If you require first aid during your visit please ask at the office.

Qualified First Aiders are:-

Mrs G. Clarke

Mrs A Chambers

Miss P Rutherford

Mrs L Patchett

Mrs J Creswell

Miss V Powell

Leanne Smith (Lead First Aider)

St Michael's CE Primary School

'Growing & Learning Together'

Volunteer Booklet

St Michael's C E Primary School is committed to safeguarding and promoting the welfare of children, and requires all staff, volunteers and visitors to share this commitment.

- All volunteers must sign in and out at Reception and gain entry to school through the main door opened by a member of staff. Children are not allowed to open the door to visitors.
- All volunteers will be issued with an appropriate pass which must be displayed at all times whilst on site.
- Please do not use your mobile phone during your time in school, please ensure that it is turned off whilst you are here. Under no circumstances should you take photographs of our children whilst at school.
- Smoking is not permitted in any area of the school building or grounds.
- In the event of a fire, please evacuate by the nearest exit and make your way, if safe to do so, to the driveway at the front of the school and await further instruction.
- If you feel you need assistance during an evacuation, please speak to the office.

Designated Safeguarding Lead

Alison Chambers (Head of School)

Deputy Designated Safeguarding Lead

Michele Lewis (Executive Headteacher)

Diocese of Hereford Multi-Academy Trust

St Michael's C E Primary School

We have produced this booklet as a basic guide for volunteers who are kind enough to support the children at St Michael's C E Primary School. We hope you find your time with us rewarding, enjoyable and informative.

Safeguarding

All volunteer helpers will be asked to complete a DBS check before they start at St Michael's CE Primary School. Our Administrator will give you the details on how you complete the information online. Once you have your DBS details through you can start !

Please ensure you are familiar with our Safeguarding and Whistleblowing policy. It is also essential you read the most up to date Keeping Children Safe In Education document. Please visit the office for more information before you start with us.

Designated Safeguarding Lead

Tracy Westlake (Head of School)

Deputy Designated Safeguarding Lead

Michele Lewis (Executive Headteacher)

Hearing Readers

A class teacher will meet with you before you start at St Michael's to take you through the reading folder expectations and to model a reading session. You will be given a list of questions you can ask children at all ages and abilities.

Beginning Readers

*Children should be aware that you read from left to right and top to bottom.
*Read the book together to start with.
*Discuss the pictures and the story.
*Read the book again pointing to each word as you read.

Early Readers

*Ask the child to point to each word as they read 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 (the/up/in).
*The children should be aware of full stops and that you need to pause.

Example Questions

The following questions can be used when discussing a story.

What was the story about? *Who was the main character?*
What sort of a person was he/she? *Was that a sensible thing to do?*
What should he have done? *Which part did you like the best?*
What would have happened if…..?

In the back of our reading books you will find comprehension questions which you can ask the children.

Reading Record Books

When you have heard a child read please enter the page number that they have read up to. You may put a short positive comment but we ask you not to write any negative comments or suggestions of what the child needs to do. If you feel the child is ready to change their book then please let the Teacher/Support Staff know.

We really do appreciate your support and we are always willing to listen so if you need help.