

# Meadow Lane Infant School



## A Volunteer's Guide to Helping in school



Updated September 2016

## WELCOME TO MEADOW LANE INFANT SCHOOL

Meadow Lane Infant School  
Meadow Lane  
Chilwell  
Nottingham  
NG9 5AA

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Chair of Governors: Andy Barker

Meadow Lane Infant School is a community school catering for children between the ages of 4 and 7 years. It serves the varied suburban communities of Chilwell, Beeson and Attenborough. Meadow Lane Infant school has celebrated 150 years of educating children in Chilwell. The school's written records date back to 1894 when a logbook recorded life in the school and the community it served.

The standard number for each year group is 70

Class organisation:

Class 1 – Year 1 and 2

Class 2 – Year 1 and 2

Class 3 – Year 1

Class 4 – Reception and Year 1

Class 5 – Reception

Class 6 – Reception

Class 7 – Year 2

We have one intake per year. All pupils are admitted in September unless a parent specifically requests otherwise. Any decision regarding deferred admissions is taken by the Head teacher and governing body.

Meadow Lane will continue to work in collaboration with College House this year with Mrs Revill as Executive Head teacher and Miss Hodkin as head of Reception and Key Stage One. The consultation to amalgamate the two schools ended in the summer term and the governing bodies of both schools agreed to continue with the amalgamation process with the aim to become one school (still over both sites) in September 2017. Following Local Authority approval this decision and the outcome of the consultation have now been forwarded to the Department of Education for their approval. We expect a decision this term and we will let you know any developments as they happen.

### Teaching Staff

<u>NAME(S)</u>	<u>CLASS</u>	<u>POSITION/YEAR GROUP</u>
Mrs Joanne Revill	-	Executive Head Teacher
Mr David Osborne	3	Year 1 SENCO (Senior Leadership Team)
Mrs Gail Roy	2	Year 1/Year 2 (4 days per week)
Mrs Leah Wignell	7	Year 2
Miss Victoria Tewson	4	Year 1/Reception
Miss Annie Ziesler	1	Year 1/Year 2
Mrs Rachel Darke	5	Reception Foundation Stage Leader (Senior Leadership Team)
Miss Frances Jowett	6	Reception
Miss Anna Hodkin	3	Head of FS & KS1 – Class Teacher (2 days per week)
Mrs Julie Johnston	2	2 day PPA/Cover Teacher

**Non-Teaching Staff for September 2016**

<u>Name</u>	<u>Position</u>
Mrs Elaine Allcoat	Senior Teaching Assistant – Leadership team
Mrs Sally Ashmore	Teaching Assistant
Mrs Susan Atkinson	Teaching Assistant
Mrs Caroline Green	Teaching Assistant
Mrs Liz Ireland	Teaching Assistant
Mrs Rachel Moore	Teaching Assistant
Miss Becky Somerfield	Teaching Assistant
Miss Kathryn Weller	Teaching Assistant
Mrs Jean Colton	Office Manager
Mrs Katie Couchman	Admin Assistant
Mrs Lisa Boardman	Clerical Assistant
Mr Paul Boyd	Site Manager
Ms Jackie Monger	Cook Supervisor
Miss Laura Marks	Assistant Cook
Mrs Danielle Fendick	Kitchen Assistant
Mrs A Shepherd	Senior Playleader
Mrs G Bosworth Mr A Burrows Mrs L Sormaz Ms M Barratt Miss S Collins Mrs S Mizsei Mrs D Booth Mrs N Coleman Mrs D Powell Mrs S Rogers Mrs L Newbutt Mrs D Bowes	Middy Playleaders

**Members of the governing body**

Mr A Barker	Chair
Mrs Janie Goodman	Vice Chair – Local Authority
Mr Richard Sample	Parent Governor
Dr Martin Wilson	Parent Governor
Mrs Sheila Birchall	Co-opted Governor
Mrs Sarah Doherty	Co-opted Governor
Mrs Becky Thomas	Co-opted Governor
Mrs Jo Voce	Community Governor
Mrs Rachel Briody	Parent Governor
Mr Tim Caldwell	Parent Governor
Mrs Elaine Allcoat	Staff Governor

### Mission Statement

At Meadow Lane we provide a stimulating, caring and secure environment in which the lives of the children are enriched to enable them to achieve their physical, emotional, academic and social potential. Ultimately, we aim to foster a joy for learning and for life and enable the children to make a positive contribution to society. Our school motto is:

**‘Reach for the Sky and be a Star!’**

### Volunteer Helpers in School

To be a volunteer helper in school you need to have a DBS (Disclosure & Barring Service) check (previously known as a CRB check). Until your full DBS comes through you will only be allowed to work in the classrooms with the teachers. We will ask you for some identification to enable us to complete the necessary checks. This is necessary under safeguarding regulations.

Thank you for offering to help. We are very grateful to so many parents and friends who willingly give of their time and expertise to help our children in school. The support provided is invaluable and is an important part of our school ethos. We would like you to feel confident about helping and we realise that there may be many questions that you need to ask. We will be happy to give you any guidance you require.

There are many ways in which you may be asked to help out. These include:

- Literacy Volunteers
- Classroom Volunteer
- Helping on trips
- Art, craft and practical activities
- Displays
- Cooking/sewing
- Storysacks
- Parents Fund Raising Activities

### The School Day

The school day begins at 8.55am. Parents and carers are encouraged to come in and make sure that the children are settled. Each class has a reading morning once a week.

Assembly is held every day.

Morning break is from 10.30 to 10.45

Lunch is at 12.00 until 1.00 for classes 3, 4, 5 and 6 and 12.15 until 1.15 for classes 1, 2 and 7.

There is an afternoon break from 2.25 – 2.40 for classes 3, 4, 5 and 6 and from 2.40 – 2.55 for classes 1, 2 and 7.

School finishes at 3.20

When you arrive at school please sign in at the office and collect your visitor’s badge.

### Break Times

You are welcome to join teachers in the staff room for a drink, which will be provided. However, please be aware that any discussions heard in the staffroom must remain confidential to the school.

### A Few Hints to Guide You

- Try to get into school a few minutes before class so that you and the teacher have time to talk about what you are doing before all the children come in.
- Make sure you understand clearly what you are expected to do.
- Have high expectations of behaviour. We have high expectations of the children in all that they do.
- At Meadow Lane we believe in emphasising, praising and reinforcing good behaviour. By good behaviour we mean:
  - Being on task
  - Taking turns and sharing equipment
  - Being considerate of others
  - Caring for and looking after our school environment
  - Acting sensibly when moving around school
- Praises and rewards can include something as simple as a smile or a sticker. You may want to mention particular children to the teacher for a special award at some time.
- If a particular child causes you a problem, please let the teacher know.
- Encourage independence – help children to choose their own materials. Support, guide, make suggestions, but don't do it for them! Encourage children to have a go.
- Ask questions where a child cannot answer with a yes or no. Here are some examples:
  - How did you do that?
  - What do you think would happen if...?
  - What do you think will happen next?
  - What did you notice?
- Encourage children to pack up and tidy away for themselves. This sometimes takes longer than doing it yourself, but it is vital to encourage independence.

Feedback to the teacher anything they might need to know. Eg. Did the child settle well to the task? Did they find it easy or difficult? If you are unsure of, uncomfortable or unhappy with what you are asked to do, please tell the teacher immediately.

### Child Protection

It is our constant responsibility to monitor any unusual changes in mood or behaviour of the children and we have strict guidelines within which we work should we suspect that there is a Child Protection issue. Please follow the procedures below in the event of a child talking to you about anything you find disturbing:

- If a child wishes to make a disclosure to you, never promise that you will not tell anyone else.
- Do not artificially prolong a discussion with the child in the hope of getting a disclosure.
- Do not ask leading questions – this could make it impossible to properly pursue the case later.

At Meadow Lane the Designated Child protection Officers are the Head teacher (Mrs Revill), the Deputy (Miss Hodkin) and Mrs Darke. All staff have had the relevant training to deal with Child protection. **If you are worried or concerned then please speak to the designated member of staff or the class teacher. The designated members of staff are the Head, Deputy and Mrs Darke.** There is probably a perfectly reasonable explanation but not speaking out could have serious consequences for the child if there is a genuine risk to their welfare.

To ensure the safety of the both the children and yourself you should **never work:**

- with an individual child behind a closed door
- in a room or isolated area that is unsighted by other adults

**A copy of our Child Protection policy is available in the staff room and on the school website.**

### **Confidentiality**

During your time as a helper you will become involved in conversation with individual children. You will also become aware of different abilities and levels of behaviour in different children. The teacher may well discuss the varying needs and requirements of individuals when discussing your programme. Similarly when you join the Staff in the staff room at break times you may well be privy to comments and opinions that you would not otherwise have expected to hear in a formal teacher/parent relationship.

It is important to remember that anything you might learn as the direct result of acting as a helper, whether it refers to a child or a member of staff, must remain in absolute confidence. You may well be asked by a friend to comment on a particular child or on a member of staff or even on an incident to which you may have been a witness. Your answer must be to the effect that as a helper at the school you are unable to make any comment. You should also make it clear that any enquiries should be made through the class teacher, the Head teacher then the Chair of Governors of the school.

**All staff at the school are expected to observe the same rule.**

### **Emergencies/First Aid**

Any child requiring First Aid should be taken to a teacher, teaching assistant or to the office. First Aid supplies are maintained in a clearly marked box situated in all classrooms and in the medical room. Please do not treat children yourself as staff have had appropriate training and know the school procedures. The staff trained in Paediatric First Aid are Mrs Allcoat, Mrs Atkinson, Miss Weller, Mrs Moore, Miss Somerfield, Mrs Ireland, Mrs Green and Ms Ashmore. We also have staff trained in Emergency first aid.

Please read the notice in the class where you are working which outlines the evacuation procedure to be followed in the event of a fire. Follow the school staff and line the children up with their class on the 100 square ready to be checked on the register.

Fire Practices are held termly. If you hear the alarm (a continuous bell) please take the children you are working with and leave through the nearest exit. Assemble on the school playground (100 square) with the class teacher so the register can be checked.

### **Finally**

The school really does appreciate all the hard work and effort put in by our helpers. It would be difficult to give the children such a wide range of activities and as much individual attention without your most valuable help. We hope that you will enjoy being part of the Meadow Lane team.

If there is anything you are unsure of or feel you need more information on please speak to the teachers or Head teacher.