

**Queen of Apostles School
Parents and Friends Association**



**2024
PARENT
HANDBOOK**

Welcome Back Sundowner 2023



School Disco 2023



Quiz Night 2023



WELCOME MESSAGE

On behalf of the Parents and Friends Association, I wish to offer you a warm welcome to the Queen of Apostles community. My role as Chair is to provide information to the community about the P&F and our function within the school.

All parents of students enrolled at Queen of Apostles are considered general members and have a major and valuable contribution to make towards our school. Everyone's involvement will look different, some will be actively involved through our P&F committee, attending meetings or volunteering for events, whilst others will support us by attending our social events throughout the year. We cannot exist without the contributions of you, our community.

The P&F has two major functions. The first is to foster a sense of community and the second is to fundraise. Our major fundraising event this year is the Colour Explosion and I encourage all members of our school community, students, parents, teachers, caregivers, grandparents and friends to support our children. A little from you goes a long way for them. The money raised supplements the money collected via the P&F Levy in the school fees, and these funds are used to enhance the educational experience of each and every child.

As important as it is to fundraise, it is just, if not more important to foster a great community within our school, as such most of our events are based on Fundraising. Throughout the year, activities are organised which facilitate the gathering of our community in a social setting. These include the welcome back sundowner, Easter hat parade, Mother and Father's Day breakfasts, school disco and grandparents' morning tea. Please refer to the 2024 P&F Events and activities calendar located below, for more information about activities for this year.

Lastly, I would encourage and welcome you to join us in making 2024 an incredible year for our children and our community.

Tracy Italiano
P&F Chair

WHAT IS THE PURPOSE OF THE PARENTS AND FRIENDS ASSOCIATION?

The Queen of Apostles Parents and Friends Group (P&F) provides the opportunity for parents, caregivers and friends of the school to meet, share and become a community that supports and encourages students and staff in realising the shared vision. The P&F adds strength to the school through community engagement and fundraising initiatives, in addition to being positive advocates for the school.

The P&F operates in accordance with the Terms of Reference established by the Catholic Education Commission of Western Australia (CECWA) and is accountable to and works in close cooperation with the school Principal.

WHAT IS THE ROLE OF THE P&F?

The P&F carries out the following functions:

- Collaborate with the Principal to coordinate activities that create opportunities for community engagement between parents, school staff, parish, and students.
- Support the Principal to facilitate fundraising events for the benefit of students that complement the school budget.
- Encourage parental participation in school programs, particularly those related to parent engagement in learning.
- Act as a forum for ideas and discussion on any relevant issue that will benefit the students.
- Act as a channel to CSPWA to seek advice or express opinion.
- Liaise with CSPWA and/or parish and other parties to organise guest speakers for the P&F members on current and suggested educational programs, faith development and other matters of interest.
- In consultation with the Principal, conduct an annual P&F event planning session to establish focus for the year ahead.
- Be positive advocates for the school in the local community.
- Represent the P&F as an invited member of the Catholic School Advisory Council and,
- Follow the CEWA Guidelines for P&F Groups in a Catholic School.

WHAT ARE OUR OBJECTIVES?

- To assist in building positive school communities by encouraging authentic partnerships between parents, the school leadership team, the school board and the parish.
- To provide a forum for parents to meet and to ensure that their perspective is heard across the various elements of the school community.
- To add strength to the school community by assisting the school leadership team to achieve its goals and objectives.
- To provide additional resources if required through fundraising efforts.
- To partner with the school leadership team to access speakers, programs and information to enable parents fully engage with their children's education and wellbeing.
- To affiliate with Catholic School Parents WA, the peak body representing parents in Catholic schools, to ensure that an authentic Catholic school parent voice is heard at local, state and national level when required.
- FRIENDRAISE! FRIENDRAISE! FRIENDRAISE.

P&F OFFICE BEARERS 2024

At the heart of our P&F are our office bearers, a team of incredibly dedicated individuals who, despite their busy professional and personal lives, find the time and energy to volunteer for the betterment of our school community.

Chair – Tracy Italiano

Deputy Chair – Cat Domican

Secretary & Treasurer– Paulyne Farrell

Executive Member – Rebecca Day

Executive Member – Aislinn Trodden

Executive Member – Koreena Cinanni

PARENT CLASS REPRESENTATIVES

The Parent Class Representative provides an important line of communication between the P&F and parents.

The role of the Class Representative is to encourage parents to get involved with the school and P&F activities and support parents by providing advice on where to go or who to ask for information when required.

Below parents have kindly volunteered to take on the role of Class Representative this year.

Pre-Kindy: TBA

Kindy: Bianca Di Silvio (Massam) & Alisha Carter

Pre-Primary: Annabelle Perkins & Isabelle Carter

Year 1: Thanita Chan & Yikchuang Tang

Year 2: Carly Watt & Liz Lofthouse-Mejias

Year 3: Danielle Mitchell & Sarah Warren

Year 4: Sophie Probett

Year 5: Jessica Steven

Year 6: Marnie Selten

FUNDRAISING ACTIVITIES AND PROJECTS

The Queenies P&F is dedicated to raising funds for the whole school from Pre-Kindy to Year 6, through a variety of activities run throughout the year. See page 5 for a full list of the 2024 P&F Events Calendar.

Over the last few years and through the hard work of the committee and volunteers, the Queenies P&F have contributed towards the redevelopment of the basketball courts, the installation of a ninja playground, teacher wish lists, year 6 leavers shirts and graduation dinner, Paul Litherland guest speaker and various other events.

This year the P&F will be fundraising to help purchase new furniture for the year 5 and 6 classrooms which are outdated and in need of replacement, we are also welcoming back Paul Litherland to present his Surf Online Safe presentation to all parents and contributing towards several friendraising events.

VOLUNTEERING

The P&F team is a welcoming and friendly group, always eager to see new faces join us. We wholeheartedly encourage parents to get involved, whether it's through volunteering, participating in meetings, or simply socialising at our various events. Being a part of the P&F is not only a great way to meet other parents, but it also offers a wonderful opportunity to integrate more deeply into the vibrant Queenies community.

If you're interested in lending a hand at any P&F event, we would love to have you on board. Please fill out the Volunteer Form and email it to the P&F. Your involvement, no matter how big or small, can make a significant difference and enriches our community in countless ways.

COMMUNICATION CHANNELS

Meetings - Committee meetings are held at least once a term and is in the school calendar. Any member of the P&F is welcome and encouraged to attend.

Email - A P&F email address, pandf.qoa@cewa.edu.au is available for parents to raise queries or comment to the P&F.

Website - The Queen of Apostles School website includes the current P&F Executive and committee and contact details.

Newsletter - The weekly QOA school newsletter includes a P&F update section.

Class Representative - Each classroom has a nominated class representative who distributes information to parents of their classroom on behalf of the P&F via Facebook or WhatsApp group.

Notice Boards - Noticeboards situated around the school are used to promote events and activities.

Seesaw - Communications via the classroom teacher on Seesaw on a less frequent basis and on an as needs basis.

2024 P&F EVENTS AND ACTIVITIES CALENDAR

2024 P&F EVENTS AND ACTIVITIES CALENDAR	
TERM 1 - 2024	
Monday 5 February	6.00pm P&F Meeting
Friday 9 February	* 8.30am Second Hand Pop Up Stall
Friday 16 February	5.30pm Welcome Back Sundowner
Thursday 7th March	Footy Tipping Season Begins
Wednesday 28th February	Wellness Week - Icy poles after lunch
Monday 25th March	8.50am Easter Hat Parade & Easter Raffle

TERM 2 - 2024	
Monday 15th April	6.00pm P&F Meeting
Friday 19th April	*8.30am Second Hand Pop Up Stall
Friday 26th April	* Colour Explosion
Thursday 9th May	Pre-Kindy Mother's Day Stall
Friday 10th May	* 7.30am Mother's Day Breakfast
Friday 10th May	Kindy to Year 6 Mother's Day Stall
Wednesday 15th May	Wellness Week - Gummy bears after lunch
Friday 24th May	9.10am P&F Meeting
Tuesday 28th May	* Grandparents Mass and Morning Tea

TERM 3 - 2024	
Friday 26th July	*8.30am Second Hand Pop Up Stall
Monday 12th August	6.00pm P&F Meeting
Tuesday 13th August	Paul Litherland - Surf Online Safe
Wednesday 14th August	Wellness Week - Gummy bears after lunch
Thursday 29th August	Pre-Kindy Father's Day Stall
Friday 30th August	* 7.30am Father's Day Breakfast
Friday 30th August	Kindy to Year 6 Father's Day Stall
Friday 6th September	9.10am P&F Meeting
Thursday 19th September	* Disco

TERM 4 - 2024	
Monday 14th October	6.00pm P&F Meeting
Friday 18 th October	*8.30am Second Hand Pop Up Stall
Friday 25th October	World Teachers Day Morning Tea
Wednesday 6th November	Wellness Week - Icy Poles after lunch
Friday 8th November	9.10am P&F Meeting
Wednesday 27th November	P&F Book Awards – Pre-Primary to Year 5
Wednesday 4th December	P&F Spirit Award - Year 6

* these events will only proceed if we have enough volunteers.



Queen of Apostles Primary School Parents and Friends Association

108 Tribute Street, Riverton WA 6148 Ph:9457 4913 E: pandf.qoa@cewa.edu.au

P&F Volunteers

Queenies P&F are looking for volunteers to help at several events in 2024. If you are interested, please fill out the form below with your contact details and indicate which events you are available for.

We are particularly seeking Fathers to assist with the Mother's Day Breakfast, so please encourage our Queenies Dads to volunteer as well.

Please return the completed form to your class teacher or email to pandf.qoa@cewa.edu.au.

The P&F committee will contact you closer to the date of each event and let you know what we require help with.

Please note that if we do not receive enough volunteers for an event, it might be postponed or cancelled.

Volunteer Name:	
Email Address:	
Phone Number:	
Year Child/Children are in:	

Please tick your choice/s

Term 1 2024	
<input type="checkbox"/>	Friday 9 February Second Hand Pop Up Stall
<input type="checkbox"/>	Friday 16 February Welcome Back Sundowner
<input type="checkbox"/>	Wednesday 28th February Wellness Week - Icy poles after lunch
<input type="checkbox"/>	Monday 25th March Easter Hat Parade & Easter Raffle

Term 2 2024	
<input type="checkbox"/>	Friday 19th April Second Hand Pop Up Stall
<input type="checkbox"/>	Friday 26th April Colour Explosion
<input type="checkbox"/>	Thursday 9th May Pre-Kindy Mother's Day Stall
<input type="checkbox"/>	Friday 10th May Mother's Day Breakfast
<input type="checkbox"/>	Friday 10th May Kindy to Year 6 Mother's Day Stall
<input type="checkbox"/>	Wednesday 15th May Wellness Week - Gummy bears after lunch
<input type="checkbox"/>	Tuesday 28th May Grandparents Mass and Morning Tea

Term 3 2024	
<input type="checkbox"/>	Friday 26th July Second Hand Pop Up Stall
<input type="checkbox"/>	Wednesday 14th August Wellness Week - Gummy bears after lunch
<input type="checkbox"/>	Thursday 29th August Pre-Kindy Father's Day Stall
<input type="checkbox"/>	Friday 30th August Father's Day Breakfast
<input type="checkbox"/>	Friday 30th August Kindy to Year 6 Father's Day Stall
<input type="checkbox"/>	Thursday 19th September Disco

Term 4	
<input type="checkbox"/>	Friday 25th October World Teachers Day Morning Tea
<input type="checkbox"/>	Wednesday 6th November Wellness Week - Icy Poles after lunch

Kind regards,
Tracy Italiano
QOA P&F Chair