



Cedarwood School

113 - 117 Dunmaglass Road, Glenferness

Prep Switchboard: 011 465 9830
Emergency: 071 609 7253

College Switchboard: 011 467 4889
Emergency: 072 617 5291

www.cedarwoodschool.co.za

Facilitators Guidelines Policy

This policy must be read in conjunction with the POPIA Manual

Purpose of the Policy

Guidelines for Facilitators.

We would like to extend a warm welcome from Cedarwood School. We hope that your time with us will be interesting, stimulating and beneficial.

Cedarwood School is a school for children with mild to moderate learning difficulties. The difficulties experienced by our children are varied. Most learners at our school require some form of specialised intervention from educators and/or Therapists. Some children will leave the classroom at certain times of the day to have Remedial Therapy, Speech Therapy, Physiotherapy, Play Therapy or Occupational Therapy. You will be required to accompany the learner to these therapies, unless requested not to by the therapist. While working at Cedarwood you will be regarded as a teacher and will therefore be required to dress and act in a professional manner.

At Cedarwood we practise PBIS (Positive Behaviour Intervention Strategies) and use every opportunity to model positive behaviour to our pupils. Our children should be treated with respect and understanding. Structure and routine are important but remember to be flexible and adaptable to be able to support your child appropriately.

Our classes are small, and this allows teachers to give individual attention and accommodate the needs of the children. The class teacher/ Therapists are available to help you with strategies to assist the children whom you facilitate.

Vetting

There are three types of security clearances that need to be undertaken by persons working with children:

- South African Police Services, Police Clearance Certificate (also known as a SAPS PCC);
- Sexual Offenders Register Clearance; and
- Child Protection Register Check.

Persons who have not been vetted in terms of these three security clearances **may not** work with children.

School Day

All children are to be at School by 7:25am every day.

Grade 1 finish school at 13:00. (Monday — Thursday, Friday 12:30).

Grade 2-3 finish school at 13:15. (Monday — Thursday, Friday 12:45).

Grade 4-6 finish school at 13:45 (Monday— Thursday, Friday 13:00).

Grade 7-9 finish school at 14:15 (Monday to Thursday, Friday 13:30)

Grade 10-12 finish school at 14:30 (Monday to Thursday, Friday 13:30)

You are expected to be at school as per the hours in your contract, which is generally from 7: 25am until your child's school day ends. Punctuality is essential.

Discipline

Our children are encouraged to be courteous at all times. As mentioned earlier, we use positive behaviour strategies. A workshop on using PBIS and Collaborative Problem Solving will be arranged for you as part of your professional development. Under no circumstances may you administer corporal punishment.

Playground

Facilitators are expected to monitor the children under their care during breaks.

Staff Meetings

A short staff meeting is held every morning at 7:15am and another on Tuesdays from 14:00 until 15:00. You are not expected to attend these meetings.

Class Teachers

The parents and class teacher will be able to assist you with information regarding the child you are facilitating. Each teacher has their own teaching style for their classroom and it is important that you work together with them to create a positive and beneficial learning environment. Please respect the class teacher's role in the classroom and remember that although you are employed by the parents, whilst you are at Cedarwood School, you are under the guidance of the Cedarwood staff.

Classroom Strategies

Your goal is to assist the child without encouraging him/her to develop an attitude of "learned helplessness." It is most important that the child listens to the teacher, looks at them and tries to follow their instructions first. Only when the teacher has finished explaining should you begin to mediate the learning process. Avoid talking while the teacher is explaining and be aware of the volume of your voice. Please do not do the child's work for them and avoid whispering answers to the child.

- * If you have a concern regarding the child you are facilitating, please discuss it with The teacher first.
- * Please do not approach other parents about offering to do extra Homework support without first discussing it with the child's teacher.
- * Facilitators are expected to attend all lessons unless otherwise stated by the teacher or Therapist.
- * Avoid leaving the class unnecessarily as this can be disruptive.
- * Facilitators are expected to attend Sports Days and other compulsory events.
- * Please do not use cell phones during lessons (including Art, Music, Computers), unless there is an emergency, or it is a call from a parent.
- * Please advise the teacher and parent if you are going to be absent.
- * No social media may be accessed on the school computers.
- * Use the teacher's code for the Photostat machine for school related copies.
- * Tea / coffee are available in the staff room at break times.
- * Please do not read magazines, study notes, etc., or doze off during lessons - this is not professional behaviour.

Confidentiality

Please be sensitive to confidential issues and avoid discussing these matters inappropriately,

Mentor

A member of staff will be appointed each year to act as a Facilitator Mentor. Please feel-free to discuss any concerns you may have with him. The current Facilitator Mentor is Mr. Sudeshan Moodley

Communication

You are expected to communicate regularly with the parents via email/SMS/WhatsApp/ message book or discussions. It is vital that you work closely with the class teacher who teaches the child you support. Please be aware that the communication book/email should not replace face-to-face communication with the parents, and avoid becoming the messenger between the parent and teacher. All parties are encouraged to work collaboratively.

Facilitator meetings and Professional Development

You will be required to attend 2 — 3 Facilitator meetings each term during second break. You will be informed of these meetings in advance. There is a Facilitator WhatsApp group for general communication.

Facilitator Training and Workshops will be provided during school at a suitable time. Your suggestions regarding the topics you would like are welcome.

Dress Code

Please dress in a professional manner.

School Outings

Parents are expected to pay for any school outings on which you accompany the child.

Facilitator Code

This is extremely important - please make sure you use this daily as it provides feedback for both the teacher and parent.

- I - INDEPENDENT** - the child completed the work independently.
- P - PROMPTED** - you prompted the child only once or twice.
- S - SUPPORTED** - a great deal of support was required from the facilitator for the child to complete his/her work.

One or two sentences should be added to elaborate on the codes given for the work, for example:
_____ was able to construct the sentence independently but needed prompts to use punctuation. She / he was also helped to spell two words correctly.

The code can be written in pen in the margin of the child's work. Please avoid writing detailed letters to the parents when you should be assisting the child.

We hope your stay at Cedarwood School will be an enriching experience for you, the children, and the families you support.

Facilitator Information

Please fill in and return

N.B. Please remember to have a signed contract before you commence your duties. Make sure you have read it through carefully. This is to protect both you and your employer. The school has an example of a contract.

Name:	
Name of child/children:	
Grade of child/children:	
I have a contract	
Telephone no;	
Telephone number and name of next of kin (in case of emergency):	
ID number:	
Topics on which I would like in service training:	

RECORD OF CHANGES

<u>Date</u>	<u>Page no, heading, brief description of changes</u>	<u>Entered by</u>
11 July 2018	None	Management
11/09/20	Grammar and adding	Megan and Michelle
13/09/21	Vetting / School hours	Management
20/10/2022	Editing and Grammar	Meagan Demartinis
09/10/2023	None	Management