



Parents & Friends Information Handbook - 2023

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Executive Committee Members – 2022

President:	Madonna Kropp ststephens.pnf@gmail.com
Vice President:	Marie Wright
Treasurer:	Taryn Harris
General Secretary:	Nicole Ford
Minutes Secretary:	Erin Horan

General Committee Members:

Erin Horan, Angela Perks, Natasha Walsh

Sub-committee Convenors:

Social:	Danielle Collins and Jennifer Lu
Working Bee:	Mal Stebbings and Paul Hopwood
Grants:	Amanda Hopwood and Sinead O’Faircheallaigh
Pastoral Care/ Welcoming & Belonging:	Wynita Maher and Amanda Keane

St Stephen's P & F

St Stephen's P&F is open to all parents involved in the school. The P&F acts for the school community; it provides an open forum for discussion and information on matters of a local nature.

Every parent or carer of a child who attends St Stephen's School is already a member of the P & F Community.

St Stephen's P & F is guided by a constitution which has been developed to reflect the needs of our school community.

As a group, we aim to:

- support and work in partnership with the Principal and staff and participate in decision-making.
- create a forum for discussion.
- provide social networking opportunities to families.
- provide financial assistance to the school via the fund raising levy.
- work with the Parish and School Board in pursuit of common goals.

Committee Members

The P&F committee consists of 4 executive positions and several general committee positions.

Nominations are called and positions are voted on at the March Annual General Meeting.

Executive Positions

PRESIDENT

The President ensures an efficient and well-run organisation by:

- establishing good relationships.
- planning and chairing meetings in consultation with the Secretary & Principal.
- following up on action from the previous meeting.
- ensuring financial accountability.
- communicating decisions to all community members.



VICE-PRESIDENT

The Vice President supports the President and the committee by:

- chairing the meeting in the President's absence.
- sharing duties and responsibilities, as agreed.
- taking responsibility for coordinating the activities of committees.
- being supportive and attending meetings.
- responding to comments / correspondence.

TREASURER

The Treasurer is responsible for maintaining records of the P&F's finances. The Treasurer:

- must keep accurate financial records of all receipts and expenditure.
- must issue receipts for all monies received.
- pay all accounts as authorised.
- bank all monies regularly.
- present a monthly financial report.
- arrange for an audited financial report for the Annual General Meeting.
- arrange for the monthly bank statement and reconcile deposits and cheque books with the statements.

GENERALSECRETARY

The Secretary provides administrative support by:

- Collecting and distributing incoming mail from the school office.
- Emailing committee members and the executive to gather information to be shared in the school's newsletter.
- Sending notices to the school office to be included in the school newsletter.
- Collecting incoming mail from the school office.
- Adding information on the St Stephen's Algester facebook page.

MINUTES SECRETARY

The Secretary provides administrative support by:

- preparing and publishing an agenda.
- obtaining reports from committees.
- noting apologies.
- checking minutes of previous meeting.
- taking and promptly publishing and distributing minutes from all P&F meetings.

General Committee Members

General committee members participate in all decision making at the P&F meetings. They attend meetings, vote on issues, and provide ongoing support to the committee.



Social Committee

The Social Committee organises events throughout the year. These events allow families to interact and meet others. The committee organises a range of events; hoping to cater for all interests, wherever possible. During 2019, the social committee successfully held:

- School Discos
- Prep Welcome BBQ
- Stalls for Mother's & Father's Day



Pastoral Care/Welcoming and Belonging Committee

The Pastoral Care Committee is part of the Parents and Friends Association here at St Stephen's. The role of the Pastoral Care Committee is to provide assistance to families who may need some support in the form of meals, financial assistance, donations and school supplies.

School Fete Committee

The St Stephen's inaugural "Spring Fair" was held in 2011. The venture was so successful that the P&F made it a bi-yearly event on the school calendar, alternating with our school musical. The School Fete held in August 2019 was a great success and the money raised has gone towards purchasing and installing Phonak Digimaster 7000 Soundfield Systems. This assists all children to have optimum auditory learning environments in all classrooms.

Working Bees

St Stephen's holds working bees throughout the year. These are to target ongoing general maintenance around the school and other special projects that require extra resources.



Parental Code of Conduct

Introduction

St Stephen's School is a Catholic School within the Arch/Diocese of Brisbane.

This Code of Conduct is intended to provide school community Members with guidelines for the effective conduct of meetings and the development of positive relationships within the School community.

General Conduct

Community Members agree to;

- a. Support the Principal and staff in the development of a Christ-centred learning community based upon the principles of Catholic doctrine;
- b. Support the School's policies developed in consultation with all stakeholders.
The Principal has the responsibility to implement these policies;
- c. Accept responsibility for their child's/children's progress and work with the teaching staff to deal promptly with areas of concern;
- d. Treat all Members of the School community with respect and courtesy; and
- e. Acknowledge and affirm success in individual and School achievement.

Conduct at Meetings

The regular Parents and Friends Association meeting is an opportunity for community Members to contribute to discussion on issues and to take decisions that will have a positive impact on the School community.

To ensure that this is carried out effectively, community Members agree to;

St Stephen's School Parents & Friends Association Constitution

- a. conduct activities in accordance with the Constitution of the P&F Association,
- b. participate in P&F Association meetings and other community activities in a constructive manner and respect the views of others,
- c. acknowledge that the decisions taken and actions proposed at the P&F Association meetings are representative of the majority of the School community,
- d. adhere to the processes available to have issues addressed and decisions reviewed,
- e. support the President and Members of the P&F Executive when they are required to make decisions on behalf of all parents in the School community, and
- f. use appropriate conduct when participating in meeting discussions and promote positive personal relationships among community Members.

Conduct Unbecoming

If a community member is in breach of this code, the President of the P & F Association will meet with the Principal to decide appropriate action. The Principal's decision will be final and binding on community Members.

ADOPTED ON: 17th September, 2012



(PRESIDENT)



(SECRETARY)

P & F Levy

- We have a levy in place that is paid per family per year to the P&F.
- The **P&F levy** was originally set up to eliminate all the day-to-day fundraising that occurs at many schools that is both time consuming for parents, teachers and students.
- 50% of the levy is given straight back to the school to assist with the payments for the air conditioning that was installed in 2019. This agreement is in place until the end of 2023. The remaining 50% is used for school resources and equipment requested by the school.
- It also is used for any incidentals to add to the social aspect of our school community (discos, barbecues, etc.)
- It would take many chocolate drives, pie drives, spell-a-thons, lap-a-thons and lamington drives to raise this much money. These are all extremely time-consuming and take children away from learning time.
- The amount of the P&F Levy is reviewed annually at the final P&F committee meeting for the calendar year. The committee must ratify any changes to the amount of the P&F Levy.

Fundraising Policy

The **fundraising policy** for the school allows for additional funds to be raised on top of the P&F Levy:

1. If the event is aimed at the broader community, not just the school community; or
2. If the event's primary aim is to engage the community, to build relationships and school spirit. Our School Fete fits into this scenario.

Sports Sponsorship Policy

There is a Sports Sponsorship Policy to assist families with some of the expenses associated with competing in school sports at a State or National Title level.



Tuckshop

While the school funds a convenor to coordinate the Tuckshop, the Tuckshop would not be possible without the help of the many parents and friends who volunteer. Tuckshop is open on Wednesdays and Fridays and all parents and friends are invited to volunteer either on a regular basis or as they are available.



Uniform Shop

St Stephen's School is excited to announce they are partnering with The School Locker, located at The Zone Oxley, 2118 Ipswich Road, Oxley.



Uniforms are available to purchase online or in-store, with delivery available or the option to click-and-collect. Please visit <https://theschoollocker.com.au/schools/st-stephens-school> or call (07) 3725 2500 with all your uniform queries.

The School Locker is open 6 days a week, with extended hours for back-to-school uniforms.

Using the school's Drop Off & Pick Up Zone

For the safety of our students, teachers, and parents who use the school's 'Drop off / Pick up zone', the following reminders are given:-



- For everyone's safety, the speed limit in the car park is **5km/h**.
- Drivers should remain in their vehicles **at all times** in the 'Drop-off / Pick-up zone'.
- Please display your family name sign on your visor as this enables the children to be organised and assists the Pick Up line to run smoothly.
- The school's Pick up zone is only a **2 minute parking spot**. Any longer than this and you are likely to be asked by a staff member to move on and re-enter the Pick-up queue.
- Please be aware the purpose of the Drop Off zone is purely to: **"Stop – Drop – Go"**. Make sure your child has their bag ready so that they can get out of the car quickly. Stopping to get bags out of the boot, put jackets on etc. slows the traffic down and adds to congestion.
- Children are only to get in or out of the car when you pull up alongside one of the 3 designated 'Drop off / Pick up' bays.
- Children are to get in or out of the car on the **pavement side only**.
- The 'Drop off / Pick up zone' is only to be used by children who can:
 1. Manage their seatbelt independently
 2. Get in and out of the car independently.
- **Please be patient** and **do not** queue jump in the pick-up line or if there are free drop off bays.

Please note:

- There is a **"No Right Turn"** sign as you **EXIT** both school car parks. This applies between the hours of 8am – 9am and 2:30pm – 3:30pm.
- There is a **"No Right Turn"** sign at the end of **Ackama Street** too.
- Please be aware of the safety of everyone around you, and the precious cargo you have in your car at these times, and only turn left when exiting these car parks.
- There is also a **"No Standing"** sign on Ridgewood Road before you turn left into the car park coming from Algester State School. Please do not queue in this area as it impedes the flow of traffic into the main car park. Police monitor this area and you will receive a ticket if you queue here.



Please pass this information on to **all** who are responsible for the dropping off and/or collection of your children. The parking regulations around the school **are enforceable** and if drivers choose to do the wrong thing, they could be booked by the Police, who regularly do blitz's in our area. If you see someone disregarding these rules, please report their registration details to the school office.



2023 P&F Meeting dates

P&F Meetings are held on a Wednesday night during the school terms in the Library starting at 7pm. Dates for 2023 will be advised in the school newsletters and on the Parent Portal.

All members of the school community are welcome and encouraged to attend.

Other important dates in 2023

Prep Welcome BBQ *Date and time to be confirmed*

Look out for dates of upcoming events as they are planned, in the P&F section of the newsletter.

Holidays and Term information for 2023

Term 1

Tuesday 24 January – Friday 31 March

Term 2

Tuesday 17 April - Friday 23 June

Term 3

Monday 10 July – Friday 15 September

Term 4

Tuesday 3 October – Friday 1 December

Student Free Day

TBC

How to keep in the loop

The Parent Portal and the weekly newsletter are the best ways to keep up-to-date with events happening throughout the school term.

<p>Access the St Stephen's Parent Portal via the website or BCE Connect App</p> 	<p>Send a friend request to our official "StStephens Algester" closed Facebook page</p> 	<p>Download the BCE Connect App and search for "St Stephen's School Algester"</p> 	<p>Like our "Curlew Café" Facebook page to see what's happening in the tuckshop and keep up to date with daily specials</p> 
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How can I help?

If you are unable to participate as a member of the P&F, there are still many ways that you can make an important contribution to the school. You can help throughout the year by coming to the working bees, helping at the Tuckshop, serving at discos, helping in the classroom, or coming along to organised social events, special events or liturgies.

P&F Meetings are open to everyone and are held on a Wednesday night (**dates to be confirmed for 2023**) from 7.00pm in the Library. ***All are welcome!***

A copy of all Minutes are uploaded to the parent portal and can be viewed at any time or, by joining our P&F mailing list, you can receive a copy directly to your inbox. This is a great way of staying informed if you are unable to make it to the meetings. Simply contact us at:

ststephens.pnf@gmail.com
and ask to be included on our email list.

Whether you can attend every meeting or come occasionally, your contribution is welcomed and much appreciated.

St Stephen's recommended Footwear and Sporting Goods Rewards Program Companies



RECOMMENDED SCHOOL SHOES

				<div style="background-color: red; color: white; padding: 5px;"> DID YOU KNOW? The average person will walk 185,000km's in a lifetime. That's 4 times around the earth! </div> <div style="background-color: #00a0e3; color: white; padding: 5px; text-align: center;"> MULTIPLE WIDTHS A range of shoes are available in different widths to suit narrow and broad feet. </div> <div style="background-color: black; color: white; padding: 5px; text-align: center;"> FIT GUARANTEE THE ATHLETE'S FOOT NEW OR WORKS GREAT </div>

\$5 VOUCHER

PRESENT THIS VOUCHER WHEN PURCHASING A PAIR OF SHOES AT THE ATHLETE'S FOOT AND \$5 WILL BE DONATED TO YOUR SCHOOL!



St Stephen's is participating in a School Rewards Program at The Athlete's Foot. For every pair of shoes purchased (from their entire footwear range – not just school shoes) The Athlete's Foot will donate \$5 back to St Stephen's. This is a great way for you to support our school. The Athlete's Foot has an extensive range of school, athletic, work and casual shoes. This offer is only available at the Garden City, Carindale, Capalaba and Forest Lake stores. Please keep them in mind next time you are purchasing any shoes. Be sure to mention your school is St Stephen's at Algester.



Rebel Sport is continuing on with the Rewards Program that was established by Amart Sports. Under this program, St Stephen's can earn 5% of any purchases made at Rebel Sport as in-store credit to spend on our school sports program. Be sure to link our school when making any purchase at any Rebel Sport store.