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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 otherslearn, work and playbe responsible for yourself |  |  |
| Principal | looks after the moneycommunicates with parentstells teachers what to dovisit classroomsmakes 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 responsibilityYou 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, bathroomhand out lunch |  |  |
| teacher | teach the students, help students learnmake sure students are safe e.g. in the playgroundhelp when students are hurtcommunicate with parents e.g. emails |  |  |
| bus driver | drives us to different placescleans the bus |  |  |
| guardMr Bach | stops the cars when crossing the roadprotect the schoolkeep everyone safe at home timering the bellaccept 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 personHe checks all the rooms to make sure the lights and aircon is off and the doors are lockedHe walks around the school when everyone is gone for |
| lunch helperMs Linh | give the lunches outdelivers 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 teacherWhen guests come, she gets water for them, Makes coffee for teachers, and she brings milk to school for teachersBrings cookies and snacks for after schoolShe helps people when they’re hurt |
| office staffMs Lien | communicate with parentsorganises 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 MadineShe says hello/ greets everyone, she shows new people around the schoolShe answers the telephone calls from the parentsShe speaks to all the parents and staff, she gives messages to peopleShe looks after the iPads, she helps at special events, she has to write, reading, listen and speak wellShe has to be very organised |
| librarianMs Nha | gets us library bookslooks 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 roomShe helps teachers get things e.g. toysShe organises thingsWhen 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 bookshelp translate from Vietnamese to English or the other way roundhelp teachers organise thingsprepare our papers, print and laminate thingsmake games for us, help us do our work e.g. writingtake care of us, put the lunch cards outmake sure we line up and take us placesteach the students, take photos, display our work |  |  |
| parents | pay the school feestake students to school and pick them uphelp at special eventslook at work and help with homework |  |  |