

There are numerous jobs in school that you can help with and if you get a bit tired of hearing children read, please say so.

Other jobs that can be tackled are:

- labelling trays
- naming books
- covering books
- sorting out stock
- repairing toys
- sewing
- Ironing drapes
- cutting out paper
- mounting children's work
- helping to put up a display
- cooking
- woodworking
- cutting out pictures
- individual help with computers ...
- ... the list is endless!

If you have a particular skill,  
Don't hide your talent away.

**YOUR HELP  
ENHANCES THE WORK  
WE DO AND IT IS ALL  
FOR THE ULTIMATE BENEFIT  
OF OUR CHILDREN**



**'EXCELLENCE THROUGH FAITH AND LEARNING'**

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SACRED HEART CATHOLIC PRIMARY  
SCHOOL

**GUIDELINES FOR  
PARENT HELPERS IN  
SCHOOL**

**HASTINGS, EAST SUSSEX**

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## PARENT HELPERS IN SCHOOL

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You may feel a little nervous and unsure at first, so these guidelines are to help you to feel more confident and to ensure that we have informed you of all the details you may need to know.

All visitors/parents must report to the office, sign in and obtain a visitor's badge to wear whilst in school.

Encourage the children to call you by your title and surname, e.g. Mrs Smith, rather than by your first name - even if they know you really well!

Listening to children read is one of the most important, but time-consuming tasks that parents help us with. We follow two basic reading schemes, Ginn 360 and Oxford Reading Tree, supplemented with a considerable range of other books.

Most schemes are sequential insofar as Book 1 must be read before Books 2,3,4, etc., but often other books run alongside - for example the words in Book 1 may be identical to the words in Book 7.

The class teachers will explain this to you.

If you forget any of the initial information given to you, please ask, as there is a great deal to take in all at once.



If you agree to come at a regular time on a particular day and cannot make it that week, please telephone or send a message. When we know we have an 'extra pair of hands', we often plan for that and other activities may have to be abandoned if the class helper doesn't come as promised.

Please be aware of the need for confidentiality at all times. We all learn a great deal about other people's children by just being in their company and should a child tell you anything or you overhear anything that a child is concerned about, please report it to the class teacher who will follow necessary procedures.

**PLEASE DO NOT EVER DISCUSS AN INDIVIDUAL CHILD, EITHER WITH THE PARENTS OR WITH ANYONE ELSE.**

Even praising a child's ability to his/her mother could be misconstrued by another parent.