CLASS PARENT AND CLASS KITTY ARRANGEMENTS

The Class Parent and Class Kitty arrangements at St. Rose Catholic Primary School are developed by our parents in the spirit of community. These are not mandated or designed by the School.

CLASS PARENTS

The role of a Class Parent is to assist with social functions within the school, welcome new families to the class or year group, and organise, on behalf of the parents/families of the class, their own social get-togethers.

The Class Parents are usually the representatives the School will approach to assist or disseminate information regarding support of families, fundraising and social events.

The Class Parent role in the PEN is to foster FAITH, FRIENDSHIP AND FUNDRAISING and attend PEN and class parent meetings each term.

Class Parent Roles– Min. 3 people per class

Communication - 1 person

- Organise and distribute class contact lists
- Communicate to parents (please note that any emails regarding whole school activities/requests for fundraising should be forwarded to the School Principal for approval)
- Attend PEN and class parent meetings each term
- Send reminder emails about upcoming permission slips which are due (possibly by setting reminders in their phone/device).

Social - 1 person

- Organise class social activities
- Welcome new families to the class
- Organise gifts for special events of class families - births, condolences, other celebrations
- Manage Class Kitty
- Assist with organising:
  - Year One parents cater for Kinder Tea and Tissues morning
  - Year 5 cater supper for Year 6 Graduation celebration
  - Year 6 fundraising events (discos and Mothers’ and Fathers’ day stalls) to purchase leaving gift for the School
  - Year 6 jersey, year book and graduation dinner.

Fundraising- 1 person

- Assist in fundraising activities
- Generate interest for and attendance to fundraising events, Weekly Masses, Family Masses (co-ordinating supper donations)
- Assist with Christmas hampers/ social justice initiatives set by the school.
CLASS KITTY

During the year there are certain events that may happen within your class, such as the birth of a baby, a sick parent, fundraising, etc. At St. Rose School it is helpful to ask each family to donate $20 into a kitty that is kept in trust by the class parents.

This is purely VOLUNTARY. The monetary donation should be used for (suggested figures to spend):

- Gift for new baby in a family ($20-25)
- Get well card for either a sick parent or child ($10)
- Teacher’s birthday gift ($50)
- Bereavements ($20-25) - The School also gives a plant on behalf of the School community.

The following items are also paid for from the Class Kitty:

- Teacher/s gift at the end of the year ($100 per FT Class Teacher and shared with Class Teachers that job share).
  
  *Note that part time staff gifts are organised by the PEN.*
  
  The Teacher/s gift is to be presented by the Class Parents at the end of year School Presentation Assembly.

Class Parents must keep a record of monies being contributed to the kitty and money being spent and inform their class regularly (once per term) of the balance.

Parents should contribute to the Class Kitty ideally by direct depositing funds into a nominated parent bank account (the account cannot be a school account) and the person co-ordinating the class kitty must ensure accurate records are maintained and communicated regularly (once per term) to the Class Parent group.

At the end of the school year, all remaining monies in the Class Kitty are to be carried over for the class to begin the new school year. Funds must be handed into the school office at the end of the year, where they are securely kept until the new school year begins for the incoming appointed Class Parents. The purpose of these funds being carried over each year is to assist all families of the class as they move through the grades. Specifically noting there are significant class social expenses in Years 5 and 6.

Elizabeth Street
Parent Engagement Network
Principal Liaison