

Parent involvement and participation at BPPS

The involvement of parents and caregivers at Boronia Park Public School (BPPS) is very rewarding and enhances and enriches the education and extra-curricular opportunities for students. Partnership between the school and its community provide for the growth and development of the school in a constructive and collaborative manner that benefits all students, teachers and families.

There are three main ways that parents and caregivers are able to participate and support the staff and students at BPPS.

- **Teacher Support:** This could include volunteering to assist staff deliver programs to our children such as reading and number groups, providing additional supervision on excursions, helping in the library and volunteering for carnivals or special events
- **Parents & Citizens' (P&C) Association:** This can include membership on sub-committees or the executive, attending monthly meetings, supporting fundraising initiatives, involvement in events, volunteering for canteen and drop-off zone rosters, contributing to working bees and utilising services provided such as the canteen, uniform shop, book club and the performance programs.
- **School Council:** This involves being one of three parent representatives, who together with three teacher representatives and the principal, form the School Council.

The School Council and the P&C provide formal mechanisms for parent engagement with the school. However neither body has involvement or authority in the:

- management, administration or running of the school
- employment, termination or discipline of teaching or administrative staff
- selection of curriculum, teaching and learning programs taught in the school
- issues relating to individual students' learning or support needs.

This document aims to outline how parents can positively and constructively engage and enrich the school, to explain the respective roles and responsibilities of the School Council and the P&C and describe how the two groups work together.

Teacher Support

Teachers will ask for parents to volunteer to assist with curriculum opportunities throughout the year by sending notes home or through messages in the weekly newsletter. Each class will also have one or two "Class Parents" who will collate and distribute a class contact list and can act as a liaison between parents and the teacher.

Volunteering to support teachers can include:

- Being rostered to help with number or reading groups. This can be a weekly or fortnightly commitment to actively participate in classroom learning. The teacher will provide you with instructions and activities to complete with a small group of children. Depending on the activity it may not be appropriate for parents to work with their own child. However, children still enjoy seeing mum or dad participating in the classroom. It also provides parents with an amazing insight into the learning happening in our classrooms.
- Attending on excursions. Teachers may ask for parents to attend excursions to assist with supervision. These experiences are a great opportunity to see how the children's learning is being extended and applied. It is also a wonderful way to get to know some of your child's classmates.
- Assisting in the library and the administration of the Premier's Reading Challenge
- Volunteering for carnivals and special events. Each year the school holds cross country, swimming and athletics carnivals as well as special interest days. These events can only run with the generous support of parents to take on roles and responsibilities.

Parents & Citizens' Association

The P&C at BPPS is an incorporated association of the Federation of Parents & Citizens' Associations of NSW with its responsibilities set out in the Education Act. These include providing facilities and equipment to the school through fundraising activities as well as promoting the interests of the school through bringing parents and teachers into close co-operation.

Membership of the P&C is open to all BPPS parents, caregivers and teachers and people can join at any monthly P&C meeting by paying an annual subscription of 50 cents. The P&C is coordinated by an executive of five, elected for a one year term at the P&C Annual General Meeting held in November.

The P&C also convenes eight Sub-Committees that provide services and support to the students, staff and families. Membership to these Sub-Committees is also open to all parents, caregivers and teachers. The Sub-Committees are the:

- Band - manages and coordinates tutorials, rehearsals, performances and music camp for students in years 3-6 who are in the band.
- Book Club - promotes, processes and delivers book club orders which are sent out to all students several times a year.
- Canteen - provides lunch orders and snacks 5 days per week for students and teachers from a healthy canteen menu as well as theme days and special treats. The canteen provides a service to the school community and as such aims to break even financially.
- Creative Arts & Performance - manages and co-ordinates our two school choirs for students in years 3-6. They also coordinate special performance opportunities and creative opportunities for all years such as musicals, plays and festivals.
- Fundraising and Events - plans and coordinates our fundraising initiatives and events including seeking sponsorship and grant opportunities.
- Playground Improvement - supports the ongoing maintenance and development of our wonderful playground including coordinating parent working bees.
- Strings - manages and coordinates tutorials, rehearsals, performances and music camp for students in years 2-6 who are in the strings program.
- Uniform Shop - provides affordable, quality uniforms and like the canteen is provided as a service to the school community that aims to break even, not raise funds. The uniform shop operates twice a week for personal service and to deliver orders to classrooms. It is also a source of free second-hand clothing.

The P&C also coordinates functions across the school such as Class Parent Coordinator to encourage and facilitate communication across the parent community and the Drop-Off Zone Coordinator to oversee class responsibility for manning the Earl Street zone before and after school.

School Council

The School Council is responsible for providing advice to the Principal regarding school policies and goal setting according to the needs of students and the local community.

The School Council has a membership of up to nine individuals and is open to parents, teachers and representatives of the local community who are elected for two-year terms. There are four parent representatives on the School Council. Three are elected from the parent body and one is a delegated representative of the P&C Executive.

The School Council works in close collaboration with the Principal to:

- Determine the goals or mission of the school
- Assist in the development of the school plan which is the document that tells people what the school wants to achieve in the future and how it plans to get there
- Review and provide feedback on school policies which become the guiding principles designed to influence decisions and actions that the school makes. Recent examples include policies on the school's approach to managing student behaviour; management of bullying; election procedures for the Year 6 leadership team; how well the school is reporting student achievement to parents; and how issues regarding the welfare of the students in the school are reported to parents.

- Provide a suitable forum in which confidential and sensitive issues can be addressed
- Consult with and advise the Principal and teaching body on policy issues that impact the school community and student body assist the Principal to determine the target areas as part of the school's self-evaluation requirement
- Assist in determining the 'satisfaction' level of the broad school community on all strategies being implemented at the school, which is an important part of the School's Annual Report
- Oversee and provide input into the school's annual budget - the financial plan for the calendar year that tells people how the school is going to use money provided from DET and community services so it can implement its strategic plan in that year
- Assist with the research and writing of the school annual report
- Approve the suitability of applicants seeking contracts for the use of the school facilities (e.g. activities groups, community language groups, coaching colleges etc)
- Assist and participate in the selection process of the Principal, Executive staff, Teaching and Administrative staff (when required)
- Enhance school-community relationships through the promotion of the school to the wider community and work with the school community to stimulate interest in the school.

How do the School, School Council and the P&C work together?

The School, School Council and P&C work in close collaboration on issues that impact the broader BPPS community through the following avenues:

- Meetings are held on the third Monday of the month during school terms to address any issues that are raised or emerging across the school. On this evening the School Council, followed by P&C meet to allow for issues to be addressed in a timely and efficient manner. It also allows for efficient reporting on issues raised and provides opportunity for consultation and collaboration between the two bodies.
- Issues raised through the P&C that relate to school policy and strategic planning are referred to School Council and similarly any issues raised at School Council that relate to P&C matters are referred
- School Council provides information to the P&C on issues discussed and decisions made that impact the broad school community
- The P&C is accessed by the School Council as a forum for discussion, debate or consultation on issues requiring collaboration or consideration across the broad school community
- The School Council will refer matters requiring focused input from parents to the P&C for discussion or to coordinate membership of time limited or specialised working groups
- The P&C conducts elections for council members in concert with the P&C AGM in November each year. Typically there will be one or two parent representative positions up for nomination, depending on the tenure of incumbents.

How are issues raised for consideration?

- All members of the BPPS community are welcome to raise issues of concern or to make suggestions regarding the school.
- Issues relating to individual students, teachers, learning, behaviour or curriculum matters should be addressed with the relevant teacher, Assistant Principal or Principal.
- All other matters can be raised by contacting any parent representative on the School Council, P&C Executive or the Class Parent Coordinator.

[Click here for a list of the current parent representatives](#)

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