



# SAINT MARY MACKILLOP PRIMARY SCHOOL

152 ODESSA AVENUE  
KEILOR DOWNS, VICTORIA, 3038

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## Parent Volunteer Agreement

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Parent Volunteers enhance the parent/school partnership by supporting the staff, children and SMMPS programs and initiatives.

Parent Volunteers are required to follow these guidelines to ensure a successful experience for all:

- Give all children equal time and attention where possible
- Encourage children to be independent - we expect children to try everything themselves before we help them
- Do not compare children and their work.
- Do not pass opinions on such matters as discipline or teaching styles outside the classroom or school
- Do not text, call or approach a parent of a child concerning school matters
- Do not lift, carry or move a child in any way
- Tell the classroom teacher if a child discusses a matter that concerns you
- Be aware that you may not always be working with your own child
- Inform the school or classroom teacher if you are unavailable.
- Abide by the school's Parent Code of Conduct in relation to the Child Safety Policy.

Confidentiality is essential for all parent volunteers working within the school. You may see children struggling with work, becoming upset or misbehaving. You might also hear/see other information concerning a child while you are helping at school. It is vital that you do not share anything about specific children with anyone other than with the classroom teacher. The class teacher has the responsibility of informing parents of any concerns about a child.

Parent volunteers who are not reliable or do not meet the school's expectations will be required to relinquish their role.

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### PARENT VOLUNTEER AGREEMENT

I have read and agree to comply with the guidelines contained in the SMMPS Parent Code of Conduct, Child Safety Policy and Parent Volunteer Agreement. I understand that my role is one of support for the school staff and students. I will respect the confidentiality of all staff and students at all times and will not discuss or divulge any information or activity which occurs at school. I will respect the rights, privacy and dignity of all members of the school community.

Full name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_