

Shilbottle First School- Helping in school



Helping in school

We thought it would be helpful to offer some tips and information for all helpers to make them feel more a part of our school life.



Parents are invited into school to help any time they can. Rules for casual helpers have changed and if we do not DBS/CRB parents we may ask for references. Those parents who do not have a DBS/CRB will work in the same room as the teacher. They should not be asked to work with a child or a group in another room. We DBS/CRB check any regular helpers in school and Mrs Jefferies has the forms available in school. There are many areas of school life that parents could help with - literacy, numeracy, hearing reading, sewing and art activities, computer skills. There are other ways of supporting your children and developing stronger links with school:

- Attending Assemblies, Christmas concerts etc.
- Attending parents evenings;
- Accompanying educational visits;



Staff at our School

Head Teacher & Year 4 Teacher - Mrs. A. Jefferies

Deputy Head & Foundation Stage Teacher - Miss Bowden

Year 1 Teacher - Miss Harrison

Year 2 Teacher - Mrs Kelly

Year 3 Teacher - Mr Phillips

Year 4 Teacher - Mrs Hickman

Cluster Teacher - Miss Stewart

Office Manager - Mrs Lowes

Resource manager - Miss Y Hood

Teaching Assistants - Mrs. T Slack

Mrs J Thorn

Lunchtime and Teaching Assistants - Mrs. D. Dodd

Mrs. L Hedley

Mrs K Matthews

Cook - Miss D Foxall and Miss T Foxall

Caretaker - Mr. P Dodd



School Rules

1. Follow instructions.
2. Be polite, kind and helpful.
3. Move safely around the school.
4. Listen carefully.
5. Always do your best.



Behaviour

We expect our children to behave with courtesy and good manners, sometime, however, children 'test' new helpers by being less controlled than they might be with a teacher. Please talk to the teacher if you are unhappy with the behaviour of any child you are asked to work with.



First Aid

All First Aid equipment is situated in the reception cloak room next to the outside door. All staff have had training in First Aid so ask any member of staff for help if needed.



Working with a group

Your role when working with a group is to support and encourage the children.

Avoid the temptation to do the work for them!

Give them plenty of time to find a solution before supplying the answer and always praise their efforts.

You will often need to instruct or remind the group before they can start work e.g. 'let's read these rules before we play the game.'

If you are doing something creative, remember it is the child's work that is needed.



Hearing readers

Before starting to read ask the child to re-cap on the story for you. Be very interested in the characters and make the child feel as though she/he is giving you a big treat.

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If they are stuck, help them to sound it out then blend the sounds together to read the word. If you have been asked to write in their home/school diary please comment positively. e.g. I did enjoy your reading etc.



Confidentiality

You will have a different perspective on the school having worked in the classroom. Children's behaviour/ ability/attitudes to learning will be obvious to you, and we ask you not to share those insights outside school e.g. 'I did not know that your Primrose was such a fuss pot!'



- As a helper you are our guest and we will endeavour to treat you as such. You are welcome in the staff room where there are tea and coffee making facilities.
- It would also be helpful if you could check the fire alarm procedures in classrooms as a precaution.
- Please ensure all outside doors are locked at all time throughout the day.
- Please remember to sign in at the front door so we know who is on site, in case of fire.



Aims of Shilbottle First School

- to create a happy, stimulating and caring environment in which children learn to co-operate and develop mutual respect for others and their belongings and feel happy and confident in their relationships with those around them ;
- to promote self -respect and confidence in their own abilities, respect the abilities of others and to establish high standards of academic achievement and behaviour both within and beyond the classroom;
- to develop an awareness of moral, spiritual, social and cultural values and a sensitivity towards the needs of others.
- to provide a broad, balanced and relevant curriculum that meets the requirements of the National Curriculum including Government directives, which in turn allows children to develop an understanding of the world around them;
- to promote equal opportunities, taking into account the different needs and abilities of pupils so that all may achieve their potential;
- to develop and improve the basic skills of children through effective teaching programmes;

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- to gather and use information to monitor the progress and set targets for children;
- to establish an atmosphere of mutual trust, respect and responsibility between home and school within which everyone can work together to successfully achieve these aims.
- We see teaching and learning as a process of co-operative team work and welcome and encourage the involvement of parents and others in the community.



Child Protection

At our School, Mrs. Jefferies is the designated person for child protection; Miss Harrison also knows the procedures and is the second designated teacher. All staff have total commitment to child protection. If a child discloses abuse or you are suspicious, there are three things to do:

- Report immediately to the Headteacher (designated Child Protection Officer).
- Do not speak to the parents
- Do not promise the child that it will be kept a secret

It is very important in these cases that prompt and correct procedures are followed under Northumberland LEA Child Protection Procedures.



Leaving School During the Day

No child is allowed out of school during the day for an appointment unless a known adult arrives to collect him or her. Parents know they need to report to the class teacher if they need to collect their child. If you see any person on site who you feel needs to be checked out, please talk to a member of staff.



We hope you enjoy your time with us and we appreciate your help. Please feel free to ask any member of staff if you feel unsure about something. If you feel that something is missing from this booklet, please let me know.



Liability

For any school activity undertaken by a volunteer the Council's public liability insurance will apply. Volunteers should be aware that this insurance does not cover them for loss of earnings should they sustain an injury. Any queries should be addressed to the Risk Manager and Insurance Officer at County Hall.

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Thank You