



VOLUNTEER HANDBOOK

Chatham Primary School



VOLUNTEERING AT CHATHAM

Volunteers are role models to our children reinforcing the value of team work and co-operation within the community.

Chatham has a long standing legacy of a strong community spirit with many parents/guardians volunteering regularly to support all the social and academic activities that occur across the school calendar.

There are many ways to volunteer with assisting our students and teachers at Chatham throughout the school year.

Chatham has an incredibly committed community that supports all of the tremendous activities available to enhance our children's education.

To volunteer at Chatham you will be required to do *The Working with Children Check* which is a screening process for assessing or re-assessing people who work with or care for children in Victoria. Apply for your check here:

www.workingwithchildren.vic.gov.au

All volunteers will be expected to undertake a brief induction.

Chatham has a Volunteer Policy which you can view at www.chathamps.vic.edu.au

This booklet outlines how you could help the school.

For more information please contact:

/ contact 9830 1933 or

chatham.ps@education.vic.gov.au



EXCURSIONS/CAMPS

Excursions and camps are a crucial part of the learning experience of all our students at Chatham. They support opportunities that are not necessarily available in the classroom.

Volunteers offer support to our teachers by providing appropriate supervision and assisting with various tasks so that our students can build resilience, confidence and problem-solving abilities.

/ contact 9830 1933 or
chatham.ps@education.vic.gov.au

CLASS REPRESENTATIVES

Class representatives are the personal liaison between your child's teacher, the school and the families of your child's class.

This role includes distributing sign-up links via your class WhatsApp group for events and sharing information about the class.

Your role helps everyone with everything that they need to know about Chatham.

/ contact
classreps@chathamparentsclub.org





ENGLISH/MATHEMATICS

This role involves helping our students within the classroom environment by working in small groups or providing one-on-one support and assisting the classroom teacher.

All classroom volunteers undertake the Classroom Helpers' Course prior to being involved in learning experiences with our children.

/ contact 9830 1933 or
chatham.ps@education.vic.gov.au

SPORTS DAYS

Sporting days are generally organised by the school, but require the support of volunteers to ensure they run smoothly. They are a great opportunity to offer assistance to the event organisers with dedicated tasks whilst enjoying the carnival atmosphere that comes from seeing all the students participate in various sporting events.

All students are involved in house and interschool sports.

Volunteers offer assistance to event organisers with their vast knowledge base and range of skills to assist with event tasks.

Chatham has a variety of sporting activities within the school calendar.

/ contact 9830 1933 or
chatham.ps@education.vic.gov.au





CANTEEN

Jo Paterson runs the canteen at Chatham. Her knowledge of nutrition and love of food is the key to delivering our menu.

Volunteers are needed to help Jo on Wednesdays & Fridays for the following shifts:

- 2 x am shift 9:00am-12:00pm
- 2 x pm shift 12:00pm-2:30pm
- 1 x sushi pick up
- 1 x back up

Your child receives a free icy pole when you volunteer.

/ [sign-up here](https://signup.com/go/yFZOGRG)
<https://signup.com/go/yFZOGRG>

GARDEN FAIRIES/ WORKING BEES

Chatham relies on the generous support of volunteers within our community to enhance the environment in which our children can learn, play and grow, and these working bees are an essential part of the school's maintenance.

Chatham has designated areas that volunteers may choose to be involved in.

These areas include:

- Japanese Garden
- Koori Garden
- Kitchen Garden
- Front Playground Precinct
- Outdoor Classroom Area
- Amphitheatre and surrounds

With the development of the Kitchen Garden Project instilling positive food habits in students through growing, harvesting, preparing and sharing fresh produce, volunteers are needed to help make this learning program a success.

/ [contact](mailto:chatham.ps@education.vic.gov.au)
chatham.ps@education.vic.gov.au





CHICKENS

Chickens are an integral part of the Chatham family. To ensure the care of our chickens continues at a high standard, Chatham requires volunteers to undertake various tasks.

Two volunteers are required to job share over seeing the care of the chooks all year round. This position requires the leaders to:

- oversee the chook care, ensuring the chooks are locked into their coop each afternoon
- induct the Year 6 Environment Leaders into caring for the chooks
- purchase the chook food and straw
- take them to a vet if needed
- arrange for the sign-up volunteer roster to be created
- fill in gaps in the roster when they occur

Other volunteers are required to care daily for the chooks on weekends, curriculum days and school holidays using the sign-up roster.

/ contact
chatham.ps@education.vic.gov.au
or sign-up here
<https://signup.com/go/rLQBaOq>

SECOND HAND UNIFORM SHOP

Chatham provides a valuable resource for the school community by having a second hand uniform shop. Our uniforms are donation-dependent and the money derived from the sale of uniforms helps fund various school initiatives.

Volunteers are an essential part of the success of the shop, providing assistance with various straight forward tasks.

The uniform shop is open once a month from 3:15pm to 4:00pm.

/ contact 9830 1933 or
chatham.ps@education.vic.gov.au





LIBRARY

Our volunteers make an invaluable contribution to make our library an excellent resource for our students and staff. Our library provides knowledge and information that supports lifelong learning.

Currently our school library is being developed with new facilities and materials.

Volunteers support our library staff in various capacities that enhance the service for our students.

/ contact 9830 1933 or
chatham.ps@education.vic.gov.au

SCHOOL COUNCIL

Being a School Council member means taking part in shaping the future and assist with the direction of the school.

Parents and volunteers are able to be elected and/or nominated for School Council. The School Council meets 10 times per year.

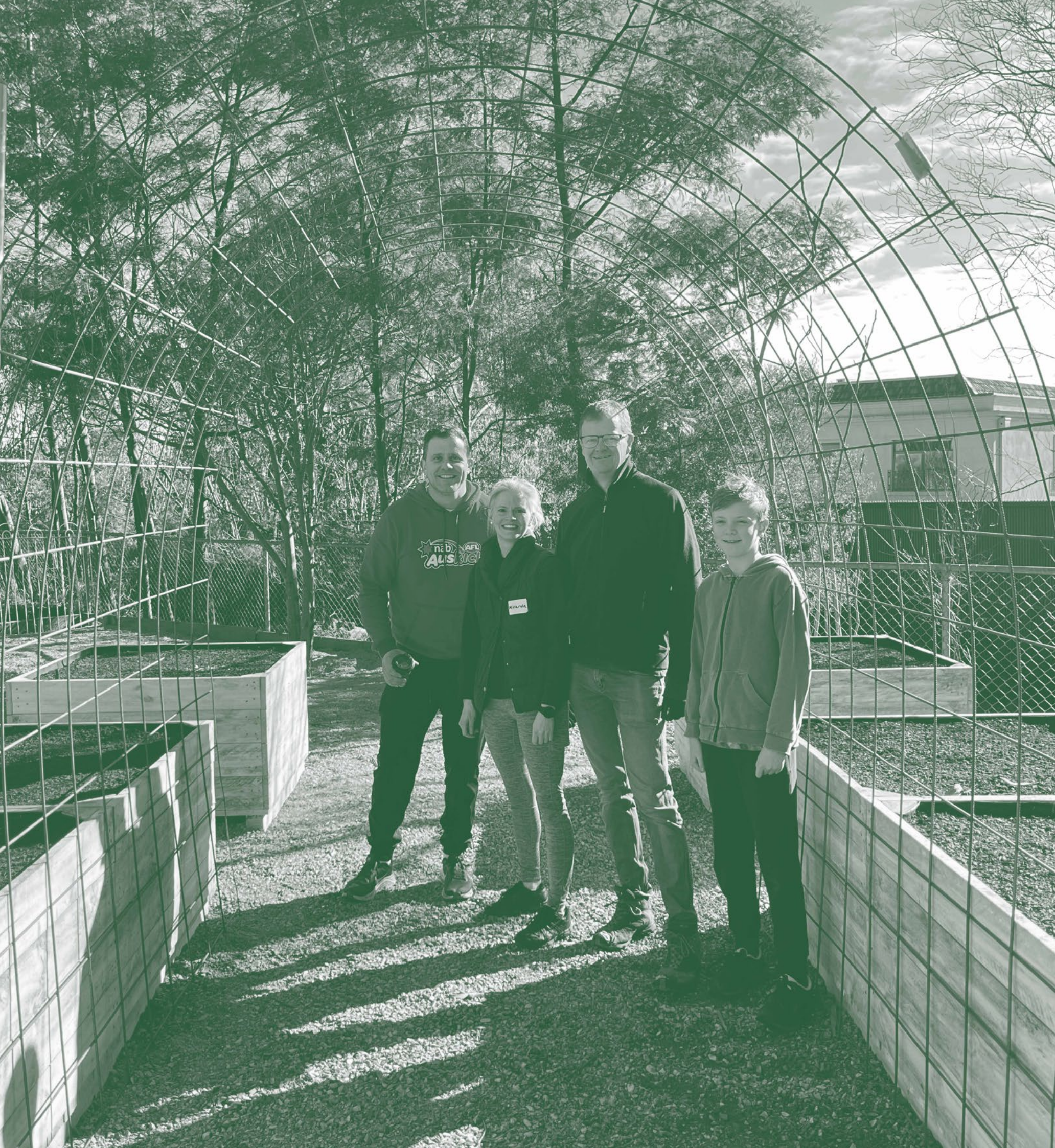
The School Council is also involved in the work of the following committees of council:

- Fundraising
- Communications
- Buildings and Grounds
- Services
- Education

You need to be elected to become a School Council member.

/ contact [Christopher Cotching](mailto:Christopher.Cotching@education.vic.gov.au)
Christopher.Cotching@education.vic.gov.au





COMMITTEES OF SCHOOL COUNCIL

At Chatham there are sub-committees which help the School Council and assist with the direction of the school.

These committees of Council are:

- Fundraising
- Communications
- Buildings and Grounds
- Services
- Education

Parents do not need to be on the School Council to be a member of these committees.

/ contact [Christopher Cotching](mailto:Christopher.Cotching@education.vic.gov.au)
Christopher.Cotching@education.vic.gov.au

PARENTS CLUB LEADERSHIP ROLES

Parents Club is valuable to the whole school community. It builds relationships with community members and organisations for the benefit of students.

Leadership roles within the Club are:

- President
- Vice-President
- Treasurer
- Secretary
- Class Representative Liaison
- Grants Officer
- Sponsorship
- Communications

All parents and carers are eligible to be a member of the Chatham Parents Club.

/ contact

President@chathamparentsclub.org





EVENT CO-ORDINATOR

Chatham has a very busy social calendar throughout the school year. Many events require volunteers to play an active role to make these events run smoothly, which ultimately enriches the lives of our students and creates life-long memories.

By volunteering for events you will gain an understanding of how our school works, whilst building your skills and important relationships with community members and organisations.

/ contact
President@chathamparentsclub.org

CONTACT US

- / Chatham Primary School
9830 1933 or
chatham.ps@education.vic.gov.au
- / Christopher Cotching - Principal
Christopher.Cotching@education.vic.gov.au
- / Canteen sign-up here
<https://signup.com/go/yFZOGRG>
- / Parents Club President
President@chathamparentsclub.org
- / Parents Club Class Representative
classreps@chathamparentsclub.org
- / contact Building and Grounds
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or sign-up here
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