



CANTONMENT
PRIMARY SCHOOL

4 April 2024

Ref: 2024-120

Dear Parents / Guardians,

International Friendship Day Parent Volunteer Appreciation & Guidelines

We had our International Friendship Day celebrations this week. The event was a tremendous success due to the hard work, dedication and passion of all our Parent Volunteers (PVs). I would like to take this opportunity to thank each and every one of you for the magnificent parade of countries and captivating recess booths that celebrated the cultural diversity of our students who hail from over 20 nationalities. Your efforts truly instilled in our children the essence of celebrating multi-culturalism.

As we embark on various Parent Support Group (PSG) activities this term, we kindly remind all parent volunteers of the following guidelines as role models in our school:

- **Equal Treatment:** It's essential to emphasize that no preferential treatment will be accorded to children of PSG members, including attendance at PSG meetings or other school events. We believe in fairness and equality for all students.
- **Supervision Roles:** PVs will not be assigned to supervise their child's or ward's classes. We appreciate your understanding in advance regarding the deployment of PVs for different programs and activities. Please let the teachers know if you have been wrongly assigned to supervise your child's class.
- **Child Engagement and Discipline:** As PVs, please refrain from engaging in disciplinary actions with any child. If you encounter areas of concern, kindly bring them to the attention of the teacher-in-charge or appropriate school staff for proper resolution.
- **Student Safety:** The safety and well-being of our students are paramount. Therefore, refrain from recording (audio or video) during activities where PVs are providing support. Let's maintain a safe and secure environment for everyone involved. When capturing photographs, please ensure they are taken from a distance and avoid capturing identifiable images of children.
- **Confidentiality:** Please respect the confidentiality of data and information shared within the PSG and school community. Avoid circulating contact information of parents without their prior consent.

- **Emergency Procedures:** Familiarize yourself with the school's evacuation routes, particularly the designated assembly point, which is the basketball court. Listen attentively for announcements and follow instructions from school staff in case of emergencies.
- **Facility Usage:** While volunteering, please confine your activities to designated areas such as the canteen or foyer. If you require access to the Parent Engagement room, kindly seek assistance from the receptionist for guidance.

To maintain the vibrant, positive, safe and supportive environment within our parent community, it is vital that we all adhere to the guidelines provided.

Thank you for your unwavering commitment to Cantonment Primary School and for being valued partners of our school.

Yours sincerely,



Mrs Manokara S.
Principal
Cantonment Primary School