

MALMESBURY PARK PRIMARY SCHOOL

Trading under Bournemouth Primary Mat
Company Number 9754024
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Headteacher
Jackie Green MA.Ed
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www.malmesburypark.com

Friday, 23 September 2016

Dear Parents of children in Y5,

Roles and Responsibilities in Y5

As a school we believe it is vitally important that children are given the opportunity to take on a variety of roles within the school and to understand what it means to be responsible. We have a number of jobs within each year group that children can apply for and undertake for a set period of time.

The jobs have been designed to give them the chance to develop key skills which will be important throughout their life and at the next stage of their academic career, whilst gaining confidence. All children within the year group are eligible to apply for the jobs and will be expected to complete an application form if they decide they wish to take on this responsibility.

Within Y5 the children can apply for the following roles:

Job	Purpose	Tasks	Skills	Duration
Teacher's Deputy	Assist the teacher in a range of daily tasks	<ul style="list-style-type: none"> ✓ Complete tasks such as delivering items to other classes. ✓ Help to decide who gets rewards ✓ Help other children if they have finished their work. ✓ Answer the internal phone ✓ Rub off the board 	<ul style="list-style-type: none"> ✓ Reliable ✓ Responsible ✓ Must use initiative ✓ Independent ✓ High attendance ✓ Good communicator ✓ Good at problem solving ✓ Approachable ✓ Can work to a deadline ✓ Punctual 	Termly
Display Monitors	To keep the displays neat and tidy.	<ul style="list-style-type: none"> ✓ Take old displays down ✓ Check and repair damage to any of the displays ✓ Suggest ideas and work for the display boards ✓ Support the teacher when backing work and putting it up. 	<ul style="list-style-type: none"> ✓ Creative ✓ Responsible ✓ Supportive ✓ Confident ✓ Observant ✓ Effective use of the guillotine. 	Termly
Lunch Trolley Monitor	To move the lunch trollies around school	<ul style="list-style-type: none"> ✓ Bring the lunch trolley in to the classroom at the end of the day. ✓ Keep the lunch trollies tidy. ✓ Delegate out the lunch boxes and water bottles left at the end of the day 	<ul style="list-style-type: none"> ✓ Reliable ✓ Responsible ✓ Independent ✓ Organised ✓ Trustworthy 	Termly
Rewards Monitors	Monitor and record rewards given to children.	<ul style="list-style-type: none"> ✓ Collect the house points. ✓ Write children's names onto raffle tickets. ✓ Write on the class certificate who is star of the week. ✓ Write the house point certificates 	<ul style="list-style-type: none"> ✓ Reliable ✓ Responsible ✓ Independent ✓ Good at maths ✓ Trustworthy ✓ Neat handwriting 	Termly
Reading Diary	Record weekly	<ul style="list-style-type: none"> ✓ Collect the reading diaries. 	<ul style="list-style-type: none"> ✓ Reliable 	Termly

To enable all children to feel valued, to experience success and to develop to their full potential in a care and safe community

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Monitor	children's reading at home.	<ul style="list-style-type: none"> ✓ Count up how many times each child has read. ✓ Record on the entries sheet. ✓ Pass on to the teacher doing the year base assembly 	<ul style="list-style-type: none"> ✓ Responsible ✓ Reliable ✓ Responsible ✓ Sensible ✓ Trustworthy ✓ Independent 	
Classroom Monitors	To keep the classroom tidy	<ul style="list-style-type: none"> ✓ Make sure all chairs are stacked neatly. ✓ Pick up any rubbish in the year base. ✓ Tidy the surfaces inside the classroom. ✓ Keep pencil pots tidy and stocked up. ✓ Give out resources. ✓ Sort out / refill glue pots. 	<ul style="list-style-type: none"> ✓ Organised ✓ Tidy ✓ Trustworthy ✓ Independent ✓ Efficient ✓ Reliable 	Termly

Please do talk to your child about any position that they may be interested in taking on and encourage them to have a go at taking on a role.

Yours sincerely

Jackie Green (Mrs.)
 Headteacher