

# **St Joseph's Catholic Primary School**



*"Walking with Jesus to be the best we can be"*

## **Volunteer Handbook**

# Mission Statement



**St Joseph's School reflects the teachings and values of the Catholic faith that is central to our daily lives.**

**Everyone at St. Joseph's is:**

**'WALKING WITH JESUS TO BE THE BEST WE CAN BE'**

**We aim to give your child an excellent all-round education with an enthusiasm and zest that will make their school days the best they can possibly be. Our broad and balanced curriculum aims to enrich personal formation and nurture enquiring minds. It promotes knowledge, understanding, skills and values in the context of spiritual, moral, intellectual, physical and social development.**

**All members of our community are valued and respected. We embrace a spirit of communication and co-operation, openness and supportiveness. Each member is encouraged to achieve individual excellence in all areas. We are a living and growing community, offering everyone the opportunity to fulfil their potential educating the whole person in a broad and balanced way, as we are all unique individuals in the eyes of Christ.**

## Welcome

**Thank you for volunteering to help in school. There is no doubt that the children will benefit greatly from your support. We hope that you will find working with the children enjoyable.**

**If you are working with the children you will be required to complete a DBS check. We thank you for your co-operation with this, as we are sure you agree, the safety of our children is paramount. Please ensure that you sign the visitor's book when you arrive and obtain a visitor's badge which must be worn at all times.**



# Emergency Procedures

**In the event of a fire alarm, please leave the building through the nearest exit onto the playground. Please ensure that you accompany any children that you are working with through the same exit where they should then line up with their class on the playground. The class teacher is responsible for ensuring that all their class is present.**

## Insurance

**Whilst working at the school you will be covered by the our third party liability only. It is recommended that you make your own arrangements for insuring against theft, personal injury or damage to your own property.**

**Volunteers using their own car to transport children other than their own children to school events should check with their car insurance policy that they do not contravene their insurance policy conditions. You may also need to provide the school with your insurance details and driver's licence.**

## Mobile Phones

**We respectfully request that your mobile phone is left in your car or locked in a locker in the staffroom.**

## Safeguarding

**Please ensure that you are given a copy of the Safeguarding, Child Protection, Acceptable Behaviour and E-Safety Policy. You will be asked to sign to say that you have read and understood the Child Protection Policy and to sign an Acceptable Use Agreement for E-Safety. Nicola Taylor-Bashford is the Senior Designated Officer for Safeguarding. Please speak to her if you have any concerns, no matter how small. This includes concerns regarding the radicalisation of pupils, child sexual exploitation and online safety issues.**



# Working with the Children

**You may be asked to help with a variety of activities: perhaps to hear children read; help with Art, or Design and Technology projects; or to accompany children on a school trip. This may not necessarily be in your child's class and is dependent on the greatest needs of the children.**

**Information about the children and their work is of course confidential. If you have any concerns please speak to the class teacher immediately. If you are on a school trip you may be assigned a group of children for which you will be asked to be responsible for, at all times. The class teacher should give you a list of names of your group at the beginning of the trip and provide you with a risk assessment.**

**We request that you do not administer first aid to children but alert a teaching assistant or teacher except in extreme circumstances where the injury is life threatening and an employee of the school is not immediately available.**

**We ask that you do not enter the children's toilets. Volunteers are of course welcome to use the staff toilets which are situated outside the staffroom.**

## Times of the school day

**Our school day runs as follows:**

### **Foundation Stage and Key Stage One**

**Children arrive in their classroom for 8.55 am.**

**Playtime is at 10.45**

**Lunch is at 12.15 and 12.30.**

**The afternoon session begins at 1.15pm.**

**The school day ends at 3.30 pm. Nursery — 3.15pm**

### **Key Stage Two**

**Children arrive in their classroom at 8.55 am.**

**Playtime is at 10.45 am**

**Lunch is at 12.30**

**The afternoon session begins at 1.15 pm.**

**The school day ends at 3.30 pm.**





# Hearing Readers

**Each class has a slightly different system for recording the hearing of readers. We request that you familiarise yourself with the routines of the appropriate class.**

## Tips

- **Praise, praise and praise!**
- **Point out how much progress they have been making — no matter how small.**
- **Find a quiet corner.**
- **Talk about books, authors, pictures, etc..**
- **If they get stuck, let them skip the word, go to the end of the sentence and then come back for another try.**
- **There are four ways that the children should be encouraged to read. They are in developmental order:**
  - \* **To use pictures as clues.**
  - \* **To use their knowledge of sounds and phonics to sound out the word.**
  - \* **To use their knowledge of word shapes to recognise the word.**
  - \* **To use their knowledge of context and grammar to help them to recognise the word.**
- **Regularly check the child's understanding—ask questions like:**
  - \* **What makes you think that?**
  - \* **What do you think?**
  - \* **How do you feel about....?**
  - \* **Do you like the bit when....?**
  - \* **What do you think happens next....?**
  - \* **How do you think the character feels...?**

**Please let the child's teacher know if you think that their reading book is too hard or easy for them.**

**Thank you for taking your time to read this handbook. Your support in school is gratefully appreciated.**