

# Parent Helper/ Volunteer Guidelines

## MONTMORENCY SOUTH PRIMARY SCHOOL

Parent helpers are a valuable asset to our school. When working in the school, parent helpers should do so on the understanding that their role is to support the teachers and the school's program. If you would like to be a parent helper / volunteer we request that you follow these guidelines to ensure a successful experience for all.

Please:

- do not pass opinions on such matters as discipline or teaching styles outside the classroom or school.
- avoid comparing children and their work.
- do not read any child's communication book or diary.
- do not text or approach a parent of a child after assisting in the classroom
- give all children equal time and attention where possible.
- encourage children to be independent - we expect children to try everything themselves before we help them.
- be aware that you may not always be working with your own child.
- do not lift, carry or move a child in any way.
- tell the classroom teacher if a child discusses a matter that concerns you.
- be aware that some days/times may not suit individual classroom teachers.
- feel free to bring siblings provided they are not disruptive to the school program.
- arrange a swap and inform the classroom teacher, if you are unavailable.

**Confidentiality** is essential for all parent helpers working within the school. You may see children struggling with work, becoming upset or misbehaving. You might also hear/see other information concerning a child while you are helping at school. It is vital that you do not share anything about specific children other than with the classroom teacher. The class teacher has the responsibility of informing parents of any concerns about a child. (see Information Privacy Act 2000)

- Parent helpers who are not reliable or do not meet the schools expectations will be required to relinquish their role.

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### MONTMORENCY SOUTH PRIMARY SCHOOL – PARENT HELPER / VOLUNTEER AGREEMENT

I have read and agree to comply with the guidelines contained in the Montmorency South Primary School Parent Helper / Volunteer Guidelines and the Montmorency South Primary School Parent Helper / Volunteer Policy.

I understand that my role is one of support for the school staff and students.

I will respect the confidentiality of all staff and students at all times and will not discuss or divulge any information or activity which occurs at school. I will respect the rights, privacy and dignity of all members of the school community.

Full name: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

# PARENT HELPER / VOLUNTEER POLICY

## **Rationale:**

- All schools greatly appreciate parents who assist positively with the implementation of the school's programs. Parent helpers / volunteers however must comply with the school's expectations and practices.

## **Aims:**

- To enhance the educational programs at the school, to build the partnerships between school and home and school, to provide opportunities for parents to develop their skills and become active participants in their children's education.

## **Implementation:**

- Our school encourages the assistance of parent helpers / volunteers in a wide variety of areas.
- Invitations for parents / volunteers to assist in the school's programs will be regularly made via the school's newsletter, or through personal contact.
- Parent helpers / volunteers will be required to participate in an induction session prior to working in the school.
  - Parent helpers / volunteers for short-term projects such as day excursions, helping with reading, assistance with fete activities etc will all be briefed by the teacher in charge as to their roles and responsibilities prior to commencement. At the same time, matters of supervision and safety will also be discussed.
  - Parent helpers / volunteers for longer term activities or activities with higher levels of required expertise such as literacy rotations or school camps will be required to undertake appropriate training.
- Parent helpers / volunteers for school camps will need a police check and approval from school council.
- Parent helpers / volunteers will receive guidelines from the teachers as to what their role will be.
- Parent helpers / volunteers may receive feedback and reinforcement from the teacher.
- No parent / volunteer can discuss another child's progress with anyone outside of the classroom. All information and observations gained within the classroom by the parents / volunteers should be considered confidential (Privacy Act).
- All behaviour management with children will be handled by the teacher
- Parent helpers / volunteers must make prior arrangements with the class teacher to fit in with timetables and scheduled lessons.
- Small children are welcome if they are not disruptive to the class
- Parents / volunteers may be allocated to individuals or small groups of children according to the teacher's instructions
- Concerns relating to parent helpers / volunteers should be addressed to the principal. Parent helpers / volunteers who are not reliable or do not meet the schools expectations will be required to relinquish their role.

## Classroom teachers' responsibilities:

- Collate parent interest and determine their Parent Helper timetable.
- Review/revise this timetable (at least once a term) to ensure maximum parent involvement.
- Display the Parent helpers' / Volunteers' timetable and/or send the timetable home to parents / volunteers.
- Determine the role of the parent helper / volunteer for each session and communicate this clearly to the parent / volunteer and students.

## **Evaluation:**

This policy will be reviewed bi-annually by the Education Sub-Committee – March 2016