CHA portal timetable example

Communityhubs
Connect. Share. Learn.

Hiranthi Perera
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Overview · Calendar · Referrals

Term 2 2020 ▾ · St Pius X Primary School ▾ · Filter

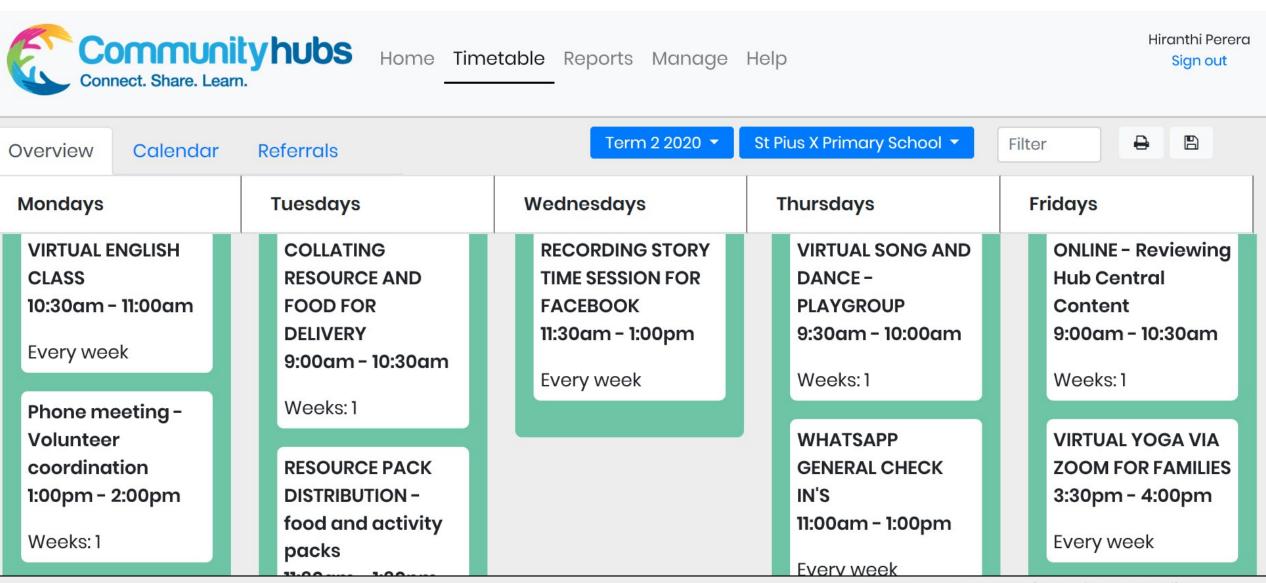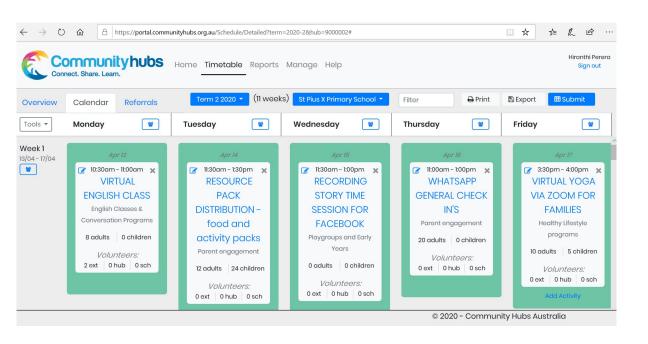| Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
VIRTUAL ENGLISH CLASS 10:30am – 11:00am Every week	**COLLATING RESOURCE AND FOOD FOR DELIVERY** 9:00am – 10:30am Weeks: 1	**RECORDING STORY TIME SESSION FOR FACEBOOK** 11:30am – 1:00pm Every week	**VIRTUAL SONG AND DANCE – PLAYGROUP** 9:30am – 10:00am Weeks: 1	**ONLINE – Reviewing Hub Central Content** 9:00am – 10:30am Weeks: 1
Phone meeting – Volunteer coordination 1:00pm – 2:00pm Weeks: 1	**RESOURCE PACK DISTRIBUTION – food and activity packs**		**WHATSAPP GENERAL CHECK IN'S** 11:00am – 1:00pm Every week	**VIRTUAL YOGA VIA ZOOM FOR FAMILIES** 3:30pm – 4:00pm Every week

Guidance to assist in recording programs and activities whilst working remotely

- State in the activity name how you are connecting – face to face or virtually .

- Record the program category. Where things don't fall under a current option available, parent engagement is the best option.

- Include descriptions. This will assist to provide clarity to the activity name.

- Record services you are partnering with.

- Be honest and fair about the time spent on activities – preparing packs, distributing resources or creating videos take time!

- Record the number of attendees or people you connect with.

- Record the number of volunteers who might be assisting you during this time to distribute packs or facilitate English.

- Record referrals to other services.

- Record the number of meetings or school-based activities you are supporting during this time.