



# MULGRAVE PRIMARY SCHOOL

Gladeswood Drive, Mulgrave Vic 3170

## PARENT HELPERS POLICY

### Rationale:

- All schools greatly appreciate parents who assist positively with the implementation of the school's programs. Parent helpers however are required to comply with the school and Department of Education's (DET) expectations and practices.

### Aims:

- To actively encourage parents to participate in their children's education.
- To enhance the educational programs at the school.
- To strengthen the partnerships between school and home.

### Implementation:

- Our school encourages the assistance of parent helpers in a wide variety of areas.
- Invitations for parents to assist in the school's programs will be regularly made via the school's newsletter, or through personal contact.
- Parent helpers for short-term projects such as day excursions, helping with reading, assistance with fete activities, working bees 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 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.
- The school will conduct formal programs such as 'Classroom Helpers' to skill and recruit parent helpers.
- Parent helpers in need of additional assistance will be provided with advice and guidance.
- Concerns relating to parent helpers should be addressed to the principal. Parent helpers who are not reliable or do not meet the schools expectations will be required to relinquish their role.
- All parent helpers will be required to sign into the school and wear an identifying name badge or sticker.
- For all other purposes, parent helpers are volunteers and are to be treated in accordance with the school's 'Volunteers' policy.
- Working with Children Checks will be conducted in accordance with School Council's 'Working with Children Checks' policy.
- A parent helper's morning tea will be provided annually by staff and students in recognition of the contributions of all parent helpers and volunteers.

### Evaluation:

This policy will be reviewed as part of the school's four-year review cycle.

This policy was last ratified by School Council in...

**April 2015**