

North Bradley C E Primary School
Guidelines for Volunteer Helpers

Firstly, thank you so much for volunteering to help in our school, your input is invaluable and much appreciated. These guidelines should help you to be as effective as possible but please ask if there is anything that is not clear.

- Please enter the school by the main door and sign in (and out) in the Visitors Book on the shelf directly in front of the door. This is to ensure that in the event of an emergency we are aware of the numbers of people in the building. During the school day the car park is generally full so you will need to park outside the school avoiding the drop off zone and bus bay.
- For your information, the school is organised into 6 classes.

Oak	Yr R	Mrs Caroline Charnock
Maple	Yr 1	Mrs Ruth Bray
Elm	Yr 2/3	Miss Polly Taylor
Rowan	Yr 3/4	Miss Sarah Collins
Beech	Yr 4/5	Miss Emma Cowling
Sycamore	Yr 5/6	Mrs Tracey Baxter

- There are 8 Teaching Assistants who work in a variety of classes each: Mrs Dadson, Miss Gardner, Mrs Gavin, Mrs Gould, Mrs Hill, Mrs Sims, Mrs Taylor and Mrs Warren
- There are 3 admin staff: Mrs Lynn Harmsworth – Admin Officer; Mrs Claire Day – Clerical Assistant (Mon, Tues, Thurs, Fri am); and Mrs Pauline Baxter – General Assistant (Wed)
- Session times are:
 - 8.55 am - 10.15 am
 - Break
 - 10.30 am - 12/12.10 pm
 - Lunch
 - 1.00 pm -3.10 pm
- You will need to have a Health and Safety Induction with the Admin Officer, Lynn Harmsworth, before you begin working in school. This will be arranged by the Head Teacher.
- It will be necessary for you to have a Criminal Records Bureau (CRB) check .
- Confidentiality - During your time in school you may glean information about the children in our care. We expect complete confidentiality at all times. If you hear something that concerns you please share this with the Class or Head teacher. It is worth noting that children may have a variety of different home circumstances.
- If you do not regularly receive a newsletter you will always find the latest one on the Parent's Noticeboard. If you would like one e-mailed to you please let Lynn Harmsworth have your address.
- Break times - please feel free and welcome to join us in the staffroom at morning break times. You will find everything you need for a drink in the kitchen.
- Behaviour - We expect good behaviour and politeness at all times from our pupils. If you are unhappy about the behaviour of any children please refer them immediately to their class teacher.
- When working in the classroom the class teacher will let you know what you are expected to do. This may include supporting individual or small groups of children.
- When listening to children read use the specific guidelines attached.
- We hope these guidelines are helpful. If you need any more information or are concerned in any way please see a member of staff.
- In the course of a busy school day you may find that you are not always thanked personally. However, be assured that we are very grateful for your help!

Guidelines for Volunteers – Reading

- If possible have a talk with the teacher out of class time.
- Always ask if you are not sure what you have been asked to do.
- Find a comfortable place to sit – get chairs from other places if needed.
- You may need time to settle or put the child at ease. Some will be shy, some may take advantage, but most are used to the situation.
- Look in the Reading Record Book (KS1) or the Home/School Link Book (KS2) at the parent's comments. Some may not write anything although they are encouraged to do so. If there is a particular message please alert the teacher.
- It is important to position the book correctly so that the child may look directly at the page.
- The amount of time spent reading with the child varies, usually around 5-10 minutes. Children who obviously do not read at home may need more.

If the child has a problem....

- Let him/her guess the word from the meaning of the sentence and by looking at the picture.
- See if he/she knows the sound of the first letter.
- Encourage him/her to break the word into small parts.
- For older pupils, try reading on to the end of the sentence and returning to the problem word. They will often be able to make a correct guess.
- If all of this does not work, just tell the child the word and let him/her carry on, then the flow of the story will not be broken.
- Always leave time to discuss the story and illustrations.

Changing Books

- All reading books are colour coded according to reading ability levels. Either change the book for the next in the reading scheme or if the child is older allow them to choose another book in the same colour band.
- Please do not change the child to another colour band. This is always the responsibility of the teacher.
- Write a comment in the Reading Record or Home/School Link Book. This does not need to be long, but must be positive, with reference to the type of strategy or skill used if you feel able or think it is appropriate. For example, 'tried hard to sound out words...' or 'made interesting comments about the story...' etc.
- Record that you have listened to the child read on the class reading list.

Your help is really appreciated!

List of recommended comments for reading record books

Well done for reading so well

I enjoyed reading with (child) today

(child) and I had a great time reading together

Super sounding out!

Wonderfully expressive reading aloud

Fluent and expressive reading

(child) could use the pictures to work out what was happening in the story

(child) could tell me all about the story in this book

(child) could tell me all about the characters in this book

(child) could tell me all about the setting in this book

(child) could tell me all about why this book is so funny/interesting/scary/etc

(child) could tell me all about why they like this book

(child) could tell me what might happen next in this story

Well done for explaining why the author used those particular words and phrases

Well done for giving your opinion of the story

Please feel free to adapt these comments slightly as long as the message is positive. Many thanks for your help and support for the children in our school.