

We are very pleased that you are prepared to help us in school. Thank you. In order to ensure the system works smoothly and efficiently we ask that you read the following notes and complete the reply slip as requested.

Policy and guidance for Adult Helpers in School

We are grateful for the time and support which adults are able to give us, as it provides different opportunities and benefits for pupils.

Additional adults in school improve the learning environment through increased pupil : adult ratio. Children are able to receive extra one to one help in specific areas and groups of children can have an extra adult to supervise a task. This provides the children with the adults language and communication skills, which are so important in all activities.

Some adults come to school with specific highly developed skills to share with the children. Art, sewing, model making and cookery are just some of the skills that adults can offer.

There may be adults (particularly Grandparents) who have collections, artefacts and resources that they are able to bring to school to share with our pupils - adults are able to add stories that bring these things to life.

We hope that the process is not entirely one way and that by being in school, parents can gain a greater insight into how the school operates and how children learn. It gives parents the opportunity to see why schools do things the way they do and the experience of being an adult in school may be VERY different from their own experience as a pupil.

There are many ways parents can become involved in school as an adult helper.

Some people may be able to help on a regular basis - weekly or once a month.

Others may be able to help with one specific activity in a year - accompanying a class trip or by visiting a class and sharing a skill or by providing transport.

Some adults may not be able to come into school at all due to work commitments but they may wish to help in other ways. There may be after school jobs that a teacher needs help with - mounting work, washing paint pots, sewing costumes, making and laminating games.

All these roles are of equal importance .

Guidelines

These guidelines are designed to be of support to those who voluntarily help in school and particularly to those who may be helping for the first time. They are to avoid confusion and misunderstanding.

- All volunteers will need to have a CRB check before helping in the school. Forms are available from the school office.

- The class teacher is in charge of the class, its programme of learning, and its discipline. It is they who will decide upon the nature and level of support they would like you to provide.
- Please remember that if you are ever unhappy about an activity which you have been asked to supervise please say so and talk to the teacher concerned.
- Please always remember to ensure you do not leave yourself vulnerable with any child.
- We treat the pupils with courtesy and respect and expect them to treat everyone, both adults and children in the same way.
- As one of the partners in the learning process, you will be viewed as a good role model of a caring, sensible adult. Pupils will be watching and copying you. They model themselves on you, your views, attitudes and appearance. We demand from our pupils the highest standards: as adults we too must try to live by these same high ideals.
- Please remember that if you are in school for any length of time you will naturally become aware of the abilities and achievements of different pupils. This information must obviously be regarded as confidential. Please try to imagine how you would feel if you heard another adult discussing or making a comment about your child. By all means tell everyone about how you are helping in school, but what you see and hear **cannot** be for general discussion outside school. If you have **any** concerns at all it is essential that you speak to the class teacher, or the support teacher with whom you are working. Teaching staff are trained professionals and are able to ascertain whether information needs to be discussed any further with either specific parents or with the Senior Managers of the schools. All visitors to schools are required to sign a visitors' book upon arrival and prior to departure. Please remember to do so on every occasion when you work in school. These are only reasonable security, fire and health and safety measures.
- In the case of parents offering their help, it may well be that the offer is taken up and, through negotiation, the parent will be asked to work with a class other than that which their child is in.
- If there are times when you are unable to come into school for one reason or another, then do please telephone the school, so that we are able to organise classes or groups properly on that day. Equally, we shall do our best to contact you if there are any changes being made to the school's routine which would have an impact upon your planned visit.
- When listening to pupils read, remember that most of them will try to sound out the words phonetically and you should be encouraging them to do this.
- When the pupils seek help with their spellings, we expect them to attempt a word on their own before being given direct help.
- If you are helping with cookery, please remember that whilst your own child may be aware that cookers become hot, and that knives are sharp, not all pupils will realise

these things. The processes involved in weighing ingredients, measuring volumes, reading recipes etc. are all elements that make cookery an educational experience. Most adults have to fight back a very natural tendency to want to take over, please do try to avoid doing so.

- Please remember to behave safely at all times and not to place the pupils in your care at risk. Make yourself aware of all the emergency and evacuation procedures. Finally, if you have not been put off from coming into school, and we do hope not, and that you will become another a partner in the fascinating process of learning and discovery, then please complete and return the enclosed slip before your next visit to the school.