

### **Bus Committee**

Review of bus routes, manages the bus policies and responds to other issues concerning the school buses as they arise.

### **Class Representatives**

Two parents who may be contacted or who may volunteer to be a class representative :

- Provide a contact between the teacher and other class parents when the teacher may need assistance.

### **Canteen**

Our school canteen operates with the assistance of two salaried workers and 2 volunteer each day. An offer to work for a few hours each term or semester is always appreciated.

### **Learning Assistance Program**

LAP volunteers work with students on an individual basis, usually once or twice a week. They are assisted by staff for programming etc. and training can be provided "on the job"!

### **Grounds Committee**

The general maintenance of the school grounds and buildings, including organising working bees and ensuring the school maintenance schedule is adhered to.

If you are interested in participating in any of the groups we have described, please don't hesitate to have a chat with the parents already involved, the

Primary School staff or nominate yourself using the nomination forms which will be sent out to all families prior to the next Governing Council AGM early in the next year.

### **Volunteers**

To be able to volunteer to support your child's class at camps and overnight stays or to work with students other than those in your child's class, you need to have completed a Child Related Employment Screening and been approved by the DSCI screening unit. You also need to attend a session on Reporting abuse and neglect.

### **Mandatory Reporting**

An hour session is held several times each year to provide parents and carers with training regarding reporting abuse and neglect. Session times are advertised in the Newsletter.

### **Child related screening check**

Forms are available from the Front Office. Costs for volunteers at the school will be covered by the school.

(amended May, 2015)



# A Message From Parents to Parents



# Balaklava Primary School

Dear Parents/Caregivers,

We take this opportunity to extend a warm welcome to you and your children to our school community. Being involved in even a small way can be of enormous benefit to your family - the kids notice when Mum and Dad are at school! There are many ways in which you can be involved in school life.

These include -:

- Joining the Governing Council.
- Joining one of the Governing Council committees. These are currently -:  
Finance                                Grounds  
Canteen                                Bus Committee  
Fundraising  
Parent Co-ordinating Committee
- Becoming a class representative.
- Assisting with reading or other class activities.
- Volunteering to work at the school canteen for a few hours each term.
- Becoming a LAP Volunteer

The school community needs and encourages the support of as many parents as possible, both formally and informally. With this support we can strive to create a safe and happy environment in which our children can learn and grow. Following are some brief descriptions of the roles of the

Governing Council, committees and other alternatives for supporting the school.

## **Governing Council**

The Governing Council (GC) is an elected group of parents and teachers which oversees the management and well-being of the school community and its assets. Members of Council are elected at the Annual General Meeting and usually serve a two-year term. The tasks of GC include -:

- Keeping informed about the site Learning Plan
- Advising the Principal of general parental concerns and opinions
- Taking responsibility for the grounds
- Discussing educational policy
- Participating in management of the School Canteen
- Managing funds
- Liaison with staff.

Committees have been formed to help share the responsibilities and decision-making with a greater number of parents who are not members of the GC. Usually, one member of each committee is also a member of GC and reports back to the GC on any recommendations made by the committee, for the GC to vote on if necessary.

## **Finance Committee**

Manages the school finances in consultation with the school community by developing an annual budget and monitoring expenditure and income throughout the year.

## **Canteen Committee**

Representatives from the primary school meet with representatives from the high school to oversee the management of the canteen, usually once or twice each term.

## **Fundraising Committee**

Meets on a regular basis throughout the year to initiate, implement and support various fundraising activities. The co-opt school community members to assist when required.

## **Parent Co-ordinating Committee**

This committee promotes a closer relationship between home and school by -:

- Holding open parent meetings twice a term. Check newsletter for dates. All parents welcome.
- Offering school tours, general information and morning tea to welcome new families to our school on the first morning of the year.
- Organising and distributing the class representative folders at the beginning of each school year.
- Present graduation gifts to the Year 7 students at the end of each year.
- It is important to name your children's clothing / property. Please encourage them to check the lost property basket in the front office.
- Overseeing the sale of second-hand uniforms.
- Lost property is washed at the end of each term. Named clothing is returned and any unnamed clothing is given to (Second hand) uniform shop for resale.
- Providing two representatives for the Uniform Committee.
- Providing information about the availability of new uniforms.
- Raising any issues of concern or suggestions and taking them to Governing Council.
- Providing assistance at book fairs, sports events, school photo day and other school events or activities as negotiated with staff.