

Why be a parent vounteer at King's Wood

- Volunteers often enhance educational and social opportunities for children.
- When parents volunteer in their school, students exhibit more positive attitudes and behavior.
- Students whose parents are involved in their education have higher educational standards and greater enrollment in post-secondary education.
- The more extensive the parent involvement, the higher the student achievement..
- Schools that work well with parent volunteers have improved teacher morale.

As a school volunteer you will be assisting the school staff on a regular basis, helping to provide the best possible educational experiences for each child. Your contribution is important!

Volunteer Contract

Name:

Name of child/ren

Address:

Post code:

Phone:

Email Address:

Volunteer Guidelines

Your service as a parent volunteer is greatly appreciated. Students of King's Wood School have the right to expect that information about them will be kept confidential by all volunteers. In order to maintain the privacy of our children and families, Parent volunteers must abide by confidentiality. Before beginning service as a volunteer, it is requested that you acknowledge your intent to fulfill this responsibility by endorsing the statement below.

Please be assured that we value your contribution and hope that you enjoy your experiences as a volunteer!

In order to protect the students and their families and to achieve a program of high quality, King's Wood School has adopted the following regulations and standards for those who participate in the Parent Volunteers Program to follow.

School procedures

1. Upon arrival at the school, volunteers must check-in at the main office, sign-in, and pick up a badge authorising them to be in the building.
2. When in the school, if a student should require assistance because of a health issue or injury, the volunteer should seek the aid of school personnel and must avoid giving medications or medical treatment to any student. For safety purposes volunteers are not to clean blood spills or come in contact with bodily fluids.
3. School staff is responsible for the overall care of students and are authorised to take care of discipline issues which arise at the school site. When discipline issues arise, volunteers must seek the assistance of school personnel.
4. While at the school site, volunteers may not promote commercial products, brand names, religious beliefs, political candidates or parties.
5. The school values every volunteer. As such, anytime heavy lifting or strenuous physical tasks are necessary (i.e., lifting heavy tables or equipment), the volunteer must seek assistance from the school staff.

Standards & Guidelines

1. King's wood school expects a learning and work environment where students and staff can be successful. As such, volunteers are required to treat students and staff appropriately and act as a role model in line with the ethos and values of the King's Wood school community.
2. The relationship between the volunteer and staff member should be one of mutual respect and bring value to the learning environment. While on the school premises, volunteers work under the direction and supervision of a school staff member.

3. The teacher is responsible for the content and learning techniques in the classroom and it is important that while the volunteer is working with them that they support the teacher. A volunteer should either make an appointment or visit with the teacher to be clear on their duties when assisting.
4. Because a great deal of planning is required for preparation of student learning, when volunteers are scheduled they need to be dependable and on time. When an absence is unavoidable, notification should be sent to the family liaison officer or staff in reception as soon as possible.
7. Safety and a well learning environment are paramount at all sites. As such, any matters of concern should be brought to the notice of a member of the school staff who will take appropriate measures which may include involving the head of school.

As a parent volunteer of King's Wood School, I will abide by confidentiality and not discuss my observations and knowledge of the children with others. *

I have read, understood, and agree to abide by the regulations, standards, and guidelines described in this document.

Volunteer Signature.....

Date.....

King's Wood School is an equal opportunity educational institution and does not discriminate on the basis of race, colour, national origin, gender, sexual orientation, disability or age.