How you can help at Robe Primary School
We have produced this booklet as a basic guide for those parents or helpers who are kind enough to consider volunteering at our school.

At Robe Primary School we value being a part of our small community and we like to give students as many opportunities to learn from others as we can.

As our staff is small, we very much appreciate the efforts of volunteers to support our learning programmes and help out with the many tasks that need doing around the school or in classrooms.

Included in this booklet are some of the many ways in which you can help out as a volunteer or become involved in your own child’s education if you are a parent of one of our students.

Of course if you have a skill or idea for helping in some other way, we would love to hear it!

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There are many short or long term ways of helping out at Robe Primary School. You might have practical ‘hands on’ skills such as gardening, or you might have literacy, numeracy, sports or science skills to support classroom learning. Whatever your skills, we are sure you can help our school in some way.

At our school we have tasks that need doing on an on-going, daily basis such as hearing reading, right through to once a year events such as Working Bees or our School Fete etc. In between there are many ways to help out whenever your time is available.

Whether you work directly with students, or on administration or practical tasks, be assured that you will be supported thoroughly by our staff and you will not be asked to supervise children alone or carry out tasks that you are not fully confident with. You can also choose the age group/year level of students that you are most comfortable working with.

Please take the time to look through our list of ideas on the following pages and think about which of these might suit you. Then on the last page there is some contact information or a return form that you can use to contact the school should you choose to offer your help.

There is some information about the volunteering policy at our school at the back of this booklet. This is important information to read before you volunteer.

Thank you for taking the time to consider volunteering.
These are tasks that are done often in classrooms or around the school. You might offer to come in daily, every couple of days, or weekly to help out with these tasks.

LITERACY:
- Hearing students read aloud
- Creating a class newsletter with a small group of students
- Practicing spelling words with students

NUMERACY:
- Helping students with simple math tasks such as:
  - basic number facts (times tables etc)
  - learning to tell the time
  - learning how to count money

SPORTS:
- Running weekly skills sessions in a sport that you have skills in. This could be done on a small group basis or with an entire class and teacher. We love to learn about ‘different’ sports that the students don’t often try such as golf, lawn bowls etc as well as the more common sports for children such as netball or cricket.

MUSIC:
- Regular singing sessions or instrument sessions (we have limited access to instruments)

ART:
- Regular skills sessions using your art skills. This might be small group or whole class with teacher.

COOKING:
- Regular cooking sessions in our school kitchen with a small group. Of course the school supplies all ingredients etc.
ON-GOING TASKS

ADMINISTRATION TASKS:
- Shredding papers
- Historical records of the school. Organising photographs, newspaper articles etc.

GROUND AND GARDEN:
- Weeding, trimming or watering. This can be done by you alone, or with a small group of students who also enjoy these tasks.
- Vegetable patch. Our Year 2/3 class grows and vegetable garden and would love some help with this task

CRAFT:
- Many of our students enjoy the opportunity to learn and try skills such as:
  - knitting
  - crocheting
  - sewing
  - tapestry, long stitch etc
these could be an ongoing session for interested students at lunch times or a class lesson, with a teacher.

COMPUTING:
- If you are a computer whizz, we’d love your ideas and help. Our older classes would be very interested in Web Page Design etc.
- Cleaning and dusting of our computer areas is an on-going job that needs doing in our computer room and classrooms.

OTHER:
- 125th Celebrations. Our school is about to celebrate it’s 125th birthday. We would like to form a group of interested people to help plan these celebrations for 2011.
These are tasks that are done once a term or less. Many of them can be done on a ‘needs basis’ where we would phone you as we require help. Or they might be a one-off help that you can offer when the time suits you.

**LITERACY:**
- Helping students with research skills
- Testing students on spelling words

**NUMERACY:**
- Helping a Math group with a particular area of need

**SPORTS:**
- Helping with sports equipment management. You might pump up balls, sort or repair equipment or label new equipment.
- One-off sports skills sessions. You might offer an hour or an afternoon of sports skills with a small group at a time or a whole class (with teacher supervision)
- Sports Day help. Our annual Sports Day is held in February or March each year and there are many tasks that need doing leading up to the day such as oval marking etc. On the Sports Day we look for timers, chaperones or helpers to set up tents etc.

**MUSIC:**
- Do you play an instrument? We would love for you to come and give us a demonstration.
- Dance. Our students enjoy learning all kinds of dancing. If you are a ballroom dancer, line dancer or any other type of dancer we’d love to see a demonstration or learn some steps.

**ART:**
- You might have an idea for a one-off art project that the school could be involved in. Perhaps a mosaic, limestone carving, painting or sculpture.

**COOKING:**
- Small group cooking session in our school kitchen. This might be focused on a particular culture’s cooking or special occasion, such as Easter chocolate making etc.
TECHNOLOGY:
- Woodwork, building, safe tool use skills.
- Model plane making, model car making etc
- Building a simple project—such as a kite etc.

ADMINISTRATION TASKS:
- Book covering or labeling
- Cataloguing books and equipment
- Shredding papers
- Stapling booklets
- Folding booklets or mail-outs
- Historical records. Sorting or organisation of photographs, newspaper articles etc.

GROUNDS AND GARDEN:
- Weeding, trimming or watering. This can be done by you alone, or with a small group of students who also enjoy these tasks.
- Vegetable patch. Our Year 2/3 class grows and vegetable garden and would love some help when it is time for the ‘big jobs’ such as weeding or composting.
- Working bee. Our school has a working bee approximately twice a year. This is usually held on a Saturday and involves all sorts of jobs outdoors and in. Garden tasks, cleaning windows, painting, creating garden plots, bark chipping, playground maintenance etc. We can contact you when the time comes to help out.

ENVIRONMENTAL EDUCATION:
Our classes would enjoy hearing a talk about the following. We also enjoy the opportunity to ‘have a go’:
- Tree propagation or planting
- Vegetable growing
- Worm farms
- Farming
- Fishing/crayfishing
CRAFT:
- Many of our students would enjoy the opportunity to learn and try skills such as:
  - knitting
  - crocheting
  - sewing
  - tapestry, long stitch etc
If you can offer an hour or an afternoon to learn, we can keep practicing in class.

CAREER IDEAS:
- All classes love to visit work sites and you might have one you can offer. We can organise an excursion to get there if you are willing to talk us through what you do.
- You might like to visit us at school and talk about what you do. Our Year 6/7 class in particular enjoy learning about different career possibilities.

OTHER:
- Beauty or make-up sessions. Small groups of older girls would love to have a try at a manicure or learn how to put on make-up, keep skin healthy etc.
- If you have visited somewhere amazing, are from a different country or you have had any sort of interesting adventure, we’d love to have you speak to our students and share your knowledge.
SAFETY:

As you would understand, keeping children safe is our number one priority. Therefore you may be asked to have a Police Check done before volunteering at our school. This ensures our helpers have no police convictions involving children.

Helpers are not left alone with children unsupervised, so you can be assured that you are not put in a vulnerable position in this way. Teachers always have ‘duty of care’ to the students and will manage behaviour etc so that your help is a pleasant experience for you.

In the case of emergencies (fire etc) you will be directed to follow the class you are with.

ORGANISATION OF VOLUNTEERS:

When you arrive at school you will be asked to sign-in at the front desk and collect a visitor’s badge. This ensures that we know you are on-site in case of an emergency. Don’t forget to sign-out and leave your badge when you leave.

If you offer to help out but cannot make it at the agreed time for some reason, we would appreciate a phone call to let us know to make alternative arrangements (and so we know you’re okay!)

COMMUNICATION

If you are asked to do tasks that you are not comfortable with or are outside of your area of skill, please don’t hesitate to speak up. Our staff are very happy to alter activities to better suit.
Now that you’ve read the information. If you are willing/able to help out, please complete the form below and drop it in to the school or post to:

Volunteer Offers
Robe Primary School
Box 146
Robe SA 5276

A staff member will contact you with details of how you can help at the appropriate time. Therefore, if you have offered to help out with an occasional task, we will contact you near to the time that this help is required.

Thank you again for taking the time to consider volunteering.
NAME: ________________________________________________________________

I have read the Volunteer Booklet and would like to offer my help with:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

I can volunteer my time (how regularly?):

weekly / a couple of times per school term / occasionally other: _____________

I can be contacted on:

Phone: ____________________________

Signed: ________________________________

Date: _____________________________