



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: _____

Code of Conduct

The twelve conduct statements are:

1. Act safely and competently.
2. Give priority to students' safety and wellbeing in all your behaviour and decision making.
3. Act in accordance with the values of the Gospel as defined in the Code of Ethical Conduct.
4. Conduct yourself in accordance with laws, agreements, policies and standards relevant to your relationship with the school community.
5. Respect the dignity, culture, values and beliefs of each member of the school community.
6. Treat personal information about members of the school community as private and confidential
7. Give impartial, honest and accurate information about the education, safety and wellbeing of students.
8. Support all members of the school community in making informed decisions about students.
9. Promote and preserve the trust and privilege inherent in your relationship with all members of the school community.
10. Maintain and build on the community's trust and confidence in Catholic schools and the Church.
11. Act reflectively and ethically.
12. Allow students to have a voice in their decision, safety and well-being.

The purpose of the Code of Conduct is to provide minimum standards of conduct in all behaviour and decision making to ensure the safety and wellbeing of students.

The Code applies to all within our school community including staff, students, volunteers, parents and guardians as applicable.

The Code of Conduct and Guidelines are available on our website, www.olg.wa.edu.au

Breaches of the Code must be notified to the Principal, Mr John Rose



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Signed: _____

Name (printed): _____

Date: _____