Volunteering at JYS

Inside this booklet you will find some useful advice to support your work with us.

If you are unable to come in, please let us know on 01243 782192 – thank you!

Thank you so much for offering to help at Jessie Younghusband School. We really appreciate the time and effort you give to support our children. We are aware that your time is very valuable and we appreciate the help that all our volunteers give in supporting the work of the school. If you have any questions, please do not hesitate to ask. We are here to help!

Signing In and Out:

It is important for security and fire regulations that all volunteers working in the school can be identified and located at all times. We ask you to follow this simple routine every time you visit the school:

- confirm a time and day with the teacher you are helping prior to your visit;
- only enter the school via the front entrance;
- sign the visitor's book and collect a visitor's badge;
- find your link staff member (class teacher or teaching assistant) to let them know you have arrived, so that they can tell you where you will be working;
- when you have finished, please return to the office and sign out.



Evacuation Procedure:

If you hear the fire alarm (an electronic bell sound), leave the school building by the most convenient door – close it behind you and make your way to the big playground at the back of the school. The signing-in register will be brought out and checked.



Health and Safety:

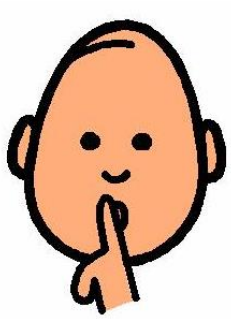
During your time volunteering with us, you should follow our Health and Safety Policy. You will not be expected to work in any dangerous situation. If you spot a hazard, please let a member of staff know immediately so the matter can be rectified. If you have any health issues that we should be aware of, please speak to Mrs Sadler or to one of the Office staff. Thank you!

Mobile Phones:



Please do not use mobile phones in the classroom or communal areas, such as the corridors or school library. In accordance with our Acceptable Use Policy, photographs must not be taken on your phone or any other device.

Confidentiality:



Confidentiality is very important and we would therefore ask you to treat anything you hear or see in school as confidential. Some things that happen in school or are discussed between staff are of a sensitive nature and we would ask you to be respectful of everyone in the school community. Please do not talk about anything you see or hear outside of school as this could be a breach of confidentiality to staff or children.

If you are approached for specific information by a parent, you should refer them to the class teacher or the Headteacher. We appreciate your support in this matter.

Dress Code:

Volunteers are role models and should be of smart appearance at all times. At JYS, we like people to support our ethos by 'dressing for school, not for the beach'. Please also wear appropriate footwear that supports the foot, e.g. no flip-flops or sandals without a strap around the heel. If you are supporting a class with a school trip, dress and footwear should be appropriate to the venue and activity being undertaken.

Safeguarding children:

If you are concerned about something a child says to you, please talk to their class teacher. It is very important to reassure the child that they were right to tell you and that you will let their class teacher know. DO NOT ask the child more questions. DO NOT tell the child that you will keep their secret. Mrs Sadler is the Designated Safeguarding Lead Officer (DSLO) for child protection and Miss Hendriksen is the Deputy DSLO. Your concerns will be passed on to them by the class teacher, if required.

First Aid:

We have several qualified first aiders in school who are on hand to deal with any first aid treatment. We ask that volunteers do not administer first aid of any kind. If a child requires first aid, please see a member of staff.

Working with children:

You may be asked to work with small groups or individual children. The teacher may give you some notes to follow and possibly some observation notes to record. Please do not worry about writing lots; make it brief but enough for the teacher to know how the children got on. Please don't ever be afraid to ask for help!

We endeavour to maintain a positive environment within the school at all times, and as part of this ethos, reward systems and stickers are used to reinforce positive behaviour. Please feel free to use these incentives to reward positive behaviour – stickers and Golden Tickets can be obtained from the class teacher.

Hearing readers:

One of the tasks that you may be involved in is reading with the children. This is an incredibly rewarding way of helping and supporting children.

We always encourage children to 'have a go' when they reach a word that is unknown to them. Lots of children, especially lower down the school, will point to each word as they read too.

Saying phonemes correctly:

Younger children, especially those in Year R, 1, 2 or 3 will sound out words as they read. Sometimes it is necessary to support a child by helping them to read the phonemes (sounds) in each word. Just remember not to add an 'uh' at the end of the consonant sounds – so say 'mmm' not 'muh' for 'm', 'ul' not 'luh' for 'l' – because then it makes blending the sounds together easier. More information about the correct way to pronounce all phonemes can be found at: https://youtu.be/WQioyQJvqEE



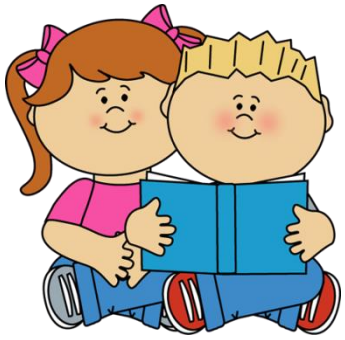
Putting sounds together to make simple words:

Say the sounds c-a-t to make 'cat', sh-o-p to make 'shop' and s-t-r-ee-t to make 'street'. If a child gets stuck and is struggling to blend the sounds, say the sounds yourself, quickly, until the child can hear the word.



If a child misreads a word without changing the meaning, e.g. 'Dad' for 'Father', accept it. If they hesitate, repeat a word or leave one out, say nothing provided the meaning is not lost. If they say a word which does change the meaning, or they are simply stuck, you can help them by:

- ★ Pointing to the picture if it is relevant;
- ★ Asking a question to remind them of the context, e.g. 'Where did they say they were going?';
- ★ Re-reading the sentence up to the unknown word to remind them of the context;
- ★ Saying or pointing to the first letter of the word;
- ★ Spotting little words within a longer word as this may help them to read the whole word;
- ★ Telling the child the word to avoid losing momentum;
- ★ If the word can be read easily by sounding out the letters, encourage them or help them to do this;
- ★ Reading it one more time with feeling - When the child has sounded out an unfamiliar word, encourage them to re-read that sentence. Often children are so busy working out a word, they lose the meaning of what they've just read.



Below are ideas and questions which help to develop children's reading comprehension skills. You could also let the children ask you the question, so that you can model answers.

- ★ What made you choose this book?
- ★ What do you think it will be about?
- ★ Explore what the book might be about using only the illustrations, cover and first page.
- ★ Do you think you will read it all (fiction) or just select bits (non-fiction)?
- ★ What has happened in the story so far?
- ★ What do you think will happen next?
- ★ Who is your favourite character? Why?
- ★ Which character do you like the least? Why?
- ★ Do you think the author wanted you to like/dislike this character? How do you know?
- ★ Does your opinion of this character change during the story? How? Why?



- ★ Find two things the author wrote about this character that made him/her likeable.
- ★ If you met one of the characters from the story, what would you say to him/her?
- ★ Which part of the story is your favourite/least favourite? Why?
- ★ Would you change any part of the story? How?
- ★ Would you change any of the characters? How?
- ★ Which part of the story was the funniest/scariest/saddest/happiest? Find some words in the story to support your thinking.
- ★ Choose 3 of your favourite words which were in this book. What do these words mean?
- ★ How do you know that one of the characters is speaking?
- ★ What adventure could the characters have next?
- ★ Can you find two words that rhyme on this page?
- ★ Discuss the names of the punctuation marks and their special jobs.
- ★ In a non-fiction text, ask questions that mean that the child has to look for specific pieces of information (facts) from the text.

Guidance for Volunteers on School Trips:



These guidance notes have been written in conjunction with our policy on off-site visits. If you have any questions about a school trip, please see the class teacher. We do appreciate your help on school trips – it would be difficult to organise visits outside school without parent volunteers.

- Please be aware that parents may not always have their own child in their group.
- The teacher will give volunteer helpers a list of children for whom they are responsible and a copy of the risk assessment for the trip – please take time to read this information.
- If the trip involves a coach journey, please help the children in your group to fit their seatbelts. Children are not allowed to eat/drink on the coaches.
- The class teacher/teaching assistant will have sick buckets/bags, if needed.
- The class teacher leads the rules, routines and expectations for the day.
- Please help the teacher by ensuring your group follows all instructions e.g. when to eat and drink.
- Stay with your allocated group of children, ensuring that their wellbeing and safety is maintained for the total duration of the school trip.
- Promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of JYS.
- If there is a medical or other emergency, let the class teacher know immediately. The class teacher is responsible for contacting the school and associated parents in emergency situations.
- If you need to leave your group for any reason, e.g. to take a child to the toilet, please ensure that the class teacher is informed so that another adult can supervise your remaining group members.
- Mobile phones are not allowed to be used for any purposes during the duration of the trip. Also, no smoking is allowed whilst on a trip. Thank you!
- Volunteer helpers are asked to keep the same degree of confidentiality as in school. If you have any queries or problems concerning the trip, please direct these in the first instance to the class teacher or, if you would rather, the Headteacher on return from the trip.

Aspire ~ Respect ~ Enjoy