

Home and School Stepps Together



Our Volunteer Policy

JANUARY 2013

RATIONALE

Stepps Primary School acknowledges that parents and carers play a central part in their children's education. As a school community we are confident that the strength of the partnership between home and school will enhance school achievements and promote a continuing positive ethos and effective two-way communication.

AIMS

Our overall aim is to enable home and school to work together to support children in everything they do and we believe that numerous benefits will be derived from this partnership.

We aim in this way to:

1. Provide a warm and welcoming environment to all parents and carers who come into school.
2. Provide regular opportunities for parents and carers to become involved in their children's learning.
3. Share parents' and carers' expertise and provide training, where necessary, for specific tasks.
4. Communicate with parents and carers regularly and share information whenever appropriate.
5. Make provision for constructive consultation and decision making with regard to all aspects of school life.
6. Maintain an open-door approach where parents and carers feel comfortable and confident in approaching school with any concerns or specific requests.

How We Achieve These Aims

1. Provide a warm and welcoming environment to all parents and carers who come into school.

- attractive foyer area and bright display throughout the school
- friendly and encouraging staff
- invitation to attend a Meet the Teacher session at the beginning of Term 1
- Invitations to Sports Day, Book Fair, class assemblies or concerts and Open Days.
- PTA Fundraising Events - eg School Fairs, Bingo Nights or sponsored events.
- Primary 7 Annual Award Ceremony, Nursery Moving Up Ceremony

2. Provide regular opportunities for parents and carers to become involved in their children's learning.

- Helpers in school and on trips
- Regular homework assignments
- Communication through Home/School Book
- Invitations to Open Days
- Curriculum Meetings
- Curriculum leaflets
- School website
- Assemblies

3. Share parents' and carers' expertise and provide training, where necessary, for specific tasks

Helping with a wide range of classroom and school tasks or special projects.

- Projects
- As members of School Board, PTA or working groups.
- To assist in staffing the Extra Curricular Programme of activities
- Cycling Proficiency Training.
- Opportunities to share specific skills and expertise.

4. Communicate with parents and carers regularly and share information whenever appropriate.

- Offer curriculum evenings and workshops to heighten parents' and carers' awareness of school activities.
- Provide written reports and formal interviews at set times in the year.
- Provide annual curriculum leaflets.
- Ensure a range of written correspondence between school and home - eg details of forthcoming class trips or events.
- Home/School jotters and homework diaries.
- Nursery - Primary 1 and Primary 7 - S1 transition programmes.
- Provide school handbook and welcome pack to all new parents and carers.
- Provide updates to handbook through home newsletters.

5. Make provision for constructive consultation and decision making with regard to all aspects of school life.

- Parental responses requested through evaluations and questionnaires.
- As members of the School Board and the PTA.
- Feedback sought following certain school events - eg Meet the Teacher session, production of new policies.

6. Maintain an open-door approach where parents and carers feel comfortable and confident in approaching school with any concerns or specific requests.

- Prompt responses to enquiries and appropriate feedback given.
- Being available at the earliest mutually agreed time when a request for a meeting is made.
- Ensuring that the first newsletter of each session explains clearly the procedures for making contact with the school.
- Meet the Teacher sessions.
- Ensuring that all parents and carers are aware of the Complaints Procedure.

ADVANTAGES OF HAVING A STRONG PARTNERSHIP BETWEEN HOME AND SCHOOL

FOR CHILDREN

- Visible signs of co-operation and communication between home and school.
- Wider learning opportunities.
- Extra assistance with certain tasks.
- Greater opportunity to work in small groups.
- Closer supervision and assistance with practical tasks.
- Opportunity to invite family members to volunteer in school.

FOR FAMILIES

- Deeper understanding of school aims and objectives.
- Sharing of skills and expertise.
- Viewing of class/group work.
- Gaining confidence in working with groups of children.
- Becoming more aware of children's learning needs.
- Deeper understanding of curriculum and effective teaching methods.
- Building positive relationships with staff.

FOR SCHOOL

- Additional help.
- Communication and understanding between home and school improved.
- Learning environment enriched.
- More time being available for specific groups of children.
- The aims and ethos of the school can be communicated by example rather than written down.
- Building positive relationships with families.

OPPORTUNITIES FOR FAMILY

IN CLASSROOMS AND OTHER AREAS OF THE SCHOOL

- Art/Craft activities
- Computer work - eg supporting children writing their stories, using various programs.
- Practical maths/science.
- Reading activities - eg reading stories to children, listening to stories being read, paired reading, phonic games.
- Supervising board games.
- Library work.
- Golden Time Activities.
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OTHER POSSIBLE OPPORTUNITIES FOR FAMILY INVOLVEMENT

- Educational visits.
- Sports Days.
- Fund raising events
- School concerts - making costumes, props, make up, stage construction, supervising children.
- Assemblies.
- Extra curricular activities - coaching, supervising, sports, country dancing
- Golden Time
- Sharing experience - eg playing musical instruments, giving talks on various subjects, demonstrating first aid
- Promoting road safety, cycling proficiency training
- Supporting play in the nursery
- Membership of working part

HOW DO I GO ABOUT BECOMING A HELPER?

WE NEED YOU!



IF YOU ARE UNSURE

If you think you would like to become a helper but are still a little unsure you should contact the school office who will arrange for you to come in for a 'one off' taster session. For this one session you would not require to complete the application forms.

IF YOU ARE SURE - MAKING AN APPLICATION

- Complete the volunteer form and return it to school.
- The school will submit the names of potential volunteers to North Lanarkshire Council to undergo Disclosure Checks.
- All volunteer helpers will be required to undergo Disclosure Scotland checks.
- You will be invited to attend a meeting at Education Headquarters in Kildonan Street to verify the details in your disclosure application and present the required documentation.
- You will receive confirmation in writing of the outcome of your disclosure application.
- Once this process has been completed and the Disclosure approved then arrangements will be made for you to start work.
- Before your first session, you will be invited to the school to discuss your role and important issues such as health & safety, child protection and confidentiality.
- A leaflet summarising this information will be issued during this meeting.

Name:

Telephone Number:

E-mail address:

Child's Class/Classes:

I have Disclosure Scotland clearance for North Lanarkshire Council. Yes/No

I am willing to help:

As required	
On a weekly basis	
On special occasions e.g. trips, parties, walks	

I AM WILLING TO:	PLEASE TICK
Assist with school trips.	
Speak to pupils about my job. Job title:	
Help organise/maintain the school library.	
Speak to the pupils about specific areas of the curriculum I have knowledge of eg RME, Science, Health Please state area(s) you could assist with:	
Assist with the school's Eco projects.	
Run/assist with after school/lunch time clubs. Please note club you could run or assist with.	
Other: Please detail.	

APPENDIX 3 STAFF

Teacher's name:

Class:

Are you interested in having a helper/volunteer?

Yes / No / Later Perhaps

If so:

How many:

How often:

(Weekly/fortnightly etc)

Times are usually as set out below but can vary:

9.15 - 10.30

11.00 - 12.15

1.40 - 3.00

Which times and days would you welcome a helper/volunteer?

(List all possibilities, in order of preference)

Are there any particular activities you would like the volunteer to be involved in?

(Suggestions overleaf if you wish)

Did you have a helper last year?

YES/NO

Name of helper/s:

Would you like the same helper/s in your class this year?

YES / NO / NO
PREFERENCE

Is this helper's child in your class this year?

YES/NO

ACTIVITIES YOU WOULD LIKE HELP WITH

Please tick any areas you would like help in. Priority areas please mark with a P for Priority.

• Art/Craft activities	
• Computer work - eg supporting children writing their stories, using various programs.	
• Practical maths/science.	
• Reading activities - eg reading stories to children, listening to stories being read, paired reading, phonic games.	
• Supervising board games.	
• Library work.	
• Golden Time Activities.	
• Other	