



The Bellbird Primary School

Key Volunteer Information 2026–2027

Thank you for volunteering at The Bellbird Primary School. Volunteers play an important role in enriching learning and supporting pupils. We are delighted to welcome you to our school community.

Our Vision and Values

We are committed to helping every child soar to success in a safe, inclusive and nurturing environment. Our CARE values underpin everything we do:

Curiosity
Ambition
Respect
Empathy

Your Role

- Be positive and praise pupils.
- Treat all children fairly and with respect.
- Follow the guidance of the class teacher.
- Refer behaviour issues to school staff.
- Report safeguarding concerns immediately to the DSL or a Deputy DSL.
- Report health and safety concerns to a member of staff.
- Be punctual and notify the office if you cannot attend.
- Be a positive role model in language, behaviour and appearance.
- Maintain confidentiality at all times.

School Hours

Session	Phase	Time
Doors/Gates Open		8.45 am
Start of School Day	FS/KS1 & KS2	8.55 am
Morning Break	FS/KS1	10.20 – 10.40 am
Morning Break	KS2	10.50 – 11.10 am
Lunchtime	FS	11.45 am – 1.00 pm

Lunchtime	KS1	12.00 – 1.00 pm
Lunchtime	KS2	12.15 – 1.15 pm
End of the Day	FS/KS1	3.15 pm
End of the Day	KS2	3.20 pm

If your volunteer session is in the morning, please arrive before the session starts so that the class teacher can explain the activities and let you know how you can best support the pupils.

Safeguarding

The safety and welfare of every child is our highest priority. If you become concerned about comments made by a child, marks or bruises, changes in behaviour or a disclosure, report this immediately to the class teacher or the Designated Safeguarding Lead (DSL). Do not investigate concerns yourself or discuss them with anyone else.

Volunteers must sign in and out at the school office, wear a visitor badge at all times and never admit unknown visitors into the building.

Confidentiality

Information about pupils, families and staff must remain confidential. If approached by parents about a child or an incident, politely refer them to the class teacher.

Confidentiality also applies to details about members of staff

Contact Details

Headteacher (Designated Safeguarding Lead)	Mr James Puxley
Deputy Headteacher (Deputy Designated Safeguarding Lead)	Mrs Rosie Komodromos
Assistant Headteacher (Deputy Designated Safeguarding Lead)	Mrs Anna Lovewell
Pastoral Lead (Deputy Designated Safeguarding Lead)	Mrs Laura Klimke
School Business Manager	Mrs Claire Haynes
Address	Link Road, Sawston, Cambridgeshire CB22 3GB
Telephone	01223 833216
Email / Website	office@thebellbird.cambs.sch.uk www.thebellbird.cambs.sch.uk

Thank you for giving your time to support our pupils and staff. Your contribution is greatly appreciated.