

Updated June, 2016



## St. Monica's Parish Primary School Classroom Helper Policy

### Rationale

St. Monica's is committed to providing strong partnerships between parents and the school. It is the intention of St. Monica's to involve parents as much as possible in the life of the school.

### Aims

- To enhance the educational programs at the school
- To build partnerships between the community and the school

### Guidelines

- All *Classroom Helpers* who volunteer must have a current, 'Working with Children's Check' and a copy is kept on file at the school
- *Classroom Helpers* may volunteer in day to day classes, on incursion, excursions and other special events
- Attend an information session and briefing before commencing in the classroom
- All *Classroom Helpers* will be required to sign in at reception and wear an identifying visitor's badge

### Roles and Responsibilities

- Work with individual students or small groups as directed by the teacher
- Provide a role model for learning
- Support students to complete tasks as instructed by the teacher
- Verbally reinforce strategies as taught by the teacher
- Completing administrative tasks, such as photocopying and/or laminating
- Avoid making educational judgements, correcting or completing assessments
- Refer behavioural, pastoral or academic concerns to the classroom teacher

### Implications

*Classroom Helpers* will be briefed on matters such as confidentiality and school ethos before assisting in the classrooms. It is imperative that information about students, performance, behaviour or any other matter be treated as confidential.

### Evaluation and Review

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