2016 LEARNING ASSISTANCE PROGRAM

St Joseph’s School conducts a Learning Assistance Program (LAP), which is a special program for students at our school who would benefit from individual time spent with a caring adult. The aim of the program is to firstly, identify children that could potentially benefit from one to one contact (for a vast variety of reasons) with an adult volunteer tutor, and, secondly to actually place the children with an appropriate tutor.

Should you be interested in volunteering for the program as a tutor, volunteers enter the program with an understanding of the 6 C’s of LAP, Communication, Commitment, Care, Confidentiality, Content and Co-operation. A brochure is available from the LAP Coordinator if you firstly are interested to read more information about the program.

Please note: all volunteers require a Police Check. (Forms are available in the Front Office).

Marie Polvere
LAP Coordinator

Learning Assistance Program Return Slip
(Please complete and return to your child’s Class Teacher)

Attention LAP Coordinator
(Please tick which is applicable)

☐ I was a LAP Volunteer in 2015 and would like to continue in 2016.

My LAP child in 2015

☐ I have not been a part of LAP previously, but would like to join in 2016.

I can give ___________________ hour per week (e.g. ½, 1 hour etc.)

☐ I may be interested in volunteering, but I would like more information.

Name: ________________________

Child’s class: ________________________

Phone: ________________________

I have a current Police Check Clearance. YES / NO
The Learning Assistance Programme Information for Volunteers

LAP is a special programme for children who would benefit from individual time with a caring adult. Parents or volunteers from the school, parish or community work with an individual student who has been identified as needing support. The key to the success of LAP is the positive relationship which is fostered between the student and the LAP volunteer. The volunteer has an important role in enhancing the self-esteem and confidence of the student they are working with.

The Role of the Volunteer

The role of the volunteer can be summarised in the “Six C’s of LAP”.

Communication

The programme requires a minimum of thirty minutes per week. More crucial that the thirty minutes however, is the commitment to meeting with the student regularly and consistently. We also have a number of support meetings throughout the year when the LAP tutors get together to support and listen to each other.

Care

The volunteer needs to care enough to listen, to share and to help develop the confidence of their student.

Confidentiality

You must be prepared to respect the confidential nature of the programme.

Content

The teacher will plan the content of your session. As time goes on you to may suggest to the teacher some ideas based on your experience with the child.

The volunteer works in partnership with the teachers providing support and assistances for students.
A GRIEVANCE PROCESS FOR PARENTS

When Parents Have a Concern

There are times when things can go wrong in any school. Teachers and staff members are human beings and suffer the same frustrations, inadequacies and weaknesses as other members of our species.

A parent or caregiver may be aware of what seems to be an act of significant insensitivity or even injustice; an inappropriate punishment or inadequate learning opportunities – and feel that he or she must do something about it. Here are some ideas that may be worth considering when about to approach school with a problem of some kind.

1. Keep an open mind. You may not have all the facts. The first task is to seek clarification.
2. Don't begin your search for a solution by sending an angry letter to the teacher or principal. The normal human response to this is to be defensive.
3. Make an appointment, or at least think carefully about the best time to make contact. For example, it would be most inappropriate to interrupt a class or to catch the teacher while he or she is busy supervising students.
4. Approach the teacher or principal in a friendly manner. Adopt the attitude that there is a misunderstanding we need to clear up or a problem we should solve together.
5. Begin by expressing an overall appreciation of the work being done or, at least, an understanding of the difficulties.
6. Remember the challenge is for two people, with shared hopes for this particular student, to solve a problem in a way that benefits everyone.
7. Try to avoid 'going over people's head' with a complaint. Once you have done this, it is very hard to re-establish a trusting relationship.
8. If, after a little time, it appears that everything has been sorted out, you might like to write a note of appreciation to the teacher or principal and offer continuing support. This strengthens the partnership between home and school.

Written by Barry Dwyer – Director of Catholic Education, Sydney

At St Joseph’s Payneham, if parents have a concern or query:-

Step 1: Make an appointment to see your child’s Class Teacher(s).

Step 2: If necessary, make an appointment to see the Principal and Class Teacher together (if there is a need for further clarification and discussion).

Step 3: If not completely satisfied, present the issue or concern to the School Board (through Damian Farrell, our School Board Chairperson or any of our School Board members).

Step 4: Parents can then approach Human Resource Services in the Catholic Education South Australia (CESA), if the matter has not been resolved.