

St. Cecilia's

**Church of England
Primary School**

**School
Volunteer Pack**

Headteacher Welcome



Mr. M. Lappin
Headteacher

I am immensely proud and delighted to welcome you to St Cecilia's Church of England Primary School.

At the heart of our school are our values: Perseverance, Forgiveness, Kindness, Gratitude, Truthfulness and Wisdom. These are not just words on a page—they are lived and seen every day in our classrooms, playgrounds and wider school life. They shape the way we learn, the way we treat one another and the way our children grow into thoughtful, compassionate individuals.

We are a school where relationships matter, creating a warm and welcoming community for children, staff and families. Our inclusive environment helps every child feel safe, valued and confident to succeed.

Our inspirational staff provide an ambitious, engaging education that fosters a love of learning and helps every child achieve their best. We place a great importance on nurturing individual talents, encouraging children to embrace new opportunities with confidence and curiosity.

As one of Wokingham's newest schools, we are fortunate to have excellent facilities that enhance both learning and enrichment. We are proud to serve the Matthew's Green community and beyond, and to play a key role in the lives of the families we work with.

The best way to experience what makes St Cecilia's so special is to visit us! We warmly invite you to attend one of our open events or book a personal tour with myself, where you can meet our staff, see our children in action and get a true feel for life at our school.

St. Cecilia's
CE Primary School

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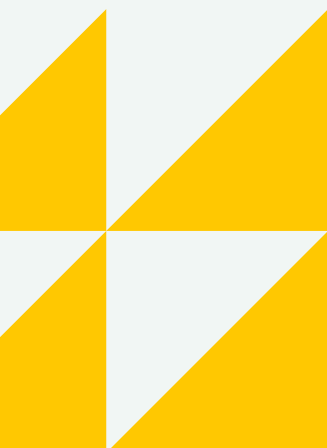
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St Cecilia's
CHURCH OF ENGLAND PRIMARY SCHOOL

Vision and Values

‘Therefore encourage one another, and build each other up.’

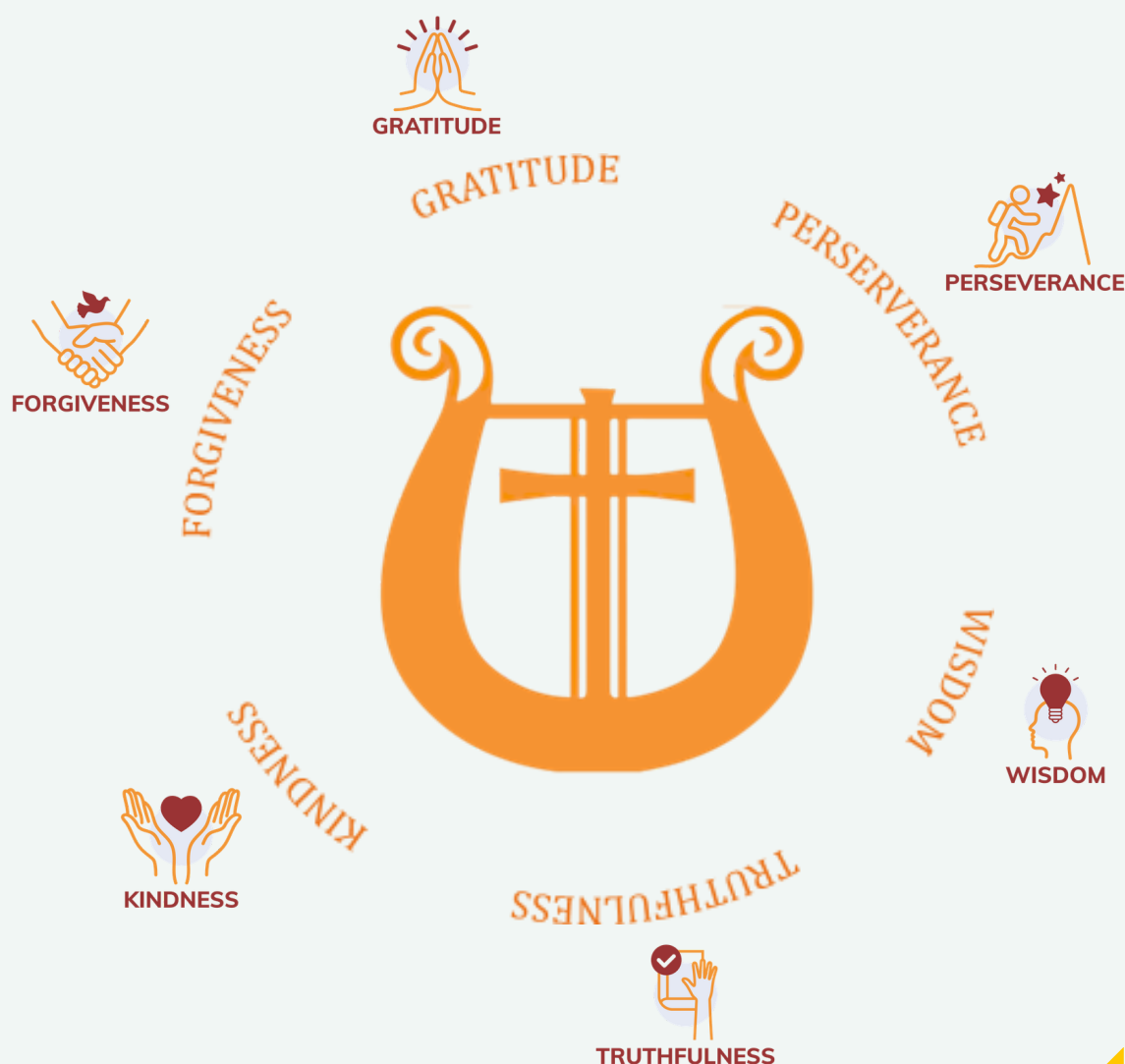
Thessalonians 5:11

At St Cecilia's, our vision is to be a community where we celebrate everyone's gifts and where everyone flourishes and grows together.

We encourage each other to use our gifts for the good of others and to build up our school as a whole. We have high expectations of academic success and strong pastoral care for all in our community.



Vision and Values



We live out our school vision through our school's Christian values. These values will govern the way in which we live our lives within the St Cecilia's community and will be modelled by staff and encouraged in our children.



School Day (Nursery)

8:30am

Morning Nursery sessions begins

11:30am

Morning Nursery sessions ends

11:30am

Afternoon Nursery sessions begins

2:30pm*

Afternoon Nursery sessions ends

*2:30pm to 3:30pm can be purchased



School Day

(Reception/KS1/KS2)

8:35am

Main school gate opens

Children go straight into classrooms

Morning task completed



8:50am

Main school gate closes

School day starts

Class registers taken



8:50am - 9:15am

Children marked as 'late'



9:15am

Register closes





School Day

(Reception/KS1/KS2)

3:15pm

Main school gate opens

Children dismissed from their classes

4:00pm

Main school gate closes

Safeguarding

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

If you observe or hear something which may indicate that a child is being mis-treated within school or outside school, it is your duty to report this immediately to the class teacher or one of the school's Designated Safeguarding Team:

- Mr. M. Lappin (Headteacher & DSL)
- Mrs. K. Gill (Assistant Headteacher & DSL)
- Miss. V. Sharp (EYFS Lead & DDSL)

Information about Child Protection, Safeguarding and Whistleblowing can be found on our website www.st-cecilias.wokingham.sch.uk or in the school office.



Mr. M. Lappin



Mrs. K. Gill



Miss. V. Sharp

Your role in school

You will usually be operating under the direction of the class teacher and that person will be your first point of contact for information and advice.

The activity taking place will be the responsibility of the class teacher. The relationship between you and the teacher is extremely important and should be based on mutual respect. The teacher is the professional and they will have made decisions about what is appropriate for the children.

School access

All volunteers without a DBS must always be escorted around the school by a member of staff and never left alone in a room where children would be, without a member of staff.

No volunteers should have a key fob or radio - these are staff use only.

What is not permitted

Volunteer helpers are not allowed to re-organise school visit groups.

Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices on the school site.

Volunteer helpers are not permitted to take photographs of children.

Volunteer helpers are not allowed to give/buy their group treats, e.g. ice-creams, sweets (some children have food allergies).

Volunteer helpers should not use their mobile phones whilst supervising children.

Volunteer helpers should not stay in the staffroom unless depositing belongings in a locker or gathering refreshments. An alternative location will be provided for breaktime and lunchtime.

Volunteers are expected to promote and follow the schools policies and codes of conduct at all times.

Signing in

Sign in at Reception on the digital SignIn App and wear a red 'No DBS' visitor's lanyard so people know you are a visitor/volunteer without a DBS.

You should ensure you sign out when you depart and return the lanyard.

Information

Working in school

When you are working in school, you are always under the supervision of a staff member and should, for your own protection, be in sight or earshot of them.

Do not take a child or group into a room on your own.



Information

Positive behaviour management

We expect excellent, polite and respectful behaviour from all of our children. Volunteers should take a kind, yet firm, line with pupils. They must never chastise a pupil physically and always refer a child to a member of staff if the child is behaving badly and failing to co operate. Volunteers are expected to follow the school's behaviour policy and actively promote positive behaviour.

First Aid

If any child you are working with should sustain an injury, please inform the class teacher immediately.

Do not treat an injured child yourself. Find the nearest member of staff to deal with the injury.

Emergencies - fire

Please familiarise yourself with the fire policy and fire safety notices around the school. All fire exits are clearly labelled. If a fire or emergency situation occurs, immediately activate the fire alarm and proceed with the evacuation. Exit the building, with the children you are supervising, via the closest emergency exit and proceed safely and quickly to the assembly point on the main playground. Do not enter the building until instructed to do otherwise.

Refreshments

All volunteers to the school are welcome to use the staffroom, please help yourself to tea and coffee and chilled water. We would ask you to consider the safety aspect of children near hot drinks and ensure that these are not taken into the classroom or working areas.

Confidentiality

It is very important that anyone working in the school is aware of the necessity for total confidentiality regarding any information learned about any individual – child or adult. Any conversation with parents outside school is a breach of the school's confidence. Even innocent comments could be misunderstood. It is therefore important to treat anything you hear or see in school, with regards to particular children, as being in absolute confidence and entirely a matter within the school. Questions from parents should always be referred to the class teacher or Headteacher.



Code of conduct

Our school has a dress code for all staff that is smart and respectful i.e. no low tops and modest length dresses/skirts.

Mobile phones are to be switched off or to silent when in school and only used during lunchtimes or breaktimes. They are not to be used for taking photos of children. Social media must NOT be used to refer to any activities within the school.

Anyone behaving in an improper manner or found to be under the influence of alcohol or drugs will be asked to leave the site.

Policy documents

Essential documents are available on the school website and from the school office.

Please see:

- Safeguarding and Child Protection Policy
- Keeping Children Safe in Education
- Behaviour Policy
- Whistle Blowing Policy
- Health and Safety Policy
- Fire Procedures

Nursery & Reception

St Cecilia's School Sweatshirt / Cardigan

St Cecilia's School Polo

Plain White Polo / Shirt

Black Jogging Trousers / Shorts / Leggings

Blue and White Gingham Dress (with white socks)

Trainers

Royal Blue or Black Hair Accessories

KS1 & KS2

St Cecilia's School Sweatshirt / Cardigan

St Cecilia's School Polo

Plain White Polo / Shirt

St Cecilia's School Tie

Black Trousers / Shorts / Skirt

Black Pinafore Dress

Blue and White Gingham Dress (with white socks)

Royal Blue or Black Hair Accessories

Black Shoes (with black socks)

St Cecilia's School Book Bag / Rucksack



PE Uniform

KS1 & KS2

Royal Blue Round Neck T-Shirt

Black Striped Shorts

Trainers

St Cecilia's School Sweatshirt / Cardigan

Children come to school in their PE Uniform on their PE days.

If a pupils' ears have been pierced within 6 weeks of a PE lesson, then we ask that parents/carers provide micro-pore tape and this will need to be applied by the child themselves, to prevent them from causing injury. Staff will not provide or apply micro-pore tape to a pupil's ears.

The children will have two PE sessions a week and these days will be communicated to you at the start of term along with an up to date timetable. Children come in to school wearing their PE uniform on their allocated days. In Year 5, one of the PE lessons will be swimming for one term. The dates for this will be communicated nearer the time.