

ST MARY'S CATHOLIC SCHOOL, MANLY

Letter of Confidentiality 2018

Thank you for offering your time and services to the class teachers during 2018.

In accordance with the Commission for Children and Young People Act and the Child Protection (Prohibited Employment) act 1998 all persons working in our school environment paid or unpaid must make a 'prohibited person' declaration. This declaration will be kept in the school office.

We greatly value the enormous support of all volunteers in our school community. Therefore we very much appreciate the contribution you are making to the children's learning.

We would ask that you demonstrate a high regard for the activities of the school and the class in which you are working at all times, both within and outside the classroom.

Each child is unique and their needs and levels of development are many and varied. In assisting the teaching staff to develop each child's potential, you will:

- Respect the children's privacy
- Refrain from discussing the children
- Maintain the confidentiality of the children at all times

As a result, we expect that any inquiries about specific children from other parents be re-directed to the class teacher.

I hope that you enjoy your position as a parent helper, and that you, the school staff and the children all gain from the experience.

Yours sincerely

Mr Paul McGuire
Principal

Please indicate by signing below that you have read this letter and that you understand your responsibilities and will act accordingly.

Name: _____

Signature: _____ Date: _____

Name of eldest child: _____ Class : _____