



GUIDELINES FOR PARENT VOLUNTEERS @ RGPS

SIGNING IN / OUT PROCEDURES

- Upon entering the school gate, to sign in your attendance at the security check point.
- Proceed into the general office, reception to sign in and to obtain a PVG lanyard before proceeding to your assigned programme / event that you have volunteered for.
- To ensure that the PVG lanyard is worn at all times while you are in school doing your voluntary work.
- Upon completion of voluntary work, kindly return the lanyard to the reception and sign out before leaving the school.

ACCESS TO SCHOOL PREMISES

- In line with the school's security and safety measures, parents are allowed in school for assigned volunteer work only.
- Parents are to stay within your allocated work area and not to loiter to the other areas of the school.
- After completion of programme / events, parent volunteers who are having their meal in school must display their PVG lanyard tag. Canteen vendors have been instructed to only sell food to our parent volunteers who are in school for volunteer work. This is to ensure that there is sufficient food for the girls during their recess.
- Parents are advised not to extend their stay in school after the completion of their programme / event.
- Kindly refrain from staying in school to feed your child/ren as we have to give them space to be independent.

PUNCTUALITY

- Parent volunteers are to be punctual in reporting for duty so that the programmes can be run effectively and on time without disruption.
- Kindly give yourself ample time to settle down and be prepared before the start of your voluntary assignment.

MUTUAL RESPECT

- To put in practice the school values (Graciousness, Creativity, Learning, Responsibility, Integrity) when working together.
- To treat one another as equal and with respect.
- Kindly give the co-ordinator in charge ample notice if you are unable to volunteer for the assigned event or programme which you have volunteered for so that a replacement can be made.
- To respect school & PVG rules & regulations.
- To work together in creating a warm and caring environment for our girls.
- To practise using positive language and praises.

STUDENT MANAGEMENT

- When handling the students, kindly be advised that in situation where discipline (behaviour, late-coming) is concerned, do record the students name, class as well as the details of issue and to hand it to the co-ordinator in charge of the programme / event. The co-ordinators will keep record of the cases and to liaise with the form teacher of the class. However, in serious cases, kindly approached the co-ordinator in charge and the form teacher will be contacted immediately.
- In a situation where a student sustained an injury or feeling unwell, do bring them down to the reception for first aid to be applied and to rest at the sick bay. The admin staff will inform the respective teacher of the incident. To protect our parent volunteers interest, father's on duty, kindly seek the assistance of a teacher or mother on duty in situation where physical assistance is required.

DRESS CODE

- When volunteering in school, parents are to dress appropriately and decently at all times.
- Transparent and revealing clothings as well as mini skirts and hot shorts are discouraged as it is important to be role models for our girls.

PARKING

- In line with the school's regulation, parent volunteers are not allowed to park their cars in school due to limited parking space for the school staff. Unless otherwise permission has been given by the school.
- Parent volunteers are discouraged from parking along NJC Rise as it will be at your own risk. School will only apply permit for special events only. Kindly refer to the permit displayed outside the school for the designated parking areas.
- For loading and unloading of goods for events or programmes, kindly inform the security upon entering the school. Once the loading or unloading has been carried out, kindly drive and park your vehicle outside of the school's premise.

Thank you for working together in creating a pleasant environment for all our parent volunteers, the school as well as our girls.