**PARENT HELPERS at DONVALE PRIMARY SCHOOL**

Parent helpers are a valued resource at Donvale Primary School.

For parents, teachers and students to gain optimum benefits from working with each other, we would like all parents wanting to help in the school to participate in the *Parents as Helpers* course. This is an Education Department course that is used in schools throughout Victoria.

The purpose of the training sessions is to welcome and support parents working in the school, as well as to give parents useful strategies to draw upon when working with students in the classroom.

**‘PARENTS AS HELPERS’ COURSE** (three sessions)

The ‘Parents as Helpers’ course is a significant component of the success of the Early Years Literacy Program and the Parents Helpers Program at Donvale PS. All parents wanting to become helpers in the school are strongly encouraged to participate in the three training sessions.

The sessions aim to develop in participants an awareness of:

- Roles and responsibilities of Parents as helpers.
- Student learning and literacy development.
- Classroom literacy activities.
- How to assist the classroom teacher and students in the classroom.

The 3 sessions will discuss the following:

- **Session 1:** What does being a Helper mean?
  - Helping with Speaking and Listening
- **Session 2:** Helping with Reading
- **Session 3:** Helping with Writing

**Dates for this course are as follows and will be conducted on both Thursday afternoons from 2.00 – 3.30pm and evenings from 7:00 until 8:30pm- February 21st, February 28th and March 7th.**

*(Remember to write these dates in your Diary or on your Calendar)*

Please note:

- Parents who have participated in all 3 sessions will be prioritised as Helpers in the school.
- It is expected that all 3 sessions be attended.
- Parents may choose to attend either the afternoon or evening sessions or a mixture of both depending on what is most suitable.
- Parents who have completed the course will be required to repeat the course in 3 years as a refresher.
- If you are unable to attend any of the sessions and would like to be a Helper, please contact either Lena Clark or Ian McKinlay.

*Please complete and return the attached form by Friday 15th February, 2013 to confirm your attendance. You will then receive further information and confirmation of dates closer to the commencement of the first session.*

We look forward to your participation in student education.

Lena Clark        Ian McKinlay
Principal        Acting Assisting Principal
PLEASE COMPLETE AND RETURN THIS SLIP TO YOUR CHILD’S TEACHER BY FRIDAY 15TH FEBRUARY, 2013.

NAME___________________________________________ CHILD’S GRADE________

I will be attending the following three sessions (Please tick):

Afternoon
☐ Thursday 21st February 2.00 – 3.30pm
   (Being a Helper / Speaking & Listening)
☐ Thursday 28th February 2.00 – 3.30pm
   (Helping with Reading)
☐ Thursday 7th March 2.00 – 3.30pm
   (Helping with Writing)

Evening
☐ Thursday 21st February 7.00 – 8.30pm
   (Being a Helper / Speaking & Listening)
☐ Thursday 21st February 7.00 – 8.30pm
   (Helping with Reading)
☐ Thursday 7th March 7.00 – 8.30pm
   (Helping with Writing)

Please note:
A reminder that parents are required to attend the 3 sessions
1. Being a Helper / Speaking and Listening
2. Helping with Reading
3. Helping with Writing

We look forward to your attendance and support with this program.

Regards
Lena Clark and Ian McKinlay

----------------------------------------------------------------------------------------------------

Please tear off and keep the following for your records.

I will be attending the following three sessions (Please tick):

Afternoon
☐ Thursday 21st February 2.00 – 3.30pm
   (Being a Helper / Speaking & Listening)
☐ Thursday 28th February 2.00 – 3.30pm
   (Helping with Reading)
☐ Thursday 7th March 2.00 – 3.30pm
   (Helping with Writing)

Evening
☐ Thursday 21st February 7.00 – 8.30pm
   (Being a Helper / Speaking & Listening)
☐ Thursday 28th February 7.00 – 8.30pm
   (Helping with Reading)
☐ Thursday 7th March 7.00 – 8.30pm
   (Helping with Writing)