

Jells Park Primary School

Parent Helpers Guidelines

Rationale:

Through our School Charter Priority of 'Healthy Relationships in the School Community', Jells Park Primary School highly values the partnership between all stakeholders, in particular the benefits of positive links between Students, Parents and School. Parental involvement in school activities strengthens the relationships between home and school and can enhance school programs by assisting in the provision of a broad range of learning experiences for all students.

Aims:

- To provide opportunities for parents to make positive links with their child's school and class programs
- To provide opportunities for parents to support classroom programs on a regular basis
- To enable excursions, camps and sports activities to be conducted within the required student: adult ratio
- To provide a clear set of guidelines and appropriate training for all Parent Helpers at the beginning of each year or at the start of their school support
- To establish clear lines of communication and supervision when managing all voluntary parent helper support related to any school activity

Parent Assistance (Linking closely with Class Teachers)

- Swimming Program
- Excursions
- Camps
- Sports
- PMP
- Classroom Helpers
- Class Representatives

Parent Assistance (Schoolwide)

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| <ul style="list-style-type: none">• School Council Members and sub-committees• Canteen Helpers• Uniform Shop assistants | <ul style="list-style-type: none">• Student Banking• Book Club• JPPC Activities (such as Mothers' Day stall) |
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Implementation:

- Parent Helpers are expected to sign the appropriate register and wear a name tag and follow Office / School Procedures
- Parents who assist with School Programs or accept the role of Parent Class Representatives will agree to and sign a confidentiality agreement at the beginning of each year or at the commencement of their voluntary school activity

1. Excursions

- A clear set of Guidelines is available for parents attending school excursions.

2. Camps

- An Expression of Interest form will be given to parents of all children involved in the Camp. This will be distributed either at or prior to the Camp Information Evening. After consideration of relevant skills and past experiences in outdoor activities, the required number of parents will be invited to attend the Camp.

- All parents attending Camps will be required to obtain a Working With Children Check and provide personal medical information.
- The Excursions Guidelines also cover expectations and understandings in relation to Parent Helpers at Camps.

3. Sports /PE Program

- Summer and Winter Sports Programs are undertaken with children in groups of approximately ten per team. Parents able to assist indicate such on student permission forms and are contacted by the Sports Coordinator.
- It is not always possible to allocate Parent Helpers to assist with their own child's sports team /PMP group.
- Swimming, Cross Country and Athletics Sports often require the assistance of Parent Helpers for marshalling, recording and other official tasks. Occasionally small groups of students are involved in District, Division Region or State events for which travel by private car can be arranged with parent assistance.

4. Swimming Program

- The Intensive Swimming Program involves the children travelling by bus to the pool for lessons. Parent Helpers are asked to travel with the class on rostered days to ensure the appropriate 1:20 adult student ratio and if requested to assist with dressing younger students at the end of the lesson.

5. Early Years Parent Tutors (if required)

- Early Years Parent Tutors must attend all the designated Early Years Literacy and Numeracy Training sessions prior to being able to assist in Prep to Grade 4 classrooms in a literacy or numeracy program. Early Years Parent Tutors who wish to assist in the classroom program will be invited to nominate a day and time fraction of their choice within a designated teaching block. The individual classroom teacher will timetable trained helpers at her/his discretion and be responsible for their direction and supervision. Any issues related to EYs Trained Helpers are to be addressed to the Early Years Coordinator.

6. Parent Classroom Assistants

- Parent Classroom Assistants who have not been trained or who do not wish to be in direct contact with children in the classroom may be involved in a wide variety of other classroom support activities. For example: photocopying, preparing activities on chart, card or computer, supervising a computer program, house keeping tasks related to paint, glue or lamination etc. These helpers will be directly instructed by the individual classroom teacher

7. Parent Class Representatives (if required)

- Parent Class Representatives provide assistance *as requested* by classroom teachers, JPPC or the JPPS Council. They will form an important link for the school directly with families of children in the class
- Parent Class Representatives will assist the school via the Principal, Class Teachers and JPPC to promote positive interaction between families within the class/school and to promote a sense of community.
- Their role is to assist in the assimilation of new families into the school community, support and assist classroom teachers in establishing links with their particular class and grade community, for example: establishing a Phone Tree to organise attendance for specified Working Bees, attendance at various school social events, etc.
- In order to involve as many parents as possible, the Parent Class Representatives need not necessarily be a regular member of JPPC.
- All activities planned such as: Names and Phone Numbers Contact Lists; Parent Morning Teas; etc. will be carried out in consultation with the Principal through the Class Teachers or JPPC.
- Some JPPC communications will be effectively made via the Parent Class Representatives.