



PARENTAL
INVOLVEMENT
FRAMEWORK
2015

Introduction

Parental involvement is a broad term and includes such things as good parenting, helping with homework, serving on school councils, Boards and committees, communicating and meeting with teachers and volunteering in the classroom or on school trips. All forms of parental involvement are beneficial.

In every form, parental involvement in education shows children that their parents care about what they are doing and learning, and that they value a good education.

Rationale

The school believes that:

- parents are generally very enthusiastic about their children's education and would welcome all opportunities to be actively engaged with the school;
- parents have skills and knowledge that may be a positive advantage to the school;
- students flourish through the involvement of their parents in school life;
- community involvement is key in raising the standard of education and the image of the school.

As a result, the school is introducing a parental involvement framework to encourage and manage parental involvement.

The aims are to:

To empower parent voice within the school;

Create a more welcoming and inclusive environment for parents; and

Recognise the differences amongst ISS diverse communities.

Key action areas in parental involvement

- The ISS will set up a calendar of activities in which it will offer a series of workshops relevant to parents including a range of topics such as literacy, numeracy, parenting, health education.
- Induction with new parents and students will continue as well as parents' meeting and briefing at the beginning of the year.
- Parents will be encouraged to run Extracurricular Activities.
- Volunteering in the classroom and in school activities will be encouraged.
- Parental participation in working committees
- Continuing work with the PTA
- Design and publication of relevant fact sheets for parents
- Design and publication of parents' guides and tips
- Career evenings/bazaar

ISS

Volunteer Handbook 2015/16

1. Introduction

The Handbook

We are always delighted to welcome students and parents to ISS and place a huge value on the contribution that your time and involvement makes to the life of the school. The following handbook should help you to understand the way the school works and also what you are, and are not, allowed to do as an unpaid worker in the school.

If there is anything you do feel needs to be included, or anything you are still not sure about, please do not hesitate to come and ask. We look forward to working with you.

ISS aims

The aims of our school are to:-

- To promote and maximize the development of intellectual and academic attributes within a secure and happy environment
- To value each child as an individual and to meet his or her educational needs
- To encourage each child to develop creative thinking and to become adept at problem solving
- To encourage and support the traditional values of self-discipline, responsibility and sociability
- To prepare students to lead full and successful lives as future citizens of an increasingly demanding world
- To foster the attitude of cooperation in the learning process within the context of a community school

ISS is a warm, welcoming and informal school with lots of fun and laughter. Staff have strong relationships with the children but we do also expect our children to follow the rules.

How you can Volunteer at ISS

Volunteers have the potential to play an important role in children's learning as well as supporting staff to provide excellent service to the learners. You may choose to volunteer for any of the following activities:

- Reading - hearing children read - talking to them about their books - playing sound bingo games. This is of considerable value to children and teachers alike.
- Accompanying classes on short local trips - these educational visits can be whole or half day and EC children need to be divided into small groups for health and safety reasons. Parent helpers are an important addition to any excursion.
- Pupil support - some students may need extra support in the classroom and you may volunteer to give one to one support to a particular child in the class.
- After school - Extra-curricular clubs for the Junior section - children from 7-11 years hold clubs after school from 2-2.30pm - If you have a particular skill you can run a club yourself - or can offer to join in with a teacher to assist in a club that interests you.
- General classroom assistance in art, music or support for maths games
- Swimming classes - Year 2 Term 1; Year 1 and Reception Two Term 2; and Reception 1 Term 3 - parent helpers are welcome in the pool with the young swimmers

- School productions - helping with dance, drama, scenery and props - if you are talented in any of these things you are welcome to help out for our Christmas and Easter Productions.
- The ICT teacher will always welcome volunteers with computer skills they can share with the EC children - there are also computers in the classroom and children always benefit from 1 to 1 help on the computer.
- Assisting during lunch and break duties -Our Reception Two teachers ensure there are a range of activities and sports for the children to participate in by setting up games and toys in the playground on most days of the week. You may well be asked to assist in the playground by your class teacher. The more staff we have out on duty, the better the playtime works. If you are happy to do this, you will need to know the playground rules. The children notice immediately if the rules are not followed.
- Wet Play - During wet playtimes the children remain in the covered area and may be led back to class by their teachers. You may be asked to help out with supervising children during wet play.

2 Important information for Volunteers in ISS

Signing In

When you arrive each morning, please report to the teacher you are working with.

Absence

If you are not able to come in to school, please contact the school office (4610444) or you can contact the person you usually work with if you know their number.

Dress Code

There is a dress code - you are expected to dress appropriately for work with the knowledge that there are times when you are expected to be involved in messy activities/sports. As adults you must be conscious that you are setting an example to children and you must do this maturely and responsibly. If you are ever in doubt, please discuss with the Head of Section or Headteacher

The School Day

The school is opened at 7a.m and closed at 5.30p.m.

7.00	School opened by Admin staff
07.30-8.00	Supervision in EC and Junior playgrounds
8.00	Whistle for start of school

The timetable for the school day is different in different parts of primary please discuss times or the school day with your Head of Section.

Term Dates

See office for term dates

Timetables

Please request a copy of the timetable for your class from the class teacher or Head of Section.

Lunches/Breaks

You are welcome to use the staff room for your breaks and lunch. Tea bags and milk are provided but if you drink coffee you need to bring your own. Please bring your own mug.

Parking

Parking is available in the school car park for all staff.

Valuables

Most classrooms have a lockable cabinet. Please liaise with the class teacher or the office if you would like somewhere to store valuables.

School Office

It is always really difficult when you start working somewhere to find out where everything is kept and what you need to do. The office at ISS is hugely busy but the staff will do their best to help you when they have a moment if you are unsure about something.

Noticeboard

There is a noticeboard in the EC staff room and in the Main staffroom which are used as communication tools.

Staff Room

The staff room should be kept clean & tidy at all times: if your food explodes in the microwave, clean it up; if you spill something on the worktops, wipe them clean; wash dirty plates, put the milk away in the fridge.

Washing Up

Please try to remember to take dirty plates/glasses etc to the staff room when you have finished with them.

Hot Drinks

Do NOT walk around the school carrying hot drinks unless you are using one of the thermal cups with a lid. The children's safety must not be put at risk.

Smoking

Smoking is not allowed in, or around the school. If you wish to smoke you will need to go out of the school grounds.

Mobile Phones

Mobile phones may only be switched on during morning, afternoon or lunch breaks. Teaching staff and TAs are not allowed to use their phones for conversations or texting at any other times. It is totally inappropriate to carry a mobile around school. If you are expecting an emergency call, please give the school office number and let the office know where you are likely to be so they can come and find you.

Cars

Cars can only be used for school business if you have business cover on your car insurance. This includes, and is particularly important, when using a personal car to transport pupils on school trips or to school sporting fixtures (parental permission is also required).

Petty Cash

Financial regulations are extremely tight and there are strict guidelines that have to be followed. The office holds a small amount of cash to reimburse staff who have incurred expenditure on the school's behalf but any expenditure needs to be cleared by the school business manager or head of section first. Please check with the Head of Section first about what you want to purchase then bring a receipt with details of the expenditure and write your name on the receipt. Please note that payment cannot be made if a receipt is not provided.

Cleaning

The cleaners come in early in the morning. If you have any special requests (or have some concerns about any of the cleaning or wish to report a shortage of paper towels etc) please speak to the Head of Section.

Maintenance Requests

If you spot something that needs to be repaired or you need some maintenance assistance/lifting etc, please speak first to the HOS and then write the details into the job's book which is located in the office. Please specify when you need the job completed by and the urgency (in terms of danger).

Lost Property

Any bags or clothing left out in the playground at the end of lunchtime and breaks should be brought in and put into the lost property box in the EC hall or in the box under the stairs by the main office.

Abusive Behaviour

The school will not tolerate any of its staff being subjected to abusive behaviour or any parents challenging or being abusive to other parents and pupils. Parents are also not allowed to approach other people's children when issues arise in school. If you witness such behaviour, please inform a member of the senior management team so the appropriate action can be taken.

2. Who's Who

Staffing in ISS

Margaret Pillay - Principal
Peter Rowlands - Head of Secondary
Bruce Gage - Head of Primary
Yolandi Roux - Head of SEN
Susan Ansell - Head of KS1
Janice Houareau - Head of FS stage
Daphney Jasmin - Head of Lower Juniors
Merenda Hollanda - Head of Upper Juniors
KS 3 Leader - Louise Higgins
KS 4 Leader - Jessica Warren
Head of 6th Form - Mike Cosh

Office Staff

Denise Theresine
Fatma Edmond
Juliette Betsy
Sharon Arnephy

The Role of the Teaching Assistants

The primary role of the teaching assistants is to work under the guidance of the teaching staff to implement work programmes for individual children/groups of children, assist in planning, managing and preparing resources and provide cover for whole classes for short periods under an agreed system of supervision. The Teaching Assistants also have a critical role to play in the delivery of our after school clubs, in supervising playground activities and generally providing pastoral care & support for pupils.

3. Pupils & Parents

Children Leaving School During the School Day

Children are NOT allowed to leave the school premises during the day unless they are accompanied by an adult. This means children cannot, for example, be sent to collect footballs which have gone over the fence.

If a child has a medical appointment, the parents are asked to inform the school in advance and bring a copy of the medical card with them when they come to collect their child.

In the case of an emergency - e.g. a fire on the premises - it is essential that the office have an accurate record of all staff and children in the building.

Registers

The school register is done on ISAMS and the correct completion of the registers is vital for the safety and welfare of children. If a child has been incorrectly marked absent and there is a fire at the school, we will not know to be looking for them so it is vital that registers are taken diligently.

The register is taken morning and afternoon.

Punctuality

We also take a strong line on punctuality. If a child comes late to the classroom for registration, please mark on ISAMS - which indicates an authorized lateness before the register closed.

Confidentiality

We have a responsibility to ensure we foster an ethos of trust in the school and ensure that all staff, parents and pupils are aware of the school's confidentiality policy. All information about individual children is private and should only be shared with those staff who have a right to know. All social services, medical and personal information about children must be held securely in a place that cannot be accessed by individuals other than school staff.

Child Protection

We have an important child protection role and this is a responsibility that we take very seriously. Sometimes children build a strong attachment with volunteers who are coming in to work with them regularly and may decide to disclose some delicate information.

If this happens, you need to try to get a member of staff involved immediately without scaring the child. It may be good to ask them if there is anyone who works at the school that they would feel comfortable talking to. You cannot ask leading questions and you cannot promise not to tell anyone.

Anyone receiving confidential information from children should:

* Be accessible and receptive

- * Listen carefully
- * Take the child seriously
- * Reassure them that they are right to tell
- * Reassure them that it was not their fault
- * Negotiate getting help - explain that you cannot personally protect them but will support them in telling the right people
- * Report all concerns
- * Make careful note of what was said immediately. Keep your notes

If you feel a child is wanting to make a disclosure or has voiced some things which concern you, please liaise with the class teacher or with the Head of Section.

Anti-Bullying

One of the greatest concerns of parents is bullying. It is vital that all incidents of bullying are dealt with promptly and in accordance with the school policy. The punishments which can be given for bullying are as follows:-

1. Miss playtime
2. Lunchtime detention
3. Letter home to parents from Head of Section
4. Parents collect and take home for rest of day
5. Parents have a meeting with the Head Teacher
6. Excluded for one day
7. Excluded for three days
8. Excluded for five days
9. Parents and children receive a final warning
10. Governors are consulted over permanent exclusion



If you witness any bullying, please bring it to the urgent attention of the class teacher.

Physical Intervention

In the rare circumstances it becomes appropriate to use physical intervention, it should be used as an act of care and not punishment. It is not appropriate for volunteers to use physical intervention unless they are in clear and imminent danger and all other strategies have failed. Force used must be of the minimum strength and duration and you should send for help as soon as possible. All incidents of physical intervention must be reported to the Head or Deputy Head as soon as possible and written up immediately.

School Trips

We try to provide the children with valuable first hand experiences by organizing as many trips as possible for them. If you are asked to accompany the group on a trip, you will be allocated a group of children who you will be responsible for throughout the day.

The class teacher is responsible for collecting the permission slips and money.

Drugs

No drugs can be consumed on school premises - this includes cigarettes and alcohol.

4. Medical & First Aid

First Aid Points

We have a number of first aid points around the school:-

Office - Main Building

School nurses room

All EC classrooms have First aid boxes

First Aiders

We have a number of trained first aiders in the school. If you are unsure what to do send a child to get help and volunteers may give medical treatment up to the level of their knowledge.

Accidents/First Aid in Class

If a child has a minor accident in the classroom and needs first aid, they can be sent to the office or to the School Nurse for first aid to be administered. If the accident is more serious and you feel you need to assist, please give first aid only to the limit of your expertise and send a TA or one of the children to get an authorized first-aider. Do not attempt to move the child.

Accidents/First Aid During PE Lessons

If first-aid is required during outdoor PE lessons, a responsible child should be sent in to request assistance from the office. If the child is able to walk, they can be sent in to the office with another child.

Substantial Injury

In the event of a substantial injury, the patient should not be moved. A member of staff or a responsible child should be sent for one of the certified first aiders and an ambulance called if necessary.

Accident Investigations & Reporting Requirements

An investigation may be required if the injury is serious or if it has been caused by another child. Accident investigation forms are kept in the office and need to be written up. In the case of serious injury the parents should be contacted.

Medicines

If a parent mentions to you about giving medicine, please refer them to the school office. The school office decides whether or not to administer medicines. Medicines should not be left in a child's bag.

Asthma

Parents who report that their child has asthma will be encouraged by the school office to bring in an inhaler labelled with the child's name which will be kept at school.

Epilepsy

Children who are known to have epilepsy will have a care plan and staff will be made aware of the condition. If a child / parent starts to fit, clear the area and make the environment safe. When the fit has finished, put in the recovery position and monitor breathing.

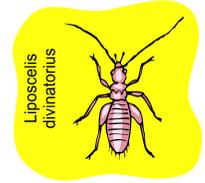
Children who Soil Themselves

Foundation and KS1 teachers keep spare clean clothing in case infant children soil themselves. However, the first point of contact should always be the parents/carers who should be asked to come in to school to clean

and change their child. If this is not possible, a member of staff (volunteers should not put themselves in this position although they can act as a witness if need be) can supervise the child while they clean themselves but must not assist the child with cleaning themselves. Soiled clothes should be sent home in a bag with the parent/carer.

Nits

If live nits are seen on a child, the parents/carers will be called to collect the child from school and advice given on how to treat the infestation. A lot of parents/carers don't realise that the treatment needs to be given again 5 days later to ensure any eggs that were left behind in the first treatment have not hatched. If a child in the class is discovered to have nits, a letter needs to be sent out to the parents/carers of all the other children in the class informing parents and asking them to check their child(ren) - copies available from the office.



Hand Washing

The children in EC should be sent to wash their hands before lunch - either using the sink in the classroom or the EC wash basins downstairs near the hall in the boys and girls toilets

5. Security & Health & Safety

School Security

Security is paramount at a school and the following procedures must be followed:-

All staff must familiarise themselves with the health and safety aspects of their work and avoid conduct which would put them or anyone else at risk. In particular all members of staff must:

- a) Be familiar with the safety policy and all safety regulations as laid down by the Governing body
- b) Ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils
- c) Ensure that pupils are well instructed in rules and procedures for safety both in moving around the school or in the classroom in curriculum activities e.g. using tools in Art, DT and Science
- d) See that all machinery and equipment is safely guarded and placed and trailing leads are not presenting a potential hazard
- e) See that all machinery and equipment is in good and safe working order
- f) Not make unauthorised or improper use of machinery and equipment
- g) Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied
- h) Ensure that toxic, hazardous and flammable substances are correctly used, stored, labeled and registered
- i) Report any defects in the premises, plant, equipment and facilities which they observe
- j) Take an active interest in promoting health & safety and suggest ways of reducing risks

Staff must take reasonable care of their own health & safety (and anyone else who may be affected by their acts or omissions) and must attend safety meetings where required and take part in any emergency drills held.

Additionally staff have a responsibility to report any concerns they have about another member of staff's conduct or any hazards noted around the school.

Fire Prevention

Most fires are caused by carelessness or a general lack of fire consciousness. Neglect and misuse of wiring and electrical appliances is one of the main causes of fire. As such, all electrical appliances (with the exception of essential systems that must continue to operate after normal working hours) **should be switched off and, if possible, unplugged when not in use**. Equipment and plugs with loose connections must be taken out of use and brought to the attention of the caretaker. Trailing wires must be avoided at all costs - please flag up with the caretaker so an alternative solution can be found.

Additionally, staff must ensure classrooms are free of clutter and fire hazards, displays are not attached to electrical equipment and also that book bags etc do not constitute an evacuation hazard
Great care must be exercised when using decorations made of combustible materials - e.g. Christmas decorations and displays of leaves etc. Flimsy materials can be readily combustible and increase the possibility of the rapid spread of fire.

Fire Drills

Fire drills are carried out termly to ensure all children and staff know the correct escape routes and understand the correct procedures. In some instances staff will be informed in advance, in others a real emergency will be simulated.

Fire Alarm

Notices are posted in all classrooms and at salient points around the school of the procedures to be followed in the event of fire. Smoke detectors are placed at suitable locations around the school, call points are located at all exits and in other salient points and fire extinguishers are located throughout the school, particularly in higher risk locations, and are suitable for the different types of fire that could arise.

If a fire (or suspicion of fire) is discovered and the alarm has not yet activated, staff should immediately and without delay take the following steps:-

- Break the glass on the nearest call point
- Leave the room or area involved, closing the door and windows to restrict the spread of smoke /heat
- Escort children to the nearest fire exit

The sound of the fire alarm must be recognized by all on the premises as the signal for immediate and orderly evacuation of all persons, under the supervision of staff. The Fire Brigade are called automatically by the alarm receiving centre. As evacuation proceeds, fire doors and doors to rooms must be closed. If the fire is very small, attempts may be made at extinguishing it with the equipment provided but only when all persons have been evacuated from the building. The aim must be to vacate the building.

Teachers will escort the children to their nearest fire exit and assemble in the playground. The office will bring out the registers and pupil signing out book into the playground. The registers are called while the fire marshals check the building is empty. No member of staff can return to the building until the Head, or a member of the Senior Management Team, gives the all clear. Any children or visitors who are missing must be reported to the Senior Management Team.

In the event of a fire being raised during the teachers' absence from the class (e.g. during wet play), the responsible adult should escort the children to the nearest fire point and the registered called by the playground supervisors and senior management team.

Electrical Safety

Electrical equipment in classrooms should be **turned off** and **unplugged** at the **end of each day** - with the exception of the computers in the ICT rooms. If you have concerns about any of the electrical equipment or wiring in your classroom, please stop using the equipment immediately and alert the maintenance staff

6. ICT

ICT Use

If you are using the computers in school, you need to note the following regulations relating to the use of computers in school:-

- Only authorised staff are allowed to amend or change the set-up on any computer
- Only authorised staff are allowed to move or reposition computer equipment
- No software of any kind is to be installed on any computer except by authorized members of staff
- No disks, tapes, CDs or data from a known or unknown source should be viewed or loaded onto the network without first being virus checked
- The use of the school email is solely for school related work and is not for the transmission, receiving or storing of personal messages.
- Personal email (hotmail, yahoo etc) may only be checked outside school hours
- Misuse of the School's email system may result in employees access rights being removed and/or disciplinary action being taken
- The School also reserves the right to inspect personal files on the system if it is felt that the security of the school is threatened or it is alleged illegal material, such as pornography, is being viewed or stored. The inspection of a personal file will be carried out by a combination of two people which will include a member of the Senior Management Team.
- It is the responsibility of individual staff to make sure they are logged out of the computer after use. This is critical to ensure children do not get access to staff files. Computers must also be shut down at the end of the day.

7. Inclusion

SEN

EAL

We have clear procedures in place for supporting new arrivals.

All pupils learning English as an additional language are supported through teachers' planning. We identify opportunities for language development, provide models of good language (language structures) and provide visual tools. Some children are identified and receive additional support in reading.

Race Equality

ISS is committed to promoting equality of opportunity, promoting good relations between members of different racial, cultural and religious groups and communities and eliminating unlawful discrimination

All staff are expected to:-

- Deal with racist incidents, and know how to identify and challenge racial bias and stereotyping
- Promote racial equality and good race relations and not discriminate on racial grounds
- Abide by school policies
- Be culture sensitive - remember that different cultures have different rules for good manners - you can help by explaining that children eat different foods and eat in different ways in many parts of the world and we should respect this at the lunch table.

In the event of a racist incident, all pupils involved in an incident will be asked to explain their actions. If a child or children have been racially attacked, they receive an apology, either verbally or in writing from the perpetrator/s. The parent/s of the perpetrator/s will be informed of their actions, and the child will be punished according to the sanctions in the behaviour policy.

Gifted and Talented /More able pupils

Class teachers identify pupils who are gifted/ more able in literacy and numeracy and talented in the arts, music or PE.

Speech & Language Therapists/Educational Psychologists

If you feel a child in your class needs to be seen by a Speech & Language therapist or EP, please liaise with the Head of Section.

8. Resources & Equipment

Security of Equipment

All equipment of an attractive and portable nature should be visibly security marked to deter potential thieves as well as being asset labeled and listed on the inventory. Computer and electrical equipment should be secured to desks/furniture wherever possible.

Stock Cupboard

The main EC stock cupboard is located upstairs next to the Staff room. There is a FS cupboard of central resources in the EC hall and a smaller stock cupboard with resources by the art room. These cupboards should be kept locked at all times. Please ask a class teacher where the keys are kept. Please return the key when you have finished with it. Junior stock - please liaise with class teachers.

Photocopiers



The school has 3 photocopiers. The office can provide training in the one used by staff. The large photocopier is only used by Juliette and a slip needs to be filled in. The slips can be found in the Reprographic room and all requests should be put in there. Your Head of section will familiarize you with the machine if you need to do any photocopying.

NOTE: If you jam the photocopier, use the last of the toner, or open the last box of paper, please notify the office!

Laminators

There is one laminator for Foundation and KS1 which is located in the Head of Early Years office - please ask for the key. Junior staff use the laminator in the Reprographic room so please ask Juliette.

Playground Equipment

The playground equipment is stored in the shed which is accessed from the playground. Keys are available from the Reception Two Classroom (Ms. Sherry!)

Junior playground equipment is put out for use daily on a rota system. Please speak to your Head of Section for more information about this.

TVs



We have TVs available in R1 classroom and EC hall. Junior classrooms all have Interactive whiteboards.

Gardening Tools

Garden tools are kept in the Sand and Water cupboard. The key is with the Head of Section.

Cookers

In addition to the microwave in the staff room, there is also a cooker which can be used. Please ask your class teacher where this is located. Please leave clean and tidy after use.

CD Players

The majority of classes have CD players. There is also a CD player in the EC hall. Please ask for instructions how to use this.

9 To become a Volunteer with ISS please do the following:

- A) If you are a parent with a child at school inform your child's teacher of your desire to volunteer. The teacher will explore with you areas in which you can provide your service - your child's class teacher will inform the school of your involvement.
- B) If you do not have a child at ISS but you wish to volunteer, obtain an application form from the Admin office. Note that a police character certificate will be needed before approval is given to volunteers.
- C) You will also need to sign the Confidentiality agreement on the next page and return this to your child's teacher.

GENERAL ADMINISTRATION
School/Community Relations School Volunteers Agreement

Volunteer Confidentiality Agreement

I understand that in the course of my volunteer time with the International School Seychelles, I may become aware of confidential information about specific students. This information may include such information as students' grades, academic performance, behaviour, disabilities, and related matters. I understand and agree that I will not disclose such confidential information except to school employees that have a need to know.

_____ Volunteer Signature

_____ Date

APPLICATION TO BECOME A VOLUNTEER AT ISS

NAME:

DATE OF
BIRTH:

TELEPHONE

EMAIL
ADDRESS:

AREA OF
EXPERTISE:

.....
.....
.....

NATURE OF VOLUNTEERING
ACTIVITY:

.....
.....
.....

DAYS/TIME AVAILABLE TO VOLUNTEER:

.....

NB: Please attach Police Character Certificate