

Dear Parents

## **Be A Parent Volunteer**

Welcome to the Springdale Family!

As depicted in the 3-leaves clover on our school crest, education is a partnership between the home, school and community. The active involvement of parents can promote a learning community in which pupils can engage positively with the various stakeholders. Hence, we would like to invite you to join us in this journey of collaboration and support the school through the varied opportunities listed on the next page.

If you are keen to join us, kindly fill in the form and return it to the school. Please note that each parent should fill in a separate form. If you have any queries, please feel free to email my Assistant Year Head, **Mrs Jaslyn Lim** at [cai\\_yuyu@moe.edu.sg](mailto:cai_yuyu@moe.edu.sg) or call her at 6315 7600.

Together we can make learning in Springdale Primary a wonderful experience for our children.

Thank you in advance for your contribution!  
Mdm Neo Lay Wah  
Principal

## Be A Parent Volunteer

Name of Child: \_\_\_\_\_ Class: \_\_\_\_\_

Name of Parent: Mr/Mrs/Mdm/Ms \_\_\_\_\_

Contact No: \_\_\_\_\_ (H) \_\_\_\_\_ (Mobile)

Email Address: \_\_\_\_\_

Working Status:  Working Full-Time  Working Part-Time  Not Working

1. Please tick on the areas you could assist us in:

Weekly Commitment	Event-Based
<input type="checkbox"/> <b>Recess Safety Marshalls @ Parade Square/Indoor Basketball Court</b> Help to supervise the children during recesses.	<input type="checkbox"/> <b>Events/Festive Celebrations during level recesses</b> Supervise pupils when they are participating in activities during recesses e.g. Mother Tongue Fortnight, Chinese New Year, Hari Raya, Deepavali etc
<input type="checkbox"/> <b>Morning Safety Marshalls @ Foyer</b> Help to ensure the safety of the children when they get down from the vehicles at the foyer.	
<input type="checkbox"/> <b>Library Assistant</b> Help the school library with the shelving of books.	
	<input type="checkbox"/> <b>Chaperones for Learning Journeys</b>

2. Please list down any other areas of **expertise/talent/interest** which you feel could contribute to the school (e.g. as a parenting workshop facilitator, helping students to learn about gardening)

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### 3. Consent for Use of Photographs or Videos by School & MOE

The school will be taking photographs and/or videos of parents engaged in various PV activities. The photographs and/or videos may be featured or uploaded by the school on its school website or any publicity materials. We would like to seek your consent for the above usage. **No action is required from you if you allow** the use of your photographs or videos by School & MOE for such purposes.

However, if you **do not consent to the use of your photographs or videos** for these purposes, please put a tick (√) in the box below:

I **do not allow** the school & MOE to feature or upload photographs or videos of me on its website or any other publicity materials.

**Springdale Primary School**

71 Anchorvale Link Singapore 544799

63157600 (O) 63153351 (F)

[www.springdalepri.moe.edu.sg](http://www.springdalepri.moe.edu.sg)

[springdale\\_ps@moe.edu.sg](mailto:springdale_ps@moe.edu.sg)

## Guidelines for Parent Volunteers (PV)

Dear Parents,

Thank you for your interest to becoming a PV. Here're some tips to make your involvement in our school-home partnerships meaningful and sustainable.

### 1. Role of Parent Volunteer (PV)

- a. Complement the school by **aligning with the school's objectives**, supporting and strengthening the school's programmes to improve our children's well-being and learning.
- b. Support teachers in managing the **discipline and safety** of children during school duties or learning journeys. For learning journeys, in particular, do:
  - i. Act in consultation with the teacher-in-charge of the class where itinerary, toilet & food/drink breaks (if applicable) are concerned. **Teachers-in-charge will be responsible for making the decisions for the group.**
  - ii. **Children who are unwell come under the care of the teacher-in-charge** while the PV takes charge of the rest of the group.

### 2. Dos and Don'ts of Parent Volunteer (PV)

Dos	Don'ts
<ul style="list-style-type: none"><li>• Adhere to the school rules</li><li>• Be respectful to all</li><li>• Promote and participate in the school's programme for the benefit of all children</li><li>• Project a positive image (e.g. dressing modestly) of the school and PV group when volunteering at school events</li><li>• Seek permission before adding members to any chat or social media group and remember to keep all personal details confidential</li></ul>	<ul style="list-style-type: none"><li>• Overrule/Dictate the school policies and practices (e.g. teaching/discipline practices or deployment of staff) for personal benefit or convenience or to undermine the professionalism of teachers</li><li>• Criticise the school or SPVC publicly or use chat or social media group to rally for support for any school-related issues (instead feel free to share your feedback with the SL or SPVC chairperson)</li><li>• Represent the school at any external event unless authorized by the school</li></ul>

Research has shown that children whose parents are involved in their educational journey have been found to have better self-esteem, are more self-disciplined, show positive attitudes, and exhibit higher aspirations and motivation towards school.

We thank you for stepping forward to volunteering your expertise, talents, networks and others. Together, we will make Springdale Primary a conducive learning community for all our students.

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