

Guidance for Visitors and Volunteers at Queen's Drive Primary School



2023

Introduction

We have produced this booklet as a guide for people who are kind enough to volunteer and help the children at Queen's Drive Primary School and for those who are completing teacher training with us.



All adults in school are expected to be an excellent role model to the children at all times.

We hope you find your time with us rewarding, enjoyable and informative. The whole staff values your contribution to the children's learning and appreciates your help.

Arrival at the School Building

For a variety of Health and Safety reasons, it is very important that we know exactly who is on the school premises and where they are. We therefore ask that every adult who comes into the school does so via the main entrance and reports to the School Office. As volunteers/visitors you will be asked to sign in and wear a visitor badge on a coloured lanyard.

Please be lanyard aware:

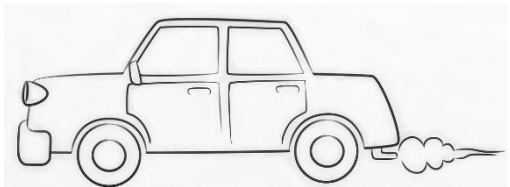
1. Full time teaching staff wear a **blue** lanyard.
2. Governors wear a **black** lanyard.
3. Visitors with a DBS wear a **yellow** lanyard.
4. Visitors with no DBS wear a **red** lanyard and must be escorted at all times.

Use of Electronic Devices

We respectfully ask that you do not have your phone out or use it during your time in class. Please note that photographs of pupils are not permitted.

Parking

Vehicles parked on the school carpark are at the owner's risk. We have one disabled parking bay by the main entrance. You may park your vehicle in any bay. The barrier will automatically rise when you leave the carpark.



If the carpark is full then you may park your vehicle on the Fulwood Leisure Centre carpark, free of charge.

First Aid

At Queen's Drive, all our staff are first aid trained. The class teacher will give clear instructions to yourself or the child, in order for the First Aid to be administered appropriately.



Staffroom & Toilets

Our Queen's Drive staff are all really friendly and welcome you to join them in the staffroom. Please make yourself at home and help yourself to refreshments. Kettles, toasters and microwaves are in the staffroom and also located in the KS2 walk through kitchen. You may bring a packed lunch and place it in the fridge or there are a range of local coffee shops and sandwich shops within walking distance.

*Please note that we are a Nut Free school and also hot drinks cannot be carried around within school unless in a sealed, lidded and insulated cup.

Toilets are located just off the KS2 hall by the Year 4 classrooms. There are also toilets in the KS1 building. The male toilet is located in the staffroom and the female toilet is near the Learning Lab or there is a larger disable friendly toilet by the EYFS classrooms.

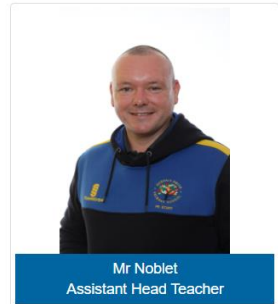
Members of Staff



Mr Aspinall
Deputy Head Teacher



Mrs Gomersall
Head Teacher



Mr Noblet
Assistant Head Teacher

School Administration:

Mrs McBride & Miss Romero

School Business manager:

Mrs Garmston

Teaching Staff:

Mrs Woods, Miss Till, Mrs Robertson, Miss Wood, Mrs Boyes, Mr Pearce, Mr Lickley, Miss Simmons, Mrs Cooke, Mrs Higgs, Mr Noblet, Mrs Snape, Mrs Brame, Mrs Docherty, Mrs Farrington, Miss McMahon, Mrs Keavell, Mrs Jewitt and Mrs Smith.

Teaching Assistants:

Miss Moss, Mrs Khurram, Miss Best, Miss Gregson, Mrs Gani, Mrs Patel, Mrs Barraclough, Mrs Watson, Mrs Wardley, Mrs Sheikh, Mrs Singh, Mrs Brewer, Mrs Alker, Mrs Williams, Mrs Reynish, Miss Hull, Mrs Riding, Mrs Peters, Mrs Boomer and Mr Birkinshaw.

Routines and Playtimes

School Starts	8.50am
Break time KS1	10.30-10.45am
Break Time LKS2	11-11.15am
Break Time UKS2	11.30-11.45am
Lunch times EYFS & KS1	11.45-12.45pm
Lunch Time LKS2	12.30-1.30pm
Lunch Time UKS2	12.30-1.30pm
School finishes	3.25pm

Fire Drills

All locations in school have specific fire exits in order to safely evacuate the school quickly when necessary. The class teacher will explain the evacuation route from their classroom. In the unlikely event of the fire alarm sounding, please evacuate the school and proceed to the assembly point on the playground at the left hand side by the Hive building.



Confidentiality

Any conversation with parents outside is a breach of the school's confidence. Even an innocent 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 that parents, who are friends, will ask about the 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 very important that you firmly suggest that if they are worried in any way about their child then they must discuss the matter themselves with the head or the class teacher.

It is the policy of the school that volunteers do not normally help in classes in which they have a child.

Concerns about a specific child

If you are concerned about a child for any reason, have a word with the designated senior person. For child protection this is Mrs Nicola Gomersall - Do not speak directly to the parents of the child. This is the teacher's job.

Welfare and Child Safety

Any information about a child's welfare that leads you to believe a child is or may be at risk should be mentioned to the Designated Senior Person (DSP) who is Mrs Nicola Gomersall (HT) The Deputy Designated Senior Persons are Mr Lickley, Mr Noblet and Mr Aspinall.



It is these staff members who are responsible for taking action where the welfare or safety of children or young people is concerned. You should never ignore what is happening or assume that it is being dealt with by someone else. You must also never attempt to resolve the matter yourself.

As a volunteer/visitor you will be asked to read **Keeping Children Safe in Education 2022 part 1**.

This will be emailed to you.

Vision Statement and Aims

Queen's Drive is a very special place to learn; a place where the pupils can, Dream, Believe and Achieve.

These are our VALUES, here at Queen's Drive,
We're part of a team where we will all thrive.
Reflective, resilient with compassion and care,
We're risk takers, confident, willing to share.
We are healthy and happy, creative in thought,
Applying the skills that we have been taught.
We always aim high, we DREAM and BELIEVE.
Imagine- with this - what we can ACHIEVE!

Aims of the school

Queen's Drive Primary School has two main aims in the school curriculum.

1. To provide opportunities for all pupils to learn and to achieve.
2. To promote pupils' spiritual, moral, social and cultural development and to prepare all pupils for the opportunities, responsibilities and experiences of life.

These are based on an approach that stresses continuity, balance, recognition of the individual and the importance of skills, concepts, attitudes and values.

Supporting Children

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

- Praise the children wherever possible.
- Always treat children with respect and in the same sort of way that you would expect them to treat you.
- Be friendly towards them, although do not let the children become 'silly' or over-friendly with you. They must learn to behave socially towards adults who are not close friends. Encourage them to be polite to one another.
- Avoid raising your voice or shouting. If you speak normally they will have to be quiet in order to hear what you are saying.
- Tell them exactly what to do in as much detail as possible.
- Don't be afraid to quietly and calmly correct a child that is misbehaving but never manhandle the children at any time. If in doubt, speak to the nearest member of staff.

Hearing Readers

One of the tasks that you will possibly be involved in is reading with the children. This is an important but time-consuming task.



The exact approach will depend on the reading level of the child.

Very early readers

1. 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.
2. Read the book together to start with.
3. Discuss the pictures and the story.
4. Read the book again pointing to each word as you read.

Early readers

1. Ask the child to point to each word as she/he reads it.
2. Discuss the pictures and the story.
3. Read the story together.
4. Ask the child to find key words which are repeated several times in the book i.e. 'the', 'up', 'in', etc.
5. The children should be aware of full stops and that you need to pause at a full stop and not to run sentences together.
6. Re-read the pages to work on the child's fluency.

Extending reading

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 e.g. ing in king

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 or put on suitable voices.

Discussion Question Ideas

The following are examples of the types of questions to use when discussing a text.

- What was the story about?
- Who was the main character?
- What sort of a person was he?
- Was that a sensible thing to do?
- What should he have done?
- Which part did you like best?
- What would have happened if....?
- Try to relate some ideas to the children's own experiences. i.e.
- Can you....?
- Have you ever?

Thank you for your time and helping our children to dream, believe and achieve their targets.



**DREAM
BELIEVE
ACHIEVE**