



Lamberhurst St Mary's CEP (VC) School

Volunteer Helpers and Parental Involvement Policy

This policy will be reviewed every three years and at any other time if changes are required to comply with changes in legislation, regulation or national or KCC advice. Any amendments will require the approval of the full Governing Body. A copy is stored online in the Staff Area of the school server.

Date of approval by Governing Body	4 February 2019
Signature of Chair of Governors	Mr P Edgesmith
Signature of Headteacher	Mrs C Bromley
Date Due for review	Spring Term 2022

1 Introduction

Our school is open and welcoming to all who would like to support the children. We also encourage parents and other adults to help teachers in a variety of ways. However, our overriding concern is for the safety of the children in our care. This document sets out our school's policy, which is to ensure that the children benefit from as much help and support as possible, and are provided at the same time with the best possible safeguarding.

1.1 This policy should be read in conjunction with:

- the School Standards and Framework Act 1998, regarding adults working in school;
- Keeping children safe in education September 2018
- Prevent Duty-July 2015
- Supervision guidance and regulations
- the Human Rights Act (October 2000);
- Equal Opportunities Policy;
- the school's monitoring and evaluation procedures.

- 1.2 All parents and carers are equally valued as part of our school community. Children's learning is improved when we work in partnership with their parents or carers, and their wider family. We therefore believe in close cooperation with all families, and in regular consultation between the home and the school.

2 Aims and objectives

- 2.1 Our aims through parental involvement are:
- to enhance the learning experiences of all pupils;
 - to encourage parents and carers to be involved in the children's learning;
 - to provide a partnership between home and school, seeking to ensure that families feel welcome and valued;
 - to ensure that maximum use is made of all these adults' skills to enrich learning opportunities.

3 Involvement in the life of the school

- 3.1 Our school is open to parents and carers at all reasonable times.
- 3.2 Families are invited to regular events, activities and celebrations that are organised by the school or the PTA. These occasions provide an opportunity to celebrate the success of the school, talent in our school and the pupils' work.
- 3.3 Weekly newsletters are sent home via Parentmail and published on the school website.

4 Involvement in children's learning

- 4.1 Parents and carers can liaise with teachers via 'Home /School Contact Books' and before and after school on an informal basis on most days, although we do encourage appointments for non urgent matters.
- 4.2 Appointments to see a teacher or the Headteacher can be made through the school office, and can be set up for as soon as required in most instances.
- 4.3 There are opportunities for parents and carers to have a formal discussion with their child(ren)'s teacher at Parent Consultations, which are held three times per year. Teachers value these opportunities to celebrate successes, review learning targets and listen to parental views. Pupils with additional needs will also have opportunities to meet more regularly as required.
- 4.4 An annual report on each child's academic and personal development is made available in the summer term and a 'Mid-Year Report' in February of the spring term. Parents and carers are strongly encouraged to attend summer term consultations to discuss the contents of the 'end of year' report.
- 4.5 Regular curriculum and safeguarding updates and attachments feature in our newsletters to assist parents and carers in supporting their child(ren)'s learning and wellbeing.
- 4.6 Policy documents, schemes of work and National Curriculum guidance are readily available for parents and carers to view. Most are published on our school website.

- 4.7 'Curriculum Maps' are sent to each family at the start of each term via Parentmail and are also published on the school website. These detail the aspects of learning that each child will undertake, and how families might support that learning, e.g. by visiting museums, galleries, websites, etc.
- 4.8 Home Contact books detail specific daily requirements and provide opportunity for short messages between home and school.
- 4.9 Home learning tasks are recorded in 'Home Learning Log' books and we value parental support regarding the completion of these tasks.
- 4.10 National Curriculum assessments as well as records of progress and achievement are also readily available, as appropriate, to each child.
- 4.11 Parents and carers are invited to our regular services and assemblies which include opportunities for pupils to demonstrate their skills and learning.

5 Categories of adults in school

The school has a variety of adults working on the premises at any one time. They can be categorised as follows:

- 5.1 Paid full- or part-time staff employed by the school:
- Teachers;
 - Teaching Assistants
 - Site Supervisor/Cleaners/Site Team;
 - Office Staff;
 - Music Teachers;
 - Instructors/Coaches
- 5.2 Adult workers employed by another organisation:
- Peripatetic Music Teachers;
 - Students/Trainee teachers;
 - LA Advisers and HMI (Ofsted) Inspectors;
 - Health Visitors;
 - Contract Workers (e.g. an electrician, grounds maintenance team or heating engineer);
 - Catering Staff;
- 5.3 Volunteer helpers:
- Parents or other adult helpers working alongside teachers;
 - Work experience students & former pupils.
 - PTA members
- 5.4 Parents and carers offer valued support when they respond to invitations to accompany school groups on educational visits, including, in some instances, assisting with transport arrangements.

- 5.5 Parents and carers are invited, where possible, to visit classes and groups of children to give talks or demonstrations on areas of interest in which they are experts.
- 5.6 The governing body will seek parents who are willing to serve as members of the school governing body. These will be elected by other parents and carers. Parent governors represent the views of parents and carers.
- 5.7 We value the work of the Lamberhurst St Mary's PTA. This body of parents/carers/friends of the school and school staff works voluntarily to organise events and raise money for the school.

6 Volunteer Helpers

- 6.1 It is necessary to organise a personal background check called a DBS Check on any person who will be working with children in school on a regular basis, prior to that person's involvement.
- 6.2 The school does not organise or co ordinate the transportation of children in private vehicles for offsite events. Parents are asked to arrange this between themselves and inform the school of their child's arrangements.
- 6.3 All helpers are asked to sign in and sign out of school when visiting, for security reasons.
- 6.4 All helpers working with children in class are asked to check the purpose and details of the activity, before commencement, by talking with the teacher.
- 6.5 All helpers are asked to inform the school in advance if possible, should they be unable to attend school at a prearranged time.
- 6.6 All helpers will be reminded of the confidential nature of their work in school.
- 6.7 The Headteacher has the authority not to accept the help of volunteers if she believes it will not be in the best interests of the children.
- 6.8 Volunteer helpers support the school in a number of ways, including:
- supporting individual and small groups of pupils;
 - hearing pupils read;
 - helping with classroom organisation;
 - helping with the supervision of children on school trips;
 - helping with group work;
 - helping with art or subjects involving other practical activities.
 - giving additional support at lunchtimes
- 6.9 **Volunteer helpers are not allowed to do the following activities:**
- take responsibility for the whole class;
 - change very young children, or supervise them changing without a class teacher/TA present;
 - supervise children engaged in PE or other specialist activities without a class teacher/TA present;
 - take children off the school site without a member of staff in charge unless it has been agreed by the school with the child's parent/carer.

The responsibility for the health and welfare of the child remains with school staff at all times.

7 Deployment of classroom helpers

- 7.1 It is the policy of this school that parent helpers do not support in their own child's classroom, except for short term special events or projects, as this can be distracting for the child, and potentially place the class teacher in an uncomfortable situation. Helpers will be asked to support in classes in which there is the most need for support.

8 Consultation

- 8.1 Our Home-School Agreement, signed by pupils, parents/carers and the school, details the responsibilities and expectations of all parties.
- 8.2 The school will make every effort to consult parents and carers, both formally and informally, about their views on school life, children's learning and new initiatives.
- 8.3 Parents or carers of a child with a disability are asked to keep the school fully informed about any relevant issues, so that the school can make all reasonable efforts to meet the requirements of that child.
- 8.4 The school values regular feedback, and will make every effort to act on parents' and carers' views, wherever possible.
- 8.5 Teachers (including the Headteacher) can be approached informally before and after school, and will always take careful account of any information forwarded to them.
- 8.6 Periodically, the school will seek parental views more formally, through an annual survey, or a questionnaire on a particular theme.
- 8.7 After an Ofsted inspection, parents and carers will receive a summary of the findings, and later on, they will be sent a summary of the action plan written in response to the report. Pupils will receive a letter from the lead inspector.

9 Monitoring and review

- 9.1 The Headteacher and Deputy Headteacher will monitor the implementation of this policy, and will feedback when required to the governing body.
- 8.2 This policy will be reviewed every three years, or earlier if necessary.