



*Ancaster*

*Church of England Primary School*

*Volunteer  
Information Pack*

*Be the Best You Can Be!*

## **Introduction**

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities, achievement and enjoyment of children at our school. We welcome and encourage volunteers from the all sections of the local community.

Our Volunteers include:

- Parents and other relatives of pupils
- Members of the Governing Body
- Ex-pupils
- Students on work experience
- Ex-members of staff
- Local residents

## **Volunteering Opportunities**

The types of activities that Volunteers support and assist with include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with children
- Working in our school office
- Running or assisting with after-school clubs
- Working with children on the computers
- Accompanying school visits

## **The Benefits of Volunteering**

**For the children:** increases in understanding, achievement, self confidence and self esteem

**For teaching staff:** greater opportunity to work with other children, so enabling the class as a whole to learn more effectively and achieve more

**For the volunteer:** a great sense of achievement and personal satisfaction, new knowledge and new skills, improved career prospects

## **What Volunteering Has Already Helped Achieve In Ancaster**

Our school and our pupils are lucky enough to benefit, on a daily basis, from the fantastic efforts of our many brilliant volunteers, who have helped the achievement of a wide range of important activities and benefits, including:

- Supporting learning across the curriculum
- Supporting curriculum enrichment weeks
- Helping organise resources
- Raising funds and providing a wide range of resources and facilities
- Joining in with project days in the holidays
- Supporting and running clubs
- Assistance with assemblies and a wide variety of other school events, including school plays and productions
- Helping win awards for school
- Running stalls and school fayres

## **Support For Volunteers**

We greatly value and appreciate the time and effort that each of our volunteers generously gives to our school, whether it is on a regular or more ad hoc basis. In order to try to make our volunteers feel welcomed, valued and well informed about our school - including its activities, values and objectives – we aim to provide active and positive support to our volunteers in several ways, including:

- A Welcome Pack (including many of the contents found here and a discussion with the head teacher
- Full training (when required)
- Regular school newsletters
- Web pages providing volunteer news and information on our school website
- Appropriate references for those seeking to build on their volunteering experience in their career

## **Becoming a Volunteer**

Anyone wishing to become a volunteer, either for a one off event (such as a school visit), or on a more regular basis (e.g. hearing children read), should approach the Head teacher, who will be pleased to explain the volunteering opportunities at our school in more detail and answer any questions prospective volunteers may have. Volunteers will be invited to complete a Volunteer Information Sheet with their contact details, type of activities they would like to help with, and the times they are available to help.

Before starting to help in school, volunteers will also be asked to complete the Volunteer Agreement which sets out the school's expectations of volunteers but, just as importantly, explains what volunteers can expect from our school. Prospective volunteers will also be required to complete a routine Enhanced Disclosure and Barring Service Check application ("DBS check"), before starting to help in school.

Ancaster Church of England Primary School  
 Volunteer Expression of interest Form



Please complete and return this form to Mr Eden at your earliest convenience:

<b>Contact Details</b>				
Your name:				
Phone Number:		Mobile:		
Occupation:		Driving License: Yes/No		
<b>Please tick areas of school you would like to participate in as a volunteer;</b>				
Own child's class		Any class in KS1		
Any class in KS2		Any class in school		
Church visits		Local trips		
Day trips		Hearing readers		
General classroom help		After school activities		
Concerts/plays		Sharing skills in your own specialist area e.g. musician/artist/gardener		Please specify:
Fundraising events		Special days e.g. Ancient Egyptians day/ Healthy Schools celebration day etc		
Transport		Sporting events		
Other: please specify				
<b>How regularly would you be willing to volunteer:</b>				
daily	weekly	fortnightly	termly	other
Please specify:				



### **The School**

We **Ancaster Church of England Primary School** agree to accept the services of:

\_\_\_\_\_ beginning on \_\_\_\_\_

and commit to the following:

1. To provide adequate information, training and assistance for the volunteer to be able to meet the responsibilities of their job.
2. To ensure the satisfactory support to the volunteer and to provide feedback on performance.
3. To respect the skills, dignity, and individual needs of the volunteer and to do our best to adjust to their individual requirements.
4. To be receptive to any comment from the volunteer regarding ways in which we might naturally better accomplish our respective tasks.
5. To treat the volunteer as an equal partner with the schools staff jointly responsible for completion of the schools goals and fulfilment of its mission.

### **The Volunteer**

I \_\_\_\_\_ agree to serve as a volunteer and commit to the following:

1. To perform my volunteer duties to the best of my ability
2. to adhere to the school's policies, rules and procedures, including any record keeping requirements and the confidentiality of school, staff and pupil information
3. to meet time and duty commitments\* except in exceptional circumstances, or to provide adequate notice so that alternative arrangements can be made

\* Agreed Volunteer hours are;

Agreed and signed by:-

Volunteer \_\_\_\_\_

Headteacher \_\_\_\_\_

**This agreement is binding in honour only and is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party.**