



GLENELG PRIMARY SCHOOL



VOLUNTEER INDUCTION

GENERAL INFORMATION

PRINCIPAL:	Shane Misso
DEPUTY PRINCIPAL:	Malcolm McArdle Corey Mudie
ASSISTANT PRINCIPALS:	Bobbie Beswick, Malcolm McArdle, Paul Lendrum, Corey Mudie
RECEPTION:	Danielle Gower
VOLUNTEER SUPPORT:	Tracy Hunt / Trea Schache
FINANCE:	Aaron Jackson
SPORT:	Shayley Martindale

We hope you enjoy your time at Glenelg Primary School and that your volunteering is rewarding. We expect that all students will be safe and secure in their learning, that each individual child will be challenged and supported, and that the relationship between teacher, volunteer and student will develop positively. We also appreciate the role that parents play in the education of their children.

SIGN IN:

It is expected that volunteers sign into the school at the front desk and receive their volunteers badge to wear. This is a stipulation of the Department during school hours. For sporting coaches and volunteers out of hours, please wear the badge that identifies you as a Glenelg Primary volunteer. Please remember to sign out when you are leaving and return your badge.

EMERGENCY PROCEDURES:

A continuous blast of the siren indicates that there is an emergency situation. Please follow the evacuation procedures in the classroom and go out to the school oval immediately. You will need to report to Danielle so that she knows you are safe and can account for you from your sign in. If you hear continuous short blasts of siren it is an invacuation. IF YOU ARE OUTSIDE OR IN THE CORRIDOR go inside immediately. Leave any equipment you have been using and lock the door behind you.

BEHAVIOUR MANAGEMENT

It is expected that all students behave in a suitable manner at all times. Each class has developed its own set of class codes of conduct. The school values are respect, responsibility and fairness and these practices are based on Program Achieve. Please speak with the class teacher if you have any problems with behaviour management.

TOILETS:

These are located in the main building at the western end behind the staffroom.

SCHOOL TIMES:

8.30am	Teachers preparing for children, yard duty begins
8.45am	Classrooms Open, families in Classrooms – Organisational time for students
8.55am	School begins
9.50am	Healthy Food Break (fruit and vegetables only)
10.40am - 11.10am	Recess time
12.50 – 1.00pm	Lunch eating supervised
1.00 – 1.30pm	Lunch play
3.15pm	Dismissal

FIRST AID

Any serious injuries go straight to the front office. Minor cuts and abrasions or twists can be dealt with using a little TLC and perhaps a band aid from the classroom bum bag. All head and eye injuries are to be seen by the School Services Officers so that parents can be notified. Please talk with the supervising adult regarding any issues.

HOT/WET WEATHER

The teachers will be able to tell you if children are not going outside. You will hear 3 blasts of the siren if inside play has been decided.

CRITICAL INCIDENTS:

If a Critical Incident occurs please seek assistance from the classroom teacher immediately and record the details and any situations that require follow up.



TELEPHONE:

Telephones are available in every classroom. Press “0” for a line out. Please turn off mobile phones during learning times.

Thanks so much for your efforts at Glenelg Primary School. We look forward to working with you again.

CONFIDENTIALITY:

Please be aware that when you are at school you are here in a trusting relationship and anything that you see or hear is STRICTLY confidential. It is essential that you are not sharing any observations of students, families or teachers outside of your volunteer role.

MANUAL HANDLING:

Lifting of any heavy or awkward items should only be undertaken when necessary. Sack trucks are available in the office area. Please think carefully of safe ways to move things and always “bend at the knees”.

PLEASE DO NOT HESITATE TO ASK IF THERE IS ANYTHING THAT YOU ARE NOT SURE ABOUT OR IF WE CAN HELP YOU IN ANY WAY.

HAVE AN ENJOYABLE TIME

PLEASE RETURN THIS ACKNOWLEDGEMENT TO THE OFFICE TO REGISTER YOUR COMPLETION OF THE SCHOOL INDUCTION PROCESS.



I have read and understood the Glenelg Primary School Induction information and asked any clarifying questions I have.

Name:.....

Name and room number of children at GPS:

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Signed : Date: