

## ***Parents & Friends Group***

### ***Terms of Reference***

#### **Statement of Purpose**

We work in partnership with others within the school to bring together our parent body, and those from further afield, with the intention of developing a welcoming, supportive and engaged school community.

#### **How we do our work**

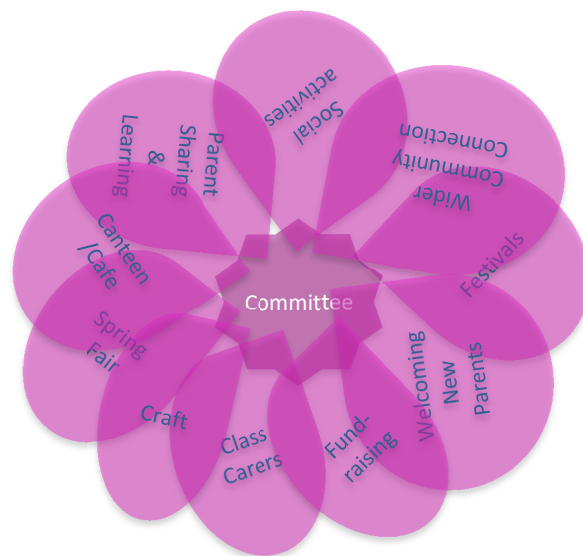
- We are active and organised
- We are approachable, welcoming, inclusive and positive
- We work in collaboration across the whole school community
- We respect each other and foster a spirit of gratitude and optimism
- We listen deeply to each other, to build connection and cohesion
- We care for each other and the school as a whole
- We build bridges
- We are resourceful and creative

#### **What we do**

- We build connections between families in the school within and across classes
- We refer parents to information or contacts regarding school activities, policies & procedures
- We support the implementation of the Spring Fair, school festivals and events
- We fundraise for the school as a whole and for the broader community
- We develop and support initiatives within the school
- We support the Class Carers and staff in their role
- We build connections between the school and the broader community
- We create opportunities for sharing knowledge and experience among parents
- We promote the profile, aims and activities of the P&F

## How we organise

- All parents/carers of current or past students, and friends of the school are welcome to participate in the P&F.
- We have an organising committee (comprising a convenor and potentially a deputy convenor, secretary, treasurer and additional members as appropriate) which plans and coordinates activities
- We host opportunities for the P&F to meet or gather socially on a monthly basis.
- We require at least one representative from every class to attend each P&F meeting and get together.
- We aim to have representatives from both new and longer-term parents.
- The P&F includes activity groups, each with a delegate who acts as the communication, liaison and coordination point for their activity.
- Parents can initiate activity groups, subject to approval of the organising committee.
- We actively encourage and support parents to step into roles and learn new skills.
- We are bound by the policies and procedures of the School.



Castlemaine Steiner School and Kindergarten