



# YEAR 6 PARENT HANDBOOK

## CONSTANT AND TRUE

*Is reflected in our:*

- ❖ Pursuit of excellence
- ❖ Commitment to faith
- ❖ Service to others

## VISION STATEMENT

At St Rose we aim to create a Catholic learning community which nurtures, inspires and prepares individuals for their future.

## MISSION STATEMENT

*At St Rose we:*

- Walk together as a faith community on a journey of discipleship in service to others
- Provide excellence in teaching and learning so that the potential of each child is achieved

**Principal: Mrs Fiona Ngamu**  
**Parish Priest: Fr Robert Borg**  
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## YEAR 5 GUIDLEINES

### YEAR 6 JACKETS

This is optional and to be organised and paid for by the families. The school provides a sports shirt to the Seniors for their final year.

1. Contact the school office in November to organise a suitable time to visit the school, obtain a class list and size students accordingly using current Year 6 jackets or samples.
2. Check with the Principal if there are any new children expected at the school for Year 6.
3. Organise for a least two parents to come into the school and take sizes for each student. Provide list of student sizes to the school admin.
4. Liaise with the Principal as to whether the children can choose options or not.
5. Confirm all preferred FIRST NAMES are provided to the office/supplier.
6. Get a quote for the jackets and pass the costing information onto the Parents before ordering.
7. The school office will set up a Qkr account for parents to make payments.
8. The school admin will organise for the jackets to be delivered in the first week of school in Term 1.

## YEAR 6 YEARBOOK

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

1. Communicate to all parents seeking permission for their child to be included in the yearbook.
2. Ask the school office for a copy of previous year books for ideas.
3. Communicate to the parents to send any photos or script for each child's page. Please NOTE that the school cannot provide any photos they have on file due to privacy permissions.
4. Ask the relevant staff to include a message.
5. Once the yearbook is in final draft ask the principal to proofread. (This is necessary as it has the school's name and logo on it).
6. Source printing options and costings.
7. Communicate to parents' the payment details. (This cannot be done through the school accounting system)
8. Print in time to present the book to the children at the final dinner.

## YEAR 6 REQUIREMENTS

### **GETTING STARTED**

In the final weeks of Term 4 of Year 5, Year 6 Class parents need to make an appointment with the principal to plan dates and timings for the events that Year 6 run throughout the year.

Lock in dates and times, if possible, for the following:

- TERM 1: Disco (Hawaiian theme)
- 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 Graduation Dinner

It is recommended that you ask all Year 6 parents to volunteer for something during the year. Divide the tasks into committees and then delegate responsibility to those committees for each event.

For Example

Year 6 Jersey's - Usually Year 5 Class Mums

Disco Committee:

Name \_\_\_\_\_  
Name \_\_\_\_\_  
Name \_\_\_\_\_  
Name \_\_\_\_\_

Mother's/Father's Day Stalls:

Name \_\_\_\_\_  
Name \_\_\_\_\_  
Name \_\_\_\_\_

Graduation Dinner:

Name \_\_\_\_\_  
Name \_\_\_\_\_  
Name \_\_\_\_\_

Year 6 Yearbook:

Name \_\_\_\_\_  
Name \_\_\_\_\_  
Name \_\_\_\_\_

Year 6 Class Parents:

Name \_\_\_\_\_  
Name \_\_\_\_\_  
Name \_\_\_\_\_

***Please note Discos and Stalls money can be arranged through the school office using Qkr***

## DISCO FEVER

Book the DJ first thing and months out. Get the date from the school and lock a DJ in.

- ✓ Decide on a menu or extra. Hot Dogs or Sausages, poppers or soft drinks, chips and/or lollies. What is included in entry fee and what is will be an extra cost.
- ✓ Check gas bottle in the week of the event.
- ✓ The committee/parents organise the ad to promote the event – send to school marketing officer to put on compass. (see appendix 1)
- ✓ Contact the office to organise a QKR payment for parents to order.
- ✓ Order extra 10% of everything to cover extra attendees.
- ✓ Ask the butcher to par boil the sausages.
- ✓ Have the bread rolls & sausages delivered to the school on the day of the event.
- ✓ Organise some prizes for dancing & singing efforts.
- ✓ Keep it simple - especially for the first one!

Disco Committee Needs to Provide the following:

Sausages	Poppers or drinks	Paper Towels
Bread	Signs for Stalls	Chux
Lollies or chips or both	Sticky Tape	Garbage Bags
	Scissors	BBQ bits and pieces – Tongs, matches, trays, knife
Tomato Sauce	Blu Tack	Money for Floats
BBQ Sauce	Pens	Face painting or tattoos or Photo Booth
Refill Gas Bottle	Oil for BBQ	System to check off names (either kids given a coupon or stamp on hand)
Napkins or serviettes	Tea towels	

Ask for Volunteers to help on the Day:

- ❖ Front Table
- ❖ Lolly table
- ❖ Gift/Fundraising table
- ❖ BBQ
- ❖ Canteen

On the day –

- Meet the DJ at agreed time to set up
- Put up decorations
- Refer to check list for items that may be needed on the night
- As guests arrive mark off names and give ticket or sticker to present at the canteen for food and drink.
- 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
- After the disco, pack up tables, pack away decoration, clean up mess, put garbage in school bins

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

## STALLS FOR MOTHER'S DAY (May) and FATHER'S DAY (September)

### Before:

- Contact Office at the Beginning of Term 1 to get brochures or catalogues. Remember you can get the invoice sent directly to the school, so no one is out of pocket.
- Check if there are any leftover gifts from the year prior.
- Obtain a rough idea from the office of gifts purchased last year to ensure you have enough presents.
- Remember orders need to be made for gifts a good 2 months ahead. (Father's Day is due in the middle to end of July).
- Send out information on stalls via Compass 4-6 weeks ahead of time with orders to be in 1 week ahead of stall. Get the Office to set up a QKR payment for parents.
- Keep track of orders received and once they are closed, please ensure you have enough presents for all students that have ordered.
- Check timing of stall – generally there is Liturgy, morning tea, open rooms then children's recess. Stall is after recess.
- Check with the school if there are gifts left over from the year prior.
- Have a few more gifts just in case someone has forgotten to place an order.
- A list of who has ordered will be provided by the school office.
- Organise a committee and decide on gifts for the sale. Some suggestions are:
  - 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 \$3- \$4 to purchase (and sell for \$8)
  - Be careful with orders where you are unable to return unsold items

### 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/undercroft one 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

## GIFT TO THE SCHOOL

- ❖ Ask the principal what the school may like as a memento of the Year 6 students
- ❖ Communicate this with the Year 6 parents so that you have an aim for your fundraising

Once the items are purchased the principal will acknowledge the gift. This is usually in the new year after the students leave. But this acknowledgment is communicated to the Year 6 families.

## YEAR 6 GRADUATION DINNER

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

1. Book a date and venue preferably after the Year 6 School Graduation. Book the venue early to avoid disappointment and having to change at the last minute.
2. Decide on the cost per person including the following:
  - Look at catering options – have quotes to look at – decide on type of menu – theme etc
  - Consider music
  - 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
3. Need to consider mixed families – suggest Year 6 child + parents (total 3 per family), no siblings or extended family.
4. Generally best if not allocated seats – children happy to sit together and adults sit together.
5. Send out date, time, venue and payment details.

**Join us at St Rose**  
**HALLOWEEN DISCO**  
*Friday 1<sup>st</sup> November, from 5.30pm to 7.30pm*  
**COST \$7, includes Sausage on a Roll & Drink**

**Novelty Items Stall Available**

*Please book & pay via Qkr!*  
*Bookings Close 31<sup>st</sup> October 2019*

**\*PARENTS TAKE NOTE\***  
**BRING A PICNIC BLANKET AND**  
**ORDER AN EXTRA SAUSAGE ROLL**

Cost - \$8.50 per person,  
 includes Entry, Sausage on  
 a Roll + Drink, featuring  
 DJ - Bop Till You Drop

Please book  
 and pay via  
 Qkr

Bring spending  
 money for cakes,  
 zooper doopers,  
 tattoos and lollies

**Come along to the**  
**St. Rose**  
**Hawaiian Beach**  
**Disco**



Friday 21st  
 February from  
 5:30pm to 7:30pm

