



Helping in School Guidelines Policy

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Policy prepared by (name and designation)	Zoe Beach – Executive Head Teacher
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Northwood Primary School extends a warm welcome to all Helpers who so kindly and generously give their time to help in school. Extra pairs of 'Helping Hands' certainly support the teachers in their delivery of the various educational tasks and activities. This helps support children's learning and is greatly valued.

Being ready to help in school

All the teachers are asked to talk through the activities they wish you to engage in during your time in the classroom or in the school generally. **Please make sure you understand what is being requested of you and do not be afraid to ask if you not sure.**

The teacher would like helpers to come and talk with them before lessons begin whenever this is possible; these few minutes preparation can make all the difference to the successful outcome of a learning activity.

School is a busy place, but always make sure you take time to feel confident in what you are being asked to do - teachers much prefer to spend a few minutes ensuring success than having to interrupt or redo an activity through lack of communication.

Interaction with Children

Just as adults are individuals, so are the children! Each of us has our own strengths and weaknesses, which through our own experiences, we have come to know. Hopefully by expanding our strengths and improving our weaker points, we can achieve greater success - as can the children.

Children in primary school are at a very formative stage of development and our school emphasises the importance of developing children's self-esteem and confidence. We encourage and praise children and promote a good learning attitude towards work. We look to helpers to take on this atmosphere of positive encouragement and engagement.

We also expect children to be well behaved and to have good manners. Please do not accept rudeness or a child being badly behaved. **Please report any such incidents to the class teacher straight away.**

Sensitivity to Children's and Parent's needs

In helping children in school, it is essential to keep in mind that you are in contact with other parents' children as well as maybe your own.

In school you will more than likely be working with children and therefore are in the privileged position of seeing children working and also the general class management and organisation.

In such a situation, it is vital that there is a climate of trust, cooperation and confidence between school and helpers. If you are a parent helper you need to be sensitive and discreet regarding what you see and hear and what you say to children in the class and generally to other parents outside school.

It is the teachers' responsibility to make comments on children's progress, behaviour and general matters pertaining to that class and children, and NOT for the helpers to make any comment that jeopardises the relationship between teacher, child and parent. We therefore ask helpers to remember this when discussing any school matters.

It is imperative NOT to discuss a child outside of school, even at the request of parents.

Putting yourself in someone else's shoes

Perhaps if you ask yourself the questions 'How would I feel if someone was criticising/or gossiping about my child?' or 'Would I like that being discussed about my family?' or 'Have I the right to make a judgement?' this may put the sensitivity and discretion we ask of you in perspective.

Physical contact

Never make physical contact with a child that could in any way be misunderstood or criticise or admonish a child that could be hurtful in any way. Always remember the responsibility that helping in school entails.

The respect that we all have for one another as parents, teachers and pupils enhances the children's education in a caring, trusting and friendly atmosphere.

Northwood Primary School

Helpers Agreement

Do

- Make sure that you have talked through your work in the classroom with the class teacher, so that you have a clear understanding of your role and the task you are involved in.
- Ask questions if you are in doubt.
- Expect the children to have good manners and consideration of others.
- Encourage the children to work quietly.
- Praise the children's efforts and encourage them to do more.
- Speak politely and clearly to the children.
- Refer back to the teachers if you have any doubts about what the children are doing or saying.
- Develop the children's self esteem and confidence. Encourage them to 'have a go' and recognise the effort appropriately if a child has achieved.

Don't

- **Have physical contact with the child that could be misconstrued.**
- **Speak to children in an unkind way.**
- **Criticise or admonish a child in a way that could be hurtful.**
- **Take school information into your outside life that could be detrimental to a child, a family, a parent, a teacher, or indeed anyone involved within the school community.**

The school aims to develop the concept that learning is a process that is valued, exciting, needs active participation and is a lifelong process.

Parent helpers/helpers in school reinforce the cooperation between family and home to enable that concept to become a reality.

Northwood Primary School has a framework which enables this to take place.

It is:

1. To make parents/helpers welcome by introducing them to staff and for them to be familiar with the routine of the school day.
2. To support their work within the school by taking time to point out the aim and approach of the work to be done, the policies that are involved and the broad needs of the children.
3. To be sensitive to any discussions or situations that may take place that it is inappropriate for parents to be witness to (confidentiality).
4. To value their contribution

I have read and agree to follow the guidance in this document.

Name_____ **Signature**_____ **Date**_____