

Courtland Primary School

Guidelines for Parents/Volunteers working in classrooms

Thank you very much for giving up your time. We place enormous value on the help we receive from parents working in the school. In order for your help to be as effective as possible, we have prepared some guidelines which we hope will be of benefit to both yourself and the school.

It would be appreciated if parents/helpers would:

- Sign in at the school office on arrival and sign out on departure, for Health and Safety purposes
- Come at a regular time each week or agree times with the class teacher in advance. Please let us know if you cannot come for any reason.
- Ensure that you have your mobile phone switched off whilst you are working with the children
- Understand that you will not be asked to work with your child or your child's class unless you are helping them to change their library books.

- Have regard for the school mission statement 'Everybody can be Somebody' when you come into contact with the children.
- Encourage all children to be as independent as possible. Help them to do things for themselves rather than do things for them eg changing for PE, Art and DT activities etc
- Respect confidentiality of the children and staff by not discussing individual children outside of the classroom and by knocking on the staff room door if you need to speak to a member of staff.
- Let us know if there is a particular interest/skill that you can offer eg ICT, music, gardening etc
- Above all be supportive to the staff!

The class teacher will liaise with you at all times and will keep you informed as to what your task is for a particular session.

Should there be questions that you need to ask, please ask no matter how small.

Teachers will give you additional written or verbal guidelines on hearing children read.

Health and Safety implications of working in school

Please remember that while you are in school you are part of the team and all of the usual expectations about confidentiality apply to your work, with both children and staff. If anything which concerns you happens while you are in school, please speak to the Class Teacher or Headteacher about it.

Moving around the school.

Children and adults are encouraged to move around the school in a quiet and calm manner. If you should see a child not doing this please stop them!

Safety Hazard

If you should notice a safety hazard please report this to the Headteacher, Class teacher, School Secretary or Caretaker immediately.

Toilet Facilities

The visitor's toilets are situated on the ground floor opposite the staffroom.

In case of emergency

Fire exit routes are displayed in each classroom. Please ask your class teacher to talk you through the evacuation route. If you work in more than one class please make sure you are familiar with all routes.

Supervising Children

It is school policy that children are never left unattended. If children are in your care and you need to leave them for any reason, please bring them back to the Class teacher or to the welfare room as appropriate.

First Aid

If a child feels unwell or is hurt whilst in your care please send them to the welfare room. If you should have an accident please inform the Headteacher or Welfare Officer so that it can be recorded.

Thank you for offering to help in school. We appreciate your help and hope that you will enjoy working with us.

