



King David Primary School

Students and Volunteer Helpers Guidelines

Welcome to our school.

To help you make the most of your time at the school, we ask you to read the following information and follow our procedures.

The King David School is a Jewish school, although we do have many pupils from different religions and backgrounds. Our ethos is Jewish and we only teach Judaism. If you have any questions please do not hesitate to ask. Since the Jewish dietary laws are very strict, we ask you not to bring fish, meat or poultry into the school.

All students and volunteers are asked to sign in at the school office on arrival. We need to know who is on site in case of fire or other emergencies. Please remember to sign out when you leave at the end of school. We also ask you to complete a contact form, in case you have an accident or are ill.

Students should arrive at approximately 8:30am. Please arrive in good time so that you can meet and assist the class teacher to whom you have been assigned. If you are going to be absent or late, please ring the school (449 3364) before 8:30am. Mrs Smyth and Mrs Hind, the Deputy Headteachers, are in charge of allocating students to classes. If you are a volunteer, you may have arranged certain times in the school day during which you will be helping.

Students and volunteers may be asked to help in the classroom in a range of jobs. This may be sitting with a group of children, making sure they are on task and helping them to understand the work. Please do not complete the work for them. You may be asked to help one particular child or hear a child read.

Students who have paperwork or forms which needs to be filled in or signed by a member of staff, please show them to your class teacher on arrival.

Please do not pick children up or seat them on your lap.

If a child has an accident, please inform a member of staff immediately.

Please leave all communications with parents to members of the school staff. Be careful not to talk to or question staff in front of parents, as this may breach confidentiality.

Times – Y1 to Y6

School starts 8:45am (Nursery at 8:50am)

Morning playtime 10:40am – 10:55am (varies in Nursery and Reception classes) Lunch break:

Nursery, Reception, Y4, Y5, Y6 12:25pm – 1:20pm

Y1, Y2, Y3 12pm – 1pm

School ends 3:25pm (3:10pm for Nursery)

School ends at 2:15pm on Fridays, at the end of term, or before Jewish festivals.

Please ensure the office knows if you are leaving the premises during lunchtime. You are also very welcome to join the staff in the staffroom. Please take care to leave the place tidy.

PLEASE ASK IF YOU ARE NOT SURE WHAT TO DO, WE ARE ALWAYS WILLING TO HELP.

We hope you enjoy your time with us.

Health and Safety procedures

This document is in addition to, and is not intended to be a replacement for, the school's Health and Safety Policy.

- Speak to the class teacher regarding Fire Drills and other emergencies. If there is an emergency, please follow the example of your class teacher.
- Note the position of First Aid equipment available.
- A member of staff MUST be informed if you have an accident on site. Any serious accidents are entered onto an Accident Record Form, which are kept in the school office.
- Medicines are not administered unless a condition is chronic, in which case a member of staff will see that the child takes the medication (e.g. an inhaler for asthma).
- Please do not deal with any body spillages, but notify a member of staff immediately if a child is sick, bleeding or wets or soils themselves.
- Take care with wet floors, which may occur during art or craft lessons. Please help by mopping the floor.
- Take care when using scissors, drawing pins, staplers and cleaning materials. Please do not leave them where they may cause an accident to the child.
- All adults and children need to wear sensible clothing, appropriate for purpose.
- Please do not stand on tables or chairs.
- Volunteers will not be left in charge of a class.
- Student teachers may be left in charge of a class by prior arrangement and a teacher will be on call at all times.
- All gates and outside doors must be kept safely closed and locked or bolted.
- Smoking is not allowed anywhere, either inside the school or in the grounds.