



## **Our Christian Values**

God teaches us to forgive and always accept forgiveness

We receive the Christian way of life as a gift from God

We believe and trust in God who loves each one of us

We are all unique children of God

Whatever you wish that men would do to you do to them

We are all equally precious and loved by God

## **A Guide for Parent Helpers**

We have produced this information as a basic guide for those parents and helpers who are kind enough to volunteer to help the children at Burham CE Primary School. The whole staff values your contribution to the children's learning and appreciates your help. We hope you find your time with us rewarding, enjoyable and informative.

### **Health & Safety**

For a variety of Health & safety issues, it is very important that we know exactly who is on site and where they are. We therefore ask that every adult who comes into the school does so via the main reception door. Helpers must first report to our school office. They will then be asked to sign in. In the absence of the Office Staff, helpers must report to the Headteacher before signing the book.

For your own protection we ask that parents do not enter classrooms unless the class teacher is present.

### **Supervising Children**

Whenever you are supervising children, the following points will be of help:

1. Expect level of respect from the children (encourage them to be polite to you and one another).
2. Always remain as calm as possible and expect the children to respond in the same way.
3. Tell them exactly what to do in as much detail as possible.

4. Don't be afraid to quietly and calmly correct a child that is misbehaving, however if in doubt, speak to the nearest member of staff.
5. Praise children whenever possible.
6. Do not let the children become 'silly' or over-friendly with you. They must learn to behave appropriately towards adults who are not close friends.
7. If you are concerned about a child for any reason, have a word with the class teacher or the headteacher - do not speak directly to the parents of the child. (See section on confidentiality)

### **Hearing Readers**

One of the tasks that you will probably be involved in is reading with children. This is an important and highly valued task. The exact approach will depend on the reading level of the child.

### **Beginning Readers**

- Children should be aware that you read from left to right, turning the pages that way and reading the lines left to right and top to bottom.
- Read the book together to start with.
- Discuss the picture in the story.
- Read the book again pointing to each word as you read.

### **Early Readers**

- Ask the child to point to each word as she/he reads it.
- Discuss the pictures and the story
- Read the story together
- Ask the child to find key words which are repeated several times in the book i.e. 'the', 'up', 'in' etc
- The children should be aware of full stops and not to run sentences together.

### **Extending Readers**

As the children can read more words try to get them to work out new words by making a good logical guess. Maybe the picture will help. If the child has good knowledge of initial sounds, looking at the first letter strings or small words within words, sound out the whole word eg 'ing' in king will also help. Try to get the child to read to the end of the sentence and then go back to work out an unknown word. Even with competent readers you should discuss the stories and pictures. Also you can try to encourage the children to use expression.

### **Discussion Questions**

The following are examples of the types of questions to use when discussing a story:

- What was the story about?
- Who was the main character?
- What sort of person was he?
- Was that a sensible thing to do?
- What should he have done?
- How do you know? (look for evidence in the text)
- Which part did you like best?
- What would have happened if.....?

Try to relate some ideas to the children's own experiences:

- Can you.....?
- Have you ever...?

### **Using the Reading Record Books**

When you have heard a child read please enter the page number that they have read to. You may put a short positive comment eg good, well done but we do ask that parents and helpers do not put any negative comments in the books or suggestions of what a child needs to do.

If the child has changed their book, please write the title of the new book in the appropriate place.

### **Changing Books**

It is quite usual for a child to have finished a book at home and therefore they will need to change it. TA's and Volunteers will change books apart from in Year 6. Burham CE School policy on the organization of reading books is that every book is colour coded according to its content. Please do not move a child onto a new level even if they have read every book in that level without checking with the Class Teacher first. A child will not need to read every book on a level – 20 books maximum before moving to the next level.

### **Confidential Information**

Occasionally in school you will become aware of information about children which is confidential or private to the child or their family. This is a delicate matter that requires a great deal of tact on your part. Any information that leads you to believe a child is at risk should be mentioned to the headteacher. But any conversation with parents outside is a breach of the school's confidence. Even a comment such as, 'your Jimmy reads well', is not acceptable as others will wonder why you have not said that to them. It is very important to treat anything you hear or see in school with regard to particular children as being in absolute confidence and entirely a matter within the school.

Similarly you may find parents who are friends will ask you about progression or behaviour of their children in school. Again, this is a matter requiring a great deal of tact on your part and it is important that you firmly suggest that if they are worried in any way about their child than they must discuss the matter themselves with the headteacher or class teacher.

In case we teachers forget to say, please be assured that we really do appreciate your help (we may be too busy or harassed to say but we do!!)

If you have any worries or queries, or any good ideas on how we can improve something, please let us know - we are always willing to listen

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