



EWELL GROVE PRIMARY & NURSERY SCHOOL
HELPING HANDS CO-ORDINATORS MEETING
THURSDAY 3RD OCTOBER 2019 AT 2.30 PM



Miss Rising welcomed and thanked everyone for coming to the meeting.

Miss Rising explained that the role of the Helping Hands Co-Ordinators (HHC) is to liaise with parents, organise class parent helpers as well as assisting FOEG in getting help with fundraising events. The HHCs are a point of contact and not responsible for doing everything themselves. Ideally each class should have two Class Representatives.

Thank you to the following parents who have volunteered to be Helping Hands Co-Ordinators:

Class	Helping Hands Co-Ordinators
Morning Nursery	
Afternoon Nursery	
Rabbit	Kate Enness Juvy Toghil
Badger	Carmella Baker Nati Denniff-Jones
Squirrel	Liza Monaghan Gemma Lourdes
Hedgehog	Fay Hosking Pauline Taylor
Fox	Michellanne Wilson
Otter	Emmeline Whitehead Aimee Aranki
Wren	Sarah Scarbrough
Robin	
Heron	Katarzyna Greca
Swan	Paula Breen
Kite	Caroline Gormally
Owl	Saima Ashraf

*****As you will see there are still some vacancies. Please contact the School Office if you would like to become a Helping Hands Co-Ordinator***.**

One of the first tasks that Helping Hands Co-ordinators do is to collect parent's email addresses and contact numbers. The contact sheet is a great way for the parents to communicate with each other and help each other to keep up to date with what is happening at School. Parents must use this list for party invitations, christmas cards etc as the School Office are unable to provide these individually to parents.

It is the decision of each parent if they want their details to be added to the contact sheet; the School is unable to provide parents' data to a Helping Hand Co-ordinator on your behalf. There are two ways that parents can choose to provide their information:

1. Find the Helping Hand Co-ordinator for their class (**by Friday 11th October**) and complete the contact sheet that has been provided to them.
2. Complete the reply slip, included with this letter, by **Friday 11th October** and return to the School Office who will forward on your behalf to the Helping Hand Co-ordinator.

All parents must ensure they sign the contact sheet/reply slip to confirm that they are happy for their information to be added to the class list and shared via email.

Once the Helping Hands Co-Ordinators have collated all of this information they can email the contact sheet to all the parents that have provided their email address.

The HHC will be given a timetable highlighting the days and times when help is required in their class. This help can be on a regular or casual basis, whichever suits you. In the class, parents may be asked to help with many different types of activities, if you have any preference (or extreme dislikes!) please talk to the HHC who will pass this on to the Teacher.

Regular Parent Helpers – once per week or more

Any parent who wishes to help in class on a regular basis, once per week or more, may undertake unsupervised regulated activities once a **DBS (Disclosure & Barring Service) check** has been undertaken by the school. Schools are also required to ensure that volunteers have not been disqualified from working with children. **Keeping Children Safe in Education** is statutory guidance for schools and Part 1 of this document must be read and understood by anyone working with the children (paid or unpaid). Paperwork in relation to these documents are available from the School Office.

Ewell Grove has produced a **Guidance Booklet** for Parent Helpers that gives advice and information in relation to working with children, the activities often undertaken and school procedures. It also includes essential information on Health & Safety, Confidentiality and Safeguarding. All parent helpers must sign the **Confidentiality and Safeguarding Disclosure** before starting their volunteering activities.

Casual Parent Helpers – one off occasions or monthly/termly etc.

If a parent would like to volunteer on a casual basis they are still required to read and understand the Ewell Grove Parent Helpers **Guidance Booklet** that gives advice and information in relation to working with children, the activities often undertaken and school procedures. It also includes essential information on Health & Safety, Confidentiality and Safeguarding. By signing in as a Volunteer you are agreeing to abide by the Ewell Grove **Confidentiality, Safeguarding and Health & Safety statements**. *Please note that as casual parent helpers do not undertake a DBS check they are not permitted to work with children unsupervised.*

Every term we hold a Parent Focus Meeting and we would request that a HHC from each class attends these meetings. The purpose of these meetings is to have a communication link between Ewell Grove and parents and to listen to parent views and suggestions. This is a time to go through policies, discuss things that are changing within school, FOEG activities and community links. An agenda will be sent out before the meeting so you may want to ask parents for their views so that you can bring this to the meeting. Notes from the meetings are always sent out to all parents whether they attended or not.

Miss Rising explained that Parents' circumstances change year on year and therefore HHC must obtain the parents' signature at the time of providing their information – HHC should not use information from last years HHC contact sheets.

Miss Rising requested that if parents are setting up WhatsApp groups for their class, all parents should ensure that it is used appropriately including the use of suitable language. These groups are a way for parents to communicate about up and coming events and dates to remember we would advise that any communication about the curriculum for example, reading and letters and sounds, are discussed with the Class Teacher. Each child learns at different rates and therefore their home learning is set accordingly; children within the same class will receive different home learning for that reason. Miss Rising requested that all parents should follow our 'Expectations for Use of Class Based Social Media Groups' policy – this was shared with parents at the meeting and a copy of which will be sent out to parents with the minutes from this meeting.

Other Matters

Miss Rising showed parents the 'Curriculum Focus' area on the school website and explained that this is where parents can find out more information about each subject which includes the learning intentions as well as the success criteria. This information can be found under the 'Curriculum' section.

Miss Rising also informed parents that the 'Club Overview' for this academic year is also available under 'Virtual Office'.

Miss Rising reminded parents of the 'Relationships and Sex Education' (RSE) Information Evening that is taking place on Monday 14th October at 6.30pm – all parents are encouraged to attend, is open to all parents from Nursery through to Year 5. Ewell Grove will clarify our overall approach on this subject and share with parents the statutory guidance. We will also share some of the resources that will be used in class and answer any questions or concerns that parents may have.

Miss Rising introduced Sarah Fogarty from FOEG. Sarah explained how FOEG and the HHC can work together on events such as school fairs and other events. Sarah said that it would be lovely to see some new Nursery/Reception parents join FOEG.

HELPING HANDS CO-ORDINATORS - CLASS CONTACT LIST

I would like my details to be added to the HHC Class Contact List as follows and I understand that it will be shared via email:

Child's Name Class

Parent/Carer Name

Home Telephone Mobile Phone

Email address

Signature