

'Discovering Participation'

Chelsea Heights P S

Parent Participation, 2014



Ways in Which You Can Actively Participate in Your Child's School

- 1. School Council**
- 2. School Council Subcommittees**
 - I. Education
 - II. Buildings and Grounds
 - III. Finance
- 3. Parents and Friends Association**
- 4. Classroom Helpers**
- 5. Class Representative**
- 6. Special Events Volunteers**

What is SCHOOL COUNCIL?

It is a legally formed body that is given powers to set the key directions of a school

- It is the major governing body of the school
- It plays an important role in school accountability and improvement processes
- It endorses the key school planning, evaluation and reporting documents

What are the objectives of SCHOOL COUNCIL?

- To assist in the efficient governance of the school
- To ensure students' best interests are primary
- To enhance the educational opportunities for students
- To ensure compliance with relevant legislation and regulations

What is the function of SCHOOL COUNCIL?

- Establish the broad direction and vision of the school within the school's community
- Participate in the development and monitoring of the school strategic plan
- Develop, review and update school policies
- Develop, review and monitor the Student Engagement Policy and the School Dress Code
- Raise funds for school-related purposes
- Approve the annual budget and monitor expenditure
- Maintain the school's grounds and facilities
- Enter into contracts (e.g. cleaning, construction work)
- Report annually to the school community and to DEECD
- Generally stimulate interest in the school in the wider community

SCHOOL COUNCIL does not.....

- Manage the school
- Employ ongoing teaching staff with no fixed date for termination
- Represent sectional interests
- Renew the principal's contract or hire and fire the school principal
- Determine class allocations
- Discuss individual issues between teachers and students and/or parents
- Purchase land or buildings
- Enter into hire purchase agreements or obtain credit or loan facilities, unless authorised by the Minister

What are SUBCOMMITTEES?

- Sub-committees assist council in the work that needs to be done
- They report regularly at school council meetings
- They provide advice and make recommendations to school council, which has the final responsibility for decisions.
- The decision-making responsibilities of the council should not be compromised by the work of any sub-committee.

Why would I want to be on SCHOOL COUNCIL or SUBCOMMITTEES?

- It's a great way to get involved and have a real say in what your school is doing for its students
- It's a very good way to help present and future students of the school
- Your children may feel a greater sense of belonging with the school

What is PARENTS AND FRIENDS ASSOCIATION?

Parents and Friends Association promote the welfare of, and provide support to, the school and its community.

The aims and objectives of the PFA are:

- to contribute to the wellbeing of the school community
- to encourage the participation of all parents, guardians and families in the life of the school and the education of their children
- to provide opportunities for all parents and guardians to discuss issues concerning the welfare and general education policy of the school and to assist in the development of a shared parent view
- to contribute to proposals on school policy and other educational issues to the school council
- to provide opportunities for our families to get to know each other and to be informed about their child's school
- to provide information for parents and guardians to extend their understanding of school issues
- to work in cooperation with the school council and the principal
- to raise funds for the benefit of the school

Who are CLASSROOM HELPERS?

Classroom helpers are parents, guardians and close family members who assist teachers during class time with various activities. This could be on a regular basis such as once a week, or as requested depending on the activity. These activities include working with one child at a time to hear them read or help them with spelling, time tables etc.; working with small groups of children to help with special tasks; practical jobs around the classroom or to help teachers; occasional jobs and organise social events to help the class families get to know each other. Also if you have special skills or knowledge that you would like to share with the class we would like to know about it.

All classroom helpers require a valid Working with Children check. For more information on a Working with Children check go to <http://www.workingwithchildren.vic.gov.au/>

Who are CLASS REPRESENTATIVES?

Each class has **one** Class Representative who acts as a liaison between the class teacher and classroom helpers. The class representative for each class has the details of those who want to be classroom helpers or special event volunteers and is able to organise helpers as needed for each activity as the teacher requests. They will communicate with the teacher and be informed when support is needed and then put the feelers out to see who, within their child's class, is available and report back to the teacher. Class representatives also put together **Classroom Family Register** making contact and socialising with families from your child's class easier.

Who are SPECIAL EVENTS VOLUNTEERS?

Special events volunteers are those who are able to help out once or twice a year with manning activities such as; sausage sizzles or Mother's Day Stalls etc. we would like to record your details for a classroom register. This will allow a class representative to contact you when the Parents and Friends Association need your help. Even if you can only help out once or twice a year this will be greatly appreciated throughout the school community.

How do I volunteer?

Please fill out the volunteer slip attached and return it to your child's teacher by Wednesday 12th February 2014. Your information will then be passed onto the appropriate person who will then contact you.

Volunteer Slip

I, _____ parent/guardian of _____

of Level _____ wish to volunteer to help on/as:

- School Council representative
- School Council Sub committee
- Parents and Friends Association
- Classroom Helper
- Classroom Representative
- Special Events Volunteer

Signature: _____ Contact number: _____

e-mail address: _____

Classroom Family Register

I, _____, parent/guardian of _____

in Level _____ consent to my child's details, listed below, being added to a Classroom Family

Register which will be shared with families in the class. Signature: _____

Child's Name: _____

Mother's/Guardian's Name: _____

Contact details: _____
(phone number/e-mail etc.)

Father's/Guardian's Name: _____

Contact details: _____
(phone number/e-mail etc.)