



HAMILTON
PRIMARY SCHOOL

Volunteers Guidelines September 2016

Welcome and Thank you

I would like to warmly welcome you to Hamilton Primary School and thank you for coming to our school to volunteer in the classrooms. As a school we are always happy to have helpers work with our children and teachers to support them in a variety of ways.

This booklet is given to you as a reference to some of the procedures that we have at school to help guide you around the working environment.

If you have any questions then please do not hesitate to ask the class teacher, teaching assistant or one of the office staff.

We welcome any feedback that you may have about the school and the experience that you have had as a volunteer and I would ask that this too is given to the office staff.

I would again like to thank you for your continued support of the school and very much hope you enjoy your time volunteering with us.

Nick Hutchings
Headteacher

Vision Statement

Our vision is for a school that provides a quality education in a caring, creative environment conducive to learning. Our school motivates each child in a positive way and helps them to find interest, satisfaction, enjoyment and a sense of achievement in their schoolwork and a sense of wonder in the world around them.

Core Values

At Hamilton Primary School we have a set of core values that were decided by the school community. We build the teaching of these values throughout our learning and they can be found around the school. They are:

Compassion; Responsibility; Integrity; Fairness; Courage; Wisdom;
Respect and Hope

School Details

The full school address is:

Hamilton Primary School
Constantine Road
Colchester
Essex
CO3 3GB

Tel: (01206) 572362

Fax: (01206) 369857

email: admin@hamilton.essex.sch.uk

Web: www.hamiltonprimary.com

Twitter: @hamiltonprim

Session Times

Infants: 9am – 3.10pm

Playground Duty – 8.45am – 9.00am

Morning session: 9.00am – 12.10pm
 Mid morning break: 10.30am – 10.45am
 Lunch: 12.10pm – 1.20pm
 Afternoon session: 1.20pm – 3.10pm
 Afternoon break: 2.30pm – 2.40pm

Juniors: 8.50am – 3.15pm

Playground Duty – 8.35am – 8.50am

Morning session: 8.50am – 12.10pm
 Mid morning break: 10.45am – 11am
 Lunch: 12.10pm – 1.15pm
 Afternoon session: 1.15pm – 3.15pm

Staff Lists and Areas of Responsibility

The School is organised into four ‘Units’ to help with planning, teaching and management.

Foundation/Key Stage 1 - Unit Leader: Mrs Williams
 Lower and Upper Key Stage 2 – Unit Leader: Mrs Wright

Senior Leadership Team

David Larnar	Deputy Head
Sarah Williams	Foundation/Key Stage 1 Unit Leader
Sarah Wright	Key Stage 2 Unit Leader
Sue MacGregor	Senior Leader

Key Leads

Mr Nick Hutchings	Leadership
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Mr David Lerner	Assessment for Learning
Mrs Sarah Wright	Learning Environment
Mrs Sarah Williams	School & Family Partnership
Mrs Sue MacGregor	Learning Skills Curriculum
Mrs Jo Arnold	Special Educational Needs

Foundation Stage Staff

Mrs Kate Charad	Foundation Stage Teacher
Miss Rebecca Pay	Foundation Stage Teacher
Mrs Sarah Williams	Foundation Stage Teacher, Foundation Stage Leader
Mrs Joanne White	Foundation Stage Teaching Assistant
Mrs Corine Pomerey	Foundation Stage Teaching Assistant
Ms Pippa Salmon	Foundation Stage Teaching Assistant

Key Stage One Teaching Staff

Miss Laura Batchelor	Year 1 Teacher
Mrs Lisa Jarvis	Year 1 Teaching Assistant
Ms Maggie Alexander	Year 1 Teacher
Ms Rebecca Pay	Year 1 Teacher
Mrs Zoe Tyler	Year 1 Teaching Assistant
Miss Sophia Morley	Year 2 Teacher

Mrs Sue Higgins	Year 2 Teaching Assistant
Mrs Lois Eves	Year 2 Teacher
Mrs Jane Gavin	Year 2 Teacher
Mrs Christina Aves	Year 2 Teaching Assistant

Key Stage Two Teaching Staff

Miss Linda Beckwith	Year 3 Teacher
Miss Nadine Dixon	Year 3 Teacher
Mrs Jane Brumpton	Year 3 Teaching Assistant
Miss Mandy Robinson	Year 3 Teacher

Mrs Aleca Ramsey	Year 3 Teaching Assistant
Miss Susannah Roper	Year 4 Teacher
Mrs Sian Richardson	Year 4 Teacher
Mrs Lisa Jarvis	Year 4 Teaching Assistant
Mrs Sarah Wright	Year 4 Teacher
Ms Esther Rust	Year 4 Teaching Assistant
Mr Daniel Wilkinson	Year 5 Teacher
Mrs Michelle Le-Surf	Year 5 Teaching Assistant
Mrs Fran Norris	Year 5 Teacher
Mrs Charlotte Bains	Year 5 Teaching Assistant
Miss Claudia Keitch	Year 6 Teacher
Mrs Julia Sykes	Year 6 Teaching Assistant
Mrs Sue MacGregor	Year 6 Teacher

Mrs Clare Marsh	Year 6 Teaching Assistant
Mr David Lerner	Maths Group Teacher, Years 5 & 6
Mrs Deborah McDonald	KS2 P.P.A./ French Teacher
Mrs Sandra Price	KS2 Maths

Subject Leaders

Mrs Sue MacGregor	Art, DT, Learning Skills
Mr David Lerner	Assessment, AfL
Mrs Jane Gavin	Eco Schools
Miss Sarah McCarthy	Foundation Stage
Miss Mandy Robinson	Geography
Mrs Lois Eves	Gifted and Talented
Miss Nadine Dixon	Healthy Food
Ms	History, R.E.
Vacancy	KS2 Literacy
Miss Sarah McCarthy	FS/ KS1 Literacy
Miss Sophia Morley	Computing and DB Primary
Miss Laura Batchelor	FS/ KS1 Numeracy
Mrs Sarah Wright	KS2 Numeracy, Learning Environment
Mrs	PE
Mrs Deborah McDonald	MFL
Miss Mandy Robinson	Music
Mrs Kate Charad	Multicultural
Miss Linda Beckwith Miss Nadine Dixon	PSHE/Healthy Eating

Miss Rebecca Pay	KS1 Science
Miss Claudia Keitch	KS2 Science

Higher Level Teaching Assistants

Mr Martin Goodwin
Mrs Julia Sykes

Mrs Sue Higgins
Mrs Aleca Ramsey

Midday Assistants

Mrs Lesley Gisby (Senior MDA)
Mrs Stella Hart (Senior MDA)
Mrs Nordine Claxton
Mrs Teresa Gabriel
Mrs Lynn Gaskill
Mrs Nicola Howe
Mrs Donnelia McLarty
Mrs Julie Nixon
Mrs Sharon Parker-Crisell
Mrs Joann Pool
Mrs Liane Rose
Mrs Esther Rust
Mrs Lisa Woolgar

Office Staff

Mrs Lisa Bain	School Business Manager
Mrs Lisa Kiernon	Finance/ Administration Assistant
Mrs Lisa Moore	Administration/ Clerical Assistant

Kitchen Staff

Mrs Maureen Thomson	Catering Manager
Mrs Emma Hall	Assistant Cook
Mrs Paulette Soormally	Kitchen Assistant
Mrs Marie Tyrell	Kitchen Assistant
Mrs Michele Bloomfield	Kitchen Assistant

Site Management/ Cleaning Staff

Mr Glen Williams	Site Manager
Mrs Rosemary Currell	Cleaner
Mrs Kathleen Ratcliffe	Cleaner
Mrs Lisa Jarvis	Cleaner

Staffroom Arrangements

Hamilton School is a non-smoking environment. The Staffroom is for all members of teaching and non-teaching staff and is used to socialise and relax at break and lunch times. Teachers need to use professional discretion when in the staffroom ensuring that confidentiality of school matters can be maintained.

Fire Drill

Fire drills are carried out periodically and unannounced. The alarm is heralded by the continuous ringing of the bell. ANY MEMBER OF STAFF discovering an outbreak of fire should sound the alarm.

Children leave rooms quietly in single file and lead out into the playground by the nearest free route. Junior classes lead downstairs, with the children descending the stairs two-by-two. The teacher leads the class with the register (or it will be brought out from the office if it is not in the classroom) and the classroom door should be closed after everyone has left the room. Anyone not in the classroom when the alarm sounds must go immediately to the nearest assembly point. Children working away from their main class, should exit the building with the adult in charge. If the children are in maths groups, the teacher should take a list of the children in their group with them. All other staff should go to the nearest assembly point immediately.

Years 4 and 5, and the class in Room 1, assemble in the junior playground in lines as they do after break times but near to the road and facing it. Those children in groups assemble with the adult in charge near to their own class.

All others assemble in the infant playground.

The register will quickly be taken with each child answering the register by repeating their own name back to the teacher in a way that they can be clearly heard. Once the register has been taken, the teacher will hold the register in the air, signalling that all are present. If a child is found to be missing, the teacher will advise the Headteacher (or, in his absence, Deputy Headteacher) immediately.

Any child/ member of staff with a physical disability working upstairs should assemble at the Refuge Point where they will be assisted out of the building.

The Fire Brigade, or other appropriate emergency services, must be summoned by whoever is on duty in the school office, and the same person will be responsible for unlocking the gates.

Fire fighting should always be secondary to life saving.

Health and Safety

The school's named Health and Safety Officer is Mr Glen Williams. The Health and Safety Officer will make termly checks around the school.

All school staff have a collective responsibility for Health and Safety in school and must fully comply to any Health and Safety requests made. Teachers should make regular visual safety checks on their classroom environment. Any maintenance, environmental hazard or unsafe practice must be reported to the Health and Safety Officer, who will then record this for action. Key areas for checking are electrical sockets (which should have plastic covers when not in use) and high shelving (which should not hold any heavy items).

All staff must be aware of using appropriate lifting and carrying techniques and suitable equipment when moving objects. This also applies for other tasks, for example putting up displays. For heavy lifting and moving please ask the Site Manager to assist you.

First Aid and Emergencies

All staff are issued with a list showing the Basic First Aid Holders, a copy of which is held in the school office. When a pupil needs medical attention during the school day, he/she must be escorted by a member of staff or another child to the office, which is the designated first aid area. Parents will be contacted if necessary, and the teacher informed if the child is sent home.

All accidents that receive treatment must be recorded in the book held in the office. In the event of a head or facial injury, parents or carers will be informed by a member of the office.

Class teachers are issued with a list showing the medical histories of the children in their class. Any children with a condition that may require urgent medical attention are named and a photograph displayed under cover on the door in the staff room. It is the responsibility of all staff to be aware of such children and to know what to do in an emergency.

No medicines should be administered by teaching staff. Any medicines felt to be necessary during the teaching day, eg inhalers, must be named and kept in the school office. Teachers are responsible for reminding children to take medication before PE and ensuring that they have medication available to them during times off the school site.

In the event of a staff, visitor or pupil accident which results in hospital treatment, an 'accident report form' must be completed within 48 hours.

Everyone must be aware that in each classroom there is a small red card, which must be kept in clear view but out of the reach of children. This card is only to be used in an emergency when another member of staff needs to be in attendance quickly. The card should be given to a sensible child to take immediately to the school office.

The use of the red card avoids any confusion or misunderstandings in what could be a potentially serious situation.

Child Protection

The school has a Child Protection Policy which has three elements to its purpose:

- Prevention through the creation of a positive school atmosphere and the teaching and pastoral support offered to pupils
- Protection by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to child protection concerns
- Support to pupils who may have been abused

The Policy applies to all pupils, staff, governors, volunteers and visitors to Hamilton Primary School.

All adults working with or on behalf of the children have a responsibility to protect children.

If a member of staff is concerned about possible child abuse they must report it immediately to the Designated Child Protection Co-ordinator (The Headteacher) or, in his absence, the Deputy Headteacher.

For full details of procedures, please refer to the school's Child Protection Policy.

Code of Conduct

By becoming a volunteer at Hamilton Primary School you agree to the following code of conduct whilst working within the school.

1. Expect children to call you by your formal name, i.e. Mrs Smith (not your first name)
2. Register and de-register by the school office
3. Wear a school visitor badge
4. Please talk about any activity you have been helping with, but never discuss individual children with another parent
5. If you have any concerns please do not hesitate to ask the class teacher for an explanation
6. You will be subject to a Police check in order to work with children.

Code of Conduct for School Trips

We are very grateful for the time that Parents/Carers can offer to help with school trips. Without your help some trips may be very difficult to run. In order to ensure Parents/Carers are aware of their roles and responsibilities the following guidelines have been written to ensure all children have a safe and enjoyable time.

1. Parents/Carers may not always have their own child in their group.
2. Parents/carers will be expected to have their mobile phones on silent and will only take or make emergency calls during the school trip.
3. Parents/carers are discouraged to take photographs of their own child during a trip. It is strongly suggested that photographs are not uploaded to social networking sites if they contain other children.
4. In line with the schools Safeguarding Policy, Parents/carers are not allowed to access social networking sites to leave comments about the school trip.
5. Parents/carers are not allowed to smoke on school trips.
6. The class teacher or Teaching Assistant are the first point of contact if there is a medical emergency.
7. Parents/Carers are expected to inform the class teacher if they need to leave the group for any reason.
8. Parents/Carers are asked to keep the same degree of confidentiality as in school.