

CHIJ (KATONG) PRIMARY PARENT VOLUNTEER HANDBOOK

Opportunities for Volunteers and Guidelines



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Dear Parent,

Thank you for volunteering your time with us to enrich the learning experience for our students. We deeply appreciate your time, skills and efforts here at CHIJ (Katong) Primary School. There are numerous roles that parent volunteers can be involved in, to support the school in its core operation of improving learning outcomes of students and it is a privilege to be able to be part of this volunteering community. Parent volunteers are one of the resources that we have and we are grateful for your support.

The intent of the handbook is to provide Parent Volunteers (PVs) guidelines in the discharge of their volunteering duties in these areas:

- Health Ambassadors
- Cyberpatrol
- Art Outreach
- Library/ Reading Mums
- Recycling
- Learning journeys
- Catechism
- Paraliturgy and
- other adhoc volunteering duties

Benefits for school:

1. To offer better-prepared, more individualized programs to students.
2. An active parent body is an essential part of a vibrant positive school climate.

Benefits for our students:

1. They see their parents helping the school and realise that it is important to all of us to contribute back to the community.
2. They see adults working together effectively and interacting in friendly, positive ways and follow the example.
3. They feel special when their mums or dads are helping in the school.

Benefits for parents:

1. An opportunity to be actively involved in your daughter's education.
2. Build a strong, positive relationship with your daughter's teacher and the school

community.

3. Learn the skills which can, in turn, assist you in helping your daughter.
4. Be well-informed about what's happening in school.

Guidelines

To be a parent volunteer in the school, there are several guidelines to follow.

CPC recruits PVs to support the school events at the school level through the VP typically at the start of the year. Respective personnel-in-charge or teachers get in touch with the CPC coordinators or PVs directly or on a needs basis for school activities or Learning Journeys. Form Teachers/ Subject Teachers may also directly get in touch with PVs for Learning Journeys.

The following guidelines are set to help you understand how you can best help out, and to cooperate with the school so that is a positive experience for everyone.

1. Commitment – Check your schedule carefully to ensure that you are available on the day that you have been asked to volunteer by the CPC representative/ Teacher-in-charge. If you are unable to help at the agreed time, do contact the CPC representative/ Teacher-in-charge directly by phone **at least 2 hours before** the start of the activities.
2. Mobile phones - Use of mobile phones is strictly prohibited while you are helping in the classroom unless in the case of an emergency.
3. Photo-taking - PVs are **not allowed** to any take photos of students during their time spent volunteering in school or outside of school. PVs should be focused on supporting Teachers and provide support and care for our students. This is to ensure that our Girls' dignity and privacy is protected.
4. Security - You will need to sign in at the security guard post when you enter the school. A lanyard provided by the school must be worn at all times. This helps us identify the PVs who volunteer at our school. PVs are to report to the person-in-charge/ Teacher-in-charge at the allocated venue for their duty. When you exit the school, you must sign out at the security guard post and return your lanyards to the Security guards.
5. Safety in the school - Fire Alarm: When the fire alarm sounds, listen to the announcement and make your way to the assembly area with any student/s you are supervising. Do not go

back to the classroom until instructions are given. The fire evacuation plan is placed near the exit of each of the classrooms for reference. Smoking is strictly prohibited in the school compound.

6. Activities – PVs are usually not assigned to volunteer in their daughter’s class as volunteering means extending your service to others. Attend the parent volunteer briefing session(s) that are conducted to better prepare you for the event that you are volunteering in. Details of the briefing will be given to you by the person-in-charge. Exceptions to this would refer to individual teachers requiring the help of PVs at the class level for the class learning journeys.

7. Confidentiality – Working in the classrooms gives you the opportunity to learn a lot about our girls. You will learn about their strengths and weaknesses, their behaviour in and outside the classrooms. It is very important that all PVs maintain strict confidentiality of such information. It is therefore not appropriate to speak with other parents about their daughter and other children. Kindly refer such queries to the child’s Form Teacher. Information gained from your experience at our school **must not** be shared with any other person(s), except the teacher with whom you are assisting. If confidentiality issues are compromised, the support provided by the PV will be reviewed.

8. Dress Code – PVs are expected to dress appropriately as they are role models to our girls.

9. Interaction with students and discipline matters – Follow the guidelines of the teachers to manage the student’s poor behaviour. All disciplinary matters are to be brought to the attention of the teacher present. All discipline issues must be reported to and dealt with **only by the student’s teacher**. If in doubt – ask the teachers for advice. It is not appropriate for a PV to talk to another person’s child about incidents in school even if the incident involves their own child. If you have any concerns with someone else’s child at school – refer it to the teachers.

10. Other children – It is advisable that PVs not to bring other children or their child’s younger sibling when assisting the school. This is to ensure that they will be able to focus their attention and effort in helping the students and play a vital role in the smooth running of the activities.

11. Personal interest - PVs are not to use the time to discuss her child’s progress in school as they would have to make an appointment outside of curriculum time to discuss any personal discussions regarding your own daughter.

12. Ask – Please never hesitate to ask the teacher if you are not sure about something – or for advice if you feel something you are doing is not working well.

Ways you may be asked to help in the classroom.....

Activities which involve working with a small group of students:

- reading in a group (Reading Mums are expected to read fluently with clear articulation, pronunciation and standard English or Mother Tongue Languages)
- assisting teachers in the recycling programme
- working on the computers (Cyberpatrol)
- working with the students on the tasks set by the teacher (Learning Journeys, Oral Invigilation, activities, etc)

Catechism and RE Activities

- assist at mass readings, rosary or paraliturgy

Teachers' Day Celebrations

- PVs will assist in activities in a class not of their daughter's class. PVs are expected to read up on the online training slides before the celebration.

We seek your kind cooperation to respect these guidelines.

The Executive School Committee