



Ascot Vale Special School
"Learning for life"

Classroom Helpers Program Policy

Rationale

Parents, family members and friends have the capacity to assist positively with the implementation of the school's programs. This involvement will strengthen the relationships between school, home and the whole school community.

Aim

To enhance and enrich the educational programs at the school.

To build partnerships and strengthen connections between school and home.

To provide opportunities for parents, family members and friends to develop their skills and become active participants in the education offered at the school.

Implementation

1. Involvement

Parents, family members and friends will be invited to join the Classroom Helpers Program (CHP).

Classroom and Specialist staff will identify opportunities for Classroom Helpers to contribute to learning programs.

2. Promotion

Information about the CHP will be provided in the school bulletins.

A letter of invitation will be sent home twice a year, early in term 1 (for Semester 1) and later in term 2 (for Semester 2).

Teachers will be personally approached and invited to provide the opportunity for classroom helpers to assist in the delivery of educational programs.

Stories will be published regularly to the school bulletin highlighting the contributions of classroom helpers.

3. Support

Professional Development will be provided for staff outlining expectations, benefits and ways in which parents can contribute.

Professional Development for classroom helpers will be provided by Allied Health and the Positive Behaviour Support (PBS) Team covering communication and PBS strategies.

Classroom Helpers will be specifically briefed by the staff member(s) they are working with. The briefing will include information about the students, programs and specific strategies used to support student learning.

Classroom Helpers in need of additional assistance will be provided with reasonable advice and guidance.

Concerns relating to parent helpers should be addressed to the CHP program and/or Principal.

Parent helpers who are not reliable or do not meet the schools expectations will be required to relinquish their role.

4. Contributing

Classroom helpers may be involved in

- providing 1:1 support with an identified student
- general participation in a classroom program, e.g. cooking, gardening, literacy, local walks, bike riding
- providing support within a specialist program
- preparation of resources

5. Restrictions

Classroom helpers will not

- Be placed in their own child's classroom or in the vicinity of that classroom (at the Principals discretion)
- Be left alone with a student
- Be asked to change or toilet a student
- Be expected to manage challenging behaviours

Classroom helpers will

- Respect and maintain confidentiality, i.e. they will not discuss matters relating specific students outside the classroom
- Refer any concerns to the Community Helpers Program co-ordinator, Learning Centre Leader or Principal

6. Administration

Classroom helpers will be personally contacted and asked to provide details re availability (days, times, frequency).

Classroom helpers will be provided with a checklist to help determine where they are best placed. The checklist will include age groups, special interests, exclusions.

This information will be matched against the opportunities provided by staff.

Timetables will be created and distributed to staff and classroom helpers.

Classroom Helpers will provide a current Working with Children's Check card to be copied and filed.

Classroom Helpers will be provided with a copy of the Volunteers and Classroom Helpers policies and asked to complete a Volunteers Information form.

Classroom Helpers will be required to sign into the school and wear an identifying name badge.

7. Celebration

Classroom helpers will be personally contacted at least once a term by the CHP coordinator.

Classroom staff will provide regular feedback to helpers affirming their contribution and providing suggestions, advice and guidance for future sessions where appropriate.

Classroom helpers will be invited to a Morning Tea to celebrate and recognize their contributions.

Classroom helpers will receive a certificate and small gift at the end of the year.

Evaluation

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

This policy was last ratified by AVSS School Council on: 20/03/2018