

# Parent & Volunteer Helpers



**Partney**  
Church of England (Aided)  
Primary School

## Times

The school opens at 8:45am and the school day ends at 3:05pm.

Parent Helper session times are: 9.30am -11:30am and 1.30pm - 3:00pm

## Staffroom

All parent and volunteer helpers are welcome to come and have a cup of coffee or tea during break time, which is 10:30am to 10:45am.

Children need their break and so do you.

## Confidentiality

It is important to keep discussions and observations private. If there are any incidents between children, please refer them to the Class Teacher. Please do not take up the teacher's valuable time discussing your child. They are always happy to see you privately.

## Fire Alarm

Please can all helpers sign in and out of the visitors' book. This is for Fire purposes and security.

Please only enter the school via the Office entrance.

In an instance of the Fire Alarm being sounded, the drill is to:

*Leave belongings behind, leave by the nearest exit and  
Assemble at the far end of the playground.*

If you see a fire, please press the glass in the little red box, press the button and inform a member of staff immediately.

## First Aiders

Lots of the staff members are trained as First Aiders including Mrs Lill, Mrs Tuplin, Mrs Shucksmith, Miss Bailey and Mrs Martini.



## Safe Guarding

All Parent and Volunteer helpers will need to have a Disclosing and Barring check (DBS) done, in keeping with present Government regulations. Visitor Indemnity - please sign a form to ensure you are insured on our premises. Safeguarding is everyone's responsibility. If you notice something in our school which concerns you then please tell a member of staff.

## General Information

We appreciate a neat and tidy appearance in all helpers and request that all helpers wear a *Helping Hands* badge, which will be given to them at the Office after signing in the Visitor's book. For more information on school protocol and routines please ask the school Office for the Staff Information Folder.

In order to maintain respect, we encourage the children to call you by your formal name.



## P.F.A

The P.F.A. is open to all parents and carers and everyone who is able to come to meetings will be welcomed. The meetings are friendly and occur several times a year. If you cannot make meetings just hand any ideas or suggestions that you have into the school office and they will forward them to the PFA. The more parents who are involved, the more input they can have in the school, unique ideas can be implemented to raise funds and also ideas for treats for the children and fun ideas for the School Fete, held annually June or July. Many hands make light work.

## How can you help: -

- Hear readers
- Help with planting and gardening
- Help with cooking
- Knit and sew
- Help children knit and sew
- Help with photocopying and admin work
- Help sort and tidy
- Help with artwork
- Help on trips
- Help with displays
- Give a short 10 minute talk about your job to a small group of children, with a teacher.



If you have any other suggestions or ideas about where you could help, please come and speak to the Head Teacher.

Parents and Volunteer Helpers are welcome to help in school weekly, monthly, even once a year at special events.

Let's make our children's education safe and enjoyable, so they will realise their full potential.

Thank you very much  
'Helping Hands'  
are always greatly appreciated.