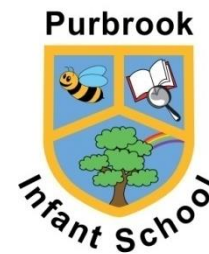


**PURBROOK INFANT SCHOOL**  
**ALDERMOOR ROAD EAST, PURBROOK PO7 5NQ**  
**Telephone: 023 9261 0761**  
**Email: [adminoffice@purbrook-inf.hants.sch.uk](mailto:adminoffice@purbrook-inf.hants.sch.uk)**  
**Headteacher: Lisa A de Carteret**  
**Acting Deputy Headteacher: Paul Stray**  
**Business Manager: Hazel K Dean**



07 October 2019

Dear Parents/Carers

**School Helpers and Prefects at Purbrook**

At 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 afternoon 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 that have been sent via ParentMail 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. (50p to buy a new badge if lost)
- 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 11 October**. Thank you for your support.

Mrs. L A de Carteret  
**Headteacher**

✂.....

**Year 2 Prefect Reply Slip: To be returned by Friday 11 October**

Name: .....

Class: .....

I would like to apply for position of: ..... 1<sup>st</sup> Choice:

..... 2<sup>nd</sup> 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



## Eco Warrior Job Description



### **What is an Eco-Warrior?**

An Eco-Warrior will ensure the school is economically sustainable, that we turn off our lights and computers when not using them. They will warrant red cards to any adult not following the eco rules.

### **Which qualities do I need?**

- Responsible
- Rigorous
- Reliable
- Trustworthy



## Assistant to Headteacher Job Description



### **What is an assistant to the headteacher?**

You will help in the Heads office from 2:30 -3:00 on Friday afternoons. You will help to keep the front entrance tidy, help with filing and supporting the “Fantastics’ Tea Party”. You will go around the school ensuring it is left tidy.

### **Which qualities do I need?**

- Leadership qualities
- Efficiency
- Reliable
- Organised
- Trustworthy