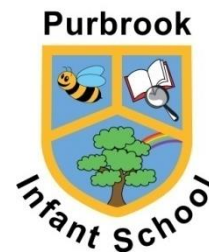


PURBROOK INFANT SCHOOL
ALDERMOOR ROAD EAST, PURBROOK PO7 5NQ
Telephone: 023 9261 0761
Email: adminoffice@purbrook-inf.hants.sch.uk
Headteacher: Lisa A de Carteret
Assistant Headteachers: Zoe Bailey and Paul Stray
Business Manager: Hazel K Dean



29 September 2025

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 helpers 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 in class and around the school** 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 reward 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, and following the Golden Rules and working hard in class is **expected** to be able to reach prefect level.

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. (50p to buy a new badge if lost)
- Help your child to fill in their interest in the google form (link 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.

Not every child wants to become a prefect or have a role in the school, but if your child would like the opportunity to be a prefect, please complete the Google Form by: **Monday 13 October**.

Thank you for your support.

Mrs. L A de Carteret
Headteacher

[Prefect Google Form](#)

Are You...**D**iligent, **A**spirational, **R**esilient & **E**nthusiastic? Dare To Learn



Book Buddy Job Description



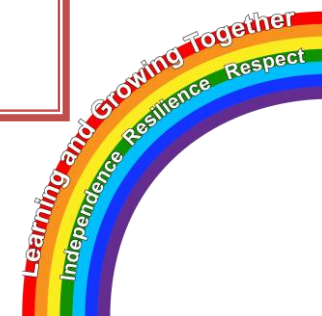
What is a book buddy?

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

Are You...**D**iligent, **A**spirational, **R**esilient & **E**nthusiastic? Dare To Learn





Lunchtime Monitor Job Description



What is a lunch time monitor?

A lunch time monitor will help at the Year 1 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
- Work at pace

Are You...**D**iligent, **A**spirational, **R**esilient & **E**nthusiastic? Dare To Learn





Classroom Helper Job Description



What is a classroom helper?

A classroom helper will help in an allocated classroom from 2:30-3:00 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

Are You...**D**iligent, **A**spirational, **R**esilient & **E**nthusiastic? Dare To Learn





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

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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. This job starts a little later in the year due to weather!

Which qualities do I need?

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

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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 and that we recycle where possible. They will warrant red cards to any adult not following the eco rules. They will be responsible for emptying the fruit bins.

Which qualities do I need?

- Responsible
- Rigorous
- Reliable
- Trustworthy

Are You...**D**iligent, **A**spirational, **R**esilient & **E**nthusiastic? Dare To Learn





Assistant to Head teacher Job Description



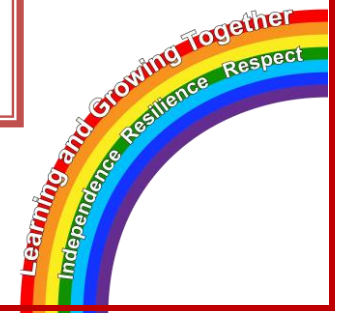
What is an assistant to the head teacher?

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 handing out letters. You will go around the school ensuring it is left tidy.

Which qualities do I need?

- Leadership qualities
- Efficiency
- Reliable
- Organised
- Trustworthy

Are You...**D**iligent, **A**spirational, **R**esilient & **E**nthusiastic? Dare To Learn





Play Leaders



What is a Play Leader?

This role involves helping to set up and tidy up the playground. You will also assist the teaching assistants who may need your help with other jobs during this time. It's also your role to make sure everyone is playing nicely and no one is alone whilst on the playground.

Which qualities do I need?

- **Punctual**
- **Polite**
- **Tidy**
- **Willing to help when needed**
- **Kind**

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Librarian



What is a Librarian?

This role involves supporting Mrs De Carteret to open the library to children and parents before and after school they youwill check out books, return books to the correct shelf and help keep the library tidy. This job requires the children to stay at school until 4.00pm on Mondays and arrive early at 8.15 on a Tuesday and Wednesday. (If they attend Beehive or Breakfast club this is not problem and can be collected / dropped off).

Which qualities do I need?

- Organised
- Tidy
- Punctual
- Polite
- Love to read!

Are You...**D**iligent, **A**spirational, **R**esilient & **E**nthusiastic? Dare To Learn

