



SUMMERHILL INFANT SCHOOL



*Inspiring, nurturing and supporting each child, every day to develop citizens for the future.
Our School lays the foundation for a lifetime love of learning*

GUIDELINES FOR VOLUNTEERS, INCLUDING PARENTS/CARERS, WORKING IN SCHOOL

Document Summary

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On School Website?	No

Amendment History

Version	Amendment Date	Pg Num	Amendment Summary

Welcome to our school. We try to live by our mission statement, 'Rise to each challenge - Shine with success' on a day to day basis and believe that children will be motivated to succeed through experiencing quality in:

- A creative and challenging curriculum
- An attractive, safe, stimulating learning environment
- An ethos of mutual respect within which everyone is valued, supported and encouraged to succeed
- Learning partnerships between school, home and the community
- A range of learning resources
- Innovative teaching to a variety of learning styles.

As a volunteer working in the classroom you can expect:

To be treated as a member of the class Team in the following ways:

- Support from the Teacher to support your understanding of what you have been asked to do and the outcome expected from the children.
- Support from the Teacher and Teaching Assistant in the management of children's behaviour.
- The resources needed to do the job.



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- Relevant information about individual children.
- To be listened to if you have any concerns or ideas.
- Shown that we value what you bring.
- Given an opportunity to have a cup of tea/coffee.
- And
- An opportunity to find out more about how young children learn.
- Enthusiastic, well behaved children
- Experience which could be included in a job or training application.
- A fun and rewarding time.

As a volunteer working in the classroom we expect that you:

- Enjoy working with children.
- Let the children know what you are expecting and praise them when they respond appropriately.
- Inform a member of staff if someone is disrupting the learning of the other children in the group.
- Are appropriately dressed. (Please avoid cropped tops, jeans, excessive jewellery, chewing gum etc. Please ensure you display no visible underwear.
- Will send two children back to the class for help if there is an emergency when you are working out of the class.
- Respect confidentiality by not discussing sensitive matters that may have been seen or heard.
- Agree to have an enhanced DBS clearance before doing any work in school.
- Agree before starting work in the school to have read our Key Policy Pack and sign a confirmation sheet of this.
- Agree with the Teacher when and how long you are able to help.
- Give us as much advance warning as possible if you are unable to come.
- Share any skills or interests so we can use them to benefit the children.

WE HOPE YOU ENJOY WORKING WITH THE STAFF AND CHILDREN AT SUMMERHILL INFANT SCHOOL.

THANK YOU FOR TAKING TIME TO READ THESE GUIDELINES.

Key Policies Pack:

Behaviour

Physical Contact

Safeguarding and Child Protection

Single Equality Scheme

Summerhill Infant School
Guidelines for Volunteers including Parents/Carers – working in school – Headteacher – 1.0



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Equality and Diversity Statement
Dress Code
Code of Good Behaviour Booklet
Keeping children Safe



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