

CODE OF PRACTICE FOR SCHOOL HELPERS

To avoid having to wait, please arrive no more than 5 minutes before the time agreed for reporting to class.

On arrival, please sign the register at the school office and collect your 'visitor' badge. Office staff will ask you to wait at the office while they inform the member of staff that you are in the building.

On departure please remember to sign out.

If you are unable to come for any reason, please phone the school. Early notification would be appreciated.

When working with the children within a classroom or area, be polite, supportive and approachable. If you do experience any problems, inform the class teacher. He/she will be in overall charge of discipline at all times.

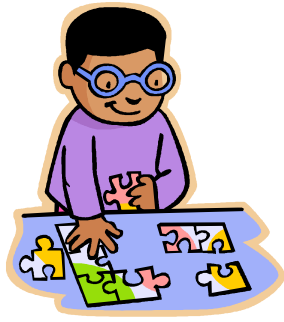
Be aware of health and safety and fire drill procedures as discussed on your first visit.

It is essential that anything you see or hear during your school visits is treated with the utmost confidence. Anything that happens within the school should not be talked about outside the school. Anything that is said to you by a child which raises your concerns about that child or their safety should be reported to the class teacher as soon as is convenient but certainly before you leave.

Adopt a positive attitude and always encourage the children to attempt the tasks that have been set. Our school rules are Respect, Responsible and Safe, the children should be encouraged to follow these at all times.

Enjoy yourself - become more confident dealing with groups of children. Remember if you do feel uncomfortable, do not hesitate to have a word with the class teacher.

Thank you for your continued support of our learning community we do appreciate it.



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