



PARENT HELPERS AT



Thank you!



What might I be asked to do?

A wide and varied selection of jobs:

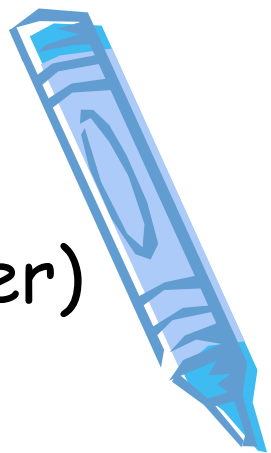
- ✓ reading
- ✓ working with groups or individuals
- ✓ organising and preparing resources
- ✓ photocopying
- ✓ putting up and taking down displays
- ✓ art work and cooking
- ✓ filing paperwork

Please ask if you need help/extra instructions
If you have a talent - tell us!



Themed Weeks/Days

- Term 1 **Autumn Walks** (w/c 19th September)
- Term 2 STEM Week (w/c 16th November)
Christmas Craft-a-noon (19th November)
- Term 3 **Winter Walks** (w/c 4th January)
- Term 4 R.E. Day (25th February)
Book Week (w/c 1st March)
- Term 5 **Spring Walks** (w/c 12th April)
Art Week (w/c 17th May)
- Term 6 Music Day (21st June)
Sports Week (w/c 28th June)
Summer Walks (w/c 5th July)



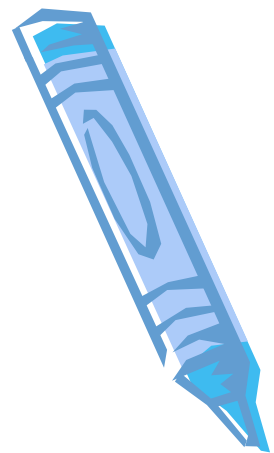
Working with Children

- ❖ All adults are called by their surname in school.
- ❖ You will be working with all pupils/designated groups of pupils - not necessarily your own child.
- ❖ Please do not treat your child differently.
- ❖ The class teacher will monitor the reaction of pupils if parents are helping. It is very important that children feel safe and happy in school.



Confidentiality

- ❖ All volunteers need to read and sign our policy.
- ❖ Be aware of confidential information e.g. test scores, support groups, behaviour, staff conversations etc.
- ❖ School staff should not talk in detail about individual pupil progress with helpers - if you overhear, please keep this confidential.
- ❖ If approached by other parents on the playground please direct them to the class teacher.
- ❖ We have high expectations of behaviour at school, if you have any concerns please see the class teacher.



Break Time

- ❖ Please ask the class teacher or learning support assistants for a cup of tea or coffee.
- ❖ Helper breaks can be taken in the corridor.
- ❖ You are welcome to use the guest toilet near the junior cloakrooms or the disabled toilet in the infant corridor.



Child Protection

Health and Safety of our pupils is paramount.

Designated Safeguarding Lead - Mrs Lay
Deputy Safeguarding Lead - Mrs Garrett
DBS check.

If you have any concerns please see
the class teacher.



Child Protection

Always protect yourself...

- ✓ Only work with a child/group in a public area.
- ✓ Never sit a child on your lap, including your own.
- ✓ If you are helping a child with buttons or zips, do so in the presence of a member of staff.



Health & Safety

Leaving/entering the school site

- Please ensure you sign in and out of school.
- Collect a visitor sticker and wear it at all times.

The fire alarm

- One long continuous ring.
- Leave school building immediately from nearest exit, closing doors and windows behind you.
- Gather in the middle of the school playground.

If you hear any other type of alarm please follow the class teacher's instructions.



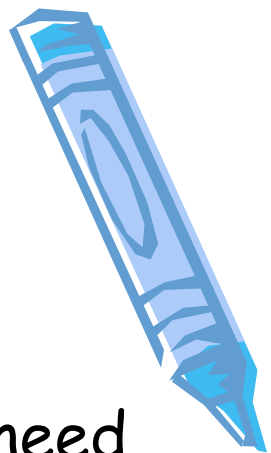
First Aid

We have plenty of designated first aiders, if you need assistance please ask.

Medical lists are in each classroom.

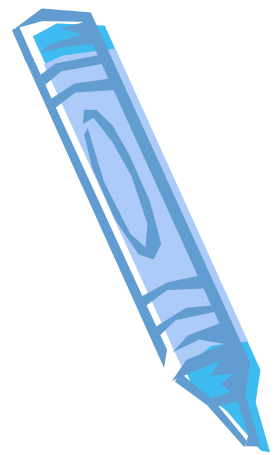
If you have any type of allergy, please let the office know.

We are a 'nut free' zone so please be aware of snacks!





Extra Information



- ❖ Priority is given to parent helpers for school trips
- ❖ If you cannot attend a session please let the class teacher and office know
- ❖ Do not be shy! Ask if you need to know something.



Parent Helper Information

School Website - School Information- Policies

- Behaviour Policy
- Confidentiality Policy
- Dealing with Disclosures
- Mathematics Glossary of Terms
- Literacy Glossary of Terms
- Book Bands
- Reading Strategies and Teaching Prompts
- Timings of the School Day
- Fire Meeting Points
- Safeguarding Leaflet
- Social Media Leaflet
- Keeping Children Safe in Education
- Letter and Number Formation

*'Sheldwich Primary School and Little Hedgehogs
School Helper Pack'*

