

Parents and Friends Association Information Booklet 2018

St Peter's Primary School
103 Wood Street Inglewood WA 6052



St Peter's Primary School Parents and Friends Association

Mission

To foster a strong community spirit by encouraging and supporting parental involvement in social, educational and fundraising activities initiated on behalf of the children attending St Peter's Primary School.

Aims

The aims of the St Peter's Primary School Parents and Friends Association (P & F) are:

1. to act as a liaison between the wider school community and the governing bodies of the school;
2. to further the growth and development of parental involvement through a range of social, school and parish activities;
3. to organise guest speakers for the P & F on current and suggested educational programs, faith development and other matters of interest; and
4. to raise funds for the further development of the educational, social and spiritual growth of the St Peter's school children.

The P & F

- enlists the help of class representatives from each class group as a network to receive feedback from parents about issues of concern;
- receives a voluntary levy from parents on an annual basis;
- receives funds via various fund raising activities;
- uses received funds to support the educational, religious and social aims of the school;
- supports St Peter's Primary School students financially by providing five scholarships annually; and
- recognises and encourages the support given by parents to our school community

Membership

St Peter's Primary School P & F is open to all parents or carers of a child/children who attend the St Peter's Primary school. The P & F represents the wider school community, providing an open forum for discussion and information about the community.

Class Representatives

P & F Class Representatives (Class Reps) are self-nominated on an annual basis at the beginning of the academic school year to represent a particular class. Self-nomination is provided to the P & F Vice President or Class Rep Coordinator and is filled on a “first come, first served” basis. Parents may wish to share the role with another parent in that year group.

Class reps are voluntary positions that provide an invaluable point of contact for parents in the class.

Role of Class Representatives

The primary roles of the Class Rep are to:

- attend monthly P & F meetings to represent the views of their year group;
- communicate meeting outcomes back to their year-group;
- welcome new families to the school; and
- help organise and promote social and fundraising events for the wider school, year or class (including ticket distribution and collection of money on occasions as required).

Once confirmed in the class rep role by the Class Rep Coordinator, class reps are to advise the relevant teacher.

The class rep will contact parents and introduce themselves/s. If there is no email class list available, the class rep is to request this information from parents and compile a contact list. A class rep may do this by leaving a blank contact list at the front of the classroom for parents to fill in within the first few weeks of class; or providing a letter to each parent via the child’s homework bag introducing themselves and requesting a contact email from the parent (see example).

It is important that parents are advised that the contact information will only be used for the purposes of communication about school and P & F matters. The contact list is not to be used for business purposes or promotion about non-school related matters. The contact list also serves to assist other parents to build social networks and provide support at various times with other class parents.

The contact list is to be used to promote social and fund raising events for the P & F. A fundamental role of the class rep is to support the initiatives/ events of the P & F social and fund raising committees through promotion and communication to other class parents. The success of these events is determined by other parent’s/ family involvement and commitment to participate and attend events. The benefits of this participation and attendance by the wider school ensures that legacy events continue to occur; that funds are raised to benefit the school and students; and a sense of belonging and unity develops between families.

Secondary and additional roles that the class rep may provide, but are not mandatory, are:

- organising class social events like park plays; dinners etc. that provide all parents/carers with opportunities to get to know each other;
- collecting money from parents to provide a thank you gift to the teacher/ teacher’s assistants at the end of the school year. This is purely voluntary and parents do not need to contribute to this collection. It is advised that if the class reps do wish to take a collection that parents are advised that they can contribute a nominated small amount of money; what the purpose of the collection is; and how parents can provide this money to the class reps. The amount of money should be minimal, i.e. \$10 and not onerous on parents. Other

gifts for birthdays, Easter etc. do not need to be provided to the teacher, but if within the budget of the collection, then this can be determined by the rep.

The P & F class rep is not responsible for communicating school information to the class. This information is provided by teachers or the school faculty.

The class rep may also be an additional support to other parents in their class who may have experienced loss; or maybe going through a difficult period. Often parents have their own support network to provide this, however in conjunction with these networks, the class rep may be able to provide additional support. Reps are asked to assess the need and appropriateness of any support offered in a sensitive and respectful manner.

An example of Welcome/ Introduction email to Class Parents

Hi (insert class/Year) Parents,

Welcome to the start of the 2018 school year.

We/ I would like to introduce myself/ourselves as your Parents and Friend's Association (P & F) class representatives for this year.

My/ Our primary roles as your P & F class rep/s are to:

- attend monthly P & F meetings to represent the views of class parents;
- communicate meeting outcomes back to the class parents;
- welcome new families to the school; and
- help organise and promote social and fundraising events for the wider school, year or class.

I/We aim to organise social functions for our class throughout the year to help parents build their social network and sense of community with other class parents.

I/We will also be asking for assistance throughout the year at P & F social and fund raising events. Your assistance by volunteering your time at these events ensures that these events can take place. These activities benefit our school and all the children.

I/We would like to collect a small amount of money (\$10 per family) to purchase a collective thank you gift for the teacher and assistant/s for the end of year. This is a voluntary collection. If you would like to contribute please can you provide this money to me/us (nominate a timeframe and a method to do this i.e. personally/ envelop left in class for child to bring in/direct debit etc.).

To assist with providing information back to parents about P & F business, social and fundraising events, can you please provide your contact details including your email address and mobile number (if you choose) to me/us.

If you have any queries please feel free to contact me/us via email or phone. My/Our contact details are:

Thank you

_____ Name _____ and _____ Name _____

Please return to class rep via the class room or email us/me directly with your details. Thank you

Child Name: _____

Your Name/s: _____

Email Address: _____

Mobile Number: _____

An example of a P & F information email to Class Parents from the Class Rep

Hi all (insert class) Parents

The following update is from the P & F meeting held on 1 September 2014.

Helpers are needed at the Father's Day Breakfast on 5 September 2014

From 7am to 8:30am

Please call Gill Aves on

Dadember is here – all father figures are encouraged to attend excursions for the month of September and participate in Literacy and Numeracy in the classroom.

Wednesday 24 September 2014 is the SPD committee meeting. All father figures are welcome to attend.

Pupil Free Days are scheduled on Friday 26 September 2014 and Monday 13 October 2014.

School Banking occurs every Wednesday in the computer room. Helpers are needed.

If you can help for 30 minutes or more please contact Angela Bird.

P & F Future Dates to Remember:

- Bunnings Sausage Sizzle Saturday 25 October 2014
- Parents Night 15 November 2014
- Maggie Dent Seminar 18 November 2014
- X Mas BBQ 7 December 2014

Thank you

Class Rep Name

P & F Committees

The St Peter's Primary School P & F is fortunate to have many active committees run by enthusiastic, committed parents who organise, develop and carry out a wide range of projects, initiatives, and events within our school on a voluntary basis. These include:

- School Netball;
- School Basketball;
- School Banking;
- Entertainment Book;
- Footy Tipping;
- Mother's Day Stall;
- Welcome BBQ;
- School Disco;
- Christmas BBQ;
- Father's Day Breakfast;
- St Peter's Dads (SPDs);
- Mother's Day Events;
- Seminars;
- Family Camp committee responsible for organising an annual school camp;
- Second hand uniform shop;
- Fund Raising committee responsible for planning and organising fund raising events.

If parents are interested in joining and assisting any of the above committees please contact the Vice President P & F.

Welcome BBQ

This is a free event for all families of St Peter's Primary School, to welcome new parents and existing parents to the new school year. The BBQ is generally held on the third Friday of the first term from 5pm to 7:30pm and includes a free BBQ and activities for the children and parents. Volunteers are required to assist at the event and a roster will be issued prior to the event.

School Disco

An annual event held in the first term for all students at St Peter's Primary School. Tickets are purchased for the event via the Disco Committee. Time slots for attendance are divided into Kindy and Pre-primary; Years 1 to 3; Years 4 to 6. Volunteers are required to assist with running the event.

Mother's Day Events

Organised by the P & F for all the mother figures of the school community. Events change per year and generally occur in the week prior to Mother's Day.

Mother's Day Stall

Organised by the Mother's Day Stall Committee on an annual basis for Pre-primary to Year 6, students can purchase gifts for the mother figure in their lives. The stall is open the Thursday and Friday prior to Mother's Day and staffed by volunteers to assist with the event.

School Banking

Run by the Banking Bombshells every Wednesday between 8am and 9am in the computer lab. Children have the opportunity to save money; earn rewards and this activity also provides incentives to the school that benefit the students.

Netball

Organises St Peter's teams to play netball for Years 3 to 6 in the winter and spring season (depending on interest for spring).

Basketball

Organises St Peter's teams to play basketball for Under 10s to Under 13s in the winter and summer seasons.

Entertainment Book

The Entertainment Book Committee provides a link for the wider school community to purchase the Entertainment Book annually in return for incentives for the school.

Footy Tipping

Annual footy tipping competition for children and parents/community of St Peter's to win weekly prizes for results during the AFL football season. A set fee is required to participate in the competition.

St Peter's Dad's (SPDs)

Based on the Fathering Project which aims to positively promote the important role of fathers, and father figures, to the entire school community through the formation of the SPDs. The SPDs are a group of dads from the school that build interaction, knowledge and skills of fathers, and father figures, but most importantly is an opportunity for dads to get together in a relaxed, informal environment.

Father's Dad Breakfast

An annual event held at the school on the Friday morning between 7am and 8am prior to Father's Day. A free BBQ is provided to all students and fathers/father figures. The event is run by volunteers.

Seminars

Organised by the P & F on an annual basis for the wider school community for a minimal entrance fee. These seminars are based on needs/requests for certain workshops/ information to be provided e.g. staying safe in the social media environment, protective behaviors etc.

Family Camp

This is held on an annual basis in October and families are invited to join other families for a relaxing weekend of community building at an outer suburban facility. St Peter's Family Camp is age appropriate and open to children who are four years or older (due to safety issues).

Second Hand Uniform Shop

Located next to the canteen and generally open on the Friday of term weeks 1, 4, 7 and 10 (except for the fourth term – open weeks 1, 4 and 8) from 8am to 9:30am.

The shop operates with donations from parents and in certain circumstances items can be obtained by families for no cost (no questions asked). Items can be donated at any time to the school office.

Christmas BBQ

Generally held on the last Sunday of the fourth term between 4pm and 7pm on the school oval. This festive event includes free activities for children. An RSVP from parents is required along with a small fee to cover the BBQ food. Volunteers are required on the day and a roster will be issued prior to the event.

Fundraising

All fundraising via the P & F is coordinated with the school and for a purpose articulated to the school community. Fundraising activities are kept to a minimum and are purely voluntary.

Recognition

P & F Life Membership can be awarded to individuals who have made a substantial contribution to the progress and promotion of the interests of the school. This award is announced at the P & F Annual General Meeting in December.

The P & F recognises an outstanding contribution to the school each year in the way of the 'Person of the Year Award'. An honour board recognising all past recipients of the award is held in the foyer office. This award is announced at the final school assembly in December at the conclusion of the school year.

In addition, P & F funded scholarships are awarded in the same assembly and the recipient receives free tuition at St Peter's Primary School.

The six scholarships are:

1. Noela Smith
2. Bill Sheridan
3. Sonia McCambridge
4. Bev Ravenscroft; (arts)
5. Bernadette Preston (sports); and
6. Joe Tavelli (true values)

Nominations are made by individuals and the senior leadership team. Individuals can apply for scholarship by filling out the nomination form provided by the office. The senior leadership team provides the final endorsement for the recipients of the scholarships, which are announced at the final school assembly in December at the conclusion of the school year.

P & F Levy

St Peter's Primary School has in place a voluntary levy that is paid per family and is directed to the P & F. This money is used to fund priorities within the school, as determined by the P & F representatives in conjunction with the Principal, staff and school board.

Projects and activities that have received P & F funding include:

- Air conditioners installed in every class room
- Electronic whiteboards installed across the school
- School and teacher resources
- Library resources
- Science equipment
- Music instruments; banners; school piano
- Mathematics equipment and resources
- Language equipment and resources
- Year 6 School Camp
- Cooking equipment
- Sporting Equipment
- Scholarships (Sports, Art and 3 x Academic)
- Computer Lab
- Nature Playground

P & F Meetings and Agenda

P & F meetings are generally held on the first Tuesday of each month at 7:15pm in the school staff room. Meeting dates are noted in the school calendar, please note that due to public holidays, term dates etc. meetings may have to move to a different Tuesday. The school newsletter contains the meeting dates and everyone is welcome to attend.

Agenda items can be added to the agenda book located in the school administration office. Please note that agenda items must be in by the Wednesday before the P & F meeting and must be P & F related.

The agenda is compiled by the P & F President and appears in the school newsletter on the Friday prior to the P & F meeting. To ensure timeliness of the meeting, agenda items are to be prepared and presented (verbal or written information provided) concisely. As the meeting is an open forum and representative of a range of people, varying views may be expressed about an agenda item. This is done in a respectful manner to allow people to present an opinion without confrontation and interruption. Everyone's views are valued.

Any agenda items may be taken out of the agenda by the school leadership team if the agenda item is school related. The school leadership team will notify the person who submitted the item to discuss why the item has been removed from the agenda prior to the P & F meeting.

If parents are unable to participate in the monthly P & F meetings, there are many ways that parents can make important contributions to the school. Throughout the year, there are many social events and occasions where voluntary assistance is required. Without this assistance events may not be able to be run. The P & F appreciates any help that you may be able to offer.

The P & F welcomes suggestions and questions from our school community.

Please feel free to contact us to find out more:

President	Emma Butler
Vice President	Richard Boyd
Class Rep Coordinator	Alison Rawson
Secretary	Nicole Gatsoulis
Treasurer	Magda Wittek
Committee Members	Alisa Cardaci, Angela Bird, Nathalie Vidot, Darren Oliver, Alison Rawson
Footy Tipping	Anita Blagg
Welcome BBQ	Kristy Olszewski, Linda Costarella
Netball Committee	Donna Farley, Annalisa Hutchinson, Ellen McAllister, Amy Eva
School Banking	Angela Bird, Genelle Rueland
Entertainment Book	Genelle Ruehland
Family Camp Committee	Abigaille Perrottet
Seminars	Alison Rawson
Basketball Committee	Sharon Smith, Will Aves
School Disco	Kelly Marinucci, Olyvia Browne, Joanne Southern
2 nd Hand Uniform Shop	Alison Rawson, Angela Patti, Kristy Gough, Manuela Maric
St Peter's Dads	Richard Boyd
Mother's Day Stall	Toula Hollingum, Jacquie Audino
Bookfair	Nathalie Vidot; Laura Antenucci
Christmas BBQ	Renee Bennett, Magda Wittek