

Amesbury CE Primary School



**A GUIDE FOR
VOLUNTEERS**

Welcome to Amesbury CE Primary School and thank you for volunteering to give up your time to help us in school. You may be reading with individual children, working with small groups, helping in the library, covering books or helping in any other way but, whatever it is you are doing, your time and help is greatly appreciated by everyone in school.

This booklet, together with the Health & Safety Policy, Behaviour Policy and Fire Safety / Evacuation Procedure, contains all the key information that you need to know during your time in school. Please do not hesitate to ask any member of staff if you are unsure about anything.

Thank you!

First Aid

If you or a child you are working with requires first aid, please contact the office immediately as there is always at least one qualified first aider present.

Fire

If you discover a fire, **SOUND THE ALARM** at the nearest call point by breaking the glass, if present, and pushing as indicated. The fire alarm is a two tone alarm that can be heard throughout the school buildings.

If the alarm is sounded, the buildings must be evacuated immediately and everyone must make their way to the fire assembly point. If you are working within a classroom, this will be under the guidance of the class teacher. If you are working outside the classroom, you must leave the building immediately, taking with you any children you are working with.

Evacuation routes are clearly shown on the Fire Notices displayed in all rooms of the school. If the primary route is blocked or unsafe then the secondary route should be used.

The fire assembly point is in the middle playground with classes lining up facing the court. The class teacher will ensure that all children are present.

This should be read in conjunction with the full Fire Safety / Evacuation Procedure which is available from the school office.

Safeguarding

If you have any concerns regarding a child, please refer these to the Child Protection Officer, Mrs Harris, or the Deputy CPO, Mrs Cook. A copy of our Safeguarding Policy is available from the school office on request.

Confidentiality

All information regarding children, staff or any other matters within school is strictly confidential. You must not discuss anything that happens in school with anyone outside of school.

Smoking

There is a strict **NO SMOKING** policy throughout the entire school site. This includes car parks and the area immediately outside the main gates.

Car Parking

Due to increased staff levels in school unfortunately there is no parking in the school car park. Please park on the road or use the Central Car Park.

Health & Safety

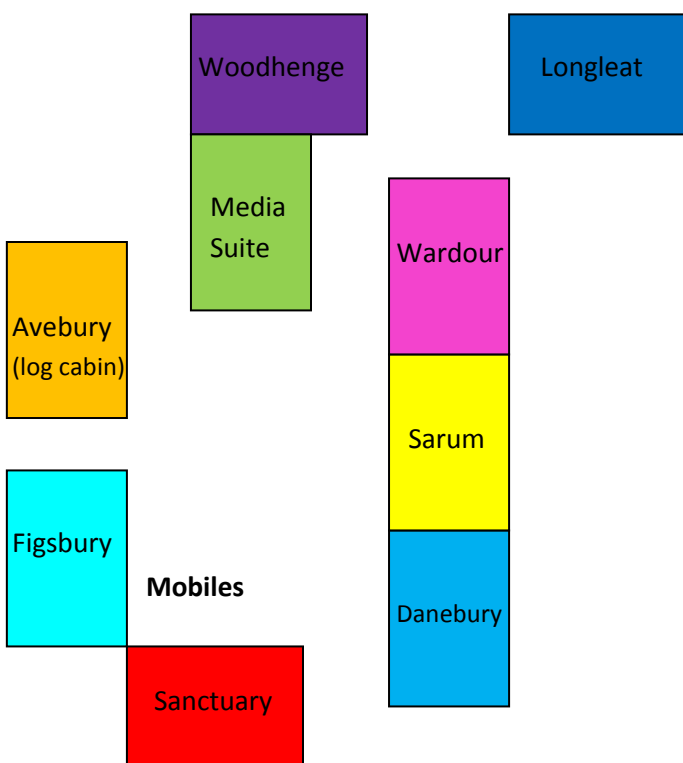
Please remember that health and safety is the responsibility of everyone. Please make office staff aware if you have any concerns.

Classes / Staff

The classes are arranged as follows:

Class Name	Year Group	Teacher	Teaching Assistant
Silbury	Reception	Mrs Burgess/Mrs Ryalls	Mrs Moncrieff
Winkelbury	Reception	Mrs Cole	Miss Smith
Ebsbury	Reception	Miss Blake	Mrs Dunford
Fosbury	Year 1	Mrs Bolwell/Mrs Fitzpatrick	Mrs Grevink
Stourhead	Year 1/2	Miss Smith	Mrs Bremner
Yarnbury	Year 2	Miss Latchem	Mr Travis
Danebury	Year 3	Miss Clark	Mrs Hollis/Miss Monk
Sarum	Year 3	Miss Pamment	Mrs Osgood
Longleat	Year 4	Mr Crabtree	Mrs Pearey/Mrs Wright
Wardour	Year 4	Miss Porch	Mrs Hirst
Woodhenge	Year 5	Mrs Thomas	Mrs Bartholomew
Figsbury	Year 5/6	Miss Sides	Mrs King/Mrs Merredew
Avebury	Year 6	Mrs Johnson	Mrs Scott
Sanctuary	Years R to 6	Miss Handley-Wells	Mr Adlam

Key Stage 2 Building



Key Stage 1 Building

