

When you are supervising children the following points will help:- a b c

Always treat children with respect and in the same sort of way that you would expect them to treat you.

Be friendly towards them.

Avoid shouting.... if you speak normally they will have to be quiet in order to hear what you are saying.

Give clear instructions in as much detail as is appropriate.

Don't be afraid to quietly and calmly correct a child that is misbehaving but try to avoid physical contact with the children.

If you are helping with dressing or undressing for PE encourage the child to do as much as possible for themselves. If in doubt, speak to the nearest member of staff.

Encourage the children with praise whenever possible.

Do not let the children become 'silly' or over-friendly with you. They must learn to behave socially towards adults in school. Encourage them to be polite to one another.

You will sometimes see children being disciplined. Please be aware that you will not always know what has happened previously, or the warnings that have been given.

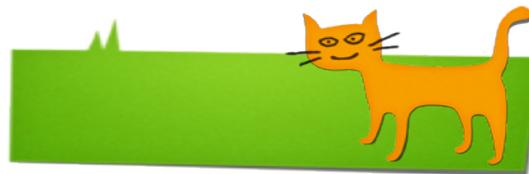
If you are concerned about a child for any reason, have a word with the class teacher or the head teacher - do not speak directly to the parents of the child or any other parents.

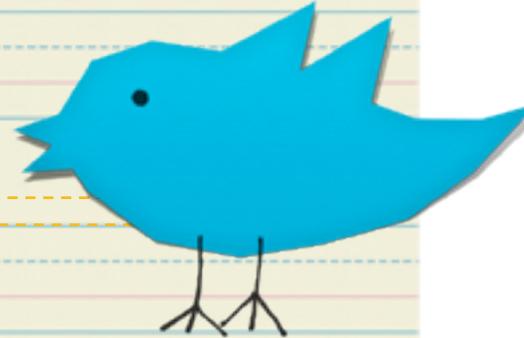
This class teacher will do this.

Please always ask if you are unsure of the instructions you have been given or don't know how to use a particular resource or piece of equipment. There will always be someone happy to help.



Parent/Helper Guide





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Arrival and Departure

It is important that you sign in at the office on your arrival and sign out on your departure.

This is part of our Health and Safety Regulations as we need to be aware of who is on site at all times.

We would also ask that you wear a visitor's badge. This is a further way ensuring that all adults on site are accounted for. Please realise that if you are not wearing your badge then someone should ask you, "Why not?"

"Thank you for offering your interest, time and expertise to our school. We are very grateful that you feel willing and able to enhance the school community in this way. It is an important role that we feel warrants a set of useful guidelines that run alongside the essential details that have been presented to all helpers in the past."



ESSENTIAL INFORMATION

The teacher is responsible for the children who are in their care so please do refer any incidents to them. Avoid finding yourself "Out of sight" with any child. It is important to realise that any physical contact could potentially be misconstrued by a child. The children need to ask their teacher before they go to the toilet.

We have a high behaviour expectation of all children. We have a expectations for behaviour that offer, we believe, the route to becoming a happy and confident learner.

**We are kind and helpful;
We are honest;
We are polite and listen carefully;
We are responsible;
We try our best.**

We would expect all children who you work with to live up to this code. The adult toilets can be found opposite the school hall

We are a no smoking, no mobile phone premises. Calls can be made from the school office.

If for any reason you are unable to come in to help then please inform the school on (01763) 260432. The office will then let the class teacher know.

