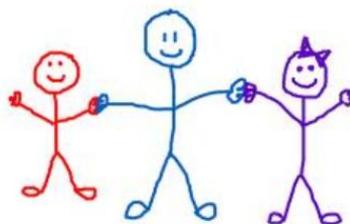


Sandringham Primary School – S.H.A.R.E Program



Frequently Asked Questions

General Questions	
What is the S.H.A.R.E Program?	The S.H.A.R.E (Share, Help And Reach out in Emergencies) Program supports families within our school community in crisis through the voluntary provision of meals, assistance with emergency shops, light housework, minding toddlers, school drop offs and pick up of children.
Is the program confidential?	The program is confidential and any disclosure of your information is only done with your consent and provided on a need to know basis. Information is stored and disposed of as per the Privacy Act 2001
For Families using the Program	
What do I do if I need support or assistance through the S.H.A.R.E Program?	If you need support you can access the program by : <ul style="list-style-type: none"> • Talking with your child’s Teacher • Contacting the office and asking the staff about the program • Contacting Assistant Principal Mrs Jenny Parsons at sandringham.ps@education.vic.gov.au <p>*A friend may ask for assistance on your behalf (with your consent)</p>
How do I get a meal if I need one?	Contact our Assistant Principal Mrs Jenny Parsons, your child’s teacher or staff in the office. A supply of home cooked frozen meals is kept at school. Office Staff or Mrs Parsons will provide you with a meal and register that the meal has been given out. <ul style="list-style-type: none"> • The meal may be: <ul style="list-style-type: none"> ○ Sent home discretely with your child, ○ Dropped to you ○ Picked up by you or one of your friends
If another family has offered to pick up my child or look after my toddler do they need to have a Working with Children Check?	All volunteers through the SHARE Program have a Working With Children check
Who will help me ?	Where possible we try to arrange for the volunteers who will be supporting you to be from your grade or year level as this helps to promote friendships and natural supports.

	<p>If you prefer to not have someone in your grade or year level support you we will try to accommodate your request.</p> <p>We are very aware that it is not always easy for families to ask for assistance.</p>
Under what circumstances can I access the program?	Family's needs vary so please discuss your needs with your child's teacher, office staff or Assistant Principal Mrs Jenny Parsons.

For Volunteers	
How can I help other families through the S.H.A.R.E Program	<p>Volunteer to:</p> <p>Prepare a meal, assist with emergency shops, light housework, minding toddlers, school drop offs and pick up of children.</p>
How can I volunteer to help through the S.H.A.R.E Program?	Complete the SHARE Program form. You will be asked to let us know how you can help.
How will I know if a family needs my support ?	You will be contacted by Assistant Principal Mrs Jenny Parsons or office staff to see if you are able to help.
What if my circumstances change from the time I say I can volunteer to when I am contacted by the coordinator?	We are conscious that circumstances change. If you are not able to assist at the time of being contacted just let us know.
I have volunteered to support the program and provided my contact details. How is my privacy maintained?	<p>Your information is kept securely and disposed of as per Privacy Act 2001</p> <p>Your information is only shared with your consent.</p>