

Plat Douet School,
Plat Douet Road,
St.Saviour,
Jersey,
JE2 7PN

Telephone:- 725759

Headteacher:- Mr P Walker

Deputy Headteacher:- Mrs D Maindonald

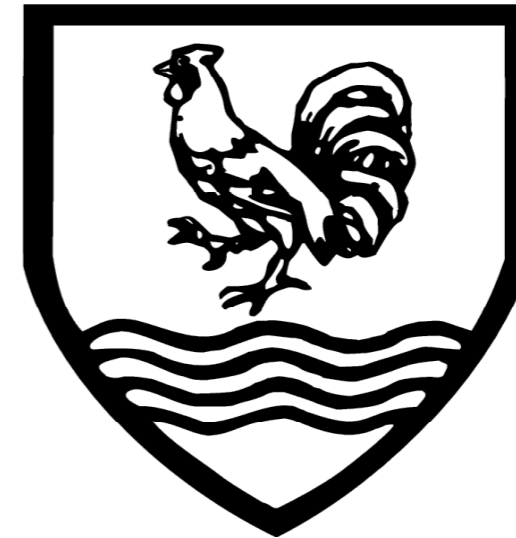
Foundation Stage Manager:- Mrs S Cardwell

Key Stage One Manager:- Miss N Godfrey

Lower Key Stage Two Manager:- Miss J Linney

Upper Key Stage Two Manager:- Miss G Clavel

Helpers in School



Our Mission Statement...

At Plat Douet School every learner is entitled to a curriculum rich and varied, challenging and inspiring, which enables every individual to reach their fullest potential to the highest possible standard and allow all pupils to 'be the best they can be'

The support of parents and other adults in the classroom is a vital part of our successful school. Our children and staff appreciate your help and support.

Your help is valued

You can...

- Bring your own skills and personality in to the classroom environment, enriching the curriculum and providing alternative role models.
- Provide additional assistance in a busy classroom.
- Become involved in your child's curriculum.
- Increase your self confidence and self-esteem.
- Have fun!

To enable you to become a regular 'Helper in School' you must complete a 'DBS' online form. This is in line with the Education Departments Policy to ensure the safety of all children. A link to complete a DBS check will be sent to your email address. You will need to provide the relevant documents and bring them to the school office for verifying. Once you have received your certificate please bring it to the school office where a note will be made that it has been received. You may wish to join the update service, which is free for volunteers, so you do not have to complete a further form when your certificate expires. Should you have any queries please speak to the school office who will be happy to explain further.

Ways you can help

There are numerous ways in which you can help. Here are just a few examples:-

- | | | |
|------------------------------|--------------------|-----------------|
| - Cooking | - Trips and visits | - Art and craft |
| - Maths activities and games | - Computer Skills | - Reading |
| - Preparation of resources | - Filing | - Sewing |
| - After school clubs | | |

However if you feel you have another skill or something else to offer please let us know. If you choose to take part in messy activities please dress appropriately, we would not like you to damage your clothes.

Whilst at school...

Please report to the office, sign in and collect a visitors badge. If you had arranged to come in on a specific day but then you are unable to attend please telephone the office and they will pass on the message. Adult toilets are located opposite the staffroom and in Key Stage One.

Please be advised that our school is completely **NUT FREE** and is a 'no smoking' area.

Our role as staff

We will ensure that...

- You are clear about what you are expected to do.
- You know how much support is required (sometimes children need to be allowed to experiment and make mistakes in order to learn how to do it in the future).
- You know how long you have got.
- You know who to speak to if you have a problem.

The Children

The children will be expected to show respect, remember their manners, behave appropriately and abide by the school values.

We would usually use surnames when addressing helpers because it encourages respect. However, we feel that it is up to you to make this decision.

First aid

The medical room is situated next to the office. Names of our qualified First Aiders are displayed in that room. If a child needs first aid, inform the teacher in charge who will decide on the action to be taken.

In the event of fire

On hearing the alarm please leave the building immediately via the nearest exit, closing the door behind you. Fire assembly points are situated in the car park and on the bottom Key Stage Two playground.

Security

All outside doors must remain locked at all times for the security of the children. Should you need to unlock a door please remember to lock it behind you.

Confidentiality

During your time in school you may be privy to delicate information regarding a child. We ask that if a child shares a sensitive issue with you, you inform the class teacher. Please respect the child's privacy. We ask you not to discuss this outside of school.

There may be times when you are put in a difficult position as parents ask you about their child's achievements and behaviour. In this situation we would ask that you suggest they approach the teacher concerned directly.

Once again, thank you for offering to give up your time to come and help in school.