

OVERNEWTON

Parents & Friends

*Family Involvement
Program*





**OVERNEWTON ANGLICAN COMMUNITY COLLEGE
PARENTS & FRIENDS ASSOCIATION**



(Updated May 2019)

The Family Involvement Program is an important commitment that parents make on enrolling their child at Overnewton College.

It is expected that all families contribute a minimum of 12 hours of service to the College per term. This time commitment can be contributed by assisting in a number of ways – on the following pages are listed the different workgroups and a brief summary of the work that is done by these groups. Contact details for all parent coordinators of these workgroups and Parents and Friends committee members are available via the parent portal. Click on Family Involvement Program. You should contact the coordinators listed if you would like to contribute hours to a particular workgroup. It is your responsibility to contact co-ordinators in order to participate in workgroup activities.

Requests for assistance are also published in Whispers (online weekly school newsletter) in the pages headed - Family Involvement Program (FIP) Classroom Assistance, FIP Bulletin Board and our Annual Fair page. Please also check this newsletter for working bee dates which appear on the College Bulletin page. Working bee dates are also listed on the College website.

Subscribing to the newsletter is easy. Visit the College website, click on the Whispers icon, scroll down the page and click on subscribe, enter your details and click subscribe.

If you are unsure about how you can help please phone one of the Parents and Friends committee members or phone or call into the Community Development Office to discuss. Most importantly, welcome to the Overnewton community. You are setting a great example for your children, showing a commitment to and interest in their education, building a support network and will be a part of our friendly, caring community.



GENERAL GUIDELINES

- ❖ It is the responsibility of each family to complete a minimum of 12 hours per term at the College. Families who have been at the College over 10 years are only required to contribute a minimum of 8 hours per term from the 11th year onward.
- ❖ The allocation of hours with any workgroup cannot be guaranteed and will be dependent on roster availability; therefore it is important to contact more than one workgroup to provide the best possible opportunity to fulfil your hours.
- ❖ Excess hours will not automatically be transferred from one term to another and will be credited for the term in which they were completed. There are some minor exceptions to this rule i.e. hours done at overnight camps. Families wishing to accrue hours from one term into the next must advise the College in writing. Please email familyinvolvement@overnewton.vic.edu.au
- ❖ Only the parent or guardian of the child can complete hours i.e. hours done by other family members cannot be credited.
- ❖ Good and services cannot be “donated” to the College in lieu of a family doing hours.
- ❖ Only the Principal of the College has the authority to grant an exemption of hours. If serious personal circumstances will prevent you from completing the required number of hours in any period, please direct correspondence to the Principal for consideration.
- ❖ At the end of each term, hours are collected from all workgroup co-ordinators and letters will be sent to any families where the recorded hours are less than 12 (or 8 for families of over 10 years) in any given term.
- ❖ All parents are required to complete a Working With Children Check before they can complete hours in any workgroup. Visit the website www.workingwithchildren.vic.gov.au to commence your application. There will be some minor exceptions to this i.e. activities where there are no children present such as Saturday working bees.
- ❖ Parents are unable to bring children with them when fulfilling their hourly contribution.
- ❖ Please note that all co-ordinators are parents like you, therefore do not call before 7.30am or after 9pm.



HANDY TIPS

- ❖ **If you are finding it challenging locating workgroups to suit contact the College for assistance - please don't leave this call till the end of term.**
- ❖ **You can work at either campus, with any year level. All workgroups across both campuses are available for all parents.**
- ❖ **You can choose to complete your hours in one workgroup (subject to availability) or several workgroups.**
- ❖ **You must register with the co-ordinator to join a workgroup. The only exception is working bees.**
- ❖ **Your co-ordinator will tell you how your hours will be recorded, usually a sign-in book. Please keep your own record of all the hours you complete in case of any discrepancy.**
- ❖ **If your surname differs to that of your child please record your name as well as your child's name and class in the sign-in book. This will ensure your hours are allocated to the correct family.**
- ❖ **There are a variety of workgroups with different times to suit all families, even those with two full-time working parents.**
- ❖ **Get a head start on your hours: attend the working bee over the Christmas holidays (usually held end January) and you can earn some hours for Term 1.**
- ❖ **In General: be proactive, check Whispers weekly, call promptly, be as flexible as you can, all jobs are important**

Please note that all co-ordinators are parents like yourself therefore do not call before 7.30am or after 9pm



ANNUAL FAIR

The Annual Fair is an event held in November each year and is planned and co-ordinated totally by the Parents and Friends' Association. It is a fun day for the family and one of the Parents and Friends' Association major fundraising events.

Planning of this event is a year round project and preparation and planning commences early in the year.

DUTIES

- Assist the Fair Co-ordinator with preparation of the Annual Fair in various areas.
- You may assist as a Stall Co-ordinator
- Assistant to a stall Coordinator
- Food Hall, Craft, Hampers, Trash and Treasure, and many, many more
- Help set up for the Fair the day before/assist on the day/clean up the day after
- Provide security for the event.

WHEN: As this is a huge event the times which you can contribute will vary greatly depending on the area in which you choose to help. The Parents and Friends committee member responsible for this event can provide you with further details. Check the College calendar for the Fair date

AUSKICK

Auskick is an AFL sponsored Saturday morning program for children Prep – Year 6. The children learn ball handling skills and the rules of football in a fun and safe environment.

DUTIES

- Coaching and supervision of the children in attendance.

WHEN: Saturday mornings in Term 2 and 3



BANKING

The aim of this group is to encourage students to develop positive savings habits by providing the opportunity for students to deposit money into bank accounts on a weekly basis.

DUTIES

- Arrange for student banking to be collected from classrooms, input details and deposit money in bank.
- Maintain adequate supplies of stationery (such as bank books, money tally books, deposit books, plastic change bags, calculators, pens, elastic bands and cloth money bags).

WHEN: School hours.

CANTEEN/CAFE

There are two school canteens at Keilor Campus and one at Taylor Lakes Campus. The running of these canteens is contracted out; however staff is primarily parent volunteers.

DUTIES

- Assist with food preparation
- Sell food and drinks to students
- Assist with cleaning

WHEN: School hours only

CATERING

Most school functions are catered for by our Catering Group. Preparations of food can be done at home. Parents can also help with the set up and clean up of functions as well as serving of food. The cost of food purchased by parents is reimbursed on presentation of receipts.

Please note that you don't need to be a chef or have catering experience to join this group. Most requirements are simple such as cakes, slices, fruit or sandwich platters.

DUTIES

- Prepare food for various functions
- Assist with serving



- Prepare and arrange cutlery, cups and glasses for functions
- Pack up and clean up after function

WHEN: School hours / after school hours / weekends.

CLASSROOM ASSISTANCE

Classroom Assistance provides the opportunity for parents to be involved in their child's education whilst at the same time fulfilling their 12 hour FIP commitment. Classroom Assistance positions for both Keilor and Taylors Lakes Campuses is advertised through Whispers on a weekly basis with a parent co-ordinator or College Resource Officer as the contact. Co-ordinators receive phone calls and pass a list of interested parents to the College. Although the majority of classroom assistance takes place in the Junior School parents can apply for any position, even if their child is at another campus or different year level.

DUTIES

Assist classroom teacher with:

- Literacy (reading, writing)
- Maths
- P.M.P. (Perceptual Motor Program)
- Art
- Attending and assisting with excursions, camps
- Preparation of materials used in the classroom
- Special activities as required by the classroom teacher
- Providing assistance to teaching staff at school camps and excursions
- Assist Library staff

WHEN: School hours for classroom assistance and excursions. Attendance at camps will involve overnight attendance (between one to four nights)

COLLEGE UNIFORM SHOP

Overnewton school uniforms are sold at the College Shop which is located at the Keilor Campus and Noone's Niddrie store. Noone staff members manage the shop at Keilor Campus with some assistance coming from parent volunteers. It is most helpful but not compulsory to have retail experience if you are considering assisting in the College Shop.

DUTIES

- Assist the College Shop Manager as required



WHEN: School hours

DROP OFF/PICK UP ZONE DUTY

Parents assist staff on duty with traffic management and student safety as students get in and out of cars.

DUTIES

- Assist staff on duty with traffic management.
- Assist staff at drop off zones to ensure parents and students are using the area correctly for student safety.

WHEN: Before/afterschool

FIRST AID

There are two full time nurses employed at Overnewton College, one at each campus. In addition, volunteers assist in the First Aid room. Parents must have a minimum of First Aid HLTAID003 Certificate; the College conducts First Aid Certificate courses for parents wishing to contribute to this workgroup. Courses are provided free of charge however parents must commit a specified number of hours in the First Aid area if they complete one of these courses.

DUTIES

- Assist with administering First Aid to students

WHEN: School hours / camps and excursions.

FUNDRAISING - DRIVES

Various fundraising activities are undertaken by this workgroup. Examples are the annual chocolate drive and Easter raffle.

DUTIES

- Assist the fundraising co-ordinators with various tasks relating to fundraising. The tasks will vary depending on the fundraising activity.

WHEN: School hours / after hours / weekends.

HANDYMAN GROUP

This group provides skilled handyman help for minor school building and handyman projects.

DUTIES



- To undertake and conduct projects assigned by the College Facilities Manager.
- General handyman work, project work, building maintenance.
- The ability to use power tools and a general knowledge of handyman principles is essential.

WHEN: School hours, after hours, weekends

JUNIOR SPORTS PROGRAM

The Junior Sports Program is an important and integral aspect of the co-curricular activities. Students have the opportunity to participate in development programs/ teams, out of school hours. Sporting activities may include basketball, cricket, soccer, tennis and netball.

DUTIES

- Coaching of sports programs/ teams / coach helpers / team managers.
- Refereeing, umpiring and preparing the sports grounds.
- Washing uniforms.

WHEN: After school hours / weekends

MOTHERS & FATHERS DAY STALL

Each year the Parents and Friends Association provide children the opportunity of buying gifts for Mum and Dad at specially organised stalls held at school on the days prior to Mothers and Fathers' Day. The stall is also set up and manned by volunteers. If you can make homemade gifts the co-ordinators would love to hear from you.

DUTIES

- Assist with the preparation of gifts- collecting/sorting/pricing
- Assist with wrapping of gifts
- Assist with the set up of the stall and sale of gifts.
- Making gifts.

WHEN: School hours/ after hours / weekends.



MOWING

The grounds of Overnewton are large and parent volunteers assist with the mowing and trimming of plants.

DUTIES

- Assist with mowing of lawns
- Assist with brush cutting

WHEN: After school hours / weekends.

MULTI PURPOSE HALL CLEANING GROUP

This group ensures that the Multipurpose Hall at the Taylors Lakes Campus is in a clean and tidy state.

DUTIES

- Two parents are rostered on to sweep and mop the floor of the hall.

WHEN: Monday to Friday evenings after school hours.

OFFICE /SCHOOL SUPPORT

Assistance is often required in the general or various offices at Overnewton College. Requirements can be varied with some being regular occurrences and others being “one off” requirements.

DUTIES

- Assist with general office duties which consist of:
 - Photocopying
 - Typing
 - Filing

WHEN: Usually school hours

PARENT SUPPORT TEAMS

The Parent Support Teams friend-raise and hold activities to keep families involved in the life of the College by participating in events such as socials, student breakfast and parents dinners etc.

DUTIES

- Enhance the development of a real sense of community spirit at the College and within each School.



- Maintain the “small school” feel.
- Ensure greater parental participation in the life of the College.
- Provide further opportunities for 12-hour involvement.
- Create class-based parental networks.
- Friend-raising (major objective)
- Family / parent welfare

WHEN: Usually school hours/some events after school

PERFORMING ARTS SEWING GROUPS

This group assists with the sewing of costumes and general assistance for the College Musical and Year 5-6 Musical.

DUTIES

- Sourcing of fabrics and material for costumes/costume design
- Sewing/fitting/washing of costumes
- Set building/transportation
- Assisting on performance days/ as required

WHEN: After school hours / weekends / school holidays / school hours

FUNDRAISING – SAUSAGE SIZZLE/KIOSK

Part of the fundraising area, this group prepares a “sausage sizzle” at the Taylors Lakes Campus Gymnasium on Saturdays during the basketball season. They prepare and sell coffee/tea and other food items. All day or shorter shifts are available. Several times a year help may be needed at other venues and these will be advertised in Whispers.

Duties may include

- Cooking the sausages, serving and clean up
- Serving tea/coffee and other food items

WHEN: Saturdays during basketball and Auskick season

SPORTS AND PERFORMING ARTS BUILDING (SPA) CLEANING

This group helps clean the floor in the Sports Hall at the Keilor Campus.

DUTIES

- Parents are rostered on in groups to sweep and mop the floor

WHEN: After school hours



WALKING SCHOOL BUS

The Walking School Bus Program involves children “passengers” walking to and from school safely in groups, supervised by parent volunteers.

DUTIES

- Walk with and supervise student “passengers” as they walk to and from school.

WHEN: Before and after school.

WATERING

Parents assist with the watering of the school gardens and grounds.

DUTIES

- Responsible for watering of lawn and garden areas

WHEN: After school hours / weekends / school holidays.

WINDOW CLEANING GROUP

This group cleans the outside of the College windows at both campuses on a rotational basis. Only windows which don't need access by ladder are cleaned.

DUTIES

- Window cleaning.

WHEN: After school hours/ weekends

WORKING BEES

Working bees are held regularly at both campuses with the aim of maintaining and developing the school grounds and facilities.

Working bees are held on Saturdays commencing at 8.30am until 3.30pm. Parents are able to attend working bees at either Keilor Campus or Taylors Lakes Campus. An additional working bee is held during the term holidays which prepares the school grounds for the start of the new term. There is no need for parents to pre-book themselves as you are able to just turn up on the day.

Dates of the working bees are advertised in the weekly publication “Whispers” and also on the College website.



Parents that attend a working bee on the Saturday of a term holiday can nominate to have hours credited to the term before or the term after. This should be recorded on the sign-on sheet.

DUTIES

- Work consists of:
 - General gardening and pruning, mowing
 - Planting
 - Paving
 - Assisting with outdoor projects
 - Cleaning classroom windows and general cleaning of grounds

WHEN: Saturdays. Please ensure you bring gloves, wear appropriate clothing and closed in footwear.

WORKING BEE CLASSROOM CLEANING

To ensure that classrooms are maintained and kept clean, tasks undertaken are those over and above those done by the College contracted cleaners.

DUTIES

- Work consists of:
 - Cleaning of desks
 - Vacuum clean the carpets
 - Mop floors
 - Dusting
 - Cleaning windows

WHEN: Same Saturday on which working bees are conducted. Please wear appropriate clothing and closed in footwear.

WORKING BEE LUNCH CREW

This group provides morning tea and lunch for those parents that work at the working bees.

DUTIES

- Assist with the preparation of food at working bees
- Assist with serving food, drinks and coffee at working bees

WHEN: Same Saturday on which working bees are conducted.



**DO YOU HAVE ANY SPECIAL SKILLS?
PLEASE CONTACT US.**

In order to make the best use of the bank of knowledge and skills within our community please contact us if you have any skills or experience that you may have that you could contribute to the College as part of your family contribution.

The information provided will be stored on our database and will allow us to contact you should we be undertaking a project or task where specific skills or experience are required. Of course, we are unable to guarantee that we will be able to make immediate use of these skills. However, our database will be an invaluable resource for the College should the need arise.

Your “special” skills may be associated with your profession i.e. photography, trade skills, data entry. Or, they may be other skills that you have acquired (however obscure) that could make a contribution to your 12 hours and the College.

To register your special skill please contact the College on 9334 0140.

AN IMPORTANT MESSAGE

The Family Involvement Program is a serious commitment and is as much a part of enrolment as paying school fees.