

# **ST NEOT PRIMARY SCHOOL**

## **VISITOR POLICY**

### **NOTES FOR VOLUNTARY ASSISTANTS**



We really appreciate the help we receive at school and welcome you to our school. Please read this leaflet and complete the registration form prior to starting.

Remember that as a voluntary helper you need to work in partnership with the staff and be mindful of safeguarding and confidentiality.

We are all here to give the children the best possible learning environment so please ask should you need any help.

### **When you arrive**

- Each time you are here please sign in at reception and report to the teacher you are working with.
- Facilities are along the corridor next to the office.
- In the event of a fire alarm please follow staff instructions. Fire drills are held half termly.

### **Notes about working with the team**

- Try to make sure you understand the task you have been given to work through with the children. If you are unsure or have a query please talk to the teacher.
- If a parent asks you questions about the class or their children please refer them to the class teacher
- Please familiarise yourself with the school on the website where all policies are available. A computer is available in the library if you would like to access the site at school.

### **Notes about Working with the Children**

- Remember to smile and use encouraging words such as: 'well done', 'excellent', 'why don't you', 'you're trying really hard'

- Speak quietly to the children. Try to encourage the children to listen. Use phrases such as 'listen carefully, think about the question'
- Allow the children to make mistakes where they are using their own ideas or initiatives
- Encourage the children to speak and give them time to answer.
- Always ask a member of staff if you need information.
- Do not take photographs of the children on a personal device including cameras and mobile phones
- Please do not publish any information about children, including photographs on the internet or on social networking sites.

### Before you leave

- Please talk to the teacher and sign out.

*Thank you for volunteering to help.*

*Please find the school aims on the reverse.*

## ***School Mission: A Happy Learning Environment for All***

### **School Aims**

**Within a safe and caring environment we aim to: -**

- ✓ Develop independent thinking, learning and an ability to question and reflect upon knowledge and experiences
- ✓ Provide equal opportunities for all children enabling them to gain a broad and balanced view of the world
- ✓ Welcome parents and the community into the life of the school, so our children can see that we work together
- ✓ Encourage respect and an ability to respond to the needs of others
- ✓ Encourage children to listen and speak confidently
- ✓ Provide an education which adapts to new developments and technologies
- ✓ Promote high self esteem through the acknowledgement of individual qualities and achievement
- ✓ Encourage an appreciation of the environment and our cultural heritage locally and nationally