

*Thank
you*

- ★ *For offering to help*
- ★ *Giving up your time*
- ★ *Taking the trouble to read these guidelines*

We wish you many happy hours helping the children of Garforth Green Lane Primary School

Helping in School



Guidelines for
Helpers

Thank you

Before reading the rest of the leaflet that has been produced to help you to settle in, can we as a school as a big thank you for volunteering to help at Green Lane. The Governors, staff and children are very pleased to welcome you into our community

If you are helping in school for the first time, you may not be feeling very sure about whether or not you are going to be very useful. Please be assured that your assistance is welcomed and valued by us all.

The following pages consist of some simple guidelines concerning the help you offer. Please read them carefully and discuss them with the class teacher or Headteacher if you wish.

We hope that you will find it rewarding and enjoyable spending time in our school. We value your generosity in giving up your time. We know that teachers and helpers working together can give great benefit to our children.

So once again, thank you for the time you have given up to help us and welcome to Garforth Green Lane Primary School.

Mrs T Prince
Headteacher

Remember, any activity you may be asked to do is supplementary to the work of the teacher, not a substitute for it.

Helping with Reading

Teachers often ask for help with listening to readers.

This reading is additional to the teaching of reading which is done by the teacher. The teacher will give you specific suggestions about how to help the readers in class.

In general though, it is a good idea to encourage children to read with expression, to talk about the story and to use clues in the pictures and the letter sounds to help them with unknown words. We also like to talk about the story and discuss the characters. Ask the children to tell you what they think may happen next.

Remember to smile and make reading an enjoyable experience.

Every Child

We have a duty to ensure that all children have equal opportunities and are not subjected to discrimination of any kind. We expect these philosophies to be shared by everyone who has contact with the children in school. We reserve the right to ask any helper to stop assisting in school if their actions cause us concern.

How to Help

Teachers ask for help in many different areas of the curriculum. It may be that you are asked to listen to readers, play language or maths games, cook, sew, help with art or do many other invaluable tasks.

Please do not be offended if, on some occasions, you are given very specific instructions. It can sometimes be important that activities are carried out in a very particular way in order to challenge or support the children involved.

Confidentiality

By working in the classroom you will see individual children with different needs in different ways. You therefore possess confidential information about children's abilities and progress.

Because you are in close contact with the daily work in the classroom, it is possible that you may be asked, by other people, to discuss or comment on what you see. It is the teacher's place to discuss a child's work, needs and behaviours with his/her parent.

If you are put in this awkward position, always suggest that the person asking takes his/her enquiry to the appropriate teacher.

During your time in school you may also hear information of a personal or sensitive nature about a child or member of staff; we ask that you do not share this with anyone outside school.

Security

In order to safeguard the children, we are required to ask every helper to complete a simple form which enables the authorities to check for any criminal background. This is to protect the children from any adults whose access to them may not be suitable.

Signing In

Please ensure that you enter the building through the main entrance and sign the visitors book. You will be asked to wear a visitor's badge throughout your visit. Please sign out and return the badge when you leave school. These arrangements are made to comply with insurance and Health and Safety guidelines.

Property

Please be sure to keep any valuables in your possession as the school cannot take responsibility for them.

Car Park

When parking in the school car park, please ensure that you complete your registration number on in visitors book and inform the office. They will then issue you with a car park visitors pass to be displayed in your vehicle. This is to ensure that our Site Manager is aware your car should be left there. The school can not accept any responsibility for cars in the car park.

Your Child

Sometimes your own child may find it difficult to understand that you are in school to help all children as directed by the teacher. As a result, where circumstances permit, you will not be asked to work within your own child's class.