

Main contacts

Mrs Sarah Duffy Executive Headteacher
Mrs Hayley Page Head of School
Mrs Claire Woollett Inclusion Leader
Mrs Julie Baker Office Strategic Lead

School Day

Start	8.40am
Morning break	10.00am (Year 1) 10.30am (Year 2)
Lunchtime	11:45-12:45pm (Year R) 12.00-1.00pm (Year 1/2)
Home time	3.15pm



Volunteers at Elson Infant School





What sorts of things will I be asked to do?

You will be supporting the teacher; this may include reading with children, supporting group work, helping with art or other practical subjects and preparing resources.

What should I wear?

Comfortable and safe clothing, not denim, open backed shoes or flip flops. Please ensure mobile phones are not used in the main school building or classrooms.

Can I help in my child's class?

Sometimes it can be distracting for children if their family members are helping in their classroom so we will work with you to agree where you will be best placed.

What will I need to do before my first visit?

Provide your e mail address so you can complete a DBS check, read the Health and Safety for Visitors leaflet, visit our school website for information and policies, read and sign the 'Volunteers in School Agreement'. You will be asked to sign in and out electronically on each visit.

What will I do at break times?

During morning and afternoon breaks you are invited to have a drink in our staff room. If you are in school over lunchtime you will be most welcome to rest/ eat in our Ark room over the lunchtime period.

What will I do at break times?

During morning and afternoon breaks you are invited to have a drink in our staff room. If you are in school over lunchtime there will be a room available for you to have your lunch.

What if I am unable to come in one week ?

Please call the school office and they will inform the teacher.

What should I do if a child misbehaves or if I am concerned about a child?

Always inform the teacher if a child does or says anything that concerns you.

Is there anything I should not do?

You will not be asked to take responsibility for all or some of the class, take children off site, change children, administer First Aid, give information to parents or answer parent enquiries.

Designated Safeguarding Lead:

Sarah Duffy - Executive Headteacher

Deputy Designated Safeguarding Leads:

Hayley Page - Head of School & Claire Woollett - Inclusion Lead

Elson Infant School

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