



Guidance for Classroom Volunteers



Welcome to Wells Primary School

Thank you for giving up some of your time to work with us and support the childrens learning.

We hope that you will enjoy working with the children. If you have any questions, please speak to the appropriate class teacher or to Ms Franklin the SENCO.

In this leaflet there is some basic information which we would ask you to read and use as a reference when necessary.



Basis Information:

- Before you begin working with the children please make sure that you have read through the Health and Safety and Child Protection handbooks.

- When you arrive in school and when leaving, please sign in the Visitors' Book.
- Please let us know if you are unable to come on a particular day. If possible, it is helpful for teachers to know in advance so that they can plan accordingly.
- Please be aware that lunch breaks are to be taken in the class or library if available.
- We have set procedures for children who are feeling unwell, so please ask the teacher with whom you are working.

Working in the classroom:

- The teacher you are working with will explain what she/he would like you to do. Please feel free to feed back to the teacher any successes or concerns.
- Please do ask the class teacher if you have any questions.
- Children learn by example. Please act appropriately, for example by showing how to treat books carefully.

Confidentiality

Please be aware that the issue of confidentiality is of utmost importance for anyone working in school. We are sure that you appreciate this and will understand why we stress its importance.

Signed: _____ Date: _____