

ST ROSE CLASS PARENT AGREEMENT

Updated: November 2020

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 the 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.
- As applicable 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 at end of term 2 and once at end of term 4) 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 (as required).
- 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 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 term 2 and again at the end of term 4, the Class Kitty reconciliation form ([Excel file, found on the school website](#)) needs to be completed and circulated to all parents in the year group, as well as a copy to the PEN President and Treasurer. Identifying names of families who contributed to the kitty are not on the reconciliation form. The purpose of the reconciliation form is transparency – to share with parents the total amount of money received and how it has been spent.

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 electronically transferred to the incoming Class Parent who is taking on the Financial role. The purpose of the funds being carried over each year is to assist all families of the class as they move through the grades, particularly as 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.