



Dear Somersfield Families,

At Somersfield we anticipate that every parent will be involved in our volunteer programme during the course of the year. This handbook contains information that will aid you in performing the services at Somersfield that may be required of you. We hope you will find it helpful.

In the past years, hundreds of volunteers have contributed countless hours of service to help students, provide an “extra pair of hands” for busy teachers, and have contributed to the general welfare of the school community.

You have the unique chance to encourage emotional and social as well as intellectual growth. A child who sees you volunteer time and energy on his/her behalf, often works that much harder – all the while gaining a sense of self-worth. When you provide volunteer time and services, children will see that you care and have concern for all of them. The value you place on education will be “catching.”

As a volunteer, you are assisting the staff in their day-to-day endeavor to provide the best possible educational experiences for each child in Somersfield Academy. Volunteers work under the direction and guidance of school personnel. They will not replace salaried staff, nor will their presence mean that fewer staff members will be needed.

We sincerely appreciate those of you who contribute your time and talent. We know your involvement with us will greatly enhance our school program, and we trust it will be a satisfying and inspirational experience for you as well. Your willingness to be involved is truly an asset to our school community. Should you have any additional questions or need other information, please feel free to talk with the Parent Relations Coordinator.

Sincerely

Alison Kempe  
Parent Relations Coordinator

## **Volunteer Responsibilities:**

- Be fully informed about the school's promise, core values, statement on Diversity and philosophy. To accept, support, and be able to articulate the school's mission and philosophy. Once you have a clear picture of our school, you will be able to work more effectively and answer questions others may ask you about these areas of school operation.
- Be informed - Volunteers have a right to receive appropriate orientation and instruction or be provided with a description for the position or task.
- Have a volunteer experience that is personally fulfilling and fun.
- To know as much about the school as is necessary to fulfill the requested duties.
- To understand that some information is confidential, and to maintain that confidentiality. In the course of your duties, you may become aware of matters that should be held in confidence, such as children's reading levels. It is very important that such information be kept in confidence. If you receive questions from prospective parents, community members, news reports, - particularly concerning sensitive issues, - please refer them to the appropriate member of staff.
- Whether you are volunteering on a regular basis or for a one-time project or event, arrive a little early so there is time for communication and direction.
- As a school volunteer, it is crucial that the lines of communication stay open and clear. Remember the saying "no question is a dumb question" Believe it! If you are unsure of what is expected of you, or how to use certain office equipment, please ask someone for direction.

## **SIGN-IN PROCEDURE**

Please sign in at the main office. Volunteers are asked to sign in and out each time they work at the school. For security reasons and in case of an emergency, it is important for us to know who is in the school and why.

## **VOLUNTEER NAME BADGES**

By wearing a name badge designated for volunteers, you will be immediately recognized as a person whose specific purpose is helping staff and students. Your name badge will enable staff to recognize you as a registered volunteer and an important part of our school's team.

## **OPPORTUNITIES FOR INVOLVEMENT**

The Somersfield Parent Teacher Association is an integral part of the school community, working to support the school both financially and with time and talent. Each area needs a coordinator, often recruited from those with experience in the area, in June prior to the next school year. If you are especially enthusiastic or have experience in a particular area, please feel free to contact Alison Kempe [alisonkempe@somersfield.bm](mailto:alisonkempe@somersfield.bm) our Parent Relations Coordinator to let us know your interest.

**The PTA Executive is looking for Parent Volunteers to run certain PTA events. We hope to have committees made up of a committee head or co-head, parent volunteers and staff members. All members for the committees will work closely with the Parent Relations Coordinator. There are many files, e-mails, database and sources of information that go along with each of these PTA Events. Although we want you to put your own flare and ideas into the events, please do not feel that you will have to “reinvent the wheel” if you take on any of these events.**

### **Volunteer Opportunity: PARENT AMBASSADORS**

Description: Our Parent Ambassadors will ensure that families who are new to the school will be made to feel welcome and comfortable, and helped to know our traditions and routines. In addition to this, the Parent Ambassadors are called upon to give tours during school open houses and special events.

Time Requirement: Couple of hours per month

Guidelines:

- Parent Ambassador Members are asked to be respectful and sensitive to the diversity of family backgrounds.
- After the first month, new families should be contacted again to ask how they've settled in, ensure they know about any upcoming events/activities. In the event that a family has problems or concerns, it is essential to encourage them to speak with the Parent Relations Coordinator.
- Parent Ambassadors are called upon to give tours to prospective families during school open houses. Ambassadors are given talking points by the Admissions Team prior to the open house and tour routes and guidelines are set.

### **Volunteer Opportunity: BUDDING CHEF and ARTIST COMPETITION**

Description: Students are given the opportunity to create a vegetable and/or fruit critter, enter their favourite dish or baked good item or enter a piece of artwork and photography. The entries are asked to be at school by mid-day on a Saturday and doors close for judging. Prizes and medals are given out at 4:00pm.

Time Requirement: A few hours prior to the event and then on the day of the event.

Guidelines:

- Put together flyer to go out to students
- Organize judges and photographers
- Collect student entries and put into spreadsheets
- Put together judging sheets
- Organize on day of event.

Volunteer Opportunity: **LIBRARY SUPPORT**

Description: Under the direction of our Librarian, library support volunteers will assist with the cataloguing and shelving of books on an ongoing basis. Volunteers will also check in and out books with students between the hours of 11:30 and 1:30 each day.

Time Requirements: Couple of hours per week or as arranged with Librarian.

Contact: School librarian ext:3367

Volunteer Opportunity: **CLASS PARENTS**

Description: Each year teachers need support with certain activities, and school-wide events need class-room level coordination. Class Parents fill both of these roles. Teachers generally call upon 2 people to help as Class Parents by June for the next school year. Class Parents get together once per term with the Parent Relations Coordinator to make suggestions, discuss school-wide activities and share ideas. The role is unique to each person, each classroom and each teacher.

Responsibilities:

- Meet with teacher once per term or as necessary
- Organize special lunches and coffee mornings ie (Thanksgiving, Bermuda Day or Valentines)
- Organize outings/school trips and drivers for these trips
- Take photos for yearbook of class events.
- Assist with costumes for plays etc.
- Welcome with a phone call, any parent new to the class during the school year.
- Coordinate, execute and distribute Scholastic books, 3 times per year.
- Organize teacher appreciation gifts ie. Holiday gifts and end of school year gift.
- Organize in house craft days (approved by teacher)
- Organize special guest for class presentations (approved by teacher)
- Organize treasure basket collection for Spring Fair

Contact: Your classroom teachers

Volunteer Opportunity: **READ-A-THON**

Description: This very successful PTA fundraising event, held every year, involves the children gathering sponsors and receiving donations for each minute they read. We require a volunteer coordinator and a support team to prepare documents, develop and support special events, and take care of the many details that are required to run such an activity.

Time Requirement: A significant number of hours during February & March.

Responsibilities:

- Plans to be coordinated 2 months in advance with staff.
- Select a theme
- Prepare documentation
- Organize reading events and book swaps
- Collect funds and organize for treasurer

**Volunteer Opportunity: FRIDAY PIZZA DAYS**

Description: The coordinator organizes and manages Pizza Day, an ongoing PTA fundraiser.

Time: A few hours every week

Responsibilities:

- Collect funds and coordinate orders.
- Coordinate drivers to deliver pizzas
- Coordinate pizza distribution

**Volunteer Opportunity: SPRING FAIR**

Description: This is the PTA's main fundraising event and takes place in May. You can just imagine the number of people it takes to have book stalls, plant stalls, food stalls, game stalls, bake stalls, the list goes on! We encourage every family to find some way to contribute to this event. Please respond to requests for help that begin to appear in March. Like most events, the spring fair needs a planning committee. The planning committee will be responsible for the following:

Responsibilities:

- Booking tents & equipment rentals
- Booking attractions & entertainment
- Ordering food supplies for food stalls
- Organizing fair lay out
- Coordinating volunteers
- Public relations – commercials, flyers etc.
- Ordering prizes
- Selecting games & preparing instructions
- Organizing parking & St. Johns Ambulance

Time Requirement: Varies depending on your level of commitment.

**Volunteer Opportunity: SPRING RAFFLE COORDINATOR**

Description: This along with the Spring Fair is a major fundraising event for the PTA. We need to start going out to companies requesting donations in November to ensure the raffle is printed and out to the students at least 8 weeks before the Fair.

Responsibilities:

- Solicit organizations and parents for prizes.
- Liase with cabinet office for permit
- Organize sale of raffles and incentives
- Coordinate raffle draw during school fair
- Distribute prizes

**Volunteer Opportunity: PARENT/TEACHER SOCIAL - AUCTION OF PROMISES**

Description: Events help to build a sense of community and are most often the result of the creativity of those are willing to become involved. We have seen formal balls, relaxed parties, golf outings, and beach gatherings. There is usually a great deal of planning and preparation involved so it would be anticipated there would only be one event in either the second or third term. Whether you yourself plan the event, or join a team of volunteers, please ensure that the mission and philosophy of the school is kept in mind.

Time Requirement: Varies depending on your level of commitment.

Responsibilities:

- Meet with Parent Relations Coordinator to discuss event.
- Select venue
- Book Disc Jockey
- Prepare invitations and tickets
- Solicit promises from parents via flyers etc.
- Set up on the day of the event

**Volunteer Opportunity: PLAYGROUND DUTY**

Description: This duty involves assisting the teachers with supervising the children playing on the playground when they are outside for lunch time play. Lunchtime duty is a chance to spend time at our school and watch your Somersfield Star(s) interact and play while you get to know all of our students. If it is raining we will still need you to come. The students will remain in their classrooms for indoor playtime and one adult can supervise. Please bear in mind that you may not be watching your child's class, depending on which teachers are on duty that day.

<b>Children's House</b>	Monday	Tuesday	Wednesday	Thursday	Friday
<b>12:15am -1:00pm</b>					

Please indicate if you are able to assist every week/every other week or once a month.

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<b>Lower Primary</b>	Monday	Tuesday	Wednesday	Thursday	Friday
<b>12:15pm-12:45pm</b>					

Please indicate if you are able to assist every week/every other week or once a month.

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<b>Upper Primary</b>	Monday	Tuesday	Wednesday	Thursday	Friday
<b>11:45am -12:15pm</b>					

Please indicate if you are able to assist every week/every other week or once a month.

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### **Important Details to remember for playground duty volunteers:**

- When you arrive at school for your duty please go to the Main Reception to sign in and collect your Volunteer Name Tag.
- If a student is injured, please bring him/her to the Main Reception where we have first aid supplies. Another staff member may take over from there. In case of serious incidents, please let us know what happened so we can file an incident report and notify the parents accordingly.
- Please remember playground duty is a serious responsibility, and that you are watching age groups and classes other than your own child's group.**
- It is helpful to have two adults watching the playground equipment and two adults circulating near the edges of the field.
- Teacher on duty will ring the bell at which time students will line up to return to classrooms.
- Common safety rules:
  - All students should have on a hat (if they do not have one, they must play in a shaded area)
  - No standing on the swings
  - Slide **DOWN** the slide
  - Students are not to play with foreign objects (e.g. stones, glass, sticks etc),
  - Students may leave the field only if they have asked an adult.

**Somersfield Academy**  
**Parent Involvement and Volunteer Opportunities for 2014-2015**

Please take a moment to review this list and choose the areas in which you would like to volunteer. We anticipate that every family will volunteer time or talent for the benefit of the children. Please return this sheet to school or e-mail [alisonkempe@somersfield.bm](mailto:alisonkempe@somersfield.bm) with any volunteer suggestions or interests.

<b>Opportunities for Involvement</b>	<b>Head of Committee</b>	<b>Volunteer on Committee</b>
Parent Ambassadors		
Budding Chef		
Library Support		
Friday – Pizza Lunch		
Readathon		
Spring Fair		
Spring Raffle		
Parent/Teacher Social – Auction of Promises		
Playground Duty		
Join the PTA Executive Team		

Parent Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Child Name: \_\_\_\_\_

Class: \_\_\_\_\_