



compassion club

# parent volunteer handbook 2017



*Compassion is the greatest gift you can give... it is two hands and one heart wrapped in Love.*

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<p>For more details about Compassion Club,  please visit our school website @  <a href="http://www.compassvalepri.moe.edu.sg/">www.compassvalepri.moe.edu.sg/</a></p>	

~This handbook is a production of Compassvale Primary Compassion Club~  
Updated on 13 January 2017

**COMPASSVALE PRIMARY  
COMPASSION CLUB  
(CPCC)**

**COMmitted Parents AS Supporters In EducatiON**

**School Vision**

Soaring Individuals, Serving Citizens

**School Mission**

Nurturing Character, Enriching Lives

**CPCC's Vision**

**B**uilding an  
**O**pen and interactive  
**N**etwork for school, families and communities to  
**D**evelop a close partnership to enhance pupils' learning and core values.

**CPCC's Mission**

The Club seeks to build strong ties with the school and the community to enhance the pupils' passion for learning, imbuing in them a strong sense of moral and social responsibility with a desire to excel.

**CPCC's Focus and Direction**

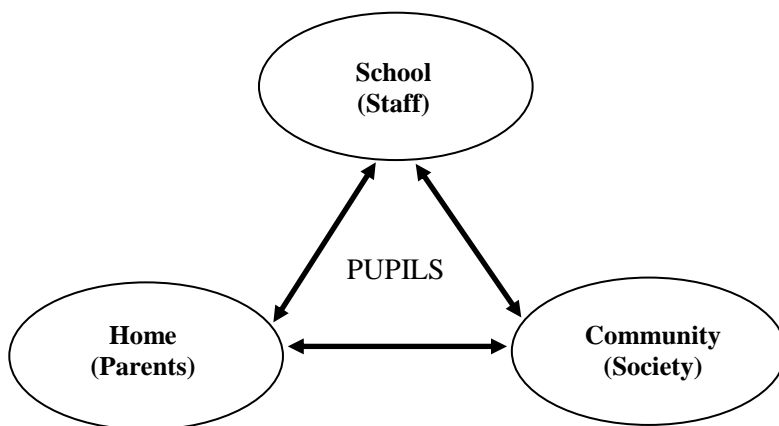
We, the Compassion Club Executive Committee, seek to:

- ✓ **S**upport the School's mission to nurture character and enrich the pupils' lives.
- ✓ **S**upply our time, energy and abilities to assist CVPS in its activities, so as to add value and enhance benefits to all pupils.
- ✓ **S**ynergise and reinforce the relationship among parents/ guardians, principal, teachers and the community.
- ✓ **S**harpener our own skills by equipping and upgrading ourselves with IT knowledge, good parenting skills and other skills relevant in today's context.

## CPCC's Objectives

1. To build a close partnership and establish a resource centre for parents by parents to serve and impact lives entrusted to them.
2. To enhance bonds amongst the school, families and communities by building trust and encouraging involvement to develop soaring individuals and serving citizens in the pupils.

## CPCC School-Home-Community Collaborative Model



1. The dark lines of the triangle represent strong bonds between our School (CVPS), parents and the community (neighbouring and wider).
2. Double-sided arrows underline the inter-dependency amongst the three parties. Our success factor is founded on continuous collaborations with one another.
3. The closed equilateral triangle underpins the strength, inter-dependency and relationship between the three groups. As this relationship strengthens and matures between two of the groups, it inevitably pulls the third in as well.
4. Pupils are our central and ultimate reason for all our collaborative programmes. Their character, social, intellectual, physical and emotional developments are the focus of our efforts.

## **Terms of Reference**

The Compassion Club members will:

- ▶ volunteer services to promote school programmes.
- ▶ support school policies.
- ▶ demonstrate concern for pupils in the school and refer any disciplinary cases to the teacher-in-charge.
- ▶ attend Club meetings and support the EXCO committee's decisions while ensuring general confidentiality.
- ▶ provide constructive feedback.
- ▶ dress appropriately.
- ▶ observe the school values of I-SHARE.

## **Instructions to Parent Volunteers**

1. All parent volunteers are required to sign in and out for all school activities.
2. All executive committee members and regular parent volunteers must wear their tags when in school.
3. Ad-hoc parent volunteers must obtain their PV tags from the guard house when volunteering in school.

# **compassion club**

## *Executive Committee Members*

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**Mr Daniel Chew  
Chairman  
Public Relations**

**Mdm Julita  
Treasurer  
Public Relations**

**Mdm Rachel Yeo  
School Activities  
FM@ School  
Programme  
Administrative Work**

**Mrs Rowena  
Orbacedo  
Administrative Work  
Public Relations**

**Mrs S Parvathy  
Reading Programme  
Games**

**COMPASSVALE PRIMARY COMPASSION CLUB**  
**JOB SCOPE**  
**RECORD # 01**

**SCHOOL ACTIVITIES**

**NAME(S) OF TEACHER-ADVISOR(S) :**

Mrs Diana Lim (Teacher-in-charge)  
Mrs Sharon Koh

**TEL / EMAIL :**

lim\_kim\_luan@moe.edu.sg  
lee\_soh\_boon\_sharon@moe.edu.sg

**NAME(S) OF PARENT COORDINATOR(S) :**

Mdm Rachel Yeo

**TEL / EMAIL :**

rachel\_mrstang@yahoo.com.sg

**OBJECTIVE / PURPOSE**

To support the school in the running of activities.

**SCOPE OF WORK**

To work closely with teachers-in-charge of the school activities to:

1. Prepare the required materials for school events.
2. Give out materials and mark attendance of parents attending school events.
3. Man the booths of the planned activities of each school event.
4. Help teachers to look after the classes in the hall or at the field.
5. Ensure that pupils follow their teacher's instructions and the safety of pupils during learning journeys.
6. Any other work related to each school event.

**FREQUENCY OF INVOLVEMENT**

During school activities, e.g. Learning Journeys, Teachers' Day, Children's Day, International Friendship Day, Sports Carnival, Lower Primary Sports Day, National Day, Racial Harmony Day, Library Activities, P1 Registration, P1 Orientation etc.

**ANY PARTICULAR EQUIPMENT / ASSETS REQUIRED**

Physically healthy.  
Loves working with children.

**OTHER INFORMATION**

Nil

**COMPASSVALE PRIMARY COMPASSION CLUB**  
**JOB SCOPE**  
**RECORD # 02**

**GAMES**

**NAME(S) OF TEACHER-ADVISOR(S) :**

Mdm Hanifah (Teacher-in-charge)

**TEL / EMAIL :**

hanifah\_jasman@moe.edu.sg

**NAME(S) OF PARENT COORDINATOR(S) :**

Mrs S. Parvathy

**TEL / EMAIL :**

paru75@yahoo.com

**OBJECTIVE / PURPOSE**

To provide sports equipment and games for pupils during recess in support of “Play@Will” and Maths programmes.

**SCOPE OF WORK**

1. Get the games and sports equipment ready at 9:15 a.m.
2. Issue games and sports equipment to the pupils during recess.
3. Ensure that pupils play in an orderly manner and return the games and sports equipment after use.
4. Keep the games and sports equipment after 11:00 a.m.
5. Ensure the games and sports equipment are kept in good condition at all times.

**FREQUENCY OF INVOLVEMENT**

At least once a week during recess from 9:15 a.m. to 11:15 a.m.

**ANY PARTICULAR EQUIPMENT / ASSETS REQUIRED**

Games and sports equipment will be provided by the school.

**OTHER INFORMATION**

Nil



**COMPASSVALE PRIMARY COMPASSION CLUB**  
**JOB SCOPE**  
**RECORD # 03**

**READING PROGRAMME**

**NAME(S) OF TEACHER-ADVISOR(S) :**

Mrs Diana Lim (Teacher-in-charge)

**TEL / EMAIL :**

lim\_kim\_luan@moe.edu.sg

**NAME(S) OF PARENT COORDINATOR(S) :**

Mrs S Parvathy

**TEL / EMAIL :**

paru75@yahoo.com

**OBJECTIVE / PURPOSE**

To motivate and inculcate in pupils a love for reading and thereby improve their reading skills.

**SCOPE OF WORK**

1. Source for interesting books from the library before each reading session.
2. Gather the pupils at a fixed room and mark their attendance.
3. Call and remind pupils who are absent for three consecutive reading sessions.
4. Make the reading session more interesting; songs, language games, riddles, jokes and spelling games may be incorporated.
5. Give feedback to the teacher-in-charge if any pupil has any behavioural problems that are out of control.

**FREQUENCY OF INVOLVEMENT**

At least once a week for half an hour during the silent reading period.

**ANY PARTICULAR EQUIPMENT / ASSETS REQUIRED**

Appropriate books from the library or any other sources.

**OTHER INFORMATION**

Training and reading resources will be provided.  
Must be able to commit for one academic year.

**COMPASSVALE PRIMARY COMPASSION CLUB**  
**JOB SCOPE**  
**RECORD # 04**

**FAMILY MATTERS (FM) @ SCHOOL PROGRAMME**

**NAME(S) OF TEACHER-ADVISOR(S) :**

Mrs Diana Lim (Teacher-in-charge)  
Mrs Sharon Koh

**TEL / EMAIL :**

lim\_kim\_luan@moe.edu.sg  
lee\_soh\_boon\_sharon@moe.edu.sg

**NAME(S) OF PARENT COORDINATOR(S) :**

Mdm Rachel Yeo

**TEL / EMAIL :**

rachel\_mrstang@yahoo.com.sg

**OBJECTIVE / PURPOSE**

To assist the FM@School Coordinator in the running of FM programmes.

**SCOPE OF WORK**

1. Assist in the preparation of FM programmes.
2. Man the registration booth.
3. Any other duties required during and after these programmes.

**FREQUENCY OF INVOLVEMENT**

As and when required, mostly on Saturday mornings.

**ANY PARTICULAR EQUIPMENT / ASSETS REQUIRED**

Good public relations skills.

**OTHER INFORMATION**

Nil

**COMPASSVALE PRIMARY COMPASSION CLUB**  
**JOB SCOPE**  
**RECORD # 05**

**PUBLIC RELATIONS**

**NAME(S) OF TEACHER-ADVISOR(S) :**

Mrs Wong-Ang (Teacher-in-charge)  
Mrs Irene Teh

**TEL / EMAIL :**

ang\_gek\_moi@moe.edu.sg  
chong\_fing\_ying@moe.edu.sg

**NAME(S) OF PARENT COORDINATOR(S) :**

Mr Daniel Chew (PV-in-charge of Objective 1)  
Mdm Julita (PV-in-charge of Objective 2))  
Mrs Rowena Orbacedo

**TEL / EMAIL :**

danielchewcs@gmail.com  
juliejayos@yahoo.com  
matthewtristen2000@yahoo.com.sg

**OBJECTIVE / PURPOSE**

1. To partner external agencies, industries or businesses in order to build up and strengthen our collaborative efforts and links with the business society.
2. To organize Club Meetings and social recreational activities for parent volunteers and parents.

**SCOPE OF WORK**

1. Explore avenues of collaborative work with external parties: schools, industries and businesses (small or big) to initiate projects and collaborations for mutual benefit.
2. Initiate projects with charitable organizations and other VWOs in order to heighten our Club's contribution to society.
3. Manage vendors and 3<sup>rd</sup> Party assistants.
4. Coordinate the groundwork for Club Meetings and social activities.

**FREQUENCY OF INVOLVEMENT**

As and when required.

**ANY PARTICULAR EQUIPMENT / ASSETS REQUIRED**

Nil

**OTHER INFORMATION**

Not applicable to Associate Parent Volunteers serving 40 hours to be eligible for Phase 2B of P1 Registration.

**COMPASSVALE PRIMARY COMPASSION CLUB**  
**JOB SCOPE**  
**RECORD # 06**

**ADMINISTRATIVE WORK**

**NAME(S) OF TEACHER-ADVISOR(S) :**

Mrs Diana Lim (Teacher-in-charge)

**TEL / EMAIL :**

lim\_kim\_luan@moe.edu.sg

**NAME(S) OF PARENT COORDINATOR(S) :**

Mrs Rowena Orbacedo  
Mrs Rachel Yeo

**TEL / EMAIL :**

matthewtristen2000@yahoo.com.sg  
rachel\_mrstang@yahoo.com.sg

**OBJECTIVE / PURPOSE**

To provide administrative support.

**SCOPE OF WORK**

1. Coordinate membership drive.
2. Register new members, and update renewals and cessation of memberships in the PV database.
3. Update the PV handbook.
4. Invite and organize EXCO meetings.
5. Update and replenish PV attendance forms.
6. Supply and keep track of regular PV tags.
7. Identify PVs eligible for year-end awards.
8. Catalogue new resource books/media and upkeep existing ones.
9. Facilitate loaning of resource books/media.
10. Update the Club's in-trays in the general office.
11. Maintain the notice boards of the Compassion Club.

**FREQUENCY OF INVOLVEMENT**

As and when required.

**ANY PARTICULAR EQUIPMENT / ASSETS REQUIRED**

PC, database, office equipment and printers will be provided by the school.

**OTHER INFORMATION**

Preferably familiar with MS Office and administrative work.  
Applicable to EXCO members only.



Compassvale Primary School  
Compassion Club  
Parent Volunteers Registration Form 2017

1. Salutation\* (Check all that apply)

- Mrs  
 Mdm  
 Mr

2. Name

\_\_\_\_\_

3. Mobile No. (Optional)

\_\_\_\_\_

4. Email Address (frequently used email) \*

\_\_\_\_\_

5. Name of Child \*

Class \*

(a) \_\_\_\_\_

\_\_\_\_\_

(b) \_\_\_\_\_

\_\_\_\_\_

(c) \_\_\_\_\_

\_\_\_\_\_

6. Remarks (Other information that you want us to know)

\_\_\_\_\_

\* Required Field