



SACRED HEART PRIMARY SCHOOL HIGHGATE PARENTS & FRIENDS (P&F) ASSOCIATION



WHAT IS THE P&F?

THE Parents and Friends Association is a group of parents and friends whose role is to provide support and assistance to the Principal and staff of the school to enhance the quality of Educational facilities for all children at our school.

- The P&F **represents** the interests of the whole **parent** body.
- It helps parents **engage** with the school and the **education** of their children.
- It works to **support** the school.

In relation to fundraising, the Board, the P&F and the Principal work towards shared decisions in relation to the needs of the school and how funds raised by the P&F could best be used to meet the needs of the school.

Our main purpose is to facilitate involvement, contributions and networking between parents, parish and the school.

P&F OBJECTIVES

- To **foster a spirit of positive fellowship** amongst parents, staff and friends of the school;
- To **promote a spirit of genuine cooperation** between parents, staff and students of the school;
- To **provide financial assistance** for the development of the school's facilities and teaching resources;
- To **provide a pathway** for parents to be involved in supporting our school;
- **Building the community spirit** of Sacred Heart by providing opportunities for parents and staff to gather together in a spirit of fun and fellowship.

P&F FUNCTIONS

- To **undertake fundraising activities either to meet agreed financial commitments and/or provide facilities for the students and school.**

Over the years the P&F have made large contributions to the school towards classroom Airconditioning, Interactive Whiteboards, digital cameras and music room equipment. Most recent P&F donations are the Adventure Playground's equipment and shadesails, Kindy Cubby and a set of classroom iPads.

- To **promote a sense of community spirit within the school through the organising of parent and community functions and events, including:**
 - School Fete
 - Family Fun Night
 - End of Year Picnic
 - Gingerbread House Workshop
 - Mothers Day and Fathers Day Breakfast
- **Responsibility for managements and operation of:**
 - School Banking
 - School Bags
 - Second hand Uniforms

P&F MEETING DATES

The P&F meet on the third Wednesday of every month at 7.30pm in the school library.

Everyone is welcome to attend the meetings and meet the members of the committee. We would gladly welcome any new members to the committee.

P&F meetings provide you an opportunity to connect with fellow parents, make friends, learn more about what is going on with your child's school and raise funds for school projects.

ARE YOU A CLASS REP?

The class representative system can be a very valuable asset to a well functioning P&F Association.

As the role of the P&F is to support and represent all parents and carers in the school community, having nominated representatives from each class ensures that all parents have the opportunity to have their voice heard, whether or not they can attend a meeting.

- The role of class representative may include, but is not limited to:
- Welcoming new parents to the school.
- Introducing parents to the roles and activities of the P&F association.
- Inviting parents to support and attend school functions and activities. This may include the arrangement of class tables/rosters for any particular event or function.
- Arranging the distribution of raffle/entry tickets.
- Attend P&F meetings whenever possible.
- Communicate regularly with the P&F executive.
- Organise class communication list dg; email addresses and telephone numbers (Don't forget to get permission from parents to circulate their contact details)

It is imperative however that class rep matters are kept very separate from 'friendship group' issues.

When a directive comes from a P&F meeting for class reps to help organise a school event, or indeed a class only event, it is essential that **all** parents in that class are notified.

As a key role of the P&F Association is to assist in building positive school community, it is crucial that parents don't feel that they are being left out in any way by not being included in invitations to help, attend dinners or coffee mornings etc.

It is therefore important the class reps distinguish events that are P&F initiatives from those that are 'friendships group' based.

Reproduced from PFFWA leaflet "Are you a Class Rep?"

A growing body of research shows that building effective partnerships between parents, families and schools to support children's learning leads to better learning outcomes. The whole school community benefits when parental engagement is an integral part of school planning and improvement processes." (DEEWR website)