



Parent & Volunteer Handbook

Updated January 2024

Thank you for volunteering to help in our school.
Visitors play an important role in encouraging children's learning and contribute in a variety of ways to the success of our school

We have prepared this handbook with general information
which we hope you will find useful.

Weavers Lane, Inkpen,
Hungerford, Berkshire, RG17 9QE.
Telephone: 01488 668219
Email: office@inkpen.w-berks.sch.uk
Website: www.inkpenprimaryschool.co.uk
Headteacher: Miss Frances Buck

At Inkpen Primary School we aim to

- √ Enable children to develop their intellectual, social, physical, moral and spiritual capabilities to their best potential.
- √ Equip pupils with a sense of self-esteem, personal confidence, cultural awareness and respect for others.
- √ Prepare children for the responsibilities and opportunities that arise throughout life.
- √ Deploy our resources to provide the best possible education for our pupils.

Timings of our school day

- 8.35 a.m. Pupils start arriving on site & School doors open
- 8.45 a.m. Pupils to enter classrooms and the school day begins
- 9.00 a.m. Assembly
- 9.20 a.m. First morning session begins
- 10.35 a.m. Playtime
- 10.50 a.m. Second morning session begins
- 11.10 a.m. Final morning session begins
- 12.00 Lunchtime
- 1.00 p.m. Afternoon sessions begin
- 3.15 p.m. End of School

If you are unable to attend school when expected, please try and make sure the class teacher knows - thank you.

Code of Conduct for helpers

All adults in our school, whether they are staff or volunteers, are expected to conduct themselves in an appropriate manner. Children are learning all the time and it is therefore important that the example we set them is always of the highest caliber. Children will be watching you, they will copy you and may talk about you to others outside of school. Remember that we are role models for children at all times.

What to wear?

Our staff have a dress code and this applies to other adults working in the school. *Remember* - adults are a role model for children and it is important we dress appropriately and show that we are here to work! Teaching is a practical activity therefore clothing should be appropriate for the task in hand - sensible, comfortable. We recommend smart/casual attire with no bare midriffs, low cut tops or short skirts/shorts. Footwear should be appropriate - open toe shoes are not safe for a school environment.

Confidentiality is IMPORTANT

While working in school you are expected to treat all information about the children, staff and school as confidential and this should not be shared with other parents or other people in the wider community. Please refrain from discussing any child's attainment or behaviour with anyone other than the class teacher. Remember that children develop at different rates - you may see children struggling with work, they may be upset or misbehaving, or you might hear or see other information concerning a child while you are with us in school. It is vital that you do not share anything about specific children with friends or family or a child's parent if you know them - it is the school's responsibility to inform parents of any concerns about a child.

Top Tips:

- ☺ Volunteers working in classrooms are there to support the teaching staff and to work under their direction. Please avoid passing opinion on such matters as teaching styles or discipline outside the school in the wider community.
- ☺ Please switch your mobile phone off or have it on silent whilst you are in the classroom. If you need to make a call please move away from the classroom environment.
- ☺ Encourage children to be independent - we expect children to try everything themselves before we help them.
- ☺ Please treat all children equally. We may occasionally be drawn to certain individuals but it is important that all children in school are given equal time and attention.

Safeguarding

We all need to work together to ensure we provide an environment where our children feel safe and secure and confident that there is someone to talk to if something or someone is upsetting them. All staff employed at our school and adults working in our school on a regular basis with children (i.e. once per week or more) are required to undergo a Disclosure & Barring Service check (DBS check). We will organise this for you and will request the relevant documents needed. In addition to this, you will also be required to read the "Keeping Children Safe in Education" document and complete a short quiz to show that you have understood this document.

As you spend more and more time in school, the children will become more familiar with you and will come to trust you. If you become a "trusted adult" for any of our children, they may feel comfortable to talk to you about something that has upset or worried them.

Here is some guidance of what to do if a child discloses anything upsetting or serious to you:

- ▶ Listen carefully and take it seriously
- ▶ Give the child time to talk; do not probe or ask leading questions
- ▶ Do not promise to keep secrets
- ▶ Reassure the child that they have done the right thing
- ▶ Write down what has been said as soon as possible after the conversation
- ▶ Keep this record factual and try to record only what was said by the child
- ▶ Make sure you know who to talk to:

Frances Buck (Headteacher) is our Designated Safeguarding Lead

Toni Pilsworth (Pheasant class teacher) and **Ms. Lambert (our admin officer)** are the Deputy Designated Safeguarding Leads.

You will be introduced to these people on your first visit.

Keeping yourself safe

It is also important to us that all staff members and volunteers are kept safe in school. It is imperative that you do not put yourself in situations that could possibly be misconstrued

Tips:

- ☺ If you are working on a 1:1 basis with a child always leave the door open or work in an open space.
- ☺ Physical contact with children should be kept to a minimum. If a child is upset do not sit them on your knee or give them a cuddle - speak gently to them and if they are still upset, contact the class teacher.
- ☺ If a child needs help in the toilet or with undressing, please direct them to the class teacher who will support with this.

Health & Safety

Health and safety is the responsibility of all of us. If you see something that you think might make an area unsafe such as coats, shoes, bags, trailing wires on the floor or anything that could cause trip hazards, please pick it up. If you feel a particular area of school is unsafe or you would like to read our full health and safety policy, please let Ms Lambert know.

Our school is a non-smoking site.

What might I be asked to do?

There are a variety of activities that volunteers can help with that support the teaching and learning of our children. Please see below a list of some of the activities you could be asked to carry out:

- ☺ Listening to children read
- ☺ Reading to individual or groups of children
- ☺ Helping children to change their books
- ☺ Preparing activities or making resources for an activity
- ☺ Helping with maths activities
- ☺ Playing board games and other games
- ☺ You may be asked to work with a small group of children or individual children
 - supervising a group activity such as painting or model making
 - supervising and supporting computer activities with pairs of children
 - leading a small group activity such as cooking
- ☺ Putting up displays
- ☺ General cleaning and tidying and teaching children how to clean and tidy up after themselves

You will be working under the direction of the class teacher so if you have any queries or concerns, they should be your first point of call. If the class teacher is not available, or you still have concerns or questions, please come in and talk to the Headteacher.

Tips:

- ☺ Familiarise yourself with the layout of the school, and take particular notice of where the fire exits are. Make sure you know what to do if the fire alarm rings - there are notices displayed in all classrooms and other areas of the school.
- ☺ Our Fire Assembly point is by the climbing frame in the playground.

- ☺ Please do not use furniture or chairs to stand on in school - use a step ladder if you need to reach something high up
- ☺ Please ask to be shown how to use equipment you are unfamiliar with, e.g. laminators, guillotines, photocopier, wall stapler, etc.
- ☺ If you think that a child you are working with is unwell or has a minor accident, inform the class teacher immediately
- ☺ If a child needs first aid, please direct them to Ms. Lambert or Miss Boulton
- ☺ Any behavior issues should be brought to the attention of the class teacher or if he/she is not available, come and talk to the Headteacher.

The photocopier is available to all classrooms and is housed in the library along with the laminating equipment, varied hole punches, long arm staplers, photocopier paper, etc.

We want our school to be a safe and happy place for all and whilst the discipline and behaviour of the class is the responsibility of the class teacher and school staff, we are all collectively responsible for ensuring that *all* pupils learn to be considerate to others and behave appropriately. At Inkpen, our core values are:

Courage
Cooperation
Curiosity

We hope you will enjoy your time helping in our school. All helpers are welcome to use the refreshment facilities available in the staff room. Please ensure that you clear up after yourself, placing litter in the bin provided. The staff room is a place for everyone to use so please help keep it clean and tidy.

Inkpen Primary School

Members of Staff

Academic Year 2023-24

Headteacher	Frances Buck
Teaching Staff	
EYFS, Year 1 and Year 2 (Crocus Class)	Frances Buck (Mon-Wed) Zara Nighy (Thurs and Fri) Paula Bowyer (Mon - Fri)
Year 3 and 4 (Pheasant Class)	Katie Hart (Mon - Tues) Helen Puzaz (supply teacher on Wed)
Year 5 and 6 (Red Kite Class)	Scott Higgins (Mon - Fri)
Learning Support Assistants	
Year 1 and 2	Paula Bowyer Claire Trewin
Year 3 and 4	Julie Sadler
Year 5 and 6	Natalie Riley Gemma Delaney
School Business Manager	Shelley Boulton
Admin assistant and Clerk to Governors	Ruth Lambert
Cook	Sonia Greenough
Lunchtime Controllers	Lil Calvert Claire Trewin Gemma Delaney