



Work Experience Students Guidelines

We are excited to share our learning journey with you and appreciate your unwavering support and help within the classroom. Please read below for some reminders about confidentiality within our environment.

As a Work Experience student helper at Our Lady of Grace you will be responsible for:

- Abiding by the OLG Code of Conduct
- Reading and signing this letter
- Signing in and out at Reception before coming to the classroom
- Assisting in the classroom program under the direction of the classroom teacher
- Working with individual students
- Working with small groups of students
- Being a role model for learning
- Supporting students to complete tasks
- Complete general class tasks
- Not using your phone while in the classroom or school grounds.

At Our Lady of Grace as a work experience student you are invited to;

- Support our OLG Vision for Learning
- Avoid making educational judgements about children
- Act on the understanding that all children can learn
- Act on the understanding that all children come with individual strengths and qualities
- Act on the understanding that children learn at different rates and have different learning needs
- Communicate with the classroom teacher any difficulties/concerns (behavioural issues, social relationships)
- Retain confidentiality at all times - do not discuss a child with anyone other than the teacher
- Respect the privacy of children and parents.

Our Lady of Grace School

I _____ of _____ acknowledge that I have read and agreed to the 'Our Lady of Grace School Work Experience Helper Responsibilities' and undertake this as a Work Experience Student.

Signed: _____ Date: _____

****Current COVID-19 Restrictions require observance of social distancing and washing of hands on entering the classroom and between activities. Please do not attend if you are unwell. ****