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| **School Community** | | | |
| **Citizen** | **What we think their role is** | **What do we want to know** | **What we found out** |
| student | listening to others  learn, work and play  be responsible for yourself |  |  |
| Principal | looks after the money  communicates with parents  tells teachers what to do  visit classrooms  makes sure everything is o.k.  meets parents in the mornings and at night.  visit classrooms to see if everyone is learning.  make sure the teachers are teaching well.  plans meetings for parents and teachers.  Ms Lien, Ms Thanh, Ms Myco and Ms Bang help Mr Madine | How can you become a Principal?  What is hard about being a Principal?  What do you do as Principal?  What do you do after the kids go home?  What is good about a Principal | be a teacher first and then you get more responsibility  You don’t always have the right answer. Sometimes you disappoint people. People complain a lot. You can’t always do what you want.  He likes being a Principal, for 16years. You get to look after lots of children. He does lots of different things every day. He makes peoples’ lives better.  He reads emails from parents, teachers and his bosses and replies to them. Makes phone calls. Has meetings. He is a communicator. |
| maintenance men | fixes things e.g. lights, air conditioner |  |  |
| cleaner | clean the lunch tables, classroom, bathroom  hand out lunch |  |  |
| teacher | teach the students, help students learn  make sure students are safe e.g. in the playground  help when students are hurt  communicate with parents e.g. emails |  |  |
| bus driver | drives us to different places  cleans the bus |  |  |
| guard  Mr Bach | stops the cars when crossing the road  protect the school  keep everyone safe at home time  ring the bell  accept deliveries | How do you protect the school?  What do you do when the children are not at school?  How do you help other people?  How long does he stay at the school? All night? | He checks that you go home with the right person  He checks all the rooms to make sure the lights and aircon is off and the doors are locked  He walks around the school when everyone is gone for |
| lunch helper  Ms Linh | give the lunches out  delivers the snack | How do prepare our lunch?  What else do you do for the school?  How do you help other people? | She gives the lunch cards to every class teacher  When guests come, she gets water for them, Makes coffee for teachers, and she brings milk to school for teachers  Brings cookies and snacks for after school  She helps people when they’re hurt |
| office staff  Ms Lien | communicate with parents  organises everyone | How do you work for the school?  How do you become an office manager? What do you have to be good at?  How do you help other people? | She organises Mr Madine  She says hello/ greets everyone, she shows new people around the school  She answers the telephone calls from the parents  She speaks to all the parents and staff, she gives messages to people  She looks after the iPads, she helps at special events, she has to write, reading, listen and speak well  She has to be very organised |
| librarian  Ms Nha | gets us library books  looks after and organises the books | How do you help other people?  What happens when you scan the books? | She stores things in the storeroom/ resource room  She helps teachers get things e.g. toys  She organises things  When she scans a book, the computer says that it is borrowed or returned |
| lunch chef | makes the food and puts it in the box | Do they communicate with anyone? |  |
| support teachers | change guided reading books  help translate from Vietnamese to English or the other way round  help teachers organise things  prepare our papers, print and laminate things  make games for us, help us do our work e.g. writing  take care of us, put the lunch cards out  make sure we line up and take us places  teach the students, take photos, display our work |  |  |
| parents | pay the school fees  take students to school and pick them up  help at special events  look at work and help with homework |  |  |