



"To Live, To Love, To Grow In Christ"

HOLY SPIRIT CATHOLIC PRIMARY SCHOOL

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PARENTS AND FRIENDS ASSOCIATION

Rationale:

Parents and Friends Associations (P & F) are an integral part of school structure in Catholic Education in the Northern Territory. The P & F provides a formal structure for parents and others interested in the welfare of the students to plan and organise activities for the benefit of the school. At Holy Spirit Catholic Primary School, we ask for the support and coordination of parents/carers to celebrate important events for our school. This involves assistance and work in serving at school events, including whole school family events.

Purpose:

- The purpose and aims of the Parents and Friends Association within the school community are:
- To work in partnership with the Principal, Deputy Principal, School Staff and School Board
- To contribute to the welfare and wellbeing of the students in the school community
- To encourage the participation of all parents in the life of the school and the education of their children
- To ensure that parents are aware of the structures available to them through the school to voice their ideas and to contribute to the development of the school and its community.
- To provide opportunities for parents to get to know each other and to be informed about some of their child's school activities.
- To welcome all new families into our school community
- To organise social events for the school to promote a positive school culture.
- To undertake fundraising activities as per the P & F fundraising guidelines (refer appendix 1)

The Association:

The P & F association is an open group to:

- all families of students at Holy Spirit Catholic Primary School
- a nominee from school staff (member of leadership or teaching team)

Values of the P & F Association:

- Respect the Catholic Identity and mission of the school encouraging all members, To Live, To Love, to Grow in Christ
- To work as a team, respecting fellow P & F members and valuing members' diversity and opinions, experiences, and ideas.

Identified P & F events:

Term 1

- Family gathering at Casuarina Pool
- Shrove Tuesday
- Harmony Day Dinner

- Easter Raffle

Term 2

- Mother's Day Breakfast and stall
- Athletics Carnival
- School Disco, including food and refreshments.

Term 3

- Father's Day Breakfast and stall
- Parent Trivia night (bi-annually)
- Darwin Deckchair Cinema

Term 4

- Christmas Concert barbeque
- Christmas Raffle

Roles and Responsibilities of P & F members:

- Attend meetings twice per term where possible.
- Actively promote the P & F association and invite new members.
- Assist to coordinate identified school events.
- Be available to assist with organisation and facilitation of school events.
- Assist to prepare and serve food as required at identified events.
- Setting/packing up of events, assisting with cooking and serving
- School staff will coordinate the ordering of foods/drinks as required.
- School administrative staff will assist with advertising flyers through newsletter, Operoo and Class Dojo

Easter and Christmas raffles

Where we conduct raffles, we ask parent volunteers to coordinate and seek donations. In addition, families, with the support of school administration advertise through flyers which will be published/advertised through school newsletter, Operoo and Class Dojo.

Ratification:

This policy was ratified by School Board on March 2019

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle – March 2022

APPENDIX 1

Parents and Friends Association Fundraising Guidelines

1. The P&F Association will work in partnership with the Deputy Principal of Holy Spirit Catholic Primary School and liaise with them closely in relation to all fundraising activities undertaken. The P&F Association maintains the right to accept or reject any fundraising activity proposals and must act in a fair and equitable manner towards all community members.
2. When scheduling P&F activities the association will consult and seek approval from the Principal so that consideration is given to the timing of the school's obligated charitable fundraisers and to prevent conflict with other school events.
3. All P&F fundraising activity suggestions shall be presented to the P&F Association for consideration through P & F meetings.
4. Any activities or services provided by the P&F shall be open to the school community for participation on a voluntary basis.
5. All monies raised will be managed by the Finance Officer of Holy Spirit Catholic Primary School. The distribution of these funds is at the discretion of the Principal in partnership and consultation with the P&F Association, school staff and the School Board.
6. Purchases and improvements made possible by the P&F fundraising and activities will be communicated to the school community via the school newsletter, Class Dojo and official Facebook page.
7. A detailed Financial Report associated with all P&F activities and spending will be reported quarterly at the P&F meetings, and an Annual Report will be presented by the P&F School Board representative at the School Board AGM.