



CLASS PARENT HANDBOOK 2023

Responsibilities and guidelines

Class parents contact list

Class Kitty

Family in crisis guidelines

Calendar

Samples of correspondence/notices to parents

CLASS PARENT LIST 2023

GRADE	PARENT/CHILD	EMAIL
KINDER	Michele Yuen (Social) Kate McCulloch (Comm) Karen Hughes (Smith) Natalie Mofsessian	mishchim@hotmail.com kate.mcculloch@bigpond.com kazhughes259@gmail.com nat_marz@hotmail.com
YEAR 1	Rachael Ndeira (Comm) Bec Harvey (Social) Kate Campbell (Financial)	r.ndeira@hotmail.com rebeccajharvey666@gmail.com kate@tandempartners.com.au
YEAR 2	Renee Youlton Vibica Auld Jen Saksida	youtens@gmail.com vibica@modestmanagement.com jennifer.saksida@gmail.com
YEAR 3	Sally Small (Comm and Social) Emily Rosa (Comm and Social) Shae Lutze (Comm and Social) Mr Ignacio Cordova (Financial)	sallyandmatthew@gmail.com emilykpark@icloud.com sa.lutze@gmail.com natisaavedra@gmail.com
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YEAR 6 CLASS PARENTS	Caroline Slater (Comm) Chelsea Boland (Social) Angela Campbell (Financial) Mary Murphy (social) Kellie Humphreys	sweetcarolineslater007@gmail.com chelsea.boland@gmail.com a_campbell82@hotmail.com maryann.murphy@live.com.au kellie.humphreys02@gmail.com

CLASS PARENT RESPONSIBILITIES

To assist the School Community in:

- Welcoming new and existing families.
- The pastoral care needs of that year, such as coordinating a card for a sick child, meals for sick families and checking on if needed.
- The organisation of 3-4 get-togethers for that year, such as after school picnics or parent dinners.
- Liaison and communication between the school/teacher and the parents.

NOTES:

- All correspondence from class parents to parents must be first approved by the Assistant Principal. Once you have produced your notice, just drop it at the office for approval and distribution.
- CALENDAR: So that there are no overlaps of grade get-togethers, once you have set a date for an event please email the office so it can go on the school website. Please check here before dates are decided.

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

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 6 fundraising events (Disco x2 and Mothers' and Fathers' Day stalls) to purchase leaving gift for the school
 - Year 6 jersey, Yearbook 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.

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 (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 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, 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 Diverse Learning Support, Administration, Librarian, Sports teacher, Canteen Manager, Assistant Principal and Principal are organised and paid for by the PEN.



CHILD PROTECTION

We take our responsibility to protect children seriously. All staff are expected to promote child safety by having a clear understanding of their legal child protection responsibilities and act in accordance with those responsibilities.

In particular the school will:

1. Maintain professionalism in our interactions with children at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
2. Follow an established process to address allegations of inappropriate behaviour by staff towards children.
3. Ensure all people working in our school who are required to undertake a Working with Children Check have a valid clearance.
4. Respond appropriately when we suspect a child is at risk of significant harm due to possible abuse or neglect by a parent/carer or other adult.

In relation to any child protection issues staff must maintain confidentiality at all times by not discussing concerns with any person other than the Principal.

Safeguarding and Child Protection: Addressing Allegations of Inappropriate Behaviour by Employees

Safeguarding and Child Protection: Managing Risk of Significant Harm and Wellbeing Concerns

Safeguarding and Child Protection: Working with Childrens Check

COMPLAINTS

We take complaints seriously and try to resolve them in the most appropriate, efficient and confidential manner possible:

- If you or your child has a complaint about a student other than your own child, you should raise it with your child's class teacher.
- If you or your child has a complaint about a staff member relating to teaching and learning, the issue should first be discussed with the relevant teacher or the principal.
- If you or your child has a complaint about the inappropriate behaviour of a staff member towards any child or young person, your concern should be directed to the Principal and confidentiality must be maintained.



2023 RELIGIOUS EDUCATION – Term 1 OVERVIEW

Term 1 (wk)	Class Mass Wednesday 9:30am	Reconciliation Wednesday 10am	Whole School Mass	Liturgy	Family Mass 5pm /Sacraments
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

CLASS MASS BBQ

TASK	WHO IS RESPONSIBLE	DONE
WEDNESDAY		
Check with class teachers for numbers attending mass		
NUMBER ATTENDING BBQ		
Check notes to determine if you have enough volunteer helpers		
VOLUNTEERS		
Class parents attending		
Set up before mass		
Cooking BBQ		
After mass – serving food/collecting money		
Clean up after BBQ		
FRIDAY		
Contact Parish Office to make arrangements to gain access to Parish Centre before mass		
Check that gas bottle is full – if not have it filled or bring one from home		
Contact school office for money for purchases. Collect Tub with Napkins, sauce, cordial, cups.		
SATURDAY		
TO BUY: Sausages – how many? Sliced bread After checking Tub Tomato & BBQ sauce Napkins Cordial Plastic cups		
ONE HOUR BEFORE MASS		
BBQ set up – cooking to start at 4.30pm		
SET UP: Table for sausages & collecting money Table for drinks Cordial made & into fridge Bread and napkins prepared		
AFTER BBQ: CLEAN UP & LEAVE THE PARISH CENTRE AS YOU FOUND IT		
Take linen home to wash & return		

SAMPLES OF CORRESPONDENCE TO PARENTS

*This is only to give you an idea of some of the notices that have been produced.
Please feel free to create your own.*

Dear Parents

We hope everyone enjoyed the school holidays; we had a great morning at the movies when we saw Nanny McPhee. In the coming months we have our Year 3 family mass (Term 3), we will have a movie outing for parents and another movie outing for children in the July school holidays.

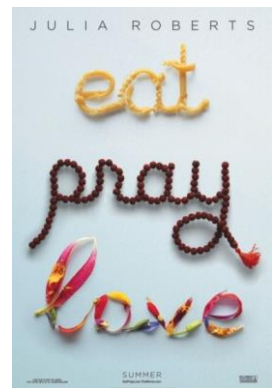
Year 3 family mass – Term 3

The Year 3 family mass will be on Saturday 31 July 2022. This is also the same weekend when we have to enrol for First Communion. Once again just letting you know the date, closer to the time we will ask for volunteers to help out.

Movie for parents – Term 3

Julia Roberts' new movie, Eat Pray Love, will be released in August. We will be arranging a movie evening for parents once it is released.

Liz Gilbert (Roberts) had everything a modern woman is supposed to dream of having - a husband, a house, a successful career - yet like so many others, she found herself lost, confused, and searching for what she really wanted in life. Newly divorced and at a crossroads, Gilbert steps out of her comfort zone, risking everything to change her life, embarking on a journey around the world that becomes a quest for self-discovery. In her travels, she discovers the true pleasure of nourishment by eating in Italy, the power of prayer in India, and, finally and unexpectedly, the inner peace and balance of true love in Bali. Based upon the bestselling memoir by Elizabeth Gilbert.



July School holiday movie outing

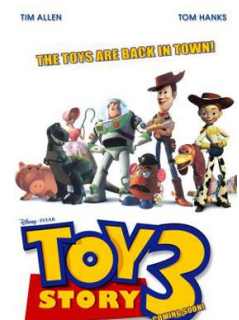
Our movie morning was so successful, we thought we'd do another in the July school holidays. Once again, siblings and friends from outside school are more than welcome. We will be seeing the much-anticipated Toy Story 3.

Woody and Buzz had accepted that their owner Andy would grow up someday, but what happens when that day arrives? In the third instalment, Andy is preparing to depart for college, leaving his loyal toys troubled about their uncertain future.

We will send a note home at the end of the term with the date we will go. We will be seeing the morning session.

Regards

Year 3 Class Parents





Year 3 School Holiday Movie Outing

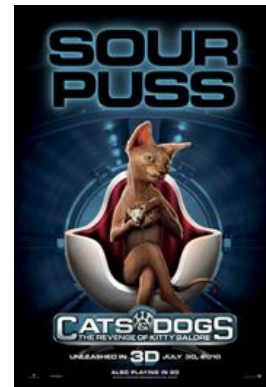
We are arranging another movie outing for year 3 in the school holidays. Once again, siblings and friends from outside school are more than welcome.

We will be seeing **Cats & Dogs – the Revenge of Kitty Galore** on **Thursday 7 October** at Warriewood. We will be going to the **2D morning session**. Please check the website for session times, we will be seeing the session closest to 10am. **Please meet at the cinema.**



"In the age-old battle between cats and dogs, one crazed feline has taken things a paw too far. Kitty Galore, formerly an agent for cat spy organization MEOWS, has gone rogue and hatched a diabolical plan to not only bring her canine enemies to heel, but take down her former kitty comrades and make the world her scratching post. Faced with this unprecedented threat, cats and dogs will be forced to join forces for the first time in history in an unlikely alliance to save themselves - and their humans."

Movie Money can be purchased in books of 5 if you want to join with others to save, however the cinema may do as they did last school holidays and offer kids movies at discounted prices all holidays. At this stage the cinema will not confirm if this will happen again.



Attention Year One Mums and Dads

Please join us to reflect on the year & prepare for entry into Year 2!!!



Group Therapy Wine Bar
3/370 Barrenjoey Road, Newport
Thursday 7th November, 8pm

RSVP: Fiona Smith by Tuesday 5/11/22
0414 281 118 or fiona.smith@optusnet.com.au

I will provide the "Group Therapy with a guide to our numbers and arrange "Group Transport" ...let me know!!

[Location Map \(previously known as Farrell's Basement\)](#)

To The Parents of Year 3,

We would like to warmly invite you to our final social event for the year, a very casual morning tea. A chance to catch up with friends, have a chat and take a breather as the busy Christmas season approaches.

Place: Butler & Cook Cafe Tearoom Bar, Shop 8, 335 Barrenjoey Rd Newport
(Opposite the Blue Moon German Bakery in small arcade with Pizza Hut on the corner)

Time: 9am

Date: Friday 26th November 2022

Hope to see you there.

