



Making the difference together

Guidance for Parent Readers

Thank you very much for your interest in volunteering to read with children in school. We value your support and believe that parents play a vital role in supporting and enriching the children's education. The purpose of this additional one-to-one reading session is to give the children further opportunities to practise their reading and comprehension skills with an adult, as we have found that this can make a real difference to their progress and achievement. We have written the following guidance to give you the information that you may need and hope you find it useful.

Timings:

Before you start volunteering, please meet with the class teacher to arrange which day and time you will be in school and for them to let you know which children you will be reading with and how you can best help them. You may be in your child's class or in another class.

Signing In:

For safety reasons it is important that we know who is in the school and where they are, so please ensure that you sign in at the office and obtain a visitor's badge when you arrive and that you sign out when you leave.

Health & Safety:

The school has a Health and Safety policy available on the school website. In the event of a fire alarm, please take the child you are supporting to the playground via the nearest available exit and then to join their class line and teacher.

Mobile Phones:

Please do not use your mobile phone in school. It should be in silent mode or better still, switched off during the times that you are reading with the children.

Children's Behaviour:

All children at Meadow Vale are expected to follow the school's rules of 'Ready, Respect, Safe'. If you are concerned about the behaviour of any child that you observe during your time in school, please speak to the class teacher or another member of staff rather than dealing directly with the child yourself.



Making the difference together

Confidentiality:

Whilst in school, you may become aware of information that is private to a child or their family. It is very important that you treat anything you hear or see in school with regard to particular children, as being in absolute confidence and entirely a matter for the school. Please do not share anything about specific children with friends or family or with a child's parents, as this can lead to misunderstandings. The teachers here have the responsibility of informing parents of any concerns about a child.

Physical Contact:

Under current safeguarding procedures, adults are not permitted to have physical contact with the children and your sensitivity in this respect would be appreciated.

Child Protection:

If you have any concerns about a child's safety or welfare, or a child discloses something of a sensitive nature to you, it is vital that you report it immediately to Mrs Catherine Forrester (Head Teacher), Mr Ian Freeman (Deputy Head Teacher), Mrs Gaynor Styer (SENCo) or Mrs Karen Bush (FSA). If you are unable to locate any of these members of the safeguarding team, then please speak to the class teacher before leaving the school site.

Queries:

If you have any queries about reading with the children, please make an appointment to speak to the class teacher.

Disclosure & Barring Service (DBS):

In order to ensure that we provide a safe environment for the children in our care, it is a legal requirement that all adults working in school need to have an up-to-date 'Disclosure and Barring Service' check. If you do not have one, please pick up a form from the school office.

Stopping volunteering:

If you need to stop volunteering at any time, please speak to the class teacher.

PARENT READERS' AGREEMENT:

I have read and agree to the above guidance.

Signed: _____ (Parent)

Child: _____ Class: _____

Once again, we really do appreciate your help and support in volunteering – Thank you.