

STANLEY PARK JUNIOR SCHOOL



Guidance for
Helpers in School

WELCOME!

The first thing to say is how much we value and appreciate the help of parents at Stanley Park Junior School. We welcome your help with many different aspects of the life of the school, from reading with children and supporting group work, to preparing resources.

Parents are one of the biggest groups of people who give freely of their time to help the school deliver to the pupils an education of the highest standard. Some of you may be able to help on a regular basis and others now and then. However much time you are able to give us, we thank you.

We have produced this leaflet to help to allay some of your fears and apprehensions. All parents who currently help out will be given a copy and we welcome any comments or suggestions about how it could be made more useful.

AIMS OF THE SCHOOL

The aims of the school are at the heart of everything we do.

To support the development of **successful learners, confident individuals and responsible citizens** we:

- * **Nurture** emotional well-being and provide experiences that support children towards making choices that lead to a healthy and active lifestyle.
- * **Develop** children's understanding of safe and secure environments, managing risks and equipping them with strategies to build positive relationships and to cope with peer pressure, including safe and responsible use of the internet.
- * **Instil** positive attitudes towards learning through a stimulating and challenging curriculum that motivates children through enjoyable learning experiences that promote high achievement for all.
- * **Encourage** children's commitment towards making a positive contribution to other people and the world in which they live.
- * **Inspire** confident and resilient children who have developed knowledge and skills that create an enthusiasm for life and learning in the 21st century.
- * **Reflect** on our approach to all aspects of school life, striving to find the best way forward to benefit the school and our community, treating everyone with fairness and respect.
- * **Promote** the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
- * **Embrace** our sense of pride.

In order to help children to achieve these aims, all adults working with the children are good role models who provide positive feedback to children through shared respect. If any child does not show respect towards others (child or adult) then parents should inform the class teacher as soon as possible. Parents are not expected to deal with unreasonable behaviour.

IN THE INTEREST OF SECURITY...

For security reasons, please use the front door and sign yourself 'In' (and later, when you leave, 'Out') in the book on the shelf in the reception area. This enables us to know who is on the premises in case of fire or other emergency. We will issue you with a 'Parent Helper' badge. Please wear it where it can be seen as it shows that you are authorised to be in the building.

FIRE PROCEDURES

The fire alarm is a siren or the continuous ring of a hand bell. When it sounds, the teacher will lead the children from the room in silence through the designated exit and into the far end of the playground. If you are working with a child or small group in another part of the school, take them in silence through the nearest exit into the playground to join their class. All rooms have a map indicating the route you should take. Do not let any child back into the classroom for personal belongings.

LOCK DOWN

Although extremely unlikely, a lock down may be required in the following instances e.g.

- A potentially dangerous intruder is seen on the school grounds
- A potentially dangerous dog or other animal is loose in the grounds
- A chemical spill
- The police have informed us we should use our lockdown procedure

The sounding of an air horn activates a lockdown. Should this occur, please go straight back into the nearest classroom with the child/children and follow the teacher's instructions.

PERSONAL BELONGINGS

To avoid clutter in the classrooms and activity areas, please hang your coat in the main reception behind the door. Please keep personal belongings to a minimum as these will have to be kept with you. We cannot accept responsibility for the loss or damage to any items in school.

BREAK TIMES

We are happy for you to help yourself to tea or coffee from the kitchen in the Centenary Hall but please do not carry hot drinks along the corridor. Due to confidentiality issues, we are not able to provide space in the staffroom. The toilet is right next to Mrs Quigley's room

CONFIDENTIALITY

Everyone working within the school is expected to respect their position and the access they may have to confidential information. As you would expect, in a situation where staff and parents are working closely with children, confidentiality is a very important issue.

If you, as a parent helper, are approached by another parent and asked for information, it is vital that you refer that parent to the class teacher or a member of the senior management team.

If you are at all concerned about something you have seen or heard, or you have any queries or problems, please find a convenient time to speak to the class teacher, the Headteacher (Mrs Lamy), the Deputy Headteacher (Mrs Burrige) or the Assistant Head Teacher (Mrs Quigley). Problems can often be resolved easily if they are dealt with quickly.

HEALTH AND SAFETY

All adults have a collective responsibility for health and safety, so if you see anything you consider unsafe, raise it with the class teacher or member of the senior management team as soon as you become aware of it.

We have designated first aiders in the school reception to deal with children who may need first aid. Posters can be found around the school of our qualified first aiders. If you are with a child who needs first aid, where possible alert the teacher who will follow school procedures. In an emergency, please stay and comfort the injured child and send another child for immediate support from a first aider.

When on school trips, you may be asked to wear a high visibility vest to make walking along pavements and roads safer for you when having to stop traffic etc.

HELPING YOUR CHILD'S CLASS

If you are helping in your own child's class, you also need to respect their independence and the teacher's autonomy. For example, if your child comes to you, you may need to remind them of your role in the classroom. Similarly you should avoid the temptation to approach them unless asked to by the class teacher.

Children who have difficulties often have a poor self-image and lack self-confidence and very often do not pay attention when the teacher is explaining what the activities are. They come to rely on the adult helper to 'sort it out' for them when they sit down to do something. Encouragement and support are required whilst not 'doing' things for the children. Praise plays an important part in this to encourage them to succeed.

CHILD PROTECTION

When children work with adults in 1:1 situations they often feel comfortable to talk to those adults about their worries or things that they have done at home. If a child divulges any information that causes you concern, please **do not** question them any further (e.g. "My mum hit me last night because she said I was not good.")

- ✚ Ask them if they have told anyone else at school. Explain that you will have to tell an adult.
- ✚ Reinforce that they are not in trouble.
- ✚ Finish off the work you were doing with the child and then record what was said by the child as accurately as possible on a piece of paper. Please date it, put a time and record your name.
- ✚ Return the information to the class teacher, or the designated child protection leads (Mrs Lamy, Mrs Burridge and Mrs Quigley) in school.

CODE OF CONDUCT

All volunteers who help regularly in school are required to agree to a Code of Conduct. This sets out the school's expectations so that all adults are consistent in modelling the same values and standards for our children.

As part of this, we would ask that you refrain from using your mobile phone during your time in school. **Please leave your phone out of sight, in a bag or pocket.** Should you be expecting some urgent form of communication during a visit, however, please make the class teacher, Mrs Burridge or Mrs Lamy aware.

WHEN YOU LEAVE

There are just two more things which you need to do:

- ✚ Don't forget to sign yourself out when you leave, to stop us looking for you in the event of a fire or other emergency.
- ✚ Give yourself a pat on the back for really making a difference to the work of the school.

THANK YOU.....

All that remains is for us to again say a big thank you for your time, enthusiasm and patience. Both the children and staff reap enormous benefits from your involvement in the school and we sincerely hope that you thoroughly enjoy your time working with us.

FREQUENTLY ASKED QUESTIONS

Parents have been helping in the school for many years and some questions crop up quite often. We have tried to answer some of them here, but if you don't find the answer to your question please ask us.

What do I do if a child wants to go to the toilet?

Please let them go, but only one at a time please!

What should I do if a child I am working with misbehaves?

Quietly tell them that what they are doing is wrong and remind them of what they should be doing.

What if this does not work?

Send the child to the class teacher.

What should I do if I see a child misbehaving in the classroom and the class teacher appears not to have noticed?

This is a tricky one, as there will be occasions when the class teacher has indeed noticed, but is tactically ignoring the behaviour in a child who may be seeking attention. However, if the behaviour persists, please deal with it quietly, reminding the child of our behaviour expectations, or speak to the class teacher.

What if I am reading in the library or hall and another child is being silly?

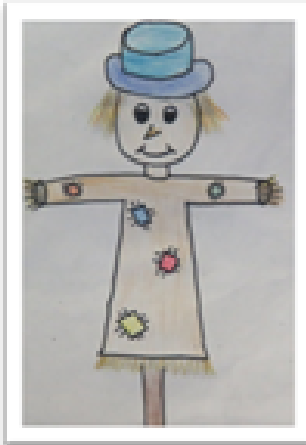
Ask the child what he or she is meant to be doing and explain that they are disturbing you. If the behaviour persists, calmly tell the child to go back to the classroom. We expect our children to learn to be responsible and to develop independent working habits. An important part of this is that all adults in school work to this end and your help and support is much appreciated.

How should I respond when a child brings a piece of work to show me?

This again is fairly difficult to answer simply. However, we're going to try! It is easier if you are working with a group on a specific task or know the children well, as expectations will be clear. In all cases there is one principle which can generally be applied - find something positive to say!



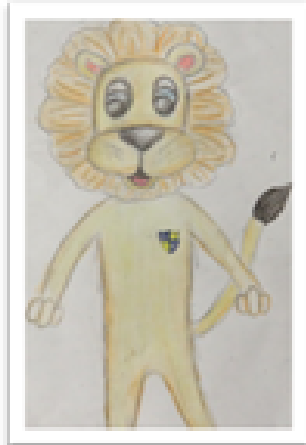
Stanley Park Junior School



Successful Learners...

...need a brain.

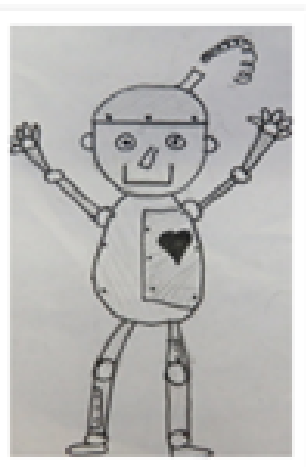
- I come prepared to learn.
- I try to show good learning skills.
- I concentrate on my work and finish the task.
- When I make a mistake I do not get upset and I try to learn from it. Practice makes perfect!
- I ask questions to help clarify, check and further my learning.
- I persevere and challenge myself to achieve my best.



Confident Individuals...

...need to have courage.

- I believe in myself and think positively.
- I am not afraid to ask for help if I need it.
- I share ideas and explain my thinking.
- I will have a go (even if I am nervous!).
- I make choices that keep me safe, fit and healthy.
- I am prepared to make mistakes and try new things.
- I stand up for what is right.



Responsible Citizens...

...need to have a heart.

- I try to remember and follow our agreed rules.
- I help others and treat them as I would like to be treated.
- I am polite, considerate, honest, reliable and responsible.
- I only say and do kind things.
- I celebrate difference and respect other people's ideas - even if I do not agree.
- I find ways to look after the environment and make a difference to the local and wider community.
- I care about other people's feelings.

**We have a
Sense of Pride**