

Placement Hours....

We ask students to be in class by 8.30 am to get ready for the day with their teacher.

Lunch break is from 12.00 pm to 1.10 pm. If you go off site you will need to sign out and sign back in again.

The session for children finishes at 3.05 pm and students are asked to stay until 4.00 pm.

If there is a staff meeting or the jobs are complete, the teacher may let you go early!

Parents are welcome to start as they drop off their child and do half days to suit.

Tea Break....

There is a break at morning play which is about 10.30 am depending on year group. Tea and coffee are provided for helpers.

Dress Code....

Please come reasonably dressed.

If you are on a work or training placement, remember that the children will treat you with more respect the smarter you are.

Do not wear your best clothes as you may be asked to help with messy activities!

Code of Conduct While on the Premises

All adults in school are expected to behave in a reasonable manner therefore please remember the following:

- There is no parking for parents or students on the school premises at any time.
- All adults must report directly to the school office and sign in the Visitors Log.
- All adults should wear a badge while on the premises; this is part of our safety protocol.
- Smoking on the premises is prohibited.
- We are a nut free school due to severe allergic reactions for some pupils.
- Swearing or aggressive behaviour is unacceptable.
- Clothing should be appropriate and jewellery kept to a minimum. (We can take no responsibility for any loss or damage and you are expected to set a good role model for the children).
- Mobile phones should be turned off and kept out of sight in the classrooms.
- Use of social networking sites is banned on the school premises.
- **Confidentiality is expected. If you have any concerns talk to the class teacher or the head teacher.**

HATFIELD PEVEREL INFANT SCHOOL
Church Road
Hatfield Peverel
Chelmsford
CM3 2RP
01245 380220



Hatfield Peverel Infants

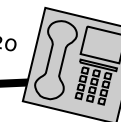


Volunteers Helping In School

Absence

Please let us know if you have arranged to come in but are unable to but are unable to attend, by phoning us by 8.30 am.

Tel: 01245 380220



► Helping In School

Thank you for giving up your time to come and help in school. For students the hours are overleaf; parents may offer any half days they wish. (N.B. It is policy for parents not to work in their own child's class).



The teachers will explain to you what they would like you to do to help in class. If you are at all unsure, don't be afraid to ask for a further explanation.

The following information will outline the school's expectations and procedures to make your time in school happy and safe.

Confidentiality:

Please remember that ANY INFORMATION YOU SEE OR HEAR ABOUT THE CHILDREN OR SCHOOL WHILE ON THE PREMISES SHOULD NOT BE DISCUSSED OUTSIDE THE SCHOOL.

E-Safety:

Please be aware that internet safety is of paramount importance. You are forbidden from entering any information about the school, staff, children or families linked to your volunteer role on any website or social networking site. In addition, no photos or videos should be taken at any time and no inappropriate images or material should be brought onto the school site.

ANY BREACH OF CONFIDENTIALITY OR E-SAFETY WOULD MEAN THE IMMEDIATE END OF ANY PLACEMENT.

Fire:

Please note the fire evacuation procedures and find out where your class assembly point is. The fire alarm is a loud siren. When it sounds, stay calm and help the teacher to evacuate the children from the building.



The children will line up at their fire assembly point in class groups whilst the register is taken. They should be quiet and still. For other emergency procedures follow the teacher's direction.

First Aid:

Most staff are trained first aiders and the Office Staff are our key personnel for first aid in the case of a serious incident. Please check the posters around the building for information about first aid points.



As a volunteer in school please also notify the school office staff if you have any particular medical needs, along with an emergency contact number if necessary.

Health and Safety:

Stepladders should be used if you are asked to help with display work or reaching high surfaces. NEVER stand on tables or chairs. Please let the teacher know if you would rather not participate in this kind of task.



Please report any hazards that you notice immediately to a member of staff. Please report any accidents that you are involved in or observe to a member of staff.

Pupil Behaviour:

We expect children to be co-operative and polite at all times. If you experience any problems with the children's behaviour or co-operation, please let the teacher know straight away. All pupils should be following the School and Class Rules which you will soon get to know. You will not be expected to discipline any child or children, as you are in a support role in the classroom. Be firm but kind and show your disapproval by the way you look at them and what you say!

Child Protection:

If you hear or see anything that causes you concern about or from the children, please speak immediately and discretely to a staff member who will know the correct procedures to follow. Mrs Lewis our Headteacher is our Child Protection Officer and additional information is available from her regarding safeguarding and protection for our pupils.

You must make sure there is a staff member in your area at all times so that you do not have unsupervised access.

Security:

Please ensure that you sign in and out at the school office and that you wear a badge while on the premises. This is part of our general safety protocol for the whole school.

Please note: for extended placements and for regular parent helpers we require an enhanced CRB check is completed prior to placement to comply with safeguarding requirements.