Parent Helpers/Volunteers at Pascoe Vale Primary

At Pascoe Vale Primary School, we wish to involve parents, family members and community volunteers as much as we can in the life of our school. We value your participation in many ways.

- Parent Helpers/Volunteers are most welcome in our school. Before helping at the school with students, all volunteers need to follow the Volunteer Protocol (see below).
- Helpers provide us with a rich source of knowledge, ideas, creativity and specific skills.
- We want and need parental/community support and involvement in our school programs, excursions etc.

Classroom helpers are greatly valued by teachers and students at Pascoe Vale Primary School. Classroom helpers support the learning environment by ensuring a high level of engagement in classroom activities.

Volunteer Protocol

When helping at school:

Assisting all children is the priority
You will support all aspects of learning
Both teachers and helpers are of paramount importance
The well being of children is a priority
Support classroom teachers to assist all levels of learning

Volunteers believe they are helping all children:

You will help all children to be engaged in learning
All children will be treated equally.
(You are requested to refrain from giving or buying food or gifts for any child which you are helping.)

Volunteers believe in respect for the teacher:

You will follow the teachers lead
Listen to their advice and instructions
Communicate with the teacher
Support each group of children to complete tasks set by the teacher

Volunteers believe children need to become independent learners:

You will guide them in their learning
Encourage independent thinking
Ask open ended questions
Encourage risk taking

Volunteers believe it is important to follow directions set out by the teacher:

Guide children along the right track
Work in partnership to achieve the same goal

Volunteers believe confidentiality is important:

You will not discuss children’s learning disabilities or performance with other parents or children.
What happens in the classroom stays in the classroom
Maintain privacy in relation to the students we work with.

Teachers depend on volunteers who have made a commitment:

Honesty, integrity and commitment is essential
You will be consistent in your commitment to the children
Communicate absences to the teacher or coordinator
Regular attendance is encouraged
Ways you can help at Pascoe Vale Primary School:

- Gardening
- Classroom helper
- Library
- Hearing reading
- Sport
- Maths lessons
- Excursions
- Coaching netball
- Office assistance (photocopying, distributing notices)
- Computer classes
- Art
- Extra curricula activities (Friday club)
- School banking
- Book club
- Special days (e.g. athletics)
- Parents and Friends Association (PFA) – bake stalls, fund raisers, lunch days etc
- School Council
- School Council Sub Committees (Curriculum, SEEL, Building and Grounds, Finance and Out of School Hours Care)

Before volunteering at the school you will need to complete the following:

- Present your working with children check (WWC) card
- Read all information and sign the attached Volunteer & Privacy in the School Community Document.
- Each time you volunteer you must sign in at the office
- Collect a yellow volunteer lanyard (insert WWC card into pocket.)
- **NO WORKING WITH CHILDREN CHECK – NO WORKING AT PASCOE VALE PRIMARY** – this is to ensure the safety of all our students and to comply with Department of Education and Training (DET) guidelines
  
  (If you need information or assistance please see the administration staff)

Tips for Helping in the classroom

What does being a classroom helper mean?

- Assisting in the classroom under the direction of the classroom teacher by:
- Working with small groups of children
- Providing a role model for learning.
- How can I help in the classroom?
- Support and encourage students by praising their efforts.
- Ask for help when you are not sure.
- Encourage children to work quietly and remain on task.
- You can help in changing take home books, helping within the classroom during literacy and numeracy sessions.
- Helping with Reading
- Listen to the child read their take home book.
- Allow children to choose their own take home books from the box the teacher has selected.
- Introduce the new book and record the details in their home reading journal.
- Talk about books or texts.
- Give support and explain unusual ideas and vocabulary in books.
- Make predictions about the book.
- Ask questions.
- Pause, prompt praise.
- Expect children to have a go.
- Let them use the pictures to work out the meaning.
• Encourage to re-read after getting stuck.
• Get children to follow the print by themselves. Don’t point at the words – encourage them to do it if they are unable to follow the print with their eyes. Pointing to words is an early reading behaviour which is taken over by the child tracking with their eyes. It is not beneficial to continue to pointing at words for as it discourages fluent reading.

**Being alone with a student**
You should be within sight of a member of staff when working with an individual student. You will never be required to “mind” a class. A teacher must be supervising the class at all times.

**Toilets**
Please use the staff toilets.

**Privacy and Confidentiality**
Volunteers with access to staff areas have a duty to keep any personal or health information obtained about staff and students strictly confidential (Department of Education and Training – Privacy Protecting Information – Use & Disclosure).
Any personal information about students, staff and volunteers that you become aware of during your volunteer work, must not be shared. This includes names, addresses, telephone numbers, circumstances or situations of any nature.

**Morning Tea**
A morning tea will be provided in Term 4 to thank volunteers for their contributions throughout the year. Please watch the newsletter for this date.