

## Confidential Information

Occasionally in school you may become aware of information about children which is confidential or private to the child or family. This is a delicate matter that requires a great deal of tact. Any information that leads a person to believe a child is at risk needs to speak to the class teacher or Headteacher. It is very important to treat anything heard in school with regard to a child as being in absolute confidence and entirely a matter within the school.

# Helping in School



ST. NORBERT'S  
CATHOLIC PRIMARY SCHOOL



## Parent Pocket Guide



ST. NORBERT'S  
CATHOLIC PRIMARY SCHOOL



**Saint Norbert's Catholic Primary School**



**Saint Norbert's Catholic  
Voluntary Academy**



Telephone 01775 722889

Email: [enquiries@st-norberts.lincs.sch.uk](mailto:enquiries@st-norberts.lincs.sch.uk)

### Welcome help?

Thank you for picking up our pocket guide for helping in school. St. Norbert's Catholic Primary School is interested in getting parents involved in school more often and appreciates the kind offer of help and support whenever possible. Your help is invaluable and a benefit to the children.

### Here are some things you may like to help with:

#### Day to Day Help:

Reading with children

Times tables with children

Photocopying

Laminating and display

General help based on the needs of the class or skills you have to offer.

Small group activities (with guidance from the teacher)

Art

PE

Cooking activities

#### After school assistance:

After school clubs

Gardening

Preparing resources at home

#### One off events:

School trips

Walking to Church

Sports Day

### Guide to your involvement:

- Speak to the class teacher(s) and discuss the best ways for both the class and yourself.
- Visit the office staff who will organise a DBS check for you to work within school as this is a legal requirement. This is part of our Safeguarding Policy.)
- Read and sign the Confidentiality Statement which is given to you. It is expected that you will hold what is seen and heard in school in confidence.
- Sign in at Reception on the days you are in to help.
- Wear the visitor badge you are issued when you are a parent helper.
- Follow the instructions you are given and ask if you don't understand or feel unsure.
- Please avoid using mobile phones in the school environment.
- Please use adult toilet facilities and not the children's toilets.
- On leaving the school, please sign out and return your badge to the office.

We would like to thank you in advance for helping to make a difference at Saint Norbert's Catholic Primary School. Your help and support is very much appreciated.

