



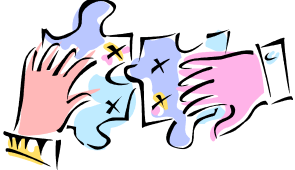


Volunteering

at Rolling Hills Primary School

Being involved at Rolling Hills is easy and fun! It is a great way to get to know your school community (both staff and other parents) and your children benefit from knowing that you are helping out in whatever way you can. Here are some suggestions to get you started.

Task	Description	How to Volunteer
Canteen	Canteen: No experience necessary as you will be trained. Canteen volunteers work under the direction of our Canteen Manager to cook and pack pre-ordered lunches and to sell items over the counter at recess and lunch time. The canteen operates Monday, Wednesday and Friday (dependent on number of volunteers). Sorry, no babies/toddlers.	A call for volunteers goes out at the start of the school year via a notice home. Simply fill in the notice nominating the days that suit you best and how many times a term you would like to help out and return to school. Or call the school office to register your interest. 
Classroom Helper	Involves undertaking various tasks as requested by the classroom teacher including: <ul style="list-style-type: none"> • Changing take-home books • Listening to children read • Assisting groups of children with literacy and numeracy tasks • Photocopying, laminating, etc. Sorry, no siblings.	Classroom teachers who would like helpers will send a notice home asking for volunteers. Or, approach your child's teacher directly. Our teachers LOVE classroom helpers.
Excursions	On occasion, volunteers are required for activities held outside the school such as excursions, sporting events and swimming.	Volunteers are called for via notice either from the classroom teacher or in the newsletter.
Library	All new books need to be covered and this can be done in your home. You will be trained and you can pick up and drop off the books at a time that suits you.	Pop into the library and see our library technician Marg Nettelbeck to offer your assistance. 
Lost Property	No experience necessary as you will be trained. Involves identifying any named items in the Lost Property baskets and sending them back to the owners via the school tubs. Usually requires a commitment of up to an hour, once a month (depending on number of volunteers). Toddlers welcome.	Participation is invited through the school newsletter at the beginning of the school year. Simply fill out and return to the office. Training will then be organised and a roster issued.
Occasional Volunteering	Throughout the year, volunteers are often required for one-of occasions. These include helping out at Mother's/Father's Day stalls, packing chocolates for fundraising, helping out with the school disco, assistance at school fun run, excursions, etc. No experience is necessary and you will be provided with instruction on the day. Siblings may be welcome depending on the task and this would be advised.	As required, special notices will be sent home requesting assistance with certain tasks. It's as easy as filling in the form and returning it to your class teacher via your child. You will be contacted/informed of times, dates, etc by notice closer to the event.

Parents & Friends (P&F)	The P&F Association exists to promote the sense of community between students, staff, parents and the wider community of Rolling Hills. They provide opportunities for parents to get to know each other and promote their school. P&F have monthly meetings and facilitate regular school events, including fundraising. Membership of the Association is \$2 and volunteers can nominate for a 12 month role at the Annual General Meeting or offer assistance at selected events such as disco's, Mothers & Fathers' Day stalls, BBQ's etc.	Contact details for the P&F committee can be obtained from the school office or watch out for notification of P&F meetings in the newsletter. All welcome. 
P&F - Fundraising	This is a sub-committee of the P&F Association to raise much needed (and appreciated) funds to support our school. Tasks may involve counting money or documenting orders for fundraising drives.	You can put your hand up to help out on this committee by calling the P&F President or contacting the Fundraising Coordinator.
School Council	All government schools in Victoria have a school council. The school council is the group of people who govern the school and has the power to set the key directions for the school. A school council directly influences the quality of education that a school provides to its students. Being involved in school council requires attendance at monthly meetings (approx 2 hours) and membership of one sub-committee (see below).	Nominations for election are invited at the beginning of each school year (most positions on school council are for a set 2 year term). Look out for the notice that will come home detailing all the requirements.
School Council Sub-Committees including: • Marketing • School Development • Education • OSHCARE	You do not need to be an elected member of School Council to participate in a sub-committee. Being a member of a sub-committee involves attendance at monthly meetings and some follow up jobs as needed. An approximate time commitment of 2 – 3 hours per month is required.	Sub-committees for the year are convened once school council elections are completed. If you are interested, please contact the office and they will put you in touch with the convenor of the sub-committee that is of interest to you.
School Sign	The school sign on Landscape Drive provides important information and reminders to our community. The messages are changed weekly between Fri pm and Mon am. This role involves the installation of the messages provided (approx. 1 hour). Currently, each volunteer works on a monthly roster and no experience is necessary as training will be provided.	A notice is sent home requesting volunteers as required. However, this is a task where new volunteers can be added to the roster very easily so if this interests you, please leave your name at the office and you will be contacted by a member of the Marketing Sub-committee.
Sick bay roster	Every Friday, the (unsoiled) sheets, pillowcases and face washers from the sick bay are sent home to volunteers for washing.	An invitation to be included on the roster is issued through the school newsletter at the beginning of the year and periodically as required. Simply return the form to be included on the roster.
Student Banking	Student Banking: No experience necessary as you will be trained. Involves counting, documenting & processing student banking deposits. Usually requires a commitment of 1 - 2 hours, once a month (depending on number of volunteers). Toddlers welcome.	Participation is invited through the school newsletter at the beginning of the school year. Simply fill out and return to the office. Training and a roster will follow.
Working Bees	Usually held once a term and involve tasks such as weeding, spreading mulch, etc. Morning or afternoon tea is provided and the time commitment is only a few hours on a weekend. Children welcome.	Notices are sent home advising dates and times and also the tasks that are on the 'to do' list. Fill in and return the form to the office to support the school in this way.

In 2007, regulations were introduced that require anybody who works directly with children to undergo a "Working With Children" check. This is FREE for volunteers (apart from the cost of obtaining a passport style photo). Application forms are filled out online at <http://www.workingwithchildren.vic.gov.au> and then submitted at your local Post Office. Rolling Hills Primary School will require a current WWC check for some of the volunteer options listed above from Feb 2008.