



PARENTAL INVOLVEMENT 2016

ST MARY'S VISION STATEMENT



**THIS BOOKLET IS AVAILABLE ON THE
SCHOOL WEBSITE**

At

St Mary's, we believe that Jesus and his values are central to our life-long journey in the Catholic faith. We value, promote service and support connectedness between school, parish and the global community. We achieve this by nurturing spiritual development.

We are a welcoming, inclusive and supportive community that values positive and genuine relationships

We work with each child to ensure that they feel happy, safe and valued as an unique individual where self-esteem, respect, positive relationships and resilience are promoted

We educate children to become life-long learners, actively engaged in a challenging world. In this supportive environment, we implement innovative and consistent teaching and learning practices that cater for individual needs and encourage student reflection.

St Mary's leadership teams value, support and empower all members of the school community. We strive for continuous improvement.

The main organisations for Parental Involvement at St Mary's are:

- **SCHOOL COMMUNITY SUPPORT GROUPS. IN 2016, THIS INCLUDES CONCERT ASSISTANCE...See Page 11**
- **SCHOOL IMPROVEMENT COMMITTEE**
- **PARENTS AND FRIENDS' ASSOCIATION: FUNDRAISING**
- **FATHERS' ASSOCIATION and**
- **GAS (Girls at St. Mary's)**

Parents are invited to be part of as many of these organisations and sub-groups as they wish.

Please use the tear off slips where applicable to express your interest in being involved. Please return these to school by Monday 15th February. It is a NEW YEAR so we ask that you express your interest even if you were involved in previous years.

Please include your contact details, i.e. Phone Number and Email Address.

PLEASE NOTE that these contact details will be circulated to other parents in each of the organisations/subgroups.

NOTIFY GRAHAM SPENCE (principal@smascotvale.catholic.edu.au) via Email by FRIDAY 12th February if you DO NOT want your contact details shared.

We hope this booklet will provide useful information for you to decide in which way you might like to be involved in the St. Mary's Community.

SCHOOL COMMUNITY SUPPORT ORGANISATION

The School Community Support Organisation is made up of groups of people who assist in the ongoing areas of School life. We value the contribution of all these groups. The main areas in 2016 are:

1. Active Paths (formerly Walking School Bus)

See more information in Booklet on Page 3

2. Canteen

– Managed by Tracey Doyle and Maryanne Giarrizzo

If you would like to assist, Tracey and Maryanne have a Roster on the Canteen Door. The Canteen operates on Mondays, Wednesdays and Fridays for morning tea and lunch.

3 Literacy Helpers

For more information and Reply Slips re:

- Classroom Helpers – Literacy (See pages 5)
- Parents reading with Children programme (See booklet page 6)
- Helping with resources at home (See booklet page 7)

4 School Banking

– Coordinated by Connie Mallinson (St Mary's Office Staff)

5 Victorian Premier's Reading Challenge

– Coordinated by SONIA HARRIS & LISA SMITH

Volunteer helpers needed. – See more information and Reply slip in Booklet, page 8

6 Ashton Scholastic Book Club

– Coordinated by Leanne Bishop.

If you would like to assist Leanne with the collating of the orders please email dcrowley@smascotvale.catholic.edu.au by Monday 15th February.

7 Foodbank

– Coordinated by Kate Bate

Volunteers needed. See more information and Reply Slip in Booklet page 9

8 Uniform Shop

– Coordinated by Leanne Bishop

The Uniform Shop is open at 8.30 a.m. and 3.15 p.m. on Fridays. If you need items and cannot attend at those times you may download an Order Form from the School Website. Payment must be made at time of placing your order. ONLY CASH OR CHEQUE ACCEPTED.

Any willing helpers would be appreciated.

NB: Once we know how many helpers we have, a roster will be drawn up. HELPERS WILL BE ROSTERED APPROXIMATELY TWICE PER TERM. See reply slip on page 16.

9 Parent Classroom Representatives: See booklet page 10.

10. Church Flowers and Cleaning: See Info on page 16

WALKING SCHOOL BUS

IN 2016, THIS WILL BE RENAMED THE ACTIVE PATHS PROGRAMME.

The **Walking School Bus Programme** has been operating at St Mary's since April 2005.

The **Walking School Bus (ACTIVE PATHS PROGRAMME)** is not a real vehicle, but a group of children who walk/RIDE to school. Moonee Valley council are working with the school to MAP out "catchment areas" where they will signpost "routes" telling walkers/riders how far they still have to travel!

Once the routes have been planned, we will advertise them and ask for willing parent volunteers. WATCH THIS SPACE! (Further info later)

WE WOULD LIKE ONE OR TWO PARENTS WHO ARE WILLING TO COMMUNICATE WITH THE COUNCIL WHEN NEEDED REGARDING THE "ACTIVE PATHS" PROGRAMME.



REPLY SLIP

ACTIVE PATHS PROGRAMME

NAME: (PLEASE PRINT) _____

EMAIL ADDRESS: _____

ELDEST CHILD'S CLASS: _____

PLEASE TICK:

- I AM WILLING TO LIAISE WITH THE COUNCIL WHEN NECESSARY.
- I WOULD LIKE INFORMATION ONCE THE ROUTES HAVE BEEN SET AND I MIGHT WALK/RIDE WITH SOME GROUPS.

CLASSROOM HELPERS – LITERACY:

Coordinated by: Dot Crowley

All Classroom Helpers must have a current Working with Children Card. We can assist you with obtaining this if you wish.

NEW HELPERS IN THE F-2 area are asked to attend **ONE** Information Session on either Monday 21st March **or** Wednesday, 23rd March in the staffroom from 9.00 to 10.00 a.m. if possible. (See Overleaf)

If you are a NEW helper and cannot attend ONE of these sessions, please see Dot Crowley!

Parent help in the **Year One Two, Three and Four** classes **begins as from Week beginning 22ND February.**

Parent help in **FOUNDATION** Classes begins in **Term Two.**

If there is a surplus of interested helpers, you may be rostered fortnightly. **Please note on the table overleaf the days and times when classes need assistance.**
Please fill in your preference/s OVERLEAF and return it to school by MONDAY 15th February.

You will receive a Roster once we have collated all willing helpers!

Parent Helpers Other Than During LITERACY Time

There will be other times that help is required in other areas, e.g. Excursions, Inter-School Sport.

ALL HELPERS must have a current Working with Children Card. Please see the Office Staff if you need assistance in obtaining a WWC Card.

LITERACY HELPERS ... PLEASE RETURN NO LATER THAN 15TH FEBRUARY, SO THAT WE CAN FINALISE ROSTERS!

PARENT'S NAME: (Please Print).....

Signature:

YEAR LEVEL	LITERACY HELPERS Times needing Assistance <i>(Please CIRCLE Day and Time Preference/s)</i>	Indicate whether you prefer <u>weekly/fortnightly</u> W F
FCC	Monday 9.00 – 10.00 a.m. Tuesday 9.00 – 10.00 a.m. Wednesday 9.00 – 10.00 a.m. Friday 9.00 – 10.00 a.m.	
FAV	Monday 9.00 – 10.00 a.m. Tuesday 9.00 – 10.00 a.m. Wednesday 9.00 – 10.00 a.m. Friday 9.00 – 10.00 a.m.	
1HW	Monday 9.00 – 10.00 a.m. Tuesday 9.00 – 10.00 a.m. Wednesday 9.00 – 10.00 a.m. Friday 9.00 – 10.00 a.m.	
1RL	Monday 9.00 – 10.00 a.m. Tuesday 9.00 – 10.00 a.m. Wednesday 9.00 – 10.00 a.m. Friday 9.00 – 10.00 a.m.	
2VM	Monday 9.00 – 10.00 a.m. Tuesday 9.00 – 10.00 a.m. Wednesday 9.00 – 10.00 a.m. Friday 9.00 – 10.00 a.m.	
2CR	Monday 9.00 – 10.00 a.m. Tuesday 9.00 – 10.00 a.m. Wednesday 9.00 – 10.00 a.m. Friday 9.00 – 10.00 a.m.	
3JD	Friday 10 a.m. – 11	
3JK	Friday 9 – 10	
4KG	Friday 9 – 10	
4MB	Friday 9 – 10	

NEW HELPERS: FOUNDATION – YEAR 2

PLEASE TICK WHICH RESPONSE APPLIES

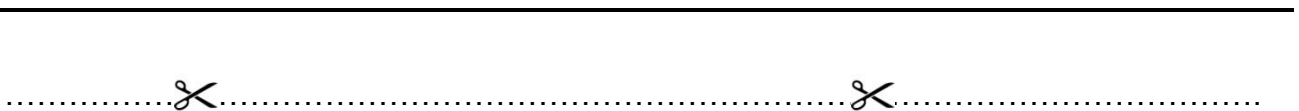
- I can attend the session on **MONDAY, MARCH 21st**
- I can attend the session on **WEDNESDAY, MARCH 23rd**
- I want to help, but cannot attend either of these sessions

"PARENTS READING WITH CHILDREN PROGRAMME"

COORDINATED BY: DOT CROWLEY

If you are available to hear children read from any class (as directed by Dot Crowley), in an ongoing way, for 20 minutes on any day/s and times indicated below, please indicate your preferences and return to school by **MONDAY, 15th February.**

Many children benefited from this programme last year, so we are hoping to continue it in 2016.



PARENTS READING WITH CHILDREN PROGRAMME, BEGINS THE 22ND FEBRUARY.

NAME: _____ (PLEASE PRINT)

I would like to assist as circled below!

Fill in as many slots as you like

Monday 9 – 9 30
Tuesday 9 – 9 30
Wednesday 9 – 9 30
Friday 9 – 9 30

HELPING WITH RESOURCES AT HOME!

If you are happy to assist with duties such as cutting, pasting, laminating, stapling, etc., in the comfort of your own home, please fill in the slip below and you might get a job sent home from time to time!

.....✂.....✂.....

Reply slip: HELPING WITH RESOURCES AT HOME

NAME: _____ **(PLEASE PRINT)**

Eldest child's Class _____

Do you have a laminator? Yes OR No (Please circle)

Would you feel confident covering books with contact? Yes OR No (Please Circle)

SIGNATURE

VICTORIAN PREMIER'S READING CHALLENGE HELPERS

The Victorian Premier's Reading Challenge is a state-wide reading programme for children from Foundation Year to Year 10. During the first 3 years of primary school, children are required to experience or read at least 30 books (which will be completed in class), while the older children are required to read 15 books. The Challenge begins in February and concludes in September. On completion, each child will receive a certificate of achievement signed by the Premier.

As volunteer co-ordinators, our duties include:

- recording up to date enrolment information
- organising student participation and registration
- confirming and checking the accuracy of the students' details for printing on certificates
- listing the junior classes' 30 books
- verifying student completion of books
- verifying parent consent for publishing their child's name on the Reading Challenge Achievers' Honour Roll
- ensuring all school records are complete and accurate by the end of the Challenge
- emailing the reading challenge Edumail account to notify that the school's data is completed and has been checked
- liaising with the school librarian
- conducting a brief induction meeting

Please complete and return the reply slip below by February 15th if you are able to assist with this year's Victorian Premier's Reading Challenge.

Regards, Sonia and Lisa

..... ✂ ✂

Victorian Premier's Reading Challenge Helpers Reply Slip

I, _____ (full name) would like to assist with the 2016 Victorian Premier's Challenge.

Eldest Child's Name & Class: _____

You may contact me via email _____ or

Telephone _____

FOOD BANK VOLUNTEERS

Community is a feature of St Mary's Catholic Primary School thus we encourage as many people possible to assist with the Foodbank.

To all our new families, Foodbank is a service we offer in the school by way of providing a meal or two to families when they are in need.

Some reasons might be adjusting to new siblings in a family or perhaps coping with an illness, or sadly, the passing of a loved one. But there are many times when a meal can come in handy. These might include a parent returning to the workforce or a family moving house and having to juggle work, school, packing and unpacking, on top of the day to day routine.

We all know what it is like to have a meal cooked for us at the best of times, so when times are a little tough the kindness given is always sweeter.

As a volunteer you will probably be called upon once or possibly twice throughout the school year to make a meal for one of these families. It is a small commitment offering huge benefits.

If you would like to volunteer, please fill out the form below and return it to the school office by Monday 15th February.

Thank you for your help. It is greatly appreciated

Kate Bate

Foodbank Coordinator

.....✂.....✂.....

FOODBANK VOLUNTEER FORM 2016 REPLY SLIP

Name _____

Eldest Child's Class _____

Email Address _____

Telephone/Mobile Number _____

PARENT CLASSROOM REPRESENTATIVES

Each class has designated parents whose task it is to coordinate aid for the class teacher when necessary, and also to promote a sense of community among parents of the class group.

Class parent representatives volunteer their time to liaise between the class teacher and the parents of the class at a particular time. We would like to have two or three reps per class.

Duties may include:

- Organising Card/Meals/Gift at a time of need, e.g. the birth of a baby, illness, or in other family circumstances, in consultation with Kate Bate (Foodbank Coordinator).
- Liaising with the Parents and Friends and other community groups when needed e.g. collecting items for school functions, such as the school production
- Organising social events for **CHILDREN** in a particular level, e.g. End of term playground picnic!
- Organising special events, e.g. First Communion Lunch.
- Coordinating Morning tea after Sunday level Masses. Dates are below:

School Leaders	School Choir	Sunday, 14th February
Year Five	School Choir	Sunday, 13th March
Year Two	School Choir	Sunday, 29th May
Year One	School Choir	Sunday, 19th June
Year Three	School Choir	Sunday, 21st August
Year Four	School Choir	Sunday, 16th October
Year Six and their Foundation Buddies & Welcome to Foundation 2017	School Choir	Sunday, 4th December

If you are willing to be a Classroom Parent Representative please fill in the slip below and return it to school by Monday 15th February. The return slip **must** be accompanied by a photo of yourself (portrait shoulder up please). Alternatively you can email your photo to dcrowley@smascotvale.catholic.edu.au by Monday 15th February.

.....✂.....✂.....

PARENT CLASSROOM REPRESENTATIVES
REPLY SLIP AND PHOTO

NAME: (Please Print).....

Eldest Child's Class:.....

I would like to be a Parent Classroom Representative in: (Please Circle)

FCC FAV 1HW 1RL 2VM 2CR 3JK 3JD 4KG 4MB 5NT 5JM 6AH 6SG

This year marks another production year, where EVERY class contributes to the performance of the school production on September 14 and 15 at The Clocktower Centre, 750 Mt. Alexander Road, Moonee Ponds.

These classes are co-ordinated by Faye Nardella to bring together a final performance of which we can all be proud.

Every student and every teacher is a major contributor to the show and WE NEED YOUR HELP!!!!!!

This year we are looking for Parent Coordinator/s to oversee Props and Costumes for each class. We are hoping to get a coordinator/s for EVERY SINGLE class. These coordinators will liaise with Faye and Dot to source costume items and organise any tasks required for that classes costumes. THE COSTUMES WILL BE DESIGNED AT SCHOOL AND YOU WILL HAVE HELPERS.

If you can sew, stick, cut, design, play an instrument or contribute in any way, we would love to have your help! You do not have to be a seamstress, artist or performer; you just have to be willing to share some time. Please enter your details below, return to school and we will get back to you!

CONCERT ASSISTANCE

Name & Phone Number (Please Print) _____

Eldest Child's Name and Year Level _____

Email Address: _____

I am happy to Coordinate the costumes for Year _____

and/or

I am willing to assist with the following: (tick where appropriate)

Cut, glue, trace costume items at home

MACHINE sew at home

Hand sew at home

Source and purchase required costume items (at school's expense!)

Make props needed for the concert

Play an instrument at the performances

SCHOOL IMPROVEMENT COMMITTEE

The School Vision Statement developed by the school community provides the motivating force for all school improvement planning within that specific Catholic school community. There are five interdependent spheres of schooling:

- 1) **Education in Faith,**
- 2) **Learning and Teaching,**
- 3) **Student Wellbeing,**
- 4) **School Community,**
- 5) **Leadership and Management.**

The extent to which students are able to achieve their potential in terms of learning outcomes is partly dependent upon the capacity of the school to provide optimal learning environments across these five spheres of schooling. **This committee, in liaison with the staff members responsible for each sphere, assists in the achievement of the following goals.** These goals were developed from this year's School Review 2016.

SCHOOL ACTION PLAN 2016

Education in Faith,

Learning and Teaching,

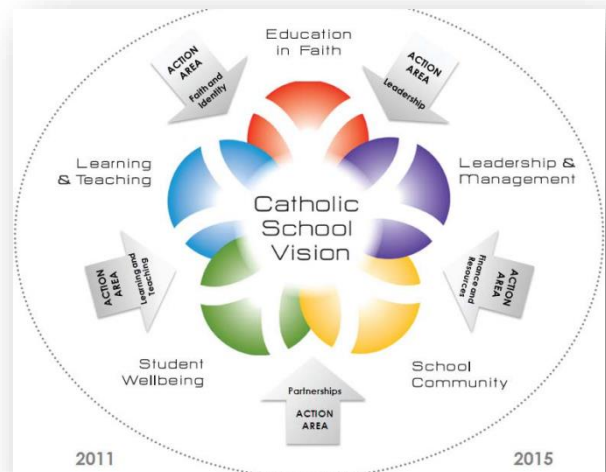
Student Wellbeing,

School Community,

Leadership and Management.

GOALS FOR ALL SPHERES WILL BE DEVELOPED FROM THE TERM 1 2016 SCHOOL REVIEW PROCESS IN CONSULTATION WITH BOTH STAFF AND PARENTS.

THE FIRST MEETING FOR 2016 WILL BE ON THURSDAY 11TH FEBRUARY FROM 7 – 8 P.M. IN THE STAFFROOM. THIS WILL BE FACILITATED BY ANNE KILLEEN AND WILL FOCUS ON THE 2015 SRC INSIGHT DATA



SCHOOL IMPROVEMENT COMMITTEE FORM 2016 REPLY SLIP

Name: _____

Eldest Child's Class: _____

Email Address: _____

Telephone/Mobile Number: _____

PARENTS AND FRIENDS' ASSOCIATION (FUNDRAISING)

The Parents and Friends' Association (Fundraising) has two main objectives. They are:

- To seek the cooperation of parents and teachers to assist the School Principal in providing the additional funds required to ensure the best resources are available to students at St Mary's Catholic Primary School.
- To provide an avenue for social interaction amongst parents at all year levels.

The 2016 Parents and Friends' Executive is made up of the following:

President and Vice President:

Secretary:

Treasurer :

The first P & F Meeting will be held on Wednesday, 17th February at 7.00 p.m. in the Staff Room. At this meeting the executive will be decided and events for 2016 will be planned.

All Members of the school Community are welcome at any of the Parents and Friends' Meetings.

Each year the Association organises a major fundraiser as well as some minor fundraisers

Please fill in the slip below if you would like to be part of the P & F in 2016 and return it to School by Monday 15th February.

N.B. All are welcome to join the P & F even if you can't attend the meeting on 17th February.

..... ✂

PARENTS & FRIENDS' ASSOCIATION
REPLY SLIP

NAME:
(Please Print).....

Eldest Child's Name & Class.....

Mobile No.:.....

Email Address:.....

Signature:.....

I am able/not able to attend the meeting.....

GAS – Girls At St. Mary’s

Once a Term there is an evening organised for the mums of St. Mary’s students to get together and catch up socially. It is a great opportunity to chat without interruptions (as is often not the case in the school yard) and also to enjoy the company of mums from **all** grade levels. These nights are not fundraisers and are kept fairly casual and low cost.

GAS functions are advertised in the School Newsletter! Organisers are asked to check the school calendar before setting dates.

We need volunteers to organise these “once a term” events for the ladies at St Mary’s in 2016. Please fill in the reply slip below and return it to school by 15th February if you would like be part of an organising team for one of the events.

..... ✂ ✂

GAS REPLY SLIP

Name: (PLEASE PRINT) _____

Eldest Child’s class _____

Email: _____ Phone _____

I wish to be involved in the organisation of the **Term One** Event

I wish to be involved in the organisation of the **Term Two** Event

I wish to be involved in the organisation of the **Term Three** Event

I wish to be involved in the organisation of the **Term Four** Event

Signature:

=====

ST. MARY'S FATHERS' ASSOCIATION

The St. Mary's Fathers' Association (SMFASS) was created to enable the fathers of St. Mary's to meet, socialise and form friendships, with the school and the children benefitting through monies raised, and to provide a valuable resource of merry men only too willing to help out when called upon.

Some of the many achievements include the mowing roster, electrical consulting, plumbing, landscaping, sourcing of containers and music rooms and many moments of general helping out.

Many of us have forged great friendships over the years through the many activities and events of the SMFASS - from barefoot bowls, poker nights, easy catch-ups at the NSC, golf at Royal Riverside, pool at the RACV Club, and the very popular and well supported Oktoberfest and seniors/dads camp at Anglesea.

The willingness of everyone to offer time, expertise and muscle at any given time to help the school for whatever reason or event, is invaluable. It is this cooperation, with minimum fuss and fanfare, to get the job done, that makes the SMFASS well worth having.

The President for 2016 is Phil Poursanidis

Please return the slip below by Monday, 15th February if you would like to be part of the SMFASS.

.....✂.....✂.....

ST. MARY'S FATHERS' ASSOCIATION
REPLY SLIP

NAME: (Please Print).....

Eldest Child's Class:.....

Mobile Number:.....

Email Address:.....

UNIFORM SHOP REPLY SLIP

Name: (Please Print) _____

Eldest child's Class _____

Email Address: _____

Phone: _____

PLEASE TICK

- I can assist at 8 30 on a Friday

- I can assist at 3 15 on a Friday

CHURCH FLOWERS AND CLEANING GROUP

This involves light cleaning and placement of flowers in the church every Thursday or Friday, at a time that suits the group members. Teams are usually 4 to 5 people and we currently have enough groups that attendance is only every 6 weeks. Cleaning takes approximately one hour and is a lovely way to support the Parish while meeting new members of the school and parish community.

If you can help us, we are always happy to have new members please contact

TEANA AT THE PRESBYTERY ON 9370 6688 or return the slip below to school by February 15th.

CHURCH FLOWERS AND CLEANING SLIP

Name: (Please Print) _____

Eldest child's Class _____

Email Address: _____

Thursday or Friday (Please circle)

Phone: _____