



TOORADIN PRIMARY SCHOOL



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Dear Classroom Helper,

Thank you for your assistance in our classroom. I have put together a list of procedures and guidelines that will support you in sharing in our learning experiences.

- Please apply for a **“Working With Children Check”** – this can be accessed online and is a requirement for working with students in our school. Please bring your “Working With Children” card into the school office once you receive it so that we can keep a photocopy on file. Please also bring evidence of your Covid 19 vaccination status or evidence of a medical exemption to Covid 19.
- Please **“sign in”** at the Office using the kiosk prior to coming down to the classroom and collect a **VISITORS piece of paper from the kiosk to give to the classroom teacher**. This ensures that everyone is accounted for in the school if there is an emergency. Please **“sign out” using the kiosk** as you are leaving the school.
- Please understand that all information about the children in our classroom is **CONFIDENTIAL** and not to be discussed outside the classroom. Each child is important in our classroom and their privacy needs to be respected. We operate under the Child Safe Standards and Parent Helpers will be asked to agree to the safety principles that we operate under.
- Your assistance in the classroom will vary depending on the daily routine and what activities are planned. Please check with the Teacher about where your help will be most valuable and how to carry out the task to best assist the children. Some of the tasks you may be asked to help with are:- **reading or writing learning centres, hearing children read individually or in a small group, guiding small maths games or activities, PMP activities, assisting in Cooking and Gardening classes.**
- When working with the children always use **encouraging, supportive words** such as “you’re reading the words well” or “I like the way you listened so carefully”, even for their small achievements. It is through small steps and feeling happy about their success that children are able to learn most effectively. **Both success and the ability to feel safe about making mistakes. help children to build up confidence in exploring and learning.**
- If you have any difficulty please refer immediately to the Teacher. Also pass on information about what you have observed in the children’s learning – this helps us to plan for future activities.

When the children are reading or writing, they always begin at the left hand side of the page.

Encourage the children to predict what the story will be about by looking at the pictures on the front cover – “What do you think this story might be about?” “What do you think will happen?” Read the title to the child “Yes, the story is about” Then read the story together. Some children will be able to read some of the story on their own or sound out the words, while other children will need you to read the first part of the story and then see if they can read some of the words from the pattern of the story. You may also find that you can read the sentence and ask the children to repeat it after you. They don’t have to read it word perfect - it is more important that they read for meaning and keep the flow of the story going. Where possible, encourage the children to point to the words on the page as they read.

- **Our Classroom Rules are:**
 - I follow all staff instructions.**
 - I stay within my own personal space.**
 - I am a responsible member of my learning community.**
 - I use equipment for its correct purpose at the correct time.**
 - I communicate with others in a courteous and respectful manner.**

Yours Sincerely, Zania Cope.

“ THE CARING , COUNTRY SCHOOL ”
