



PURBROOK INFANT SCHOOL
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27 September 2018

Dear Parents/Carers

School Helpers and Prefects at Purbrook

At the Purbrook Infant School we feel strongly about helping the children at our school to become helpful, responsible citizens. We are giving all of the children in Year 2 an opportunity to ‘apply’ to become a school Prefect with a helping responsibility within the school. This may include helping in the library or becoming a reading buddy to younger children. They will have a job description and will be expected to fulfil their new role to the best of their ability. We also hope they will have fun and feel proud of themselves.

We are expecting the prefects to fulfil their roles during at least ONE playtime or lunchtime or Friday afternoons as the Year 2 timetable is very busy.

They will all start at the same level as a helper, if they are a good role model and work hard at their role they may be nominated to become a Bronze Prefect and will wear a bronze badge on their jumper. They can then work towards becoming Silver and finally a Gold Prefect. Gold Prefects will be rewarded with a special outing at the end of the year. Please note that they must be committed to their job and do it regularly to become a prefect. There is no expectation that every child will become a prefect, it is entirely your child’s responsibility to earn the right to become one.

How can you help?

- Read through the job descriptions with your child and help them to decide which role they are best suited to.
- Help them to look after their badges and feel proud of their roles.
- Help your child to fill in their interest below. If your child does not get a role this time, there may be further opportunities available later on in the school year.
- Remind your child that they have to earn the right to become a prefect by being a good role model and fulfilling their job role.

If your child would like to be a prefect, please complete and return the slip below by: Friday 05 October. Thank you for your support.

Mrs. L A de Carteret
Headteacher

✂.....

Year 2 Prefect Reply Slip: To be returned by Friday 05 October

Name:

Class:

I would like to apply for position of: 1st Choice:

..... 2nd Choice



Book Buddy Job Description



What is a book buddy?

A book buddy will listen to a child in Year R or Year 1 read every Friday from 2:30-3:00 in the library. You will be responsible for collecting your buddy from their class, hearing them read and taking them back to class.

Which qualities do I need?

- Responsible
- Caring toward younger children
- Patient
- Able to ask questions about what your buddy is reading
- Able to listen carefully to their responses
- Able to write a short positive comment in their reading diary
- Punctual



Lunchtime Monitor Job Description



What is a lunch time monitor?

A lunch time monitor will help at the Year 1 and Year R lunch times. This will include cleaning and laying tables before lunch and cleaning tables after lunch. They will help younger children while they are eating and help to keep the area tidy. They will help to sweep the floor at the end of lunch time.

Which qualities do I need?

- Responsible
- Caring toward other children
- Enjoy tidying up
- Helpful



Classroom Helper Job Description



What is a Classroom helper?

A classroom helper will help in an allocated classroom from 2:00-3:00 on Friday afternoons. They will help to tidy up in the outside area or complete tasks such as sharpening pencils or tidying up the book corner. They may also be asked to help younger children with their activities.

Which qualities do I need?

- Responsible
- Enjoy helping younger children.
- Organised and tidy
- Polite and pleasant manner
- Able to listen carefully



Office Assistant Job Description



What is an office assistant?

An office assistant will help in the office from 2:30 -3:00 on Friday afternoons. They will help to keep the front entrance tidy. They will assist the office staff with jobs such as tidying up the stationery cupboard, delivering letters to classes or sharpening pencils.

Which qualities do I need?

- Responsible
- Quiet disposition
- Organised and tidy
- Polite and pleasant manner
- Able to listen carefully



Garden Monitor Job Description



What is a garden monitor?

A garden monitor will help in the Year 1 and Year R outdoor areas. This will include watering plants around the school, weeding and growing new crops. They will keep the general outside area well managed and under control.

Which qualities do I need?

- Responsible
- Caring toward the environment
- Enjoy tidying up
- Helpful



Library Monitor Job Description



What is a library monitor?

A library monitor will help to keep the library organised. They will learn how to return the books to the shelves and how the library system works. They will help other children in the library to locate books and to check them out. They will sometimes listen to other children in the library read.

Which qualities do I need?

- Responsible
- Caring and helpful toward other children
- Have a love of books
- Enjoy finding out about different authors and types of books
- Be very organised
- Enjoy tidying up!