



Oryx International School

Parent Volunteer Disclosure Form - 2019 Academic School Year

I would like to become a parent helper and have read and agree to the terms set in the parent volunteer information (see reverse side).

Volunteering is designed to promote and maintain a supportive relationship with the students, teachers, and school staff to the benefit of the students. No remuneration is available for volunteers.

Some of the Ways You Can help:

- Assist in the Library
- Chaperone school trips, competitions etc.
- Help children by listening to their reading, assisting with home language issues
- Provide a lunchtime or after school activity or club
- Give a short talk about your occupation, share cultural and ethnic background and experiences.

Please sign and return this form to the Main Office Reception or email it to karen.laidlaw@oryxschool.qa.

Parent name:

Qatar ID Number:

Tel. Number:

Children

Please stipulate the class your child is in e.g. Primary – Year 1A Thailand or Secondary – Year 9B

Child Name 1: Class:

Child Name 2: Class:

Child Name 3: Class:

Child Name 4: Class:

Any extra information if required:

Parent Signature: Date:

Approved Not Approved

Executive Principal Signature: Date:

ص.ب : 22550 شارع مدرسة النهضة ، طريق المطار ، الدوحة – قطر P.O Box 22550, Barwa City Street, Mesaimeer, Doha, Qatar
تليفون : +974 4036 0063 Tel:

Parent Volunteer Information

Volunteer procedures

- Please help keep our program running smoothly by following these guidelines:
- Sign in at the office when you arrive at school and sign out when you leave. This is for fire safety.
- Wear your parent lanyard at all times, so staff and students know you are an authorised visitor
- Remain in the area(s) of the school in which you are volunteering
- When your volunteer session has ended you should leave the school premises promptly as staff and students have a full day of learning.

As a volunteer, please:

- Respect confidences of student and school personnel.
- Follow the guidelines established by the school such as dress code, hours of work, adult behaviour, values and all regulations, rules, and policies stated for school employees and volunteers.
- Use reasonable judgment in making decisions, then as soon as possible, consult with school staff for future guidance.
- Be considerate, respect competencies and work as a member of the team with the staff and students. Realize that you do not have instructional, evaluation, decision-making or teaching responsibilities for students, but are expected to enrich and extend learning opportunities for students and promote educational excellence for the school system.

The effective volunteer:

- is cooperative with the administration and teaching personnel.
- is sincerely concerned about students.
- is willing to be discreet, sincere, dedicated and punctual.
- understands that the teacher sets the work schedule and activities to be carried out
- respects the teacher or staff member's ultimate responsibility for the health, welfare and education of each student.
- cooperates, coordinates and communicates effectively with school administrators and staff.
- provides the teacher or staff member with the satisfaction of knowing that the student's needs are being met and that quality education is being promoted, extended and enriched.
- receives the sincere gratitude of the total school community.

Guidelines for working with children:

- Accept children as they are. You must not feel responsible for judging children's abilities, progress or behaviours.
- Respect children's privacy. If a child or teacher reveals personal information, regard it as a confidence.
- Help build students' self-confidence and keep a positive attitude. Remember effort and attentiveness can be as important as performance.

What a volunteer can expect from teachers and school staff

The school staff will:

- provide specific instructions to the volunteer.
- provide space for the volunteer to do their work.
- provide necessary materials and equipment.
- communicate with the volunteer as needed.
- provide advance notice when special events interfere with the volunteer time.

What a Teacher Can Expect from Volunteers

Confidentiality: When volunteering, please remember that the behaviours and abilities of students, teachers, and staff are never appropriate topics for discussions outside of school. Respect confidences of students and school personnel. Be alert to the need for confidentiality.

Dependability: Volunteers must follow all the requests and work scheduled by the teacher or TA and accept that they are responsible for the learning process, not the volunteer. Volunteers should be focussed solely on the tasks they are performing and not be distracted by other personal matters whilst volunteering. Please provide advanced warning if you are unavailable for your session.

School Trips

Parents are welcome to help with supervision on school trips. The process for registering as a Volunteer will be the same as for an 'in school' volunteer. Volunteers will be responsible for their own transport to and from the school. The main duty will be to provide supervision for children's safety during the trip. The teacher in charge of the trip will set the time frames and format for each trip in accordance with the Trips and Visits Policy of the school. Any entrance fees will be covered by the school. Volunteers will not normally be assigned to a trip with their child's class

The Executive Principal will have sole discretionary decision making with regard to terminating a volunteer arrangement for any reason at any time in the best interests of the school.

- **Volunteers will not be assigned to their own child's class**
- **Volunteers must not take children to the toilet or be left in sole charge of an individual child**
- **Volunteers agree not to pursue compensation or any legal recourse against the school for any injury, loss or other inconvenience suffered whilst volunteering**

Please Note: Volunteers will normally work from between 1 hour to 4 hours on any one day, no more than once per week. Volunteering any more on a weekly basis constitutes 'regulated activity' and is not considered 'volunteering'.