



*TEESDALE PRIMARY
SCHOOL PARENT
HELPER INFORMATION
BOOKLET 2019*

OH&S

- *In the case of an emergency please follow the teacher's instructions on where to go. Emergency evacuation points are the oval or in front of the mudbrick*
- *In case of an evacuation follow instructions of staff members.*
- *We leave everything in the classrooms and doors are left unlocked for emergency workers to clear the buildings.*
- *Please make sure you remain at the school until you have signed out.*
- *You must sign in and out at the office*
- *You need to have valid Working with Children's Check.*

YOUR ROLE:

- *Confidentiality must be maintained at all times. Please do not discuss any personal or academic information with any other parents, children, friend or neighbour.*
- *Behaviour management issues must be referred to the teacher.*
- *You will be assisting the teacher by working one on one with students or in a small group setting. You will be completely supported by the teacher.*

THINKING SKILLS AND INDEPENDENCE

- *Don't do anything for a child that they can do for themselves.*
- *Classroom helpers are 'teachers' during their time in the classroom, students are expected to interact this way with you/ other classroom helpers.*
- *Use questioning skills/ open-ended questions to prompt thinking.*
- *Promote 'having a go' over complete accuracy & offer constructive feedback for next time.*

CLASSROOM HELPERS WILL:

- *Work one on one with students*
- *Check in with students*
- *Work with small groups*
- *Support and playing educational games*
- *Reading & writing tasks, mathematics tasks and ICT activities*
- *Encouraging students to talk about their task/activity*
- *Work with a range of students and not only with their child*
- *Talk to the teacher about their child before/after school and not during learning hours*
- *Talk to students in a positive and constructive way*
- *Bring just themselves and not any younger children or other adults.*

FREQUENTLY ASKED QUESTIONS AND ANSWERS

What do I need to do when I arrive at school as a parent helper?

All visitors to Teesdale Primary School are asked to sign in at the office. Please sign out again when you leave school.

What do I do if I'm unable to make it to my weekly time?

Class teachers appreciate it if you can let them know if you won't be available. Either jot a brief note and send it in with your child. Teachers understand that there are many times when your routine will change.

I noticed that my friend's child is having a lot of trouble in reading. Should I talk to my friend about this?

As a parent helper in the classroom you will see the various strengths and areas of need of all the students in the class. It is important that you respect each child's ability and if you have any concerns talk to the class teacher about them.

Who is responsible for classroom management in the classroom?

The classroom teacher is always responsible for classroom management. If you are assisting in a small group or individual situation and a student is behaving inappropriately, advise the classroom teacher. It is important for the students to know that the teacher is responsible for behaviour.

I have noticed that children are on different reading levels. What do they mean? I would like my child to move up a few levels should I see their teacher?

Reading levels are a tool the teachers use to match a child to a book that is most appropriate for their instructional learning. There are many factors that go into determining a student's level. Comprehension is one of the most important elements. When students can read a book they also need to be able to understand what they have read. Home readers should be at an easier level than what they read in the classroom.

If you have any concerns or questions about readers you should make a separate time to meet with your child's class teacher.

As classroom helpers at Teesdale Primary we will...

Respect

- *Others learning levels*
- *We are all different*
- *Listening to others*
- *Personal boundaries*
- *All staff and students*
- *Treating all students equally*
- *Others property*

Resilience

- *Promote having a go*
- *Bounce back after disappointment*
- *Being able to teach something in a new way*

Friendship

- *Encouraging different friendships*
- *Inclusive of others*
- *Compassion*
- *Mindfulness of others*
- *Discussing/ working with the teacher any concerns*
- *Be kind and fair to all students*
- *Professional*

Excellence

- *Encouraging students to do their best and not to keep up with others*
- *Recognising the difference in every child*
- *Acknowledging when a student has done the right thing*

Honesty

- *Be honest with the teacher*
- *Constructive feedback for students*