YEAR 9 / 10
SCHOOL TO WORK
COMMUNITY SERVICE
INFORMATION FOR PARENTS
Section 1: About the School to Work Program

The School to Work Program aims to better prepare students for their career pathways by assisting them to develop a plan for the transition from school to further education, training and employment. School to Work is part of the Workplace Learning programs that form an important section of the NSW secondary school curriculum.

At Burwood Girls High School students in year 9/10 will be introduced to several areas of the program:

- Students will be issued with Logbooks and will be trained in the use of these books.
- Teachers will help students complete logbook pages throughout the year. Students will record work-related skills explicit through classroom activities. These skills will include communication skills, numerical skills, practical and social skills.
- Students will complete 10 hours Community Service by the end of Year 10. This will involve volunteer work and these extra-curricular skills will be included in the School to Work logbooks.
- **Round Table Presentations**: At the end of Term 4 (Year 9) students make an oral presentation to a group composed of a teacher, parent and peers on the work-related skills they have achieved in Year 9. This will include skills from classroom activities, extra-curricular activities and through community service.

Section 2: How Community Service Works

- All students will have the opportunity to participate in Community Service.
- Students must organise their own placements, although a limited number of placements are available through the school.
- All sites are contacted by the school and arrangements for Community Service times/dates will be coordinated through the Community Service Coordinator.
- Students are supervised by the host organisation, a non-profit or community based location, and they will be responsible for suitable activities to stimulate and challenge students.
- Our school has a duty of care to the students in the workplace learning site. The Community Service Coordinator will contact the site and ensure appropriate supervision and activities have been organised.

**How long is Community Service?**

Students undertake 10 hours of Community Service. They need to make all arrangements and return all documentation to the school as soon as they are completed.

Students can undertake their volunteer time during school hours, after school or on weekends. Students can only use **two school days** for this activity.

**Please note**: Weekends are **not** covered by school insurance.
When do students undertake Community Service?

- All Community Service must be completed before the end of Year 10 as completion is included on their final report.
- Most sites prefer students to complete two consecutive days to facilitate the experience.
- Your daughter needs to inform the school of any date that she is not available eg a medical appointment is already scheduled.
- If an assessment task occurs during Community Service dates, students must liaise with their teacher to complete the task at a time/date that suits both the teacher and student. If an assessment task is due on a Community Service day, the students must ensure the task is handed in before she goes to Community Service.

How do students obtain a position?

There are two ways students can organise Community Service positions:

1. The school has several sites that are regularly used for Community Service. You may contact these sites directly regarding volunteering. These include:
   - Australian Conservation Volunteers
   - Salvation Army
   - Presbyterian Aged Care
   - St Ezekiel Moreno Nursing Home
   - Haberfield Baptist Preschool
   - Reverse Garbage, Marrickville
   - Legacy (organised by the school)
   - Daffodil Day – Cancer Council of NSW (organised by the school)
   - Pink Ribbon Cupcake Day (organised by the school)
   - Community Gardening (during Tuesday Sport)

2. Students can locate their own Community Service positions with support from the school and their parents and carers and submit these for approval by the school. Where a student finds their own position, the Community Service Coordinator must be notified in writing on the Notification Sheet (available outside the TAS Staffroom).

All Community Service choices must be handed in to the Coordinator at least two weeks before starting to allow necessary arrangements/placements to be made.

When a position is confirmed, help your daughter find out about:

- Rescheduling other activities, eg assessment tasks, class assignments etc to give priority to their volunteer work.
- Clothing and any other requirements to undertake the work, for example – enclosed footwear.
- Start and finish times – after 6 pm is not permitted for children under 15.
- Travel arrangements and time of arrival.

Much of this information can be obtained from the Community Service Coordinator prior to commencement of volunteer work. Encourage your daughter to meet the deadlines for seeing the Coordinator and collecting her information pack.
Section 3: Keeping Students Safe

- At all times the safety of students and child protection are of the highest importance to the school. This includes when students are participating in Community Service. Every measure is taken by the school to ensure all children, while engaged in school-approved activities, will be protected from all forms of abuse, including sexual, physical and emotional abuse and neglect.

- Community Service sites have a responsibility for the safety and welfare of students and will be expected to act in accordance with workplace responsibilities as set out in the Occupational Health and Safety Act.

- Students themselves must also be aware of their own safety during travel to/from the site and while working at the site. Students should have a responsible and mature approach, listen carefully to instructions and comply with the requirements of the site.

Section 4: Insurance and Indemnity Provisions

The Department of Education and Communities has a number of provisions for protecting students and employers, including:

- Insurance arrangements for students injured while on workplace learning, including travelling to and from the site. Parents and carers will need to first claim from their Medicare and private health funds before a request can be made to the Department to cover any outstanding expenses.

- Protection for employers in the event of a claim against them as a result of an injury to a student or compensation for damage to property caused by a student on a workplace learning program. Conditions apply.

- The Department uses the NSW Workers Compensation Act as a benchmark to compensate students for medical treatment and rehabilitation costs. Students also have a right under common law to seek compensation if it can be established that the injury was caused by the negligence of the host employer, the Department or a third party.

- The insurance provisions only apply to workplace learning programs approved by the school.

What about emergencies?

While care is taken in arranging Community Service and nearly all placements proceed without any problems, there may be rare and unexpected circumstances when things go wrong.

The school has the following provisions in place to support students in case they face an emergency.

- All students should carry a card with the school contact number.

- The Student Placement Record is kept at the school and a copy given to the site. This contains emergency contact number for parents/carers.

- During normal school hours, if your daughter genuinely believes they are at risk but does not feel confident to bring the matter to the attention of their supervisor, the student should phone the Community Service Coordinator at the school. If they sustain an injury, they should contact you and the school.
• If your daughter completed Community Service outside school hours, you must report to the school any emergency that involves your daughter during the placement. This must be as soon as possible after it happens, for example, as soon as possible the next day.

• It is important you provide the relevant contact details and Medicare number on the Parent/Carer section of the Student Placement record. The Medicare number is in case medical attention is required during the placement.

• Community Service can be extended, but only at times outside school hours e.g. holidays, weekends. Students may only use two school days to complete their Community Service.

**How far will students need to travel?**

• Most placements will be within commuting distance of the school.

• It is the student’s responsibility to ensure they know how to get to the site on time. We recommend they organise their travel via the trip planner on [www.131500.com](http://www.131500.com) or call the Transport InfoLine on 131500.

• If a student needs to finish after 5pm, it is recommended that parents organise to collect their daughter from the venue.

• In most cases, students will travel in pairs to Community Service. We recommend they meet at their home and travel together on public transport.

• As a parent or carer you must be satisfied that the travelling arrangements can be safely managed by your daughter. If you have any concerns, you should discuss these with the Coordinator directly.

• All travel is at the student’s own expense. You are expected to support your child’s travel costs for the duration of the program.

• Concession fares are available for travel on public trains, buses and ferries. These may also be available on private buses. School travel passes cannot be used for Community Service.

**What approvals are needed?**

• Firstly, you need to discuss the site chosen by your daughter and its suitability. If you are happy with her choice, complete the approval section of the Site Notification Sheet and return this to school before the end of Term 2.

• A Student Placement Record will be issued to each student once the dates/times have been confirmed. There are three sections of this form:
  **Section 1**: To be completed by the student
  **Section 2**: to be complete by the parent or carer
  **Section 3**: to be completed by the Community Service site

Please ensure you sign this **Section 2** and include a phone number where you can be contacted in an emergency.

• If you daughter is working with young children, she may have to complete a separate form regarding Child Protection.

• Once this form is completed, a copy will be made for the site and the original kept at the school.
Section 5: The Best Ways to Help Your Daughter

Before a Community Service site is chosen, read over the information and ensure you fully understand the program. If you are not sure about something, please ask for further explanation.

Encourage your daughter to:

- Discuss their choice of site with you.
- Complete the Site Notification Sheet on time (two weeks before placement).
- Collect and complete the Student Placement Record and return it to the Coordinator.
- Discuss how they plan to travel to/from the site.
- Be responsible and mature about their volunteer work.

As a parent/carer you can also help by:

- Advising the school about any suitable placements you know about or can offer.
- Advising the school of any disabilities, medication, allergies or restrictions affecting your daughter that should be taken into account, particularly if this might affect the safety and supervision of the student in the workplace.

Section 6: Important Contacts

Thank you for taking the time to read this document. We hope you feel confident and well-prepared to support your daughter in this valuable learning experience.

If you have any queries, please get in touch with one of the contacts below:

- Christina Jameson, Community Service Coordinator, Burwood Girls High School
- John Hegedus, Careers Adviser, Burwood Girls High School
- Janina Longman, Deputy Principal, Burwood Girls High School

These people can be contacted on the school phone number, 9747 3355.