

Parents and Friends Association Information Booklet 2015

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, and comprises of, all parents or carers of a child/children who attend St Peter's Primary School. The P&F acts for 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 (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 their teacher of their position. The class rep is to contact parents to 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.

It is important that parents are advised that the contact information will be provided to other parents in the class and 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 fundraising events for the P & F. A fundamental role of the class rep is to support the initiatives/events of the P & F social and fundraising committees through promotion and communication to other class parents. The success of these events is determined by the involvement of other parents/families 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 a sense of belonging and unity between families is promoted.

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

- organising class social events like park plays, dinners to assist parents to get to know other parents, etc; and
- collecting money from other 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, 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 and not onerous on parents. Other gifts do not need to be provided to the teacher.

The P & F class rep is not responsible for communicating school information to the class.

The class rep may also be an additional support to other parents in their class who may have experienced loss or may be going through a difficult period. Often parents have their own support network and significant other parents/friends 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 2015 school year.

I/we would like to introduce myself/ourselves as your Parents and Friends Association (P & F) class representative/s 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 fundraising events. Your assistance by volunteering your time at these events ensures that these events can take place. These events benefit our school and 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, will you please provide this money to me/us (nominate a timeframe and a method to do this i.e. personally/envelope left in class for child to bring in/direct debit etc.).

To assist with providing information back to you as parents about P & F business, social and fundraising events, will 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 P & F information email to Class Parents from the Class Rep

Hi all (insert class) Parents

The following is P & F Information from Meeting 1 September 2014.

Helpers are needed at Father's Day Breakfast on 5 September 2014
From 7am to 8:30am
Please call Gill Aves on

Dadember is here – all father figures 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 on Friday 26 September 2014 and Monday 13 October 2014.

School Banking every Wednesday in the computer room. Helpers are needed please. Please contact Angela Bird if you can help on

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 club;
- School basketball club;
- School banking;
- Entertainment Book;
- Footy Tipping;
- Craft committee responsible for the Mother's Day stall and raffles;
- Social committee responsible for social events for parents and students such as a Welcome BBQ, Disco, Christmas BBQ, Father's Day breakfast;
- Family Camp committee responsible for organising an annual school camp;
- Second-hand uniform shop;
- Fundraising committee responsible for planning and organising fundraising events.

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

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 'St Peter's Person of the Year'. 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.

Five scholarships are offered to students at the end of each year.

The Noela Smith, Bill Sheridan and Sonia McCambridge Scholarships are awarded to Year 5 students going into Year 6, to the value of one year's school tuition. These scholarship recipients are chosen by the Principal and the Year 5 teachers, and selected on the basis of a student's good character, courteous and helpful attitude and who, as Laurie Mayne (ex-Principal) stated, are "tryers".

The Bev Ravenscroft Arts Scholarship and the Sports scholarship are awarded to students on a merit basis to the value of one year's school tuition, and parents need to apply for these scholarships.

All five scholarships 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.

Other areas that have been funded by the P&F include:

- air conditioners installed in every class room
- electronic whiteboards installed across the school
- school and teacher resources
- library resources
- science equipment
- music instruments
- mathematics equipment and resources
- language equipment and resources
- Year 6 School Camp
- cooking equipment
- sporting Equipment
- scholarships (Sports, Art and 3 x Academic)

P & F Meetings and Agenda

P & F meetings are generally held on the first Monday of each month in the school staff room at 7:30pm. Meeting dates are noted in the school calendar. On occasion due to holiday timetables, etc, meetings may have to move to a Tuesday evening. Notification of dates will be provided via the school newsletter. Everyone is invited and welcome to attend the meetings.

Agenda items can be added to the agenda book located in the school administration. Agenda items must be in by the Wednesday before the P & F meeting and agenda items must be P & F related. The agenda is compiled by the President P & F and can be located 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:

Brad Foote	President	0411 431 431
Alison Rawson	Vice President/Class Rep Coordinator	0433 991 636
Alissa Pizzolante	Secretary	0419 907 332
Graham Forrest	Treasurer	0448 875 502
Jean Paradise	Committee Member	0407 999 385
Angela Bird	Committee Member	0429 335 877
Amanda Boyd	Craft Committee	0433 473 234
Anita Blagg	Footy Tipping Committee	0417 090 712
Gillian Aves	Social Committee	0408 940 912
Kelly Rivas	Netball Committee	0433 449 744
Angela Bird	School Banking	0429 335 877
Mary Nuttall	Entertainment Book Family Camp Committee	0408 334 213
Teresa Perone	Fundraising Committee	0419 699 960
Marshelle Zamparelli	Basketball Committee	0412 317 161
Kylie Lycho	School Disco Committee	0407 386 130
Rochelle Higgins &	Second-Hand Uniform Committee	0437 932 777
Louise Ferres	Second-Hand Uniform Committee	
Paul O'Connell	Fathering Project Committee	