

CHIJ 2024.v1

PARENT
VOLUNTEER
HANDBOOK



WELCOME

Congratulations on joining the **IJ family of Parent Volunteers (PVs)**!

As parents, we understand our shared responsibility towards our children, and at **CHIJ Central Parent Council (CHIJ CPC)**, we strive to create a strong partnership between IJ parents and the school so that all children at CHIJ Primary can succeed in their academic and personal lives.

As a PV, you will be working alongside us, utilising your individual skills and talents to help us achieve a collective goal. We are confident that with your support, we can make a significant impact in the lives of our children.

We are thrilled to have you on board with us and look forward to working with you.



HOW CAN I HELP?

We partner with and support the school by volunteering our time and talents during events and activities through the school academic calendar. Some of the events that you may get involved are:

PASTORAL

TO NURTURE AND NOURISH
THE SPIRITUALITY OF OUR GIRLS

- Regular Chapel Sessions
- Lent Activities
- Easter Activities
- Seasonal Celebrations
- Pastoral Displays
- Praying Parents

EVENTS

- Children's Day Carnival
- Teacher's Day
- Dads for Life
- Primary 6 Graduation
- Easter Play
- Recess Champions
- ... and more!

LIFE SKILLS

A collaborative annual effort between the school and CHIJ CPC carried out during curriculum time. This activity involves the assistance of PVs to teach our students important life skills such as getting ready for school, table manners, sandwich making, gift wrapping and needlework to name a few.

PV GUIDELINES

To ensure safety of our students and a successful partnership, the CHIJ CPC requests that our parent volunteers observe these important guidelines:

ON IMAGE

1. PVs should project a **positive image** of the school and uphold the **CHRIST values** of CHIJ Primary.
2. PVs should always be mindful that we present ourselves as **good role models** to our children in attitude, conduct, and appearance.
3. PVs must **dress modestly and appropriately** when volunteering at school events/duty.

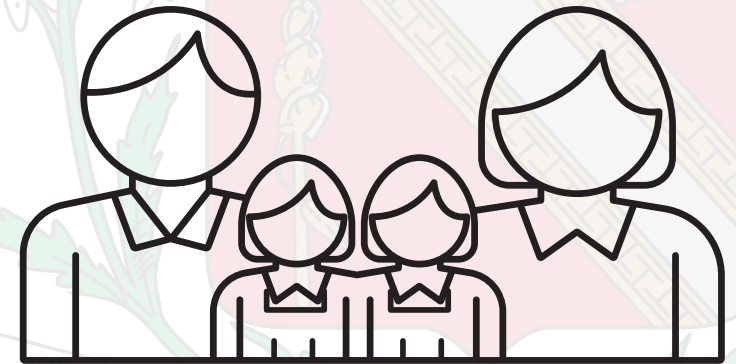


COURAGE
HUMILITY
RESPECT
INTEGRITY
STEADFASTNESS
THOUGHTFULNESS

PV GUIDELINES

ON CONDUCT

1. PVs are to **follow the school's rules** and respect the authority of the school.
2. PVs should be ready and willing to help in a different class/play area if there is a shortage of manpower on the day of a PV activity.
3. PVs must be **impartial and fair** in their dealings with the students; PVs should not get involved in squabbles between children especially those involving their child.
4. PVs must not use their duty time in school for informal Parent-Teacher meetings.
Should a PV need to meet with any teacher regarding their child, an appointment should be made to see the teacher based on the procedures set out by the school.



PV GUIDELINES

ON SECURITY

1. PVs are allowed to **be in school strictly** only on the day(s) and **during the time(s) of duty**.
2. When volunteering, PVs must **prominently display the PV passes** provided when in school for duty. PVs who are not on duty must not use the PV passes and should instead obtain a Visitor's Pass from the Security Post.
3. When in school for duty, **PVs must make their way directly to the assigned duty areas and remain there until the end of duty time**. At no time should PVs venture to any other parts of the school.



PV CONSENT

- ✓ I hereby fully understand, accept, and acknowledge that by participating, registering my interest, and providing the information required on any forms, or other communication channels such as WhatsApp. I give my consent to CHIJ Primary and CHIJ Central Parents Council (CHIJ CPC), its appointed partners and agents, to collect, use and disclose my data for the sole purpose of media and communicating with me, either individually or as a group. I consent to being added to group email lists and WhatsApp group chats and understand that my email address and/or mobile number will be visible to other PVs. I understand that I can withdraw my consent at any time by emailing chijpri.cpc@gmail.com but such **withdrawal will take up to 7 days** to take effect.
- ✓ I understand that the filling up of PV forms does not guarantee the slot(s) or class that I have signed up for.
- ✓ By participating in the event, I understand that photography and videography may be conducted during the Event, Programmes, and consent to CHIJ Primary, Central Parents Council, its appointed partners, and agents taking photographs and videos of me/my child and using the same for event reporting, marketing, publicity, and media/social media on the school's platform.

IJ PARENT



If you have further enquiries, please email
chijpri.cpc@gmail.com