

Withernsea Infant School

VOLUNTEER HELPERS' BOOKLET

Welcome

At Withernsea Infant School we aim to foster home/school liaison. We like to encourage parental involvement in the School. We aim to be welcoming to the adults within the community and utilise the many and varied skills that individuals can offer.

The aim of this booklet is to say thank you to all our voluntary helpers. It is always greatly appreciated that you give up your time and come into School to assist the staff. It is understood that not everybody can come into School on a regular basis. Any help is appreciated.

The following are guidelines that the teaching staff of the School hope will be of some help to you.

Before becoming a helper in school you will have been asked to complete a Police Declaration Form. If you have not done so please contact Mrs Good in the school office.

Some do's and don'ts

- Please remember that at all times you are responsible to the class teacher to whom you are giving support. They will inform you of what is required from you and where necessary how to do it.
- If you see inappropriate behaviour please make sure that the teacher is told immediately and they will act accordingly.
- Remember that although the children may be in "your group" they are at all times the responsibility of the teacher.
- At break times you are requested not to go into the playground. There are supplies of tea, coffee, milk and sugar in the Community Room. Should you wish to have refreshment during the break time please feel free to use these facilities.

Confidentiality

This is of great importance!

- Anything that is heard by a volunteer from the children or a teacher that is likely to cause concern must be treated in the strictest confidence and discussed only with the Head or a senior member of staff.
- It is important that confidentiality is not breached out of School.

Jobs in School

Volunteers who come in to help will be asked to undertake a variety of jobs. These could be in classroom activities or out of class activities.

In class activities are always undertaken under the supervision of the teacher in charge of the class. The activities required could be any of the following:

Helping children with: sewing, cooking, painting, outdoor activities, art activities, games, language or maths activities, spellings, hearing readers etc.

Helping teachers with: clearing up, preparing for lessons, refilling paint pots & glue pots, cleaning cupboards, checking stock, backing work, sticking work in topic books etc.

Out of class activities are at the request of the Head or teachers.

These activities could include accompanying a class or group on a visit, naming and backing books, clearing cupboards, photocopying, presenting work, sorting resources, helping with word processing etc.

Placement of Volunteers

Volunteers, if they have children at School, will not necessarily be asked to help in a class where their child/children are. They could be asked to go into any class depending on the needs of the School. Flexibility in this is a great help to the staff.

Time in School

It is appreciated that not all volunteers can afford the time to give up a whole morning or afternoon. It is not necessary for a volunteer to come in for a whole session. It is greatly appreciated if you can only afford to come in for half an hour - this is still a great help to the teachers.

It may also be that volunteers will be asked to go into more than one class, if they are in for a whole morning or afternoon.

Obviously teaching staff need prior warning of a volunteer being available so that activities can be prepared to make full use of the advantage of having a volunteer in School.

Some volunteers can manage a regular time to come into School. If you cannot manage this please give prior warning to the School that you are available so that we can place you in a class, which requires an extra pair of hands.

Absences

If you are a regular volunteer, or one who has made a prior arrangement with a member of staff to come into School and then find that you are unable to do so, please phone the School office on 61800 to inform us that you are unable to come in. Staff may have prepared activities for you to help with, so this aids us in our daily preparation.

Reporting back to Staff

If you have been involved with an in-class activity with a child or groups of children, could you please report back to the class teacher on the outcome of the activity? If you have any concerns during a lesson with a child or children, please inform the class teacher immediately.

And Finally

The support given to the school by its many volunteers is greatly appreciated. If there is any thing which you think may help our school improve, or any practice which you feel you can help develop then please do not hesitate to bring it to the attention of either the Head or any other member of staff.