



# YU NENG PRIMARY SCHOOL 育能小学

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*A vibrant connected community that aspires, learns and leads*

## **Briefing Notes to Parent Helpers** **P5 Learning Journey to Indian Heritage Centre**

### **General Information**

- Each class will be divided into 2 groups of 20 students each (e.g. Group A and B).
- Each Parent Helper (PH) will be assigned to a group (e.g. Group A). Do note the PH will be assigned to care for a group that will not include your child. This aims to allow your child the full experience of the learning journey with his/her classmates.
- The role of the PH is to
  - a. Look out for the safety of the students under your care (e.g. headcount)
  - b. Ensure orderliness of the students
  - c. Support students who may need more help with instructions

### **Admin Information**

- Parent Helper (PH) will **report to General Office at 10.45am** on their assigned date
- 28 Feb: 2GR & 2TM
- 1 Mar: 2RL & 2RP
- 2 Mar: 2RY & 2IN

#### **Pre-Departure at Yu Neng Primary School (8.00am)**

1. To assist the Teacher in ensuring safety and orderliness of the students in your group
2. To alert the Teacher if any student in your group looks unwell
3. To alert the Teacher if any student is misbehaving

#### **During the journey on the school bus and upon alighting**

4. To assist the students in belting up
5. To assist the Teacher in ensuring all students are seated
6. **To ensure students have taken their belongings before alighting from the bus**

#### **At National Orchid Garden (9.00am-11.15am)**

7. To shepherd your group to ensure all students are always accounted for
8. To ensure orderliness as students move around the garden
9. To assist in accompanying the children to the toilet, if need be (wait outside the toilet)
10. To look out for the students' belongings
11. To assist in overseeing the safety of students
12. To support students who may need more help with instructions

#### **Arrival Back at Yu Neng Primary School (12.00pm)**

13. To assist in checking that no items are left behind in the bus

### **General Reminders**

1. Avoid any physical contact with the student, unless of emergency
2. Be mindful of language use towards students
3. Always seek support from the teacher if in doubt