

Mee Toh School Parents As Teacher Helper (PATH) Member's Guidelines

Guidelines for All PATH Members

As valued partners in our school community, PATH members are entrusted to uphold high standards in supporting our students, teachers, and the school environment. This includes demonstrating reliability, professionalism, and serving as positive role models for our children.

a. Being Punctual and Reliable

Be on time for all assigned duties and when attending school activities.

- Ensure students are supervised and supported promptly according to assigned schedules.
- Demonstrate reliability and responsibility by setting a positive role model for our students.
- Notify the relevant teacher or coordinator in advance if you are unable to attend or coming in later, this will ensure that there is continuity of care and supervision.

Rationale: Punctuality is not only essential for operational effectiveness but also reinforces the importance of responsibility, integrity and reliability—these are values and attitude that our students learn by observing good adult role models.

b. Showing Care to our Student

- Notify the teacher on duty promptly if any student requires medical attention
- Accompany the student who requires first aid to the General Office, ensuring the student receives appropriate care
- Exercise discretion and always maintain confidentiality (e.g. student's information, an incident in the school and no taking of videos or photographs)

c. Managing Students' Interactions

- Foster positive relationships by guiding our students towards peaceful resolution during moments of a conflict or disagreement
- Ensure our student safety and wellness by encouraging respectful distance between parties during disputes. Enlist the assistance of a teacher when dealing with discipline related incidents.
- Seek assistance from a teacher when additional support is needed

- Recall and document relevant details if a student's safety or well-being is of concern
 - Respect student privacy by refraining from taking photographs or recording videos
- d. Nurturing the Mee Toh's Spirit
- Create a supportive and caring environment where every student feels valued and safe
 - Demonstrate understanding and patience when interacting with our students
 - Offer respectful engagement by using a kind and gentle tone when engaging our students
- e. Upholding the School Values (Respect, Responsibility, Resilience, Integrity, Care and Harmony)
- Embody and promote Mee Toh's values through positive actions and behaviour
 - Serve as good role models for our students
 - Contribute meaningfully to creating a supportive school environment
- f. Managing Conflict of Interest
- Maintain confidentiality of PATH information and exercise discretion in sharing school matters.
 - Maintain professional boundaries and treat our students equally and kindly.
 - If there are decisions or activities directly involving your child, please alert the teacher or another PATH member to take the lead. Should any concerns arise, work towards a peaceful and respectful resolution.
- g. Understanding the Principles that Guide this Parent's Guide
- Be aware that volunteering in the school is a privilege; it is not a right. It is subject to suitability and on-going review. All decisions relating to volunteering by PATH members are guided by
 - Student safety and well-being (non-negotiable priority)
 - Professional integrity of the PATH member
 - Fairness, respect and confidentiality
 - Partnership with the school is not an entitlement
 - Accept the decision made by PATH EXCO, in consultation with the school leaders. The school reserves the right to review or discontinue volunteering arrangements in the interests of our students and the school.