



# Guidelines for parent help



### What shall I do when I arrive?

- Go to the front entrance, sign in, and put on a badge
- A member of staff will release the security door
- You may then make your way down to the classroom
- The teacher will instruct you from there

### What sort of things will I be asked to do?

#### Without the children

- Filing work
- Sharpening pencils
- Helping with wall displays
- Photocopying
- Making resources
- Mending resources

#### With the children

- Supervising activities
- Literacy/maths
- Art/craft
- On the computer
- Sewing/gardening
- Sharing books
- Model making
- Developing speaking and listening

There are so many different things that need doing that your help will always be valued.

### What should I know about?

- **Fire procedures** – displayed in each teaching area. Basically – stay calm – stop – line up – leave the building by nearest door – in silence.
- **Confidentiality - during your time in school you will see and hear many things. We ask you not to discuss particular incidents or individual children with anyone outside of school.**
- **Playtimes** – Helpers will go to the staffroom where tea/coffee will be available. Please help yourself.

### Who will I work with and how will I know what to do?

- You may or may not work with your child. Generally if you come every week you will work with a variety of children. If you come occasionally it is likely you will be able to spend some time working with your child

The teacher will

- Always give you clear verbal and/or written instructions
- Often have an example of what he/she wants
- Give you time to ask questions if you are not clear – please do ask!
- Give an indication of how long the task should take
- Tell you what to do when you have finished, how to get more children, etc.

If you have a particular skill, interest or dislike, then please talk to the teacher about it.

### Expectations and behaviour

- You will be working with a small group of children – usually 4/5
- You will be in sight of the teacher
- You will have clear guidelines about what to do and what to expect from the activity
- We expect the children to listen to you and respond appropriately
- We expect the children to be polite
- We expect the children to work sensibly and share resources
- We expect the children to do their own tidying up before they leave the activity
- If you do experience a problem then do not hesitate to speak to the teacher

### It is helpful if:

- **The children put the date and name on their work**
- **Tasks are completed carefully, eg appropriate colours, precise cutting**
- **Questions asked of the children require more than a yes or no answer**
- **You can give the teacher brief verbal feedback on the activity and how the children coped with it**

Thank you for your help

