

Basic Expectations

One

Give clear instructions

Two

Be positive and recognise achievement and effort

Three

Model appropriate movement around the school

Four

Please do not use your mobile phone on site

Five

Recognise good behaviour by giving examples e.g. that was kind because...

Contact details:

Staples Road Primary School
Staples Road
Loughton
Essex
IG10 1HR

Website:
www.staplesroad.essex.sch.uk

Telephone: 020 8508 1241

Email: admin@srps.efspt.org



STRIVE:
We work hard with RESILIENCE and CREATIVITY
RESPECT:
We respect each other with KINDNESS and HONESTY
SUCCEED:
We are proud of ourselves and celebrate all our successes

STRIVE, RESPECT, SUCCEED



Volunteer Guidelines



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Pupils enjoy coming to school and they feel happy and safe.
Ofsted Nov 2022

Other helpful information

- Please familiarise yourself with the fire evacuation procedures, posted in every room.
- If you are working with a group of children in school and you hear the fire alarm (a long, continuous bell), please escort the children quietly and speedily in single file out of the nearest fire exit.



Welcome

A warm welcome to Staples Road. Thank you for volunteering and taking the time to read this. We hope it will lead to a very happy partnership and that you will find your time at our school a rewarding and enjoyable experience.



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Staff have high expectations and pupils respond positively to clear rules and boundaries
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Sessions

Morning : 8.50 – 12.00 pm (KS1)
8.50 – 12.15 am (KS2)
Afternoon: 1.15 – 3.20 pm (KS1 +KS2)

- You are welcome to bring hot drinks in from home and take it to class in a lidded mug.
- Only staff have access to the staffroom. Please either remain in your classroom at break times or feel free to go off site.
- There are several staff toilets on site. Your class teacher will show the nearest one to the classroom.
- If you are unable to come, please let us know as soon as possible by phoning 020 8508 1241.

Key staff:

- Nick Mallender [HT]
- Claire Dawson [DHT]
- Mark Johnson [AHT]
- Claire Stephenson [AHT]
- Helen Davis [SENCO]
- Carol Barritt [Bursar]
- Sandra Pacitto [Office]