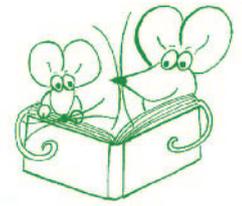


# Infosheet

Literacy Volunteers 1996-2018



Over two decades of service to children

September 2018

## What the children love doing with their Literacy Volunteers!

***When she helps me when I get stuck. – Rhys***

***Like reading more books, some games, stickers! – Abdul***

***I like talking better than reading! – Lewis***

***Games with reading and writing. – Laycee***

***Playing Scrabble and doing crosswords. – Anyika***

***She is really funny. – Judah***

***Talking about books and stories. Learning new words. – Logan***

## Dear Literacy Supporters

Let me start by thanking everyone who enabled us to get out and about over this summer to spread the word about the love of books and the importance of Early Literacy. We have been present at events at Gonalston Farm Shop, Lowdham and Newark Book Festivals, Nottingham's National Play Day and The Nottingham Green Festival. Our thanks again to Santander who gave us funds to enable us to reach so many more people with our message. We have probably worked with over 300 children to make story stones and story dice and read



Newark Book Festival



National Play Day

Lauren Kinnersley of 'Into the Wild Wood' for your wonderful stories.

We could not have done it without you!

**Dawn Claypole, Chief Executive**

stories with and to at least 40 families!

Thanks to Julia Gunn, Alan Merrett, Gaynor Preston, Carol Smith, Sobia Rana, Chris Wroe and Bridget Riches for your invaluable help on the day.

And thanks to

## Hello everyone

The start of a new school year with that lovely summer behind us and I hope it was for you all but, with a frizzled garden and some enforced lazy afternoons, it had me wishing for the odd damp day which, as I write this, is what we have. An Indian summer perhaps?

Our main event in September is our sponsored annual walk. This is a great way to meet other Volunteers, staff and trustees whilst enjoying the countryside and raising some funds.

The walk is on the 23<sup>rd</sup> September starting from the Horse and Groom at Linby at 10.00am and walking to Newstead which is approximately 7 miles. It is a Literary Trail devised and led by Bill Bottomley, a local author, so lots of information along the way, families and dogs very welcome.

We have some lovely new schools signed up and ready to go but, at the last count, Volunteers are in short

supply. There are a number of the usual reasons why Volunteers need to move on and we shall continue to try to support anybody with a specific reason, maybe to do with school or location. Please do contact your area coordinator if this should be the case.

If all of you were able to recruit just one person we should have plenty and some to spare for schools that would like more than one volunteer. School subscriptions for you all is our main source of funding and therefore, vital to our continued existence.

I look forward to seeing as many of you as can attend our next AGM on the 10<sup>th</sup> October. Further details in this info sheet.

Enjoy the Autumn term with a new set of expectant faces and be assured just how valuable your volunteering continues to be.

**Gaynor Preston, Chair of Trustees**



The Queen's Award for Voluntary Service 2006

## Volunteer Info

### Volunteer Network Meeting Feedback

Our Volunteer Network Meetings last term were well attended and very much enjoyed by all! The theme was 'Sharing Experiences', and the Volunteers took part in discussing various topics about their volunteering in small groups around their table. Subjects such as "Discuss a success you have had with one of your children" and "Any ideas of doing something different with your child to make the session fun" were discussed. Volunteers found the meetings helpful and informative. Here is what some of them said.

At the Wollaton VNM, Volunteers said:

"It was great swapping ideas on how to deal with different situations."

"Very useful & enjoyable. Learned loads!"

"Really helpful to discuss things not sure about, and to get new ideas."

"Good to share ideas. Found out some very helpful tips."

At the West Bridgford VNM, Volunteers said;

"I thought the meeting went well, was a useful opportunity to share/be reminded I'm part of something much bigger and pick up some tips. The venue was great for me."

"My first VNM - it was wonderful to meet other volunteers, to share ideas and experiences. Great learning opportunity. The venue was perfect. Thank you so much."

"I enjoyed the meeting, there was enough focus for it to be useful, and enough time to share with colleagues for everyone to contribute. I got some useful ideas from it. I thought the venue was pleasant, convenient to get to and to park. I hadn't been in that library before."

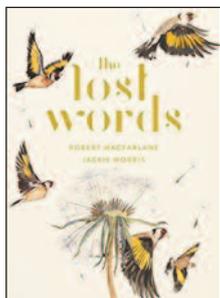
At the Mansfield VNM, Volunteers said;

"New volunteer - really enjoyed learning from someone who's done this work longer than I have."

"Good workshop - exchanging ideas. Book exchange always good."

"Good to have a real opportunity to share experiences-tips and ideas and honesty!"

### Did you know about "The Lost Words"?



At our Annual General Meeting, we will be distributing copies of "The Lost Words" by Robert McFarlane on behalf of the Unesco City of Literature for you to take back to your schools. In 2007, when a new edition of the Oxford Junior Dictionary, widely used in schools around the world, was published, it was noticed that around forty common words concerning nature had been dropped. The list of these "lost words" included acorn,

adder, bluebell, dandelion, fern, heron, kingfisher, newt, otter, and willow. Among the words taking their place were attachment, blog, broadband, bullet-point, cut-and-paste, and voice-mail. The news of these substitutions caused uproar and people were worried about the apparent loss of children's experience of the Natural World. This book shows all of these words with beautiful illustrations and comes with a teaching manual to enable adults working with children to plan lessons that reconnect children to the wonder of nature and to a valuable set of words and images.

We would really like you to be part of championing these books at your school. Perhaps you could present your book at an assembly or you may have other ideas?

**More on next page**

### New Volunteers

We have a challenging term coming up and thanks to attending a School Pupil Premium Event in June we need to buckle down to recruit at least 30 new Volunteers to meet demand from schools. It would be great if all of you could pass on our details to anyone you think might be able to help. You are our best advertisements for the rewards volunteering can bring. Thank you!

### It's 2018 and AGM time for Literacy Volunteers!

You are cordially invited

to our Annual General Meeting (AGM)

on **Wednesday October 10<sup>th</sup> at 1.00pm till 3.30pm**

at

**The John Godber Centre**

**Ogle Street Hucknall**

**NG15 7FQ**

**Tel: 0115 9639633**

After tea and cake we will be:-

Thanking and Celebrating our Volunteers

Electing our committee members

Agreeing our Annual Accounts and Auditors  
for the next year

And Introducing.....

The Unesco City of Literature Team - Matt Turpin

Nottingham's Literacy Hub - Emily Landsborough

Finally, we will be distributing copies of 'The Lost Words' by Robert McFarlane on behalf of the team for you to take back to your schools.

Book your place by emailing

[karen@literacyvolunteers.org.uk](mailto:karen@literacyvolunteers.org.uk)

or calling 0115 8765474

Our nomination and voting papers are available on our website [www.literacyvolunteers.org.uk](http://www.literacyvolunteers.org.uk)

**Maps available from Karen on Request**

### A reminder for our Sponsored Walk!

**Sunday 23<sup>rd</sup> September 2018**

All of you are welcome; you can bring your family and friends or join us and meet other people who want to support our love of books and literacy. We are dog friendly too.

It is a great walk with lovely views and you will meet some interesting people along the way.

We will be meeting outside the Horse and Groom Pub in Linby at 10.00am and, the fabulous Bill Bottomley will walk us to Newstead Abbey and back, a round walk of about 7 miles with a midpoint stop for tea and cake at the Abbey. This is part of Bill's "A Literary Trail" a wonderful pamphlet outlining 20 miles that take in key landmarks from our County's rich literary heritage. The pamphlet is available from The Bookcase at Lowdham or through Literacy Volunteers. Last Year we raised over £1000 so let us see what we can do this year. We have attached our sponsor form (if you would like to collect sponsorship for us), but you are welcome anyway to come and hear more about what we do. So spruce up your walking boots and save the date.

Please call Karen on 0115 8765474 or email [contact@literacyvolunteers.org.uk](mailto:contact@literacyvolunteers.org.uk) and let us know if you are coming so we can plan for water etc and so we don't leave anyone behind.

## Early Years Update

Our early years Story telling stay and play sessions ran across 4 wards in Nottingham City in the last school year.

The turnout at the Hyson Green library sessions was fantastic and we are hoping to continue to run the same group for longer, subject to funding.

We are also running Storytelling sessions in two pre-schools in Newark in the autumn term, supporting families in fun and engaging ways to develop the important literacy skills children need for when they start school.



## Working with our Partners at Small Steps, Big Changes

We had a great but very busy time at the Arboretum Community Partnership event 'We're having a Talkabout' on Saturday 21<sup>st</sup> July 2018. It was run by Small Steps, Big Changes and was held in the Hyson Green library, with lots of community groups involved to encourage families to talk! Bridget Riches (from the LV board and a Volunteer) and Karen Burrows (Early Years Co-ordinator) provided owl-making, play dough and whiteboard activities while talking to parents and children about talking, books and reading. Annette Waterfield (storyteller extraordinaire) engaged big crowds of families as she told stories in her inimitable style.



More on next page

## Lowdham Book Festival Day



Literacy Volunteers had a wonderful day at Lowdham Book festival on Saturday 30<sup>th</sup> June.

It was a beautifully sunny day to end the 2 week festival. We took our storytelling yurt and ran crafts and activities for children.

The festival is in its 19<sup>th</sup> year and the line up includes talks with authors and poets, music, films and discussions. There are lots of new and second-books on sale, plus a delicious café in the Village Hall.

We've been invited back next year so if anyone would be interested in joining us and helping for an hour or more at Lowdham or any of the other festival events we attend please do let us know.

## Literacy Volunteers at Newark Book Festival



On a very hot day this July some of the Literacy Volunteers team attended the Newark Book festival. Our storytelling yurt was out again (for much needed shade amongst other things) and we ran crafts and activities for children. We worked with 30 families making story dice and sets of story stones with 40 attending our storytelling sessions by Lauren Kinnersley from 'Into The Wild Wood'. The setting was in the grounds of Newark Castle and we managed to target many of the visitors to take our publicity leaflet back to local areas to extend our plea for new Volunteers in the area.



## Safeguarding and Health and Safety

We have been working hard, reviewing our safety and safeguarding procedures – some of you will be asked this term to update your safeguarding training online. Don't panic, your Area Coordinator will help you through this process if required, we will supply a step by step sheet for you to follow and I'm sure you'll agree this is something we need to do.

Safety In school – we are adding a copy of our Volunteer Risk Assessment in Schools to our website and handbook so that all our Volunteers can be clear about how to keep themselves and their children safe in school sessions. For those of you who have been volunteering for a while please see below a summary of current procedures and please let your ACs know if there is anything you are worried about while in school

Possible Hazard	What could go wrong	How we prevent things from going wrong
Chairs	Inappropriate size	Discussion at Intro, agreement with school
Handling of the Resources Box	Back Strains -as heavy	At Training and Intro- volunteers asked not to lift
Storage of the Box	As above	As above and storage is agreed with school
Trips and Slips	Various Injuries	Discussed at training in context of need to be aware of environment and the issues that might arise in schools. Volunteers to take care of possessions bags etc and be vigilant for trip/slip hazards
Fetching and returning children from class	Loss of child if unobserved	Discussed at training and agreed procedures with school at intro that aligns with school policies.
Mobile phones	Child may access phone number, photographs or other info. Loss of phone. Possibilities of being stolen	Discussed at training re safeguarding. Never disclose own phone number or email addresses or take children's info. Usual school policy is that phone should not be out.
Taking Children to the toilet	Personal safety , child's safety	Older children are usually allowed, younger ones can be taken but not accompanied into the toilet – needs discussion at intro. Be aware if it's used as a diversion from reading!
Corridor Comfort/ place agreed for Volunteer to read	Temperature, security, obstacles	Discussed at training and intro. Volunteer never to be on their own with children- must always be visible. Advice to Volunteers is ensure area is risk free and comfortable when you go
Safeguarding disclosures	Child protection not upheld and child is at risk from harm	All Volunteers have safeguarding training and updates and procedures are explained as "tell relevant named person in school and also your area co-ordinator if you have any safeguarding concern"
Paperwork	Loss of information and information about a child being recognisable to other children/adults	Always anonymise your notes, use initials and be discreet, be aware of what notes you keep and where they are stored. Report any lost notes as soon as you possible
Accidents	You may hurt yourself at school	Inform the school if you have had an accident on school premises. An accident form is available for you to report an accident to your area coordinator You may harm yourself and not realise it's your duty to report it – helps prevent further accidents and lets us know you may need support.

More on next page

## Dates for your diary

Generally, the term dates are as below but there will be variations so please check with your school and it's a good idea to arrange your start dates before the end of each term.

### AUTUMN/WINTER 2018

<b>City Schools</b>	Term begins 3rd September 2018, Term ends 21st December 2018 Half term 22nd October to 2nd November 2018 inclusive
<b>County Schools</b>	Term begins 5th September 2018, Term ends 21st December 2018 Half term 29th October to 2nd November 2018 inclusive.
<b>Derbyshire Schools</b>	Term begins 3rd September 2018, Term ends 21st December 2018 Half Term 29th October 2018 to 2nd November 2018 inclusive

### WINTER/SPRING 2019

<b>City Schools</b>	Term begins 7th January 2019, Term ends 5th April 2019 Half Term 18th to 22nd February 2019 inclusive
<b>County Schools</b>	Term begins 7th January 2019, Term ends 5th April 2019 Half Term 18th to 22nd February 2019 inclusive
<b>Derbyshire Schools</b>	Term begins 7th January 2019 to 12th April 2019 Half Term 18th to 22nd February 2019 inclusive

**VOLUNTEER NETWORK MEETINGS 2018** - You are all invited to attend any of the meetings you can get to - they don't have to be in your area or with your Area Co-ordinator!

No.	Date	Time	Venue & AC	Address
1	<b>Tues 20th Nov</b>	10.30am - 12.00pm	Pearson Centre for Young People <b>Emma Trowbridge</b>	2 Nuart Rd, Beeston NG9 2NH <b>Theme: Tips for children's independent learning and effective praise</b>
2	<b>Thurs 29th Nov</b>	10.30am - 12.00pm	BCVS <b>Sue Marriott</b>	The Old Abbey School, Priorswell Rd Worksop S80 2BU <b>Theme: Tips for children's independent learning and effective praise</b>
3	<b>Fri 30th Nov</b>	10.30am - 12.00pm	Parish Hall <b>Sue Marriott</b>	Mansfield Rd, Selston NG16 6EE <b>Theme: Tips for children's independent learning and effective praise</b>
4	<b>Thurs 13 Dec</b>	10.30am - 12.00pm	Arnold Library <b>Emma Collis</b>	161 Front St, Arnold NG5 7EE <b>Theme: Tips for children's independent learning and effective praise</b>

**Please let us know if you are coming to the above events so we can sort out refreshments and handouts. Phone Karen on 0115 8765474 or email at [karen@literacyvolunteers.org.uk](mailto:karen@literacyvolunteers.org.uk) or let your Area Co-ordinator know.**

**Contact us: Literacy Volunteers, Woodthorpe Grange, Woodthorpe Drive, Nottingham NG5 4HA  
Tel: 0115 876 5474 Email: [contact@literacyvolunteers.org.uk](mailto:contact@literacyvolunteers.org.uk) [www.literacyvolunteers.org.uk](http://www.literacyvolunteers.org.uk)**

Chief Executive: Dawn Claypole Tel: 0115 876 5993, Administrator: Karen Ballinger Tel: 0115 876 5474, Area Co-ordinator (City/North Notts): Sue Marriott, Area Co-ordinator (City E/South Notts/Newark and Gedling): Emma Collis, Area Co-ordinator (City W/West Notts/Derbyshire): Emma Trowbridge, Early Years Literacy Volunteer Co-ordinator: Karen Burrows & Lorna Jaggard