



**St Denis School
P&F Association**



Parent Handbook 2019

Welcome

The St Denis Parents and Friends Association (P&F) is a group of parents, guardians and others in the school community who work to achieve the objectives of the association.

These include:

- striving to build tangible and lasting relationships between parents, St Denis Parish and St Denis School so that the students may experience a sense of Christian community;
- planning, organising and promoting social, sporting, cultural and educational activities for interaction of parents; students; staff and Parish;
- acting as a forum for ideas and discussion on any relevant issue that will benefit the education of the children; and
- working to provide in-kind or financial resources that the Association deems necessary for the children, or of professional assistance to the teachers in consultation with the Principal and School Board.

All parents/guardians of students attending St Denis School are members of the association. Membership is also extended to the Parish Priest and Principal as well as any other person who supports the objectives of the P&F (as 'Friend'). There is a voluntary levy on members of the P&F, which is included in the school fees. In 2019, the levy is \$90 per family.

The P&F is affiliated with the Parents & Friends Federation of Western Australia Inc., a body that represents the parents of children in Catholic schools in Western Australia.

Executive Committee

The executive committee governs the P&F and are elected at the Annual General Meeting of the preceding year. The office bearers of the committee are President, Vice President, Treasurer and Secretary. The executive nominates a member of the P&F to be its representative on the School Board.

Communication and Meetings

Updates regarding P&F activities are included in the school newsletter. In addition, a P&F newsletter is sent via email once or twice each term. Your class representative may request contact details (telephone number and email address) for use in a parent contact list for the class and for the P&F email list. Please note that providing these details is voluntary.

A private members-only Facebook page is also used to provide up to date information. This online community allows members to interact with the committee and to keep track of news and events.

Meetings are held twice each term, usually on Wednesday and commencing at 7.30pm. Agendas and minutes are circulated via email prior to the meeting. All parents are welcomed and encouraged to attend meetings. Meetings also act as a forum for discussion on school matters, with the Principal.

Events and activities

Each year the P&F organises a number of activities and events, to encourage social interaction in our school and wider community and to raise funds.

These include:

- Welcome morning tea for new families
- Twilight Picnic – an event where all families join in to start the new school year
- Easter Bunny visit
- Mother's Day & Father's Day Breakfasts
- School Disco – this much loved event is held in the early evening for Years 1 to 6. Kindy and PP children enjoy a modified disco in the afternoon (during school time)
- Parent Social Event – in 2018, parents danced the night away at the 20's themed Great Gatsby Evening. Previously, we have held Quiz Nights, Bingo Nights and an Op Shop Ball.
- Sport-a-thon/Obstacle-a-thon: a fun and sporty event for the children, which acts as a major fundraiser
- Short Film and Photo Festival

Several fundraising activities are also organised, including: Entertainment Books; Bunnings Sausage Sizzle; Chocolate Drive; Footy Tipping Competition; and Election Day cake stalls to name a few!

Class representatives

Class representatives have a vital role in the operation of the P&F and are an important link between the P&F and parents. The role of class representative includes:

- Collating/updating a parent contact list for their class.
- Attending the P&F meeting (twice per term)
- Planning a class social event during the year so that all parents have an opportunity to become more familiar with one another, e.g. an afternoon in the park, dinner, out for coffee/drinks etc.
- Encouraging other parents in the class to take part in events.
- Helping to distribute and collect material for social/fundraising events i.e. flyers, tickets.
- Bringing issues to P&F meetings on behalf of other parents who are unable to attend.
- Providing information from meetings to parents.

We aim to have two parents in this role for each class from Pre-Kindy to Year 6. Ideally, the role rotates to other parents each year.

Each class is responsible for managing/assisting at a social or fundraising event. This will be confirmed at the first meeting of each year.

Funding

Funds raised by the P&F are used to fund equipment and programs that are beyond the scope of the school budget, and that will enhance the education and learning of our children. Generally, projects/items are funded where a majority of the children will use it a majority of the time.

In 2018, funds raised were used to provide:

- Year 2 classroom furniture – this completes the whole school project of transforming each classroom into the modern classrooms ready for 21st century learning.
- an art drying rack for use in Pre-Kindy and Kindy
- costumes for the school's dance group
- crucifixes for every class room
- sporting equipment
- sunscreen stations
- resources for the school's academic extension program (SEEK)
- a morning tea for staff as part of Teacher Appreciation Day

In previous years, the P&F has funded:

- the nature playground and surrounding gardens
- air conditioning
- Apple TV's & smart whiteboards
- surround sound systems to enhance teacher constructions
- computers
- laptop trolleys
- robotics & electronics equipment
- donations to school camps

More information?

If you have any questions regarding the P&F, then please contact stdenispf@gmail.com.