



## **Hilltop Infant School** **Volunteer Helpers in School**

Thank you very much for giving up some of your time to help in school. We really do appreciate your support and the children benefit greatly.

In order that we can work together effectively, we would like to share the following guidelines with you.

- ❖ Please remember to sign in and out on the register by the front door and collect a badge from the office. We would be very grateful if you could remember to return the badge as you leave.
- ❖ You will always be working at the direction of the class teacher and perhaps other members of the school staff. If you are unsure about what you are being asked to do then please ask.
- ❖ If you are working in closed areas, such as the library, please leave the door open at all times.
- ❖ Children are encouraged to be independent in school. Please try to support them, without doing their work for them.
- ❖ All children are different and develop at different rates, please try not to compare them with each other, or with your own child.
- ❖ Many of you like to talk to others about your experiences in school, but we do ask that you do not discuss individual children, or their work.
- ❖ Confidentiality is very important to us and parents can be very upset to hear their children being talked about at the school gate.
- ❖ Always try to be positive and encouraging with the children.
- ❖ Children are always expected to tidy up at the end of an activity. Please encourage them to do this. Younger children may need a bit more help than older ones, particularly if the activity has been very messy.
- ❖ We expect the children at Hilltop Infants to be polite at all times. If you experience any difficult behaviour then please mention it to one of the school staff.
- ❖ If a child tells you anything that concerns you please tell the class teacher, or the Headteacher.
- ❖ We do ask that you are not in the staff room while the staff are having their break. You are welcome to make a drink before breaktime starts and sit in the entrance hall or classroom.

We hope that you are happy with this guidance and we look forward to working with you.

Karen Mackenzie and all The Staff