



EASTBOURNE PRIMARY SCHOOL Parent Assistance and Participation Policy

Rationale:

Parent involvement in the every day running of the school can provide many advantages for the schooling of students:

- It can lower the student -adult ratio for school activities.
- It provides support for staff that is valued
- It promotes the concept that both the school and the community are partners in education of the students.
- It increases community support and commitment to the school.
- It empowers parents to establish expertise and skills in a variety of areas.
- It gives ownership of school policy, programs and activities to the school community.

Guidelines: The Community Participation and Assistance Program will assist community members to:

- Tutor individuals or small groups.
- Provide clerical or administrative assistance.
- Assist supervision in **extra-curricula** sessions.
- Assist with resource development.
- Act as classroom or integration aide.
- Assist in library, art, music or sport.
- Offer knowledge to children through clubs or special sessions.
- Assist on excursions or camps.
- Assist in public relations for the school.
- Assist with working bees, school ground maintenance or canteen duties.
- Develop skills in curriculum focus, implementation and evaluation.
- Participate in School Council decision making and the associated sub-committees.
- **Participate in activities arranged by the Parents and Friends group.**

Implementation:

- All community members assisting in any way within the school will be required to sign in at the office and collect a visitor's badge, which will be clearly displayed. This badge will be returned to the office and a sign off signature will be required. Such a procedure is necessary in case of an emergency.
- Community members assisting in the daily running of the school program and on School Council will conduct themselves in accordance with the Codes of Practice-Community and School Council.
- All community members assisting at school and in matters outside school will be offered training in the program or activity they are to be part of. This will allow participation to occur in a confident, interactive way.
- Participants will be required to have the following:
 - *A mandatory police check.
 - *Ability to relate to students and adults
 - *Ability to promote feelings of self worth.
 - *Ability to develop positive school –community relations
- Participants should also note the following requirements:

*Individual parents will be able to spend a maximum of one teaching session per day in their child's classroom. Session 1 9:00-11:00a.m., Session 2 11:30-1:30p.m. Session 3 2:15-3:15p.m. (negotiated time in other areas of the school can be arranged for those interested)

*Parents helpers are only to work in classrooms when a teacher is present.

*Assistance should occur from the time students are in their classroom.

*Parents are welcome in the staffroom at recess for refreshments. At lunchtimes the staffroom is reserved for staff. Parents are asked to give teachers the opportunity for professional discussion in this area.

*Parents are not to be in the school grounds at recess or lunchtime unless they are assisting in an outside activity.

*We are all here for the students.

*Be dependable (contact the school if you are unable to make it)

*Be on time.

*Be enthusiastic.

*Be willing to work with and discuss your ideas with staff.

*Be flexible

- Staff will provide guidance to parents about strategies for working with students. A Parent Helpers inservice will be held at least once a year.
- Staff will keep parents who are assisting informed about any changes to normal programs that will affect scheduled parent assistance.
- As a participant in the educational process there is a requirement of complete **confidentiality** by all associated with the school with regard to student progress, student development, staff information or any other knowledge concerning other members of the school community. (see agreement to be signed)
- While we encourage all parents to participate in school activities and programs, parents who have younger children with them are asked to be responsible for their child's supervision.
- Parents/community members are obligated to observe confidentiality under the guidelines of the Privacy Act.
- The exchanging of food is discouraged due to concerns about allergies and because it may give the wrong message to students with regard to accepting food from strangers.
- Teaching staff are responsible for any disciplinary action that is required. Staff would try to create groups that would reduce the need for disciplinary action.

Evaluation:

- Increased involvement in programs throughout the school.
- The wearing of visitor's lanyards, production of WWC Cards and signing in at school office.
- Child Safety Code of Conduct Adherence
- Annual review.