



PARENTAL INVOLVEMENT

Collaborative Learning Community

“Parents, teachers and children working together to facilitate learning.”

Barry Dwyer

Working Together

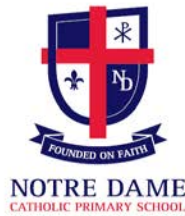
The primary role of a Catholic school is to support parents in the faith education of their children. Parents play an integral role in the life of the school and can contribute in many positive ways to the education of their children. When children see their parents and teachers sharing common beliefs, attitudes and goals, they feel more secure and demonstrate a greater sense of self-worth.

Parental Involvement

Parents are involved at Notre Dame Catholic Primary School:

- as parent helpers in the classroom, particularly in areas such as literacy activities, art and craft and physical education.
- as volunteer helpers for various activities such as canteen, library, uniform committee, busy bees, or helpers on excursions.
- as members of the school community they elect, and may be elected, as members of the School Board.
- as parents in the school they are members of the Parent Representative Council and may be elected to serve on the council each year.
- by supporting various social functions and fund raising activities held throughout the school year.

Parents, as outlined in the Enrolment Policy, commit to an active participation in the life of the school.



PAL @ NOTRE DAME

Parents Assisting Learning

Philosophy

The staff of Notre Dame Catholic Primary School recognises the value of utilising the skills and talents of volunteers in the classroom and appreciates the assistance that volunteers give to teachers in providing a wide range of activities for their students.

Objectives

The PALS program:

- endeavours to capitalise on the skills, knowledge and experience of the wider school community who are willing to volunteer their time to assist students and teachers.
- aims to provide an additional and otherwise unobtainable level of practical support and assistance for students.
- aims to provide the volunteers with the necessary understandings and a range of techniques and strategies that will enhance the skills and capabilities they are already able to offer.

Role of the Volunteer

- To provide direct and indirect support to students through tasks and activities that are planned, directed, allocated, coordinated, monitored and evaluated by the classroom teacher.
- Are at all times under the direction and supervision of the teacher.
- Will encourage and expect appropriate behaviour, provide friendship, support and general help in building self-esteem in the students and will offer genuine praise and admiration when it is earned.



The Importance of Confidentiality

Any quality interaction with others in the course of day to day living requires respect for their dignity and privacy. Confidentiality, commitment, consistency, trust and respect are all essential elements in establishing and maintaining effective relationships and meaningful interactions.

These principles are of particular importance for any person involved in the welfare and education of children. It is the responsibility of any person involved with children and consequently, his or her family, to have respect for the dignity and the privacy of the child and the child's family. Whether that involvement stems from a formalised paid position or from a less formalised and voluntary capacity, it is essential that trust and confidentiality is preserved and protected at all times.

There is a greater awareness today, generally, on the part of the community, of the ethical and moral issues involved in dealing with information concerning others. There are several generally accepted guidelines and principles that organisations and professionals abide by or utilise. Within the Catholic Education system of Western Australia, policy guidelines on the use of confidential and sensitive information in school were developed and endorsed by the Catholic Education Commission in 1993. All persons working with children and their families in Catholic schools in Western Australia are required to adhere to these guidelines at all times.

The basic principles underlying confidentiality of information relate to trust, discretion and respect. Often students, parents or caregivers are willing to provide information because they trust those with whom they are dealing. All personal information must be respected and, in the majority of instances, be regarded as confidential.

The privacy of the individual should be respected, preserved and protected at all times.



SCHOOL-PARENT COMMUNICATION

Every effort is made to maintain an open line of communication between home and school. Trust and openness is needed by all parties in the best interest of all members of the school community.

Parent Information Evenings

At the beginning of each school year, each year level holds a Parent Information Evening. The purpose of this is to inform parents what is expected of their children in each of the different year levels.

Teacher and Parent Interviews

Formal opportunities for communication between the school and parents exist throughout the year. The Principal and teachers are available to answer any queries regarding your child's education, but we ask you make an appointment through the office so that a mutually convenient time can be arranged.

Newsletter and Term Calendar

The weekly newsletter is uploaded to the school website **every Thursday afternoon during term time** and hard copies are available in the office. A term calendar outlining important dates is published at the beginning of each term; please refer to this regularly. Any other important notices will be sent home with the eldest child.

Progress Reports

Throughout the year, teachers will endeavour to keep parents fully informed about their child's progress through student work books, student outcomes, interviews and reports. Regular communication from parents is also encouraged.

Detailed formal reports are sent home at the end of Term Two and Four. Teachers ensure parents have the opportunity of an interview if requested. A photocopy of each report is filed in the child's school Record File, kept in the Office.

Term 1	Meetings on request
Term 2	Formal Report/ Parent Teacher Interviews
Term 3	Learning Journey
Term 4	Formal Report

Prayer Assemblies



Praying as a community is an important part of the Catholic identity of Notre Dame Catholic Primary School. As such, the children gather in the covered assembly area every Monday morning for a short prayer assembly conducted by the teachers. At this time, any messages for the week may also be issued to students. Parents are most welcome to attend these assemblies. We request that parents remain reverent during the prayer and refrain from talking to children or other parents.



Class Assemblies

Assemblies are another way through which parents are informed about what happening in the classrooms and what children are achieving. School assemblies, at which classes present items and merit certificates are given to students, are held on Fridays at 8.50am. The dates for these assemblies are on the term calendar and in the school newsletter. Attendance by parents at assemblies is strongly encouraged.

