

Dorchester Primary School



Procedures for Helpers in School

We value your help!

Introduction

Achieving Excellence Together in a Caring Community”

HELPERSdor09.doc

Welcome to Dorchester Primary School. We appreciate the help and time that you give to our children. Please do not hesitate to seek assistance from any member of staff if you have any queries.

The School Day

8.50	School begins
9.00	KS 2 Assembly
10.30/45	KS 1 Assembly
10.45 to 11.15	Playtime (dependant on the age of the children)
12.00/12.15	Lunch time (dependant on the age of the children)
1.10	Afternoon school begins
3.05/3.15	School ends

Routine

When you arrive please sign in at the office and collect a badge. Please try to speak to the teacher before the session during a break, lunchtime, or before the afternoon. Please sign out when you leave. If you are unable to come for whatever reason please phone or let the teacher know.

Fire Drill

There is a fire drill notice on the door of each room, **please read it and be prepared to follow the instructions**. Fire practices take place on a regular basis. The alarm is a very high-pitched squeal! The teacher will take the children straight out into the playground and line them up to count them. All adults must leave the building as the alarm sounds. The teacher you are helping is responsible for counting you! She/he is also responsible for all her/his children so follow her/his instructions as necessary. Please try to help the fire drill exit to be taken as quietly and calmly as possible.

Code of Conduct

Our aim is:

1. To encourage good self discipline
2. To encourage the importance of good conduct, showing respect to one another and to any adult in the school.
3. To follow the Golden Rules – do listen, be honest, be gentle, be kind and helpful, work hard and look after property

In order to achieve the above aims, everyone should show courtesy and consideration for others at all times. This means:

- Moving gently and quietly about the school
- Speaking politely to everyone
- Caring about the school, e.g. keeping school and playground tidy, being careful with work and displays.

The children at Dorchester behave well and this is encouraged through praise and a caring, positive attitude.

The class teacher will deal with poor conduct in the classroom.

Golden Rules are followed at all times. The class teacher is responsible for conduct in the classroom. If you have any concerns please inform her.

Confidentiality

It is important that whatever happens in the classroom should remain **confidential**. Even positive comments can be misinterpreted. Please do not discuss any child's work, conduct or progress with anyone. These items should remain confidential between a family and the teacher. If you feel uncomfortable about anything you see or hear, please talk to a teacher or the Headteacher immediately.

Health and Safety

This school has a Health and Safety Policy. Children are encouraged to use their tools carefully and responsibly. If there should be an accident at any time, when you are in the or around the school, please take the child to the office and inform the class teacher. If the incident should be serious then send a message to the office for assistance and remain with the child. At no time should any child be left on their own and unsupervised.

Ways of Helping

There are many and various ways of helping at school. You may be asked to help with guided reading, supervise and play games, help with readers, cover books, mix paints, etc. We are very grateful for help with computer activities. Important areas outside the classroom where we need help are in the ICT suite and library. (If you have any special talents please let us know).

Trips

We take the children on several trips throughout a year as part of their National Curriculum studies. Parents are a vital source of help on these occasions. There are also procedures for adults on visits, which the teacher will ask you to read.

The teacher will have a list of children on the visit. This will also be held in school. Each helper will be given a list of the children in their group. Please keep a count of them at all times. We wish to see the same behaviour out of school as in it and the school codes still apply. The leader of the visit will explain to you arrangements for the day's events, mealtimes, toilets, etc. Please try to keep to times and places as organised.

Assembly

Although the children are in the hall there are several ways that you may help the teacher before the children return. Some teachers may be taking assembly so try to ask them for ideas before school starts.

Relationships

Children form strong attachments to the adults they meet in school which we need to cherish. We are also widening their experience of the world. It is important that we set a good example both in our behaviour and language. We hope that Dorchester Primary is a caring environment for both adults and children. Please let us know if there is any way we can help you. Sometimes, the children may share confidences with you that no one else may hear, please let the teacher know of any concerns that you may have especially in this area.

We value the time that you give us. You are welcome to make yourself a cup of tea/coffee in the staffroom. Unfortunately, the staff room has a shortage of seats and is often used for staff meetings at breaks so please avoid the times of 10.30 to 11.15. Hot drinks should not be taken into the playground or classrooms.

The Law

All school helpers have to be checked by the Central Criminal Bureau for the safety of all our children. This does take a little time and cost the school. No adult can work with/alongside children without a CRB check. Helpers cannot start in classes until they are checked. The office will inform the helpers as soon as there is clearance.

Thank you again for your time, patience and enthusiasm. You help to make this school a very special place to learn and work. The children greatly benefit from your time and expertise.

Please don't worry in silence; everyone is always willing to answer questions!

We hope that this has been a useful guide to Dorchester Primary School. Please let us know if we have omitted any information that you would have found to be useful.

September 2009

Dorchester Primary school

Helping in School

Please sign this form and return to the Office before starting to help in Dorchester Primary School. Thank you.

Iunderstand and agree to follow the procedures for Helpers in School. I will respect children's individual needs and the need for confidentiality when working in the school.

I am happy to be checked by the Central Criminal Bureau.

Signed

Child's name

Class

Date

Parent Helper Details

Name in full

Maiden name

Date of birth

Address

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Next of kin in case of emergencies

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