

# COORDINATOR'S CHECK LIST



NAME OF STUDENT \_\_\_\_\_

YEAR LEVEL \_\_\_\_\_ HOME GROUP/CLASS \_\_\_\_\_

REFERRED BY \_\_\_\_\_

NAME OF VOLUNTEER \_\_\_\_\_

DAY AND TIME OF SESSION \_\_\_\_\_

## STUDENT DETAILS

Introduce LAP to student \_\_\_\_\_

Student Referral Forms to Head of School \_\_\_\_\_

Signed and Returned \_\_\_\_\_

Parent of Student contacted by: \_\_\_\_\_

Coordinator (Verbally) \_\_\_\_\_

Class Teacher (Verbally) \_\_\_\_\_

Letter/Consent form forwarded to parents \_\_\_\_\_

Consent received \_\_\_\_\_

## TEACHING STAFF DETAILS

Times negotiated with referring teacher \_\_\_\_\_

Planning meeting with referring teacher held \_\_\_\_\_

Class/Home Group Teacher advised of starting date \_\_\_\_\_

## VOLUNTEER DETAILS – PERSONAL HISTORY

Volunteer Details Form distributed \_\_\_\_\_

Screening and personal documentation submitted \_\_\_\_\_

Clearance Received \_\_\_\_\_

Referees contacted \_\_\_\_\_

Forms submitted to Head of School \_\_\_\_\_

Signed and returned \_\_\_\_\_

## VOLUNTEER INDUCTION

Volunteer accepted for LAP \_\_\_\_\_

Information Package prepared and distributed - including school requirements, Privacy, Occupational Health and Safety and Child Protection/Mandatory Notification details \_\_\_\_\_

Volunteer badge presented to volunteer \_\_\_\_\_

Record Keeping folder prepared \_\_\_\_\_

Induction and orientation completed \_\_\_\_\_

Initial planning session with volunteer held \_\_\_\_\_

LAP PLAN completed \_\_\_\_\_

## GENERAL ADMINISTRATION

Student /Volunteer details entered in absentee book \_\_\_\_\_

Completed Student/Volunteer/Coordinator's forms placed in central LAP files \_\_\_\_\_

Student/Volunteer Details entered on LAP timetable \_\_\_\_\_

# LEARNING ASSISTANCE PROGRAMME