



**ST ROSE CATHOLIC PRIMARY SCHOOL
COLLARROY PLATEAU**

Year 5&6 Parent Handbook

UPDATED AUGUST 2018

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YEAR 5 REQUIREMENTS:

YEAR 6 TOP

This is optional and to be organised and paid for by the families.

1. Start in October to organise the correct sizes for the children.
2. Survey the class parents their preferred top and source some sample sizes.
3. It is best to have at least 2 parents checking sizes. Get each child to try on the correct size while one person is checking and the other writing down the sizes – use a class list to make sure that you get all the children’s details.
4. Check with the Principal if there are any new children expected at the school for Year 6 the next year as you will need to make sure that you have a shirt for them in the correct size and that you have their name spelt correctly.
5. When you have all the sizes, send an e-mail to each child’s parent listing the size that they tried on that was the best fit and ask the parent to confirm that this is the size that they would like to purchase. At this stage it is also best to get payment for the shirts. Keep this record on the class list also.
6. Liaise with the Principal as to which design options the children will have to choose from for the shirt back.
7. The simpler designs where the names are typeset are easier to organise, rather than hand written signatures in smaller areas.
8. You will need to e-mail the parents regarding the spelling of the child’s name on the shirt and what they prefer, i.e Matt or Matthew
9. You need to confirm the teacher’s names for year 6 – this is usually early December.

Once the shirts arrive, check that all the items are correct and label each shirt packet with the child’s name as a final check. It is nice if there is a special time to hand these out to the children early in Year 6 as a mark of their entering into their last year of Primary School

**YEAR 6 GRADUATION NIGHT- THIS BASED ON YEAR 6 GRADUATION HELD 1st Week
DECEMBER (WEEK 8 OF TERM)**

This is a time for Yr 6 to relax...

TERM 4	ACTION
WEEK 1	<ul style="list-style-type: none"> • Set up meeting with principal to discuss requirements • Send email/note to all year 5 parents, advising them of the date of Yr 6 graduation and that it is Year 5's responsibility to organise and cater. Put date in their diaries and more info later. (See Appendix 4)
WEEK 2	<ul style="list-style-type: none"> • Confirm with the Principal that the school will be paying for the Graduation Cake and how this is paid.
WEEK 3	<ul style="list-style-type: none"> • Send out form to Year 6 parents asking them to RSVP with numbers that will be attending the Yr 6 graduation (including the Yr 6 child). Need response by end of week 4 - give date. (See Appendix 5)
WEEK 4	<ul style="list-style-type: none"> • Send out form to Year 5 parents with specific details of what is required and asking for their contribution, etc. (See Appendix 11) • Yr 5 class kitty to purchase: napkins, cocktail plates, foam cups, plastic cutlery coffee, tea, milk, ice (if needed), sugar, table decorations (eg tea lights, etc). • School to provide: garbage bags, some utensils (incl large knife for cutting cake, glass jugs for water) and tablecloths • The following menu is more than adequate for 120 people. If you did not want to spend kitty money on things like napkins, plates, etc, these could be an item for Yr 5 parents to buy also and cut down on number of drinks, etc) • It was expected that each family's contribution be of similar value.
WEEK 7	<ul style="list-style-type: none"> • Send out reconfirmation to Yr 5 parents with what they are contributing, who is helping, etc. (See Appendix 11)
DAY OF EVENT	<ul style="list-style-type: none"> • Check arrival of cake- see school office • Set up tables - they can be decorated as you wish • Organise all utensils, jugs, tea/coffee, etc • Have tubs ready for ice for drinks (if not enough room in fridge) • Someone (class mums) to attend in afternoon when food dropped off. • Other organisational details self explanatory on Appendix 6 reconfirmation of contributions

YEAR 6 REQUIREMENTS:

GETTING STARTED

Congratulations - your child is about to enter Year 6, your baby has grown over the last 7 years of primary school and is now ready to spread their wings off to High School! So, let the fun begin for the last Primary Year of their life. To help make it special, get involved and be a part of the activities that are about to unfold.

The following are hopefully hints and tips that we have found in previous years to work best ie least work for best rewards!

As class parents, there are still a number of expectations as well as those of a Year 6 parent. Appendix 1 is a reminder of what is expected of a class parent

In the final weeks of term 4, make an appointment with the principal to plan dates and timings for the events that Year 6 runs throughout the year. Lock in dates and times if possible for the following:

TERM 1: Disco

TERM 2: Mother's Day Stall (Held on Friday before Mother's Day Sunday)

TERM 3: Father's Day Stall (Held on Friday before Father's Day Sunday)

TERM 4 : Disco (usually Halloween time)

Year 6 Dinner

** If there are any dates that you are aware of that affect more than 1 child, please inform the principal - eg Orientation days at High Schools.

It is also handy if you know the camp excursions dates, Orientation days for high schools, Yr 6 Graduation date, School Photo Date and the reflection date – some of these may not be finalised until later in the year.

FIRST THINGS FIRST

Have a get together ASAP after dates have been set for the Discos, Mother's Day and Father's Day Stalls. Arrange a meeting to kick off the year and start some of the planning for the many activities that you are undertaking this year. You will need to start early as the year will soon be over.

Get the usual class parent items underway ie organise class list with e-mail addresses (this is very important for communication) and ask for a Voluntary class kitty amount as per the Class Parent Agreement.

Organise a meeting (rather than a social function) to kick the year off. Have a list of items to discuss at the meeting and a list of jobs that are required for each event. Planning now will save you a lot of heartache later.

You won't get everyone together so send an e-mail with minutes from the meeting with who is doing what and by when. You will need to make sure that you keep tabs on this to prevent last minute hiccups. If people offer cheap goods or services that you may require this is a great benefit eg "My neighbour owns a lollie shop", "I am a graphic artist".

If people were not there for the meeting, ask them to reply with the areas that they are able to assist with to ensure all requirements are met.

E-mail is the best way to communicate with the group however, you need to make sure that you have all the current e-mail addresses, or addresses for both parents if they require separate e-mails. If you have a core committee for each event this spreads the load, then ask everyone to help out with each function as needed.

Start booking items early to avoid disappointment eg Music for Disco, Venue for functions etc.

Keep everyone updated with changes as you get close to the function date.

There is a Year 6 account held with and managed by the school which is used from one year to the next. Keep a tally of what is banked into this account and be aware that you may need to keep some of the profits from one of the 4 school events above to pay for items for the next event. Always have receipts of money spent for functions to tally against the takings.

All monies raised must be deposited at the school to be banked. See the school office for details.

Keep any money in Year 6 account or from events separate from the Class Kitty

Keep a folder to put in various items relating to each "project" that people are working on so that all details for that item eg Father's day , are in the one folder and can be passed to others if needed.

PLEASE NOTE ALL MONIES RAISED FROM THE DISCOS AND STALLS MUST ONLY BE SPENT ON A GIFT TO THE SCHOOL

DISCO FEVER

Get a committee together to plan the event

Dates should have been sorted with the principal during first 2 weeks of school, generally there is one in the 1st and 4th term

Decide on the music and book early

Decide on a theme (generally October disco is Halloween)

Decide on menu – BBQ sausages on a sandwich or roll, or hot dogs easy to organise and cater, do you include a drink and or chips in entry fee, what is the cost of extra items for siblings, parents etc. (see Disco invite Appendix 7)

Contact the canteen manager to organise school24 for parents to place their orders

Need to order glow sticks, other novelty items for sale and lollies etc in advance if you require them

Book the DJ

Chips, lollies, tattoos, glow sticks, face painting are good sellers. Slushies are popular if you can rent a machine.

Need to have 1 person to write invite to be put into newsletter with order form attached

Need to have 1-2 people to collect money from orders and tally against class lists (make a note on list of extra orders for siblings / parents etc that have been paid for). When preparing the “check off” list, it is easier to have it in alphabetical order by family, as this is how they will arrive.

Have 1 person running each store and several helpers.

You will need helpers to set up the hall, run tables including check in table, operate music machine, security, and all hands on deck to clean up quickly afterward.

Keep notes of who has volunteered to help to remind just before the event. (See Appendix 13)

On the day –

- have the DJ meet the music man for any training
- Set up table outside if possible – best to feed children as they arrive, before the disco gets into full swing
- Put up decorations
- Refer to check list for items that may be needed on the night (See Appendix 14)
- As guests arrive mark off names and give drink and chips (if included in cost), using marker pen, mark hand with a line for each sausage or food item ordered. (A line can be put through this once supplied)
- Feed children outside
- Sell goodies – it is best when parents can see the goods as well

- During disco, man the tables and keep children in check –encourage them to have fun
- Provide free water for kids at kitchen bench at back of hall. Borrow large 20 lt container from church. Provide plastic cups. Good idea to have a towel on floor below as it gets quite grotty.
- After the disco, pack up tables, pack away decoration, clean up mess, put garbage in school bins
- Have a wine!

STALLS FOR MOTHER’S DAY (May) and FATHER’S DAY (September)

Before:

- Check timing of stall – generally there is Liturgy, morning tea, open rooms then children’s recess. Stall is after recess
- Organise a committee and decide on gifts for the sale. Some suggestions are:
 - Donate a gift (value \$5), then buy a gift for \$2
 - Plant
 - Photo frame
 - Cosmetics
 - Tableware – platter
 - Mug
 - Something different to previous year
 - No alcohol
 - Make sure you have at least 5 choices so that where there are 3 siblings they can each have something different
 - See contact details for supplier in Contact list
 - Gifts to cost around \$2.50 to purchase (and sell for \$5)
 - Be careful with orders where you are unable to return unsold items
- Make sure you plan ahead so that there is enough time for your order to be filled and delivered (may need to be 1-2 months ahead) (see Appendix 8)
- Send out information on stalls 3 weeks ahead of time with money to be in 1 week ahead of stall (1 person)
- Contact canteen manager to set up school24 for parents to place order
- When preparing the “check off” list, it is easier to have it in alphabetical order by family. Suggest you get siblings to come together so they don’t duplicate presents.
- Buy gifts ahead of time (2-3 people) – check if any unsold items can be returned
- Wrap gifts ahead of time, wrap in cellophane or with some curling ribbon (optional) so children can see the gift to choose.
- Have a few more gifts (provided they can be returned) as some children will bring their money on the day.
- A list of who has ordered will be provided by canteen manager/admin from school24

During

- stall to be set up on the day (2-3 people)
- Gifts to be delivered to the school either on the day or stored at the school prior to the stall day (1-2 people)
- Children come to hall 1 class at a time to select their gift – try and have siblings come at the same time so they do not select the same gift.

- Try and make sure all the different options are available for all the classes – you may need to keep some of each item for the classes that are coming to the stall later

After

- Tally money and pay off any unpaid expenses
- You may need to hold some of the money back to pay any holding fees etc for the next function.
- Put takings into Yr 6 account via the office (keep a note of how much you have added to account)

PRESENT TO THE SCHOOL

In the first meeting with the principal, discuss items that the school may like as a present from the Yr 6 children – as a reminder of their days at St Rose.

The principal will get costings on these items so that you have an aim for your fundraising

Have a group together who can discuss with the principal the best options and get the school to order items as they can obtain GST free – therefore stretch your fundraising further

Keep tabs on the funds raised through events and where possible, purchase the item well before the end of the year. This means that you can relax without having this as an end of year worry, and the children get to see what they are giving to the school

Try and get a photo of the Yr 6 children with the item they are donating so that this can be added to the yearbook

YEARBOOK

This is optional and to be organised and paid for by the families.

Some time needs to be put into this at the beginning of the year – even as a reminder to take photos of major events through the year. Copies of previous year books are available for viewing in the school office.

Check if there are any children who have not given permission for their photograph to be used

At least 1 person on the committee to have a scanner for non –digital photos, name plates etc

Generally have photos sent by USB or e-mail as they are then ready to add to layout.

Make sure you reserve at least 10-15 minutes of each of your class meetings to discuss this so that it is not left to the last minute.

Take photographs of all the events in Yr 6 that you can

Decide early on the type of book that you would like and the format. Show children copies of previous yearbook styles that they may like to choose from.

Have a folder or collection box at school for items that are sent to school that the teacher may also want to use – to avoid items being lost

Talk to Principal re date for school photos so that there is sufficient time to get Yr 6 photos to add to yearbook

If these are done on computer they can have a template to fill in their personal details – this saves formatting later

Suggest you have at least

- Kindy Class photo,
- Year 6 class photo
- Individual photos – baby, 3 yr old, Kindy, Yr 6 as well as several other photos that represent the way they have changed since kindy
- Have group shot of sporting and other major events
- If need be, the school photographer may be able to supply Yr 6 photos before the rest of the school if the timing is tight.
- Look at your printer options, including having the school copy and assemble the book for you
- Give copy of the year book to the Principal (keeps a historical file), Yr 6 Teacher(s), library (paid for out of fundraising money)
- Try and get a photo of the Yr 6 children with the item they are donating so that this can be added to the yearbook

Request a summary page from The Principal, Yr 6 Teacher(s), St Rose Priest or Deacon

The principal must proofread the entire yearbook prior to printing.

Need to get a quote on printing 2-3 weeks before you are ready to print (see contact list for suggested printer)

Do not give the child the Yearbook unless they have made their payment for it

YEAR 6 DINNER

This is an optional event paid for by the families, however, the children and parents generally enjoy it.

Have a committee together to organise the event

Decide on the date and venue – you need to check to see what High School Functions are on around the same time – so as not to double book.

August - Discuss dates for the Year 6 presentation night and dinner.

Generally somewhere relaxed with space for children to dance & enjoy themselves

Book the venue early to avoid disappointment and having to change at the last minute.

Decide on the cost per person (including all expected costs including invited staff)

Look at catering options – have quotes to look at – decide on type of menu – theme etc

Consider music – BYO cheaper

Make sure you check if alcohol is to be served, cost of waiter etc – usually people buy own drinks – not included in cost

Is there to be a cake or small cakes to serve as dessert

What type of decorations – need to allow for these in cost per person

Need to consider mixed families – suggest Yr 6 child + parents (total 3 per family), no siblings or extended family

Generally best if not allocated seats – children happy to sit together and adults sit together

Let people know as soon as date is decided so they can put that date aside.

Send out invitations about 1 month out to enable people to make sure they can attend, reply and send in money. (see Appendix 9)

Money needs to be received well in advance – gives time to chase those with slower response, and pay any deposit etc required.

Invite the Principal, Yr 6 Teacher(s) , Admin and librarian, as these people have looked after your child some for their entire 7 years. This cost to be paid for out of Year 6 fundraising. If you wish to invite any other teachers, they do not pay for themselves. Their cost must be included in the per person price you charge the Year 6 families for this event.

GLOSSARY OF TERMS

If all else fails – remember the emergency initials

D.R.A.B.C.

Delegate – the workload you can't do it all yourself

Relegate – put off the less important tasks till later

Ask – some people need a personal invitation but are willing to help

Borrow – ideas, equipment etc – who said you had to be original each time

Checklist – make a list that you can tick off to ensure everything is covered.

Appendix 1

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

Class Parent Roles and Responsibilities

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 their own social get-togethers (usually one per term). Class Parents also provide an important communication channel by assisting the Principal and PEN Executive team to distribute general school information (usually via a class Facebook page or group email).

As representatives of the class, the PEN Executive team will approach the Class Parents to disseminate information regarding support of families, and assisting with fundraising and whole school social events.

The Class Parents also manage the Class Kitty and attend the PEN and / or Class Parent meetings each term.

It is recommended that there are three (3) Class Parents for each year group with responsibilities divided in to Communication, Social and Financial. All three Class Parents assist with Fundraising.

Communication Role - 1 person

- Organise and distribute class contact lists.
- Communicate to parents information from the Principal and / or PEN Executive team
- Attend PEN or Class Parent meeting each term.
- Send reminder emails or post on group Facebook page about upcoming events, permission slips which are due, uniform changes, etc.

Social Role - 1 person

- Organise class social activities.
- Welcome new families to the class.
- Organise gifts for special events of - births, condolences, other celebrations.
- Generate interest for and attendance at Weekly Masses and Family Masses (including co-ordinating supper donations).
- Assist with Christmas hampers / social justice initiatives set by the school.
- Assist with organising;
 - Year 1 parents cater for Kinder Tea and Tissues morning
 - Year 5 cater supper for Year 6 Graduation celebration
 - Year 6 fundraising events (disco x2 and Mothers' and Fathers' day stalls) to purchase leaving gift for the School
 - Year 6 jersey, year book and graduation dinner.

Financial Role – 1 person

- Provide direct deposit details to class group and request Class Kitty contributions (see specific notes below regarding the Class Kitty).
- Maintain a record of monies being contributed to the kitty and money being spent and inform class group regularly (once per term) of the balance. Refer to the school website for the Class Kitty Reconciliation Form (Excel template).
- Organise reimbursements for Class Parents who have purchased items on behalf of the class.

Fundraising – 3 people

- Generate support for and attendance at fundraising events.
- Assist in fundraising activities including selling raffle tickets, organising a year group prize donation, sourcing donations, and event set up and pack up. Responsibilities are shared between all year groups and rotate every year.

CLASS KITTY

Every year there are certain events within a year group which we may wish to recognise or support. These include the birth of a baby, a sick parent, a child leaving St Rose, or supporting fundraising initiatives.

At St Rose we fund these events by establishing a Class Kitty and ask all families to contribute \$20-\$25 at the beginning of each school year. Contribution to the Class Kitty is purely voluntary.

Ideally, parents should contribute to the Class Kitty by direct depositing funds into a nominated parent bank account. Funds are held in trust and managed by the Class Parent who has taken on responsibility for the Financial role.

At the end of the school year, all remaining monies in the Class Kitty are carried over for the class to begin the new school year. Funds are handed into the school office where they are securely kept until the new school year begins and the money is given to the incoming Class Parents. The purpose of the 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.

Example events and suggested amounts:

Gift for new baby in a family	\$30
Get well card/gift for a sick parent or child	\$20
Teacher's birthday gift	\$50
Bereavements*	\$40
Leaving gift for a child	\$20 - \$25
End of year teacher's gift#	\$100

*The school also gives a plant on behalf of the School community.

#Where two teachers job share (e.g. 2 days per week, 3 days per week), the \$100 is shared between them. The end of year teacher's gift is to be presented by the Class Parents at the end of year School Assembly.

NB. Gifts for other staff such as Learning Support, Administration, Librarian, Sports teacher, Canteen Manager, Vice Principal and Principal are organised and paid for by the PEN.

*Alison Clinch
Parent Engagement Network (PEN)
President*

Appendix 2 – Year 6 Top.

You may use the suggested link to a google form to select the style of top and it is best to decide on ONE style to minimise costs - <https://goo.gl/forms/EsUycYKy2b1cN2cA3>

Appendix 3 – Year 6 Graduation Advice to Year 5 Parents.

You may use the suggested link to a google form - <https://goo.gl/forms/8zsDlKRViKJSqb42>

Appendix 4 – Year 6 Graduation Liturgy Invitation.

You may use the suggested link to a google form <https://goo.gl/forms/gRqQC4v7eooRppkZ2>

Appendix 5 – Year 6 Graduation Ceremony Reminders.

Re: Year 6 Graduation Ceremony & Supper – (Date) December, 6.30pm

Firstly, thank you to everyone for your prompt responses to the supper requirements. We are catering for approximately 120 people, so please be as generous as you can manage. Below is a summary of your contribution.

You are providing _____

_____ will serve on the night and will wear black/white (Please arrive 6pm)

_____ will help to set up during the day (Please arrive at 1.00pm)

_____ will help at the function (Please arrive at 6.30pm)

_____ will help to clean up after function (Please arrive at 8pm)

Delivery times:

- Non- perishable food items can be dropped off at the hall between 5pm –6pm on the day. If you have to drop them off earlier, please contact class parent to arrange where to leave them.
 - Hot food items should be dropped off at the hall at 6.00pm, so they are still hot to serve
 - Items that need to be kept refrigerated (incl drinks) should be dropped off at the hall at 6pm as we have limited fridge space.
-

Please note following:

- ❖ Please drop off items and children serving *very quietly* as the ceremony may have commenced.
 - ❖ If your child is serving, please make sure they have already eaten before they arrive and please collect them at 8.30pm.
 - ❖ Please make sure all your platters and anything you want returned, is clearly labelled with your name. If you are not there on the night, your items will be available for collection from the Year 5 classroom.
-
-

Appendix 6 Disco Advertising Suggestion



JOIN US AT ST ROSE

SUMMER FUN DISCO

FRIDAY 27TH MARCH
TIME 5.30PM - 7.30PM

COST \$7 includes Sausage on roll + can of drink *Yummy!*

Please book and pay online
www.school24.com.au
Look for special event section on their website and click on the Summer Fun Disco to make payment
BOOKINGS CLOSE 20/3/15

PARENTS
WHY NOT ORDER EXTRA SAUSAGE ROLLS FOR THE FAMILY, BRING A PICNIC BLANKET AND ENJOY THE NIGHT!

Appendix 7 – Mothers / Fathers’ Day Stall Suggestions

MOTHER’S DAY STALL (Newsletter article)

Spoil mum this Mother’s Day with a gift from the St Rose Mother’s Day stall.

The stall will be held after recess on (date) Children need to return the completed **Order Form (and \$5 payment)** to their class teacher by **(Date)**. Only children bringing in completed form and money will be able to select a gift from the stall. If there is more than 1 child in the family, you can purchase 1 gift from the family or we will try and organise for the siblings to select different items.

Regards year 6 committee

Mother’s day Flyer:



Mother's Day is just around the corner and to celebrate our wonderful Mother's,

Year 6 will be hosting a Mother's Day gift stall at St Rose on Friday 8th May.

PLEASE BOOK AND PAY ONLINE VIA QKR!

LOOK FOR THE SPECIAL EVENT SECTION ON THEIR WEBSITE AND CLICK THE
ST ROSE MOTHER'S DAY GIFT STALL TO MAKE PAYMENT

COST IS \$5.00 PER GIFT PURCHASED

BOOKINGS CLOSE WEDNESDAY 6TH MAY AT 8PM

Appendix 8 – Parent / Child Dinner invite

St Rose Catholic
Primary School



Name

Please join us for the
Graduation Dinner
of our Year 6's
Monday, 12 December 2011
6.30pm
at
Collaroy SLSC

Dress: smart casual

Cost: \$20 per person

RSVP: 28th November

APPENDIX 10- List of helpers for disco.

DISCO HELPERS

Set up: (Please meet at hall after school)

Name

Name

Name

Name

Welcome Tables: (Please be there by 5.15pm)

Name

Name

Name

Name

BBQ: (Please be there by 5pm)

Name

Name

Name

Name

Face Painting Stall (Please be there by 5.15pm)

Name

Name

Lolly Bags /Chips/Drinks Stall (Please be there by 5.15pm)

Name

Name

Novelty Items stall (Please be there by 5.15pm)

Name

Name

Name

Name

Disc Jockey (Please be there by 5.10pm)

Name

Security

Name

Name

Clean up (please be there by 7.45pm)

Name

Name

Name

Name

Name

APPENDIX 11- Checklist for items that might be needed at disco

- **List of helpers & jobs**
- **At least 4 marker pens, to mark hands with number of sausages ordered and supplied, (2 at welcome table, 2 at BBQ table)**
- **Check in list of prepaid guests**
- **Signs for stalls, with what's for sale and how much**
- **Sticky tape**
- **Scissors**
- **Blu tack**
- **Pens**
- **Tea towels**
- **Paper towel**
- **Chux**
- **Garbage bags**
- **BBQ bits incl lighter/matches, trays, tongs, knife**
- **Tomato & BBQ sauce**
- **Serviettes**
- **Large water container & plastic cups.**
- **Old towel for floor underneath the water container**
- **Money floats (in containers) for each stall & welcome table**