

# **Butlers Hill Infant & Nursery School**



## **Volunteer Induction Handbook**

Welcome to Butler's Hill Infant & Nursery School, we hope you enjoy your time here.

In this handbook you will find the key information about our systems and routines. All staff are friendly and welcoming, they will naturally support you through the day and will be willing to answer questions...no matter how trivial they might seem!

### **Butler's Hill Infant & Nursery School Aims**

Our promise to our children :

- *Nurture every child to be a happy, caring and responsible member of our school community.*
- *Motivate the children to embrace challenge, learn from mistakes and to realise their dreams and goals.*
- *Plan a rich and varied curriculum that promotes self- belief, resilience and independence.*
- *Through a metacognitive approach we teach the children to be effective, independent learners who are creative, imaginative, confident, resilient and supportive of each other.*
- *Create indoor and outdoor learning environments that excite, energise and inspire children to play, explore and learn.*
- *Facilitate the professional development of all staff.*
- *Research, review and further improve our practice.*
- *Build and maintain positive relationships with parents/carers and the wider community*

### **Senior Management Team**

Head Teacher : Rachel Hallam DP

SENCO: Emily Cunnington DP

Assistant Head Teacher Vicki Siddons

Alison Elkington

Jo Castle

### **Nursery Team**

Teacher: Becky Chuman

Nursery TAs: Danii Jarvis, Tracy Pride, Tanya Parkin

### **Foundation 2 Team**

F2a Ali Elkington/Bernie Horton Emma Parefrment

F2b Emily cunnington/Nicola Mee Wilkinson Jayne Swannell

F2c Samantha Carrington

### **Y1 Team**

Y1a Janet Radford DP

Julie Housden

Y1b Jo Castle

Julie Mitchell

Y1c Natalya McIntrye

Sue Haywood

SEN TAs: Jayne Kesteven, Laura Hopewell, Tracy Pride

## Y2 Team

Y2a Louise Wallis/Margaret Haynes      Helen Wilson  
Y2b Nikki Beldham      Gina Jordan  
Y2c Vicki Siddons      Lucy Tutty

## TAs Booster Reading

Rachel Kennedy  
Sharon Steane

Pianist/Music Support      David Hallett (part-time)

## Office Team

*Budget Manager:*      Lisa Thompson      *Secretary:*      Kate Booth

Site Manager      Paul Plaskitt

Senior Midday Supervisor      Deb Bennett

Midday Supervisors      Deb Bennett, Shakila Khan, Nicole Scott, Tanya Parkin,

Midday Play Leader      Rachael Kennedy

School Meals: DSO Staff      *Chef:* Sheila Hutson      *Assistants:* Debra Morris, Sue Lynch, Lorraine

## Timings

**Session times:** 8.45 a.m. - 12.00 and 1.00 p.m. - 3.15 p.m. - Infants

8.45 a.m. - 11.45 a.m. and 12.30 p.m. - 3.30 p.m. - Nursery

## Registers

Classes enter via their year group door, one member of the team greets children and parents at the door. .

**Assemblies** are usually 2.30. – 2.45 p.m. in the school hall but are subject to change so please check.

**Playtimes** are 10.30 - 10.45am (year 1) 10.45-1 (year 2).

There are always at least 2 adults on playground duty. At the end of playtime the teacher on duty will blow the whistle once, children stand still and then instruct them to line up. The children line up outside the classroom doors. **Teachers collect children from the line.**

## Volunteering in School

1. All activities are carefully planned by the teacher with a “learning purpose” in mind. Please, be sure you know what the learning purpose is before the activity starts, in other words “Why are the children doing what they are doing?”

2. We encourage all children to be independent learners. However, children will often ask you to do things for them; cut things out, fold things etc...But please encourage the children to do as much for themselves as possible.
3. When hearing children read be positive and encouraging, but let the child have some "thinking time," do not leap in straight away to supply words they don't know. Please see our guidance booklet "Reading with your child" before hearing children read.
4. If you ever see any child doing anything unsafe please intervene to stop it and then let the teacher know.
5. **Please respect parent, pupil and staff confidentiality.** If you see or hear something in school which concerns you speak to the class teacher or Head teacher.
6. Treat children with kindness, firmness and respect. Most of our children are very well-behaved and we expect that they are always polite. Please let the class teacher know of any behaviour problems.

### **Class Rules**

- **We care for everything and everybody**
- **We have good manners**
- **We listen carefully to everyone**

### **Sanctions**

**If I do not follow the rules in school I will have...**

1. A reminder
2. Name on the board
3. Name ticked – 1 min of playtime missed in class
4. Name ticked again - 5 mins of playtime missed in Thinking Room
5. Name ticked again - Time out in another class/area for 5-10 mins or until I am ready to join the class
6. Name ticked again = Time out with Head Teacher my parents will be contacted
7. Hurting others – Time out in another class/area for 5-10 mins or until I am ready to join the class.
8. Deliberately or seriously hurting others – Time out in school with HT – for the rest of the session/day & my parents will be contacted.
9. **Unprovoked assault of another child/adult - 1-5 days exclusion**

**If I go to the Thinking Room 3 times in one week my parents will be contacted.**

If a child is not responding to your support tell the Class Teacher.

## **Safe Guarding**

**The Safe Guarding & Health & Safety Policies are displayed in the staffroom – please take time to read them**

**Safe guarding is the responsibility of EVERYONE - ensure you take action immediately to enable all children to have the best outcomes**

**Safeguarding relates to aspects of school life including:**

- Pupils' health and safety.
- The use of reasonable force.
- Meeting the needs of children with medical conditions.
- Providing first aid.
- Educational visits.
- Intimate care.
- Internet or e-safety.
- Appropriate arrangements to ensure school security

**Safeguarding can involve a range of potential issues such as:**

- Bullying, including cyber bullying and prejudice based bullying.
- Racist homophobic or transphobic abuse.
- Extremist behaviour ie radicalisation.
- Child sexual exploitation.
- Sexting.
- Substance misuse.
- Domestic violence, female genital mutilations, honour based violence and forced marriage, gang activity and youth violence.

**You have a duty to report any concerns to the Class Teacher and they will:**

1. Record *any* concerns on a monitoring form, (AV/staffroom wall)
2. Record any injuries on a body map,(AV/staffroom wall)
3. Pass all logs to the designated person ASAP – by the end of the day at the latest (Mrs Amos, Miss Weekes, Mrs Radford)
4. The designated person will follow up the concern as appropriate - by the end of the day at the latest
5. The designated person will add the log/follow up/ action to the child's safe guarding chronology

## **Health & Safety**

All activities associated with school take place within a safe environment.

- **Volunteers** -Please ensure that you sign in each morning you are in school.
- Keep potentially dangerous equipment large scissors, staple guns etc. out of reach of children
- All hot drinks taken out of the staffroom should be stored in a closed flask.

- Please ensure that external **gates** are closed and locked each morning and before breaks
- Please ensure that external **doors** are closed and locked each morning and after breaks
- **Do not let unknown adults on to the site**

**In the event of an accident the school wishes to provide the best care possible for the individual child – please report any accidents to the class teacher and get help from a member of staff.**

**Trained First-Aiders** are Miss Tutty, Mrs Richards and Miss Horton.

### **Accidents to pupils**

**All** accidents must be recorded in the accident file stored in the staffroom or the accident book for nursery pupils in the Nursery, a letter informing parents is sent home with the child.

**Head bumps** – have a separate letter

**Please report to first aider and also inform the Head teacher and class teacher** - it is often advisable to send the child home after consultation with the first aider.

### **Accidents to you**

Please, inform the Head Teacher in the event of an accident to you. It may be necessary to record the details on a form.

**Your Safety**- Schools are safe environments as long as you follow common sense rules.

- Never climb on furniture always use the steps provided to access anything you cannot comfortably reach.
- Take care when using kettles and other electrical equipment.
- Notify the Head Teacher immediately, if you notice any faults on any equipment.
- Do not leave wires/cables trailing across the floor.

### **Illness**

If one of your pupils is ill please inform the class teacher, immediately.

**Inhalers are stored in the teaching areas.**

**Medical plans are displayed in Staffroom**

### **Fire**

Make sure that you know where the alarms are sited. If you see any signs of fire in the building sound the alarm by pressing the activation and then immediately evacuate the building.

**Fire Drill** - assembly point is the **infant playground/junior playground if site evacuation is needed**. Fire exits are marked on the map provided. Please, ensure that you are aware of these exits. Regular fire drills are carried out.

**Thank you for helping in school and for taking the time to read this. We hope you enjoy working with us. Thank you for your support.**