

Mater Christi Catholic Primary School Parents and Friends' Association Handbook



The Mater Christi P&F is an active group who support the many events at Mater Christi, encouraging a strong sense of community, friendship and cooperation between parents and staff. Without the help of the P&F, many of our events would not take place. The P&F offers parents an avenue to discuss issues of interest, for interaction and communication through social events and regular meetings, and provides significant financial assistance for specialist equipment, professional development for teachers and other learning initiatives.

Aims

The aims of the Mater Christi P&F are to:

- foster lasting relationships between parents, the Principal, Staff and the parish in order to build positive school community,
- promote friendship and cooperation amongst parents and families through various social activities, guest speakers and community events,
- assist by providing resources, facilities and amenities for the school through the levy, fundraising and community events
- build effective communication channels, allowing parents to keep in touch with what is happening at the school and enable participation in school activities.

The Mater Christi P & F

- Enlists the help of class representatives from each class group as a network to receive feedback from parents about issues of concern and to provide support to parents;
- Holds regular general meetings to which all Parents, Friends, Principal and staff, and Parish clergy are invited
- Organises social functions to build community, fund raising events and guest speakers.
- Supports sustainability events in the school community, including Walk to School Day, encourages recycling and reducing waste at our events and within the school.
- Receives a levy from parents on an annual basis;
- Receives funds via fundraising activities;
- Uses funds to support the educational, religious and social aims of the school;
- Supports Mater Christi students financially by providing two book list bursaries annually; and
- Recognises and encourages the support given by parents to our school community.

Membership

Mater Christi Catholic Primary School P & F Association Membership is automatic to all parents or carers of a child/children who attend the Mater Christi Catholic Primary school. The P & F represents the wider school community, providing an open forum for discussion and information about the community.

Parent Assistance – Just One Thing

Parent assistance is essential to the proper functioning of the School. Providing volunteer assistance in areas such as Co-Curricular, social activities and sporting events helps children thrive at school. We acknowledge that many parents have time and work commitments that limit their availability for involvement in P&F activities. The P & F appreciates any help that you may be able to offer and would like to encourage all parents to put their name forward to help with *'just one thing'*.

P & F Sub Committees

The P & F is fortunate to have many committees who meet to plan the projects and events within the school. To support these parent committees, the P&F has a ***'Just One Thing'*** initiative where parents, upon enrolment and then again annually, can commit to helping with 'just one thing'. The school believes that it is a reasonable expectation that parents commit to assisting in this way.

Parents act within a voluntary capacity to assist with events that include the following:

- Welcome Sundowner
- Dads and Kids Campout
- Entertainment Book
- Mother's Day Stall
- Australia's Biggest Morning Tea
- School Net Set Go
- School Banking
- Father's Day Breakfast
- Morning Teas for Mass
- Seminars and Guest Speakers

Parents who are interested in joining and assisting any of the committees are encouraged to contact the Vice President Louise McEntee loobyLou_85@hotmail.com or materchristipandf@cewa.edu.au

Mater Christi Dads Club (MC/DC)

A Dads group which aims to positively promote the important role of fathers, and father figures, to the entire school community through the formation of the MC/DC. The MC/DC are a group of dads from the school that build interaction, knowledge and skills of fathers, and father figures, but most importantly is an opportunity for Dads to get together in a relaxed, informal environment. Please contact Corey Gaidzionis for further information and to join the MC/DC Facebook Group.

Welcome Sundowner

This is a free event to welcome new parents and existing parents to the new school year at Mater Christi. The Sundowner is generally held on the third Friday of the first term from 7pm to 10pm and includes a free food and a paid bar. Volunteers are required to assist with set up and at the event - a roster will be issued prior to the event.

Dads and Kids Campout

Organised by the P&F and Mater Christi Dads Club, this is held on an annual basis. Dads and Father Figures are invited to join other families for an overnight camp, with plenty of fun, play and socialising within the school grounds. If a Dad or a Father Figure is not available, Mum or one other adult family member is welcomed to bring children

Good Cup Cafe

The Good Cup Café runs once per term and is a great place to catch up with friends and fellow parents of our Mater Christi community. The café allows you to have a morning chat and cuppa for moral support, meet some new parents and the opportunity to chat to the leadership team or Father Joe and Father Dat. Volunteers to serve tea and coffee, or provide a plate of morning tea are required at each café. If you are able to assist, please contact Adele Hugo or the P&F.

Mother's Day Stall

Run by the P&F on an annual basis for Kindy to Year 6, students can purchase gifts for the Mum in their lives. The stall is open the Friday prior to Mother's Day and staffed by volunteer Dads (and Mums) to assist with the event. For Kindy children who do not attend on a Friday, the stall is brought to them for purchase in their allocated school day. A Volunteer Coordinator is needed each year to organise purchasing of gifts and coordinate the event on the day.

Australia's Biggest Morning Tea

A favourite annual event with 100% of proceeds being donated to the Cancer Council. There are countless families who have experienced a family member with cancer, this is the one charity event the P&F is proud to provide the community every year. Many volunteers are required to run the Biggest Morning Tea, which is usually held in May or June. Donations are requested for major and minor raffle prizes, food or time to assist. Please contact the P&F if you would like to help.

School Banking

Run by the Banking Bombshells every Wednesday between 8am and 9am. Children have the opportunity to save money and earn rewards. This activity also provides incentives to the school that benefit the students. Mel Babich is the coordinator of banking for 2019.

Netball

After school netball is run on a Monday afternoon at Mater Christi for years 1-3, coordinated by a parent through the Net Set Go program. Please contact the Coordinator, Leearna Rodden on admin@um-aus.com if you can assist with coaching or help at the training sessions.

Entertainment Book

The Entertainment Book Committee provides a link for the Mater Christi community to purchase the Entertainment Book annually, in return for incentives for the school. This can be purchased from this link www.entertainmentbook.com.au/orderbooks.8q6017

Father's Day Breakfast

Organised by the P&F, Father's Day Breakfast is an annual event held at the school community centre on a Friday morning around Father's Day, between 8am and 8.45am after the 7am Father's Day Mass. A free breakfast is provided to all students and fathers/father figures. As the event is run by volunteers, please email the P&F Food Coordinator if you can help.

An Afternoon on the Green

A biannual event for the school community, with free activities for the children, food trucks and lots of fun. The next event will be held in 2021. If you are interested in Coordinating this event, please contact the Vice President.

Movie Nights and Quiz Nights

These other events are run occasionally, dependent on parent volunteers to organise them.

Seminars and Guest Speakers

Organised by the P & F on an annual basis for the wider school community for a minimal entrance fee. These seminars are based on a needs/requests for certain workshops/ information to be

provided e.g. Nature Play, staying safe in the social media environment, protective behaviours etc. All seminars and guest speakers are advertised in the school newsletter. Parents are encouraged to make suggestions and assist the preparation of the event.

P & F Levy

Mater Christi Catholic Primary School has in place a voluntary levy of \$60 per family. Payment is made with school fees, which is distributed to the P & F once paid to the school. This money is used to fund priorities within the school, as determined by a joint decision from the P & F representatives, the Principal, staff and school board.

Projects and activities that have received P & F funding over the years include:

- Booklist bursary
- Sponsorship of the Year 6 Arts Award
- Provide and monitors supply of sunscreen in all classrooms and sport areas
- Electronic smartboards installed across the school
- School and teacher "Wish list" resources
- Computer Lab furniture upgrades
- Library and reading resources
- Science equipment including microscopes
- Community events including Mothers Day Stall, An Afternoon on the Green and Father's Day Breakfast
- Language equipment and resources
- Year 6 School Camp & Graduation funds
- Sporting Equipment
- Interschool team shirts and team uniforms.

Fundraising

All fundraising via the P & F is coordinated with the school and for a purpose articulated to the school community. Fundraising activities are kept to a minimum and are purely voluntary.

P & F Meetings

P & F meetings are held twice per term, and will ***alternate between Tuesday 7pm and Friday 9am morning meetings***. Meeting dates are noted in the school calendar and on the website, please note that due to public holidays, term dates etc. meetings may have to move to a different Tuesday. The school newsletter contains the meeting dates and everyone is warmly invited to attend.

P&F Agenda

Agenda items can be added by emailing the P&F secretary at materchristipandf@cewa.edu.au . Please note that agenda items must be received by the Secretary one week before the P & F meeting and must be P & F related.

The agenda is compiled by the Secretary and appears in the school newsletter on the Friday prior to the P & F meeting where possible. To ensure timeliness of the meeting, agenda items are to be prepared and presented (verbal or written information provided) concisely. As the meeting is an open forum and representative of a range of people, varying views may be expressed about an agenda item. This is done in a respectful manner to allow people to present an opinion without confrontation and interruption. Everyone's views are valued.

Any agenda items may be taken out of the agenda by the school leadership team if the agenda item is a school management-related. The school leadership team will notify the person who submitted the item to discuss why the item has been removed from the agenda prior to the P & F meeting.

Class Representatives

Each class has a parent who has volunteered to act as P&F Class Representative and provides parents with an invaluable point of contact to the P&F and school information. The main roles of the P&F Class Reps are:

- Support = welcome new families, be a point of contact for providing advice and directing parents on where to find information
- P&F Liaison = to liaise between the P&F, parents and school; to attend P & F meetings to represent the parents and report back;
- Social Events = help organise and promote social and fundraising events for the class, year group and wider school community
- Communication = use class contact lists and Facebook groups to communicate P&F information with parents via email i.e. P&F meetings, help requests and events.

Class Reps will contact all parents in their class during the first week or two of Term 1. Class Reps are *not* responsible for communicating school information to parents, unless asked to do so by their class teacher. Please be mindful that most parents, like yourself, have commitments outside of school life. Your current class rep may not do all the things your previous one did, however if they are forwarding P&F emails to you, then they are on track! If you'd like to see your rep do more, you may offer to assist them.

The P&F would like all parents to consider the valuable role our class reps volunteer to do within our school community, and thank these parents who spend time every week updating you with various information.

The P & F welcomes suggestions and questions from our school community. Please feel free to contact us to find out how you can help with '**Just One Thing**'.

Email: materchristipandf@cewa.edu.au

President – Michelle Hall

Vice President – Louise McEntee

Secretary – Leah Rheinberger (Vicky Hartill Term 3)

Treasurer – Rebecca Exham

P&F Representative to the School Board – Leonie Jones

Class Representative Coordinator – Deb Horton

Food Coordinator – Giulia Orlando

SunSmart Coordinator – Kate Godwin-Johnston

MaterChristi Dad's Club – Corey Gaidzionis

Parish Representative – Helen Kruh

CSPWA Representative – Marina Hayward

General Committee Members – Alissa Fazio, Kylie Galipo, Vicky Hartill, Stephanie Gill, Jennifer Cotton, Linda Corlett, Hayley Lynch