

Key School Contacts

Headteacher

Mrs N. Collins

Deputy Headteacher

Mrs R Panting

Designated Safeguarding Lead

Mrs N. Collins

Deputy Designated Safeguarding Leads

Mrs R. Panting, Mrs A. Fredericks ,Mrs V. Johnson &
Mrs Foster

Pastoral Manager

Mrs A. Fredericks

Health and Safety

Mrs N. Collins & Mrs. K. Cleall-Harding

Chair of Governing Body

Mr Patrick Harrison

Vice Chair of Governing Body Mr Barry

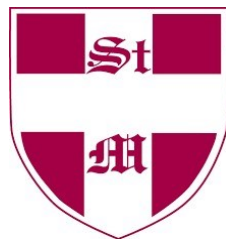
Grimes and Mrs Maddie Murphy

Safeguarding Governor

Mr Patrick Harrison

Please report any Child protection or Health and
Safety concerns to the Headteacher/ Deputy
Headteacher immediately.

Welcome to St. Michael Catholic Primary and Nursery School



Checklist for Volunteers & Helpers

St. Michael Catholic Primary and
Nursery School

Hills Terrace
Chatham
Kent

ME4 6PX

Tel: 01634 832578

Email: office@st-
michaels.medway.sch.uk

Website: www.st-
michaels.medway.sch.uk

Thank you for offering your help in school; we appreciate the support you will be able to give the children in their learning.

As you are probably aware, when working with children, as adults, we need to act as role models for them. With this in mind, we would appreciate it if you would follow these guidelines when you are working in school.

Confidentiality

- Working in a school environment you are likely to hear or see information about individuals. You are reminded that any information you may see or hear must remain confidential and not discussed with any other person.

Dress Code

- You must be smart.
- No jeans
- No low-cut tops
- Suitable footwear for a school environment.

School Day

- School starts at 8.30 am
- Morning session ends at 12.30 pm
- Afternoon sessions start at 1.30 pm
- School ends at 3.30 pm

Safeguarding

- Occasionally, a child may disclose information that causes you concern. If this occurs inform the class teacher as soon as possible so that necessary action may be taken.
- If information is disclosed to you, do not promise to keep it a 'secret'. If you would like further clarification please speak to Mrs Collins (DSL), Mrs Panting (DDSL), Mrs Fredericks (DDSL), Mrs Johnson (DDSL) or Mrs Foster (DDSL).
- Can we remind you; this type of information is subject to confidentiality and should not be discussed outside of school.

General

Class procedures

- The class teacher will inform you of the tasks you will be undertaking. If you have questions, please see the class teacher.
- Please use the person's full title when speaking to them in school for example, Miss Smith or Mr Brown.
- All pupils are expected to use your full title, do not accept any other form of address in school.
- When you are in the classroom and the teacher is teaching the lessons, please be discreet i.e. do not talk over the teacher or move around the classroom un-necessarily.

- When you are in the classroom, please check with the class teacher of any special requirements.

School Procedures

Absences: *If you are unable to attend school for any reason, please inform the school office as soon possible so they can inform the class teacher.*

Signing in and Out: *When you come into school and leave school, please sign in and out via the screen in the main office.*

School Trips: *If you are asked to go on a school trip, please remember you still need to follow all the school procedures. Finally, please remember mobile phones should not be used on school trips or around the school.*

Lanyard System

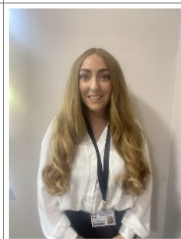
Black DSL

Purple Staff

Green Visitor

Red Governor

Safeguarding Contacts

Mrs Collins  DSL	Mrs Panting  DDSL	Mrs Fredericks  DDSL
Mrs Johnson  DDSL	Mrs Foster  DDSL	

Again, thank you very much for supporting our school and the children; we hope you enjoy your time with us.