
The wide ranging areas in which you are able to fulfil the Family Contribution ensures that you have the opportunity to work in an area that you see as satisfying and rewarding. Classroom assistance is not for everyone. You need to be patient, enthusiastic, positive and sensitive to the needs and feelings of young learners. A current 'Working With Children Check' must be lodged with the Resource Officer at the relevant Campus before commencing Classroom Assistance. Please consider the following requirements before committing to Classroom Assistance.

Responsibilities

- be dependable and punctual. If an emergency requires you to miss a session, contact the coordinator
- maintain confidentiality
- do not discuss matters pertaining to school procedures, students and staff in front of students
- plan responsibilities in the classroom with the teacher
- be fair, consistent and organised

Collecting Students

For safety reasons we request that students wait inside the school grounds for their parents. In Term 1 each year, Prep parents are required to collect their child from their classroom.

Parents allowing their children to use the play equipment after school, should supervise them carefully as teachers are not responsible for students at this time.

Excursions/Incursions

Students will participate in a variety of excursions during the year. Information regarding excursions, including appropriate permission slips, will be sent home with students.

In support of classroom curriculum, appropriate visitors such as musicians, actors, performers and guest speakers are invited during the year.

Extreme Weather Procedures

On days of extreme weather, students will be kept indoors and supervised by the classroom teachers. Yard duty parents are expected to assist with this supervision.

Library

Students in every year level are encouraged to make full use of our Library. The Library has a large collection of fiction and non-fiction material suitable for children from Prep to Year 4. Each class is scheduled to visit the Library once a week. Class teachers make use of the Library for extra research sessions for their students. Students may borrow books at the classroom lesson time or during advertised open times. Students require a Library bag to borrow books. Students may use iPads in the library to access the intranet and Internet according to the College Acceptable Use Policy.

Lunch Orders

We encourage healthy eating and ask parents to discuss healthy play lunch and lunch options with their children. Lunches are consumed in the classrooms before children play outside.

Lunch orders are available from the College Canteen each day. Orders are to be written on a paper bag with the child's name and class. Please check the current price list, and enclose the necessary money. Students should place their lunch order in the class box by 9.00am. The monitors will take the box to the canteen by 9.15am. Lunch orders will be collected by the monitors and brought to the class at the commencement of lunchtime.