



**Carlisle Infant  
School**

**Love learning.  
Love life.**



# **Volunteers' Meeting**

**12<sup>th</sup> November 2021**

Firstly...

THANK YOU!

# Carlisle Infant School

## Early Years Foundation Stage

### Reception Classes

Penguin Class  
Turtle Class  
Seahorse Class

### Key Stage 1

### Year 1 Classes

Elephant Class  
Giraffe Class  
Tiger Class

### Year 2 Classes

Lemur Class  
Leopard Class  
Toucan Class

# Key Documents

- **Volunteer Handbook**
- **Behaviour Policy**
- **Evacuation Guidelines**

# How you could help

- Listen to children read.
- Conduct 'flash card' drills.
- Help prepare/set up classroom resources.
- Photocopy resources.
- Help with handwriting practice.
- Support learning spelling words.
- Prepare and play instructional games.
- Help with cooking projects.
- Help children with arts and crafts.
- Prepare display boards.
- Help children with the use of computers.
- Help with library – including loaning/returning of books.
- Assist with educational visits.
- Practice maths skills.
- Supporting children to understand teacher's marking and their own next steps - be a mentor.

# Availability

- Regular volunteers – Covid limitations
- Ideally, a least once a week on a regular day

# Supervision

Volunteers always support under the direct supervision of the teaching staff at

Carlisle Infant School and with the teachers who require volunteers.

The staff at Carlisle Infant School are responsible for the education, safety and well being of each child.

# Signing In & Signing Out

All volunteers must sign in and out at the front entrance using the iPad.

As a safety measure, it allows the school to know who is or who has been in the building. Signing in also helps the school to find you if there is an emergency.

Also, when signing in, please wear your volunteer label each and every time you visit. This will help everyone, including children, to get to know you more quickly and allows all members of staff to know that you have a reason to be there.

# Confidentiality

Our volunteers must protect the teachers' and children's right to privacy.

- Volunteers become privy to knowledge about children's behaviour patterns, academic ability, emotional maturity, relationships with others, etc.
- In some cases, information of this nature is imparted so that the volunteer can work more effectively with the child. In other cases, it is simply acquired in the course of frequent contact in the school.
- Volunteers are in a position to learn more about staff members than would normally be learned from their public image. One also forms personal opinions about the professional competency of individual teachers and staff.

# Conversations

Important conversations deserve preparation and dedicated time.

If you need to speak with a teacher about your child, please schedule a mutually agreeable time outside of class-time.

# Safeguarding Team



David Wells  
Deputy Headteacher



Zoe Brittain  
Headteacher



Karen Hood  
Higher Level  
Teaching Assistant



Vicki Trinder  
SENCO



**Carlisle** Infant  
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# Safeguarding

## Toilets

Please only use the adult toilets and do not enter the children's toilets at any time.

## Mobile Phones

Please place them on silent and refrain from using your phones during your time in the classroom(s). You must never photograph any child using any personal equipment.

## Emergency Procedures

If there is a fire alarm or "Lock-Down" drill or emergency exercise of any kind, please follow your class and do as the teacher instructs the students.

## Treats/Rewards

Please do not bring in any treats or rewards for children to avoid any accusations or risks.

## 1:1 Interactions

Avoid occasions where you are left in a 1:1 situation with a child. If this is unavoidable, ensure you are in a more open space with doors open.

# Golden Rules

We are gentle



We are kind and helpful



We listen



We are honest



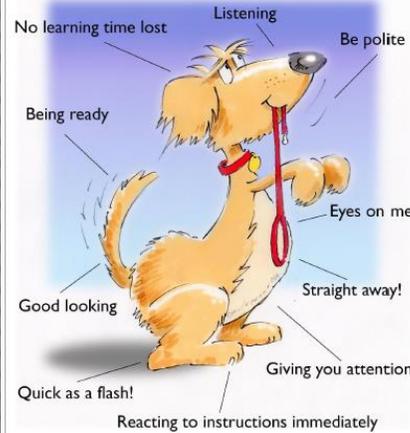
We work hard



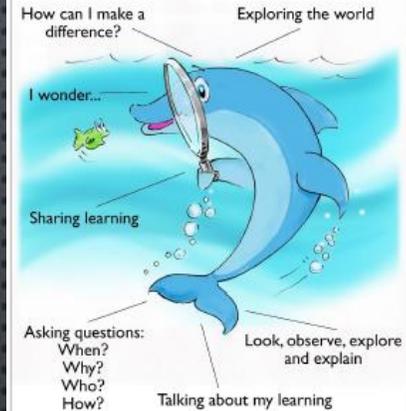
We look after property



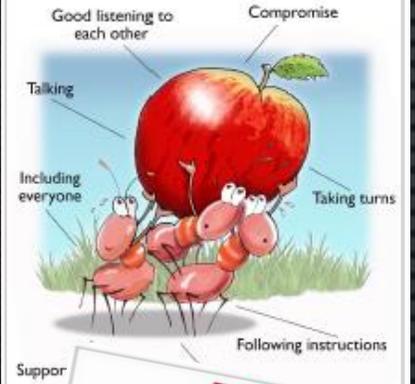
## Being Responsive



## Being Inquisitive



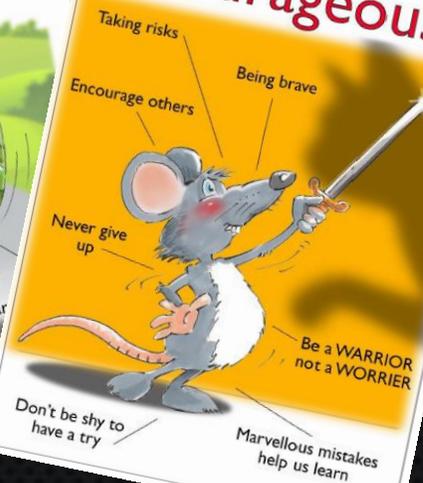
## Teamwork



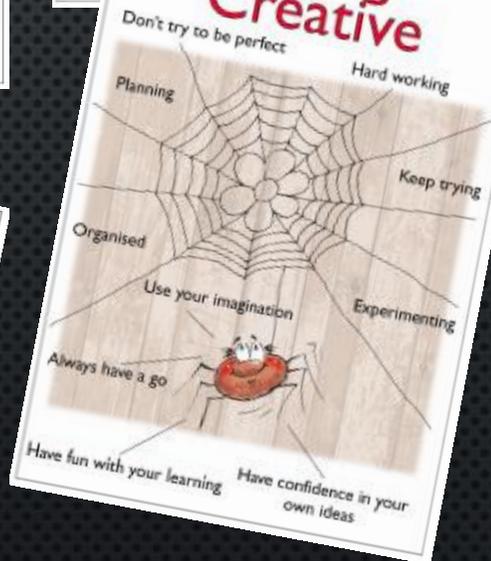
## Being Determined



## Being Courageous



## Being Creative



# Behaviour and Discipline

We expect the children in our school to be respectful and polite to all adults.

As educational professionals, we may respond to different children in different ways in order to support their needs and get the best out of all children.

- Allow the teachers to discipline children. If there are concerns about behaviour, it is the teaching team's job to deal with them.
- As a volunteer, it is helpful to be specific about rules and expectations with students. Keep limits and boundaries in place and recognise children who are following the Golden Rules.
- Consistency and remaining calm with students, taking a neutral stance, restating rules and expectations usually works best with children.

**ANY  
QUESTIONS?**





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