreement with the schools expectations as a volunteer helper:

As a school we agree to:

- Explain your tasks/jobs carefully so that you are clear about what we would like you to do with the students.
- Explain the school behaviour policy with you to help you understand how we manage behaviour.
- Ensure that the students you work with behave and work well.
- Treat you with the highest respect and care.
- Share relevant information about the students you are working with.
- Let you know in advance the overall plan for the day and let you know if this changes.
- Treat anything you tell us with confidentiality.

We agree not to ask you to:

- Deal with difficult or challenging behaviour.
- Carry out a task that you feel uncomfortable with.

Learning Mentor: (Print Name)

Signed: Date:

I agree to:

- Use the school behaviour and ethos policy and inform the teacher if I see any inappropriate behaviour.
- Inform the teacher if I observe anything that concerns me in school.
- Treat any information with total confidentiality.
- Inform the school if I am unable to come into school for any reason by 8.30am in the morning.
- Respect and listen to the guidance of the teacher at all times.
- Complete the appropriate DBS safeguarding checks.
- Disclose any criminal allegations to the Headteacher prior to starting as a volunteer helper.
- Not look at or compare children's work, records or staff records.
- Not share any information about a child or member of staff with anyone outside the school.
- Read the Child Protection Policy on the school website.
- Not disclose any school related information on Social Media ie: Facebook.
- Dress appropriately as we are a professional environment.
- Ensure mobile phones are on silent and are not used within school.

Volunteer Helper: (Print Name)

Signed: Date: