



Welcome to
The Queen's C of E Primary School

A Guide For Adult Helpers

2016

Our Ideal Adult Helper:

- Demonstrates our school values of Love, Compassion and Respect
- Respects confidentiality
- Consults the class teacher but uses their own initiative too
- Is there to help all the children and has fun with the children
- Helps to encourage good behaviour and standards
- Acts as a good role model to the children
- Realises that sometimes plans change, so can be flexible
- Has a good sense of humour

Could this be you?

Welcome to The Queen's Church of England Primary School

Thank you for wanting to help our children in school. We value your contribution to the children's learning and appreciate your help. We have produced this booklet to give you the information you may need and hope that you find the time you spend with us rewarding and enjoyable.

The Governors of the school would like to give a special thanks to the adult helpers who so generously give up their valuable time to support and enhance the children's learning as well as their emotional, social and spiritual growth. Your help is of enormous value to us

How can I help?

We know that some parents can help on an occasional basis, and some are able to offer more time. Some helpers plan their involvement and others are more spontaneous.

All help is greatly valued and enables us to provide an enriched curriculum for the children. Some of the ways you can help are listed below, but feel free to suggest any others. The possibilities are endless!

- Reading (individual and group reading) usually during Guided Reading sessions 8.50-9.15am
- Small group work (mainly literacy and maths)
- Art
- Assessing times tables (Y2 upwards)
- Accompanying children to church or on visits/trips (e.g. swimming, tennis, class trips)
- Transporting children to sports events
- Special weeks with a particular focus e.g. Art or Science week / Events to celebrate diversity
- Library / Orchestra
- Regular jobs which always need doing: e.g. sharpening pencils, sorting class libraries, sticking in children's work, mounting work for displays.

Who do I Contact?

When helpers are required for particular events in class or whole school details will be usually sent out via the class teacher/class reps, or given in the school newsletter if for a whole school event such as Art Week.

If you have a particular skill or would like to help in class with any of the above, please speak directly to the class teacher.

To help in the library please contact Mr Megrah (Y5)

If you would like to help with orchestra please leave a message at the office for Mrs Noyes.

Our Values – Working with Children

We are proud of our children at The Queen's School and have high expectations of their behaviour. Most of our adult helpers work with either individual children or small groups of children. In your role as an adult helper you may not necessarily be working with your own child, as all the children benefit from your help. The class teacher will advise which group you work with.

All adults who work in the school are expected to follow similar guidelines relating to the aims, values and ethos of the school and to follow the school's practice in terms of behaviour management. We firmly believe

that all adults have a responsibility to provide consistent guidance to children and act as positive role models. You can refer to the school's Behaviour Policy to help you. (You can find this policy on our website)

In school the children are encouraged to:

- address all helpers correctly and respectfully at all times e.g. using Miss/Mrs/Mr, even if you may be known to them out of school by your first name
- be polite
- take turns in speaking and listening
- listen when an adult is talking
- use appropriate and respectful language when engaging with other children or adults

If you feel that children in your group are not behaving appropriately and they do not respond to requests to behave, please send them to their class teacher. Alternatively send a child with a message: if you are working outside of the classroom your group should not be left unsupervised.

Please note that if any child wants to go to the toilet or leave the classroom for any reason they should ask the class teacher.

Independence:

We encourage all children to work as independently as possible. However, all children are individuals with differing needs. Try to use specific praise, so children know what they have done well e.g. Well done for using your phonics to sound out that word. Also praise children for their efforts and progress and then offer support as they try on their own.

Physical Contact:

You should not pick up or handle children and all physical interactions with children need to be carefully considered. Restraint procedures should only be followed by trained members of staff. Appropriate and safe methods of comforting children are a touch on the hands, shoulders or top of the back. No child should be lifted, carried or sat on an adults' laps

Important Information:

DBS Check

All adults in school need to have a current DBS check specifically for Queen's. If you do not have this please pick up a form from the office.

Signing In

Please sign in at the office and obtain a visitor's badge. If you are helping just after drop off you can sign in at the office and then walk round to your child's classroom in the usual way. Please ensure that you sign out when you leave. Please do not wait alone in a classroom without prior agreement from a member of staff.

Absences

If your plans change and you cannot help at a time that has been planned please call the office as it is helpful to know as soon as possible.

Fire Procedures

There are set procedures that children and teachers follow in the event of a fire/emergency evacuation. In each classroom there is an emergency evacuation procedure giving relevant information. In the event of an emergency you should follow the directions of the class teacher, but if you are with a group not in the classroom (e.g. in the hall) your responsibility is to get those children out of school by the shortest practical route. The designated fire assembly point is the playground area by the vehicle gates.

First Aid

Please report any incidents immediately to the class teacher who will decide on the appropriate action.

Playtime

Playtime is a time when we encourage the children to develop their social skills and independence and therefore ask that you do not go outside with the children. We suggest that you take this opportunity to take a break or possibly help the teacher with classroom preparation.

Toilets

Please use the visitor's toilet, which is located near Miss Bentham's office.

Mobile Phones

Please can these be put on silent and not used when you are in school.

Refreshments

Unfortunately the size of our staffroom is too small to accommodate helpers as well as staff but if you are in school for an extended period of time the teacher or teaching assistant will be happy to get you a drink: please feel free to ask if they forget. We would also remind you we are a nut free school.

Hot drinks

For health and safety reasons please do not bring hot drinks into school or with you when accompanying children on trips. Hot drinks given to you in school will be in a thermos cup with a lid.

Trips Out of School

Richmond guidelines recommend that parent helpers are not in charge of a group with their own children. However, The Queen's School's policy is that it is at the absolute discretion of the class teacher organising the trip and we ask that you respect their decision on this.

Parking

Unfortunately visitors/helpers who are not members of staff are unable to use the car park. There is free parking within walking distance of school.

Safeguarding and Confidentiality:

All children are different and special and you will see children working at widely differing ability levels in all areas of the curriculum. This is obviously confidential and information concerning the children's progress is a matter for the parent and teacher and should not be discussed outside of school.

You may encounter a situation where other parents ask how a particular child is progressing or to comment on behaviour. This is not something which should be discussed (if need be a general comment should ensure that confidentiality is not breached).

Young children can be very trusting and talkative, particularly when working in small groups, and may discuss their lives at home. Obviously any information they divulge is confidential. However, if you hear any information which causes you concern, please inform the class teacher.

You may also see teachers or teaching assistants dealing with inappropriate behaviour. Obviously behaviour issues in school are just as confidential as other matters and should not be discussed.

If you would like to volunteer, please visit The School's website www.queens.richmond.sch.uk and complete the Volunteer Induction. This can be found in the For Parents section under Volunteer Induction where you'll be required to read information, listen to our podcasts and complete the Induction Form. We look forward to welcoming you as a parent helper at The Queen's School.