

The school day

Arrival

Please arrive at 8.30am, sign in with the office staff and make your way to your designated classroom.

Break time

Please go out onto the playground with your class or stay in the classroom. Staff will offer to make you a drink if you wish for one. Hot drinks must have a lid.

Lunch time

You may leave the premises at lunch time, but return at least 5 minutes before the start of your next session. Sign out if leaving the premises and sign in on return.

You may eat your lunch in school - packed lunch in your classroom or in the hall. School meals are available. Please ask the office staff for details.

Home time 3.30pm

If you are a work experience student you will be expected to remain until the teacher has finished seeing out the children. Please help with any tidying, pencil sharpening and preparing for the next day.

EYFS / Key Stage 1

Morning 8.45am – 11.45am

Afternoon 12.45pm - 3.00pm

Key Stage 2

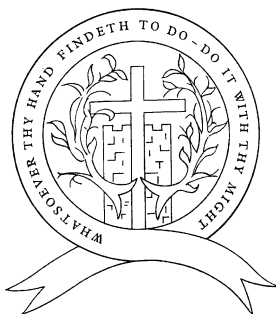
Morning 9.00am - 12.15pm

Afternoon 1.15pm - 3.15pm

If you are going to be absent for any reason please ring the office before 8.30am. Thank you.

St Matthew's Church of England Primary School
Portman Road Ipswich IP1 2AX
01473 251614

A Guide to Volunteering in School



Welcome _____

You will be working in class _____

Class teacher _____

Please complete an emergency details
contact form and return it to Mr. Gates

Safeguarding children

Disclosures

If a child asks you to keep a secret say, “I cannot promise to do that”. We cannot offer unconditional confidentiality to children. If any concern is raised regarding the safety and well being of a child the school’s safeguarding procedures will be followed. Inform the class teacher, Mrs Cameron or Mr Gates.

Confidentiality

Confidentiality is extremely important. Do not speak directly to the families of children about behaviour or incidents in school. If approached by parents seeking information about school, always refer them to the class teacher.

Health & Safety

Please be aware of your own and the children’s safety. Inform your class teacher if you feel you are not safe or secure or if you notice any furniture, toy or object which may be unsafe.

Emergencies

Make sure you know your class’s procedure for evacuation from the building and where they assemble on the large playground. If an incident occurs follow directions from your class teacher or go to the main office.

Accident or illness

If you have an accident or feel unwell while at school, inform your class teacher. You will be directed to a first aider. Please notify the office of any accidents so they can be recorded in the accident book.

Dress code

Please wear smart casual clothes suitable for a variety of activities, including bending, sitting on the floor or low chairs, painting and craft activities. Trainers should be worn for PE activities. No jeans, sportswear, skimpy tops or inappropriate motifs. Keep jewellery and make up to a minimum.

Other guidelines

Do...

- Turn off your mobile phone.
- Speak in a quiet voice.
- Model good listening when the teacher is speaking to the class by looking and listening yourself.
- Direct inattentive children back to the teacher.
- Be familiar with classroom rules, rewards and consequences so you can support the children.
- Always join in class activities eg. singing, rhymes.
- At playtime model good behaviour, initiate playground games.
- If a child has an accident and requires first aid or is upset, please inform the teacher on duty.

Don't...

- Chew gum.
- Pick up children, let them sit on your knee, cuddle you or jump up at you. Never be alone with a child.
- At playtime do not chase or allow children to chase you.

You may be given a list of daily tasks to complete.

If you have finished the set tasks you could...

- Sharpen pencils.
- Tidy books / play areas.
- Hang jumpers, hats, coats on pegs.