Class Representative’s Guide 2016
Principal's Welcome!
Thank you very much for volunteering to be a Class Representative. Your commitment to building a closer Newhaven Community is much appreciated and valued by parents, staff and the wider Newhaven community.

I trust you will enjoy the interaction with other Newhaven parents and members of the Parents and Friends Association (PFA), in your role as Class Representative.

This guide has been developed to help you understand your role. You will see that your major role is to communicate with the other parents in your child’s class, so that you can represent their views and ideas in relation to the organisation of social and fundraising activities. In relation to such events, we do want you to be the conduit through which parents can share their ideas with the PFA, as this will assist in the planning of future events.

At times you may be approached in relation to other matters that would generally be in the domain of the educational staff. While it is important for you to be a good listener on these occasions, I would ask that you suggest that the concerned parent go to the relevant staff member, class teacher, tutor, Head of School, or the Principal to discuss their concerns. This way, any issue can generally be quickly resolved.

The PFA, relies on the support of our Class representatives, hoping that in your role, you will create an open and positive way for other parents to communicate and to participate in the school community.

It is the intention of this manual to provide you with guidelines, information, tips and practical assistance to support you throughout the year.

I am looking forward to working with you as one of our valuable class representative.

Gea Lovell
Principal
Class Representatives
A full term for a class representative is Term 2, 3 and 4 of one year and then to allow for
continuity and a successful handover, move up with the class for the first term of the following
year.

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
<th>Email Address</th>
<th>Class</th>
</tr>
</thead>
<tbody>
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</tbody>
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Those in red are new in 2016

Class Representatives: Key Roles and Responsibilities

- Organising, or participating in the organisation of at least one class or year level
  function where parents and staff can meet in a relaxed atmosphere.

- Where possible, assisting in the organisation of at least one fundraising event during
  the year

- Helping to publicise and encourage the participation of other parents in your class in
  functions organised by the College or the PFA.

- Contacting those parents whose children may join the class after the start of the school
  year, to welcome them to the Newhaven Community.

- Attending and participating, where possible, in PFA meetings. Details of these appear
  in the Newhaven College calendar, weekly Campus newsletter and the school diary.

- Providing feedback tips and information for updating this manual to enhance the Class
  Representative experience for current and future Class Representatives.

- Encouraging others to nominate as Class Representatives for next year.
Parent/Committee Interaction
The PFA was established as a social and fundraising group. The Committee has enjoyed great support from many parents from across the College. A key factor in this support has been the involvement of the Class Representatives.

We invite you to share your ideas for social and fundraising activities by attending the PFA meetings when you can. These are held each term. Attendance is not compulsory but it is hoped that you will find time to attend as a representative of your class. These meetings are open to all parents. It would be appreciated if you could encourage other parents to attend and if you are unable to attend, to try to organise someone else to do so in your place. Encourage parents who come to you with a problem to talk directly to the relevant member of staff to ensure that any issue is directed to the right person. It is not the responsibility of the class representative to take on the issues of other parents that are clearly in the domain of the school. Your role is predominantly friend raising and community building.

The following is a suggested process plan for organising an event.

<table>
<thead>
<tr>
<th>Action</th>
<th>Comments</th>
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<tbody>
<tr>
<td>1</td>
<td>Decide which classes are to be involved</td>
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<tr>
<td>2</td>
<td>Decide on type of function</td>
</tr>
<tr>
<td>3</td>
<td>Determine venue</td>
</tr>
<tr>
<td>4</td>
<td>Select Date &amp; Time and confirm with: Olivia Blackney Senior School Robyn Bolding Year 9 and Middle School Pam Lake Junior School Amanda Bill for Principal’s attendance</td>
</tr>
<tr>
<td>5</td>
<td>Book venue/facilities/resources (if necessary)</td>
</tr>
<tr>
<td>6</td>
<td>Book caterer (if required)</td>
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<tr>
<td>7</td>
<td>Determine cost of function</td>
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<tr>
<td>8</td>
<td>Design invitation</td>
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<tr>
<td>9</td>
<td>Distribute invitation/advertise in Newsletter</td>
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<tr>
<td>10</td>
<td>Organise food &amp; drinks</td>
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<tr>
<td>11</td>
<td>Follow-up late or non-responses</td>
</tr>
<tr>
<td>12</td>
<td>Produce name tags/labels (if required)</td>
</tr>
<tr>
<td>13</td>
<td>Confirm arrangements and numbers Send out reminder?</td>
</tr>
<tr>
<td>14</td>
<td>ENJOY YOUR FUNCTION</td>
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</table>

Generally staff, and the Principal or Head of School when available, will join you if they are invited. That is why the dates need to be checked as in number 4 above. This step is also essential to ensure there are no clashes with existing school events.
ORGANISING A CLASS FUNCTION
The item numbers below cross-reference those in the Function Checklist. We suggest you take a photocopy of this list for use in planning and organizing your function.

Function Checklist
1. Decide classes involved
Where there is more than one class (or tutorial group) at a particular year level it may be considered more appropriate to organise a function for all groups in that year level.

Functions across multiple year levels may be more appropriate in the secondary years.

Where more than one group is to be involved, all class reps for these groups should participate in organising the function.

2. Decide on type of function
A list of suggested activities is included as an attachment to this guide. This is by no means an exhaustive list.

The choice is yours; however the aim is to allow everyone to mingle freely.

Some functions have been catered for; others organised so that parents bring a plate of food and make a small contribution to cover incidentals.

It is recommended that the function be kept simple and not too long.

3. Determine venue
Class functions may be held at a variety of venues, for example at:

A Parent's home
If it is necessary and depending on availability, arrangements can be made to borrow some catering items from the College.

School
A preliminary booking should be made in conjunction with confirmation of the function date (see below)

Restaurant or Community Venue
Check on availability of venue and details of cost, etc. Consideration should be given to BYO restaurants to reduce costs and to simplify the organisation of a function.

4. Select date and time for function
The College calendar lists school functions for the year. Year level functions will be added as they occur.

If you wish staff to attend, please confirm the proposed date with the Assistants at each school as listed in the table above.
5. Book Venue/Facilities
Where the function is to be held at:

A Parent’s home
Confirm the arrangements with the host.

Restaurant/Community Facility
Determine if a deposit is required to secure the booking and the terms and conditions relevant to the booking. Note the date, when the confirmation of final numbers attending is required by the restaurant/facility.

School
Please contact the Principal if you wish to use the school as your venue.

6. Book Caterer
If the parents will be supplying the food, you should start planning your requirements at this stage.

If you are using a caterer at:

A Parent’s home
Determine if a deposit is required to secure the booking, and the terms and conditions relevant to the booking.
Ensure that you understand exactly what will/or will not be included in any price quoted.

School
The College does not have a designated caterer but there are providers on the Island who are willing to cater for events held at Newhaven College.

You may elect to provide food yourself at school eg: a class BBQ. The school has BBQs at each site.

You will need to provide the caterer with an estimate of the number you are anticipating will attend.

As a guide assume that 60% of all parents plus staff will attend. In many cases only one parent from a family may be free to attend.

7. Determine cost of function
To keep costs down when holding a function at bars and restaurants, the cost to parents to attend the function may include a small number of drinks; additional drinks could be at own cost.

If there is a cost, the College will pay for staff to attend.

Determine your total expected cost for the function, including:
Venue costs (if hiring)
Cost of food
Cost of drinks
Determine an estimated cost per head based on the number who are expected to attend.

8. Design Invitation
You will need a simple invitation, generally a single page (A4) that is suitable for photocopying, with the necessary details is all that will be required.

The draft invitation can be given to the relevant assistant at each site for photocopying.

A copy should be emailed to Amanda Bill – EA to the Principal, so details can be included in the newsletter.
Your invitation should include:

- Year level
- Date of function
- Time of function
- Venue name/address (including a Melways reference where relevant)
- Cost (or other details eg: BYO drink, food etc, indicate whether money need to be paid in advance)
- Method of payment (clearly indicate cash or cheque made payable to, see notes below)
- RSVP date and details (eg: return to “name”/or Reception by “date”)
- Contact details (Class Representative(s)/contact telephone number(s)/e-mail addresses for any enquires)

NB. If you are accepting payment by cheque, arrangements can be made with the PFA treasurer for banking and subsequent reimbursement of these monies should this assist you. In this case you will need to specify that cheques are to be made payable to “Newhaven College PFA”

You must also advise the PFA that you require this assistance prior to finalising your invitation.

Receipts for your expenses are required in order to secure reimbursement.

9. Distribute Invitations
Thoroughly check all details of your invitation before it is copied and distributed to parents and confirm the “guest list”.

**Standard Guest List**
- All parents in the class(es) - (Where the parents/guardians reside at different addresses, individual invitation are sent to each parent/guardian)
- Principal
- Vice Principal
- Head of School
- Heads of House (Year 10 -12)
- Year Level Co-ordinators (Year 5 -9)
- Home Room teacher/tutor (Year Prep to 9)

The School assistants will arrange distribution of invitations to families and relevant staff.

Invitations may also be extended to other teachers eg: specialist teachers such as LOTE teachers.

Note that not all staff members may be able to attend.

**Please try to ensure that parents receive as much forward notice as possible of the event.**

10. Organise Food and Drinks

**Food**
If you are using a caterer or restaurant for your function you will need to confirm the menu arrangements. Some restaurants will recommend a set menu if you have a large group attending.

Remember that there may be parents who have special dietary requirements, eg: vegetarians – suitable alternatives should be available to cater for this.

For cocktail parties/drinks evenings the following information should assist you in determining the quantity/cost of the finger food you will need to supply.
- 5-6 pieces/person
- Summer functions: 3-4 choices of cold food/2 choices of hot food
- Winter functions: 3-4 choices of hot food/2 choices of cold food

As this food may serve as the main evening meal for parents, some of the alternatives offered should be substantial eg: savoury pastries.

**Drinks**

A safe alcohol policy should be followed for your function ie: low alcohol alternatives and soft drinks should be available.

For restaurants seriously consider the BYO alternative.

**Cocktail Parties**

In estimating the quantity of drinks that will be required, assume that on average each parent will drink two glasses of wine and that a bottle of wine or champagne serves 4-5 drinks.

The following is the suggested quantity of drinks to supply for a cocktail party of 50 parents. Quantity of this will vary depending on season, length of function and gender mix

- Red wine 4 bottles
- White wine 4 bottles
- Champagne 6 bottles
- Light/heavy beer 2 dozen stubbies of each
- Orange juice 2 litres
- Mineral water 4 x 1.5litre bottles
- Diet lemonade 2 x 1.5litre bottles
- Iced water

Alcohol preferences do vary between groups so the above is only a guide.

When purchasing drinks, check if you are able to return unopened bottles to the store.

**Consumption of Alcohol on College Premises**

You must indicate on your Function Booking Form if you will be serving alcohol. Please note that only parents are permitted to serve alcohol.

11. **Follow-up late and non-responsive**

Follow up with telephone or personal approach to encourage and secure participation.

Class representatives may request a list of parents and home telephone numbers from the School assistant for follow-up to invitations.

12. **Obtain name tags/labels**

To enhance social interaction it is advised that name tags/labels be available for all attendees.

13. **Confirm arrangements and numbers with venue/caterer**

14. **Enjoy your function**
**DO'S & DON'TS**
The following is not intended to be an exhaustive list of do’s and don’ts, but is intended to highlight recommended practices for Class Representatives.

**Do's**
Encourage parents in your class/tutorial group to participate in class and College functions.

Ensure that you allow sufficient lead-time for organising your class function.

Remember to thank parents and/or staff who have assisted you with organising a function.

Be realistic about the number of parents who may be able to attend a class function.

Be realistic in estimating the cost of your function and in establishing what is a reasonable amount to charge for attendance.

Ensure that any items/equipment that are borrowed from school, or other parents, are promptly returned and in good order.

Check on access/security/safety arrangements for school-based functions eg: lock-up arrangements after function has finished

Ensure that you have organised assistance for clean-up and removal of any rubbish from functions

Ask for help from other parents with function tasks: you will also want to socialise

Ask for advice if you are unclear about an aspect of conducting your function

**Don’ts**
Panic if something goes amiss; remember that there are always people who can assist you.

Pay a deposit for a restaurant (or other venue) for a function without ensuring that it is fully refundable should the function be cancelled.
SUGGESTED ACTIVITIES

All year levels

Morning coffee (after drop off is often best) - use of home or book table at local café
Cocktail party – at parent’s home, school or community venue
Dinner at a restaurant
BBQ – school/parents’ home/community venue
Brunch
Wine/cheese night
Afternoon coffee prior to bus drop off

Class picnic for parents and students

NB A decision needs to be made as to whether it is a class or class/family occasion ie if siblings are welcome to attend (it is often impractical to bring only one child if others need babysitting).

SCHOOL FACILITIES AND OTHER RESOURCES

Unless otherwise stated there is no charge for the use of any of the school facilities and other resources detailed below for school activities.

Other Resources
BBQ a large gas BBQ is available
Please clean BBQ thoroughly after use
Ensure that a gas lighter is available and that you know how to light the BBQ
BBQ tools are available on request
Confirm security arrangements for BBQ at end of function

Urns – hot water urns are available for tea/coffee making.

Table style trestles

Access to Kitchens
Ovens are available for heating of food and sinks for washing dishes. Limited refrigeration and an automatic dishwasher are also available.
All requests for borrowing/access to Campus resources must be made well in advance of function.

Glasses & crockery
The following are available:
Wine (6 dozen) Glasses are required to be washed via automatic dishwasher prior to return.
Limited cutlery and crockery
Cups and saucers
Large tubs – for chilling drinks
FUNCTION BOOKING FORM for SCHOOL VENUES

Type (name) of function: ____________________________________________

Co-ordinator(s): ___________________________________________________

Building or area (eg: Hall, front lawn): _______________________________

Date(s) of function: _________________________________________________

Starting time: ______________________________________________________

Finish time: ________________________________________________________

Person responsible for security: ______________________________________

Number of people expected: _________________________________________

Number of seats required (if any) ______________________________________

Tables: Yes/No Number: _____________________________________________

Rubbish bins: Yes/No ________________________________________________

Are refreshments to be served? ______________________________________

Name of person(s) responsible for catering: _____________________________

Who is responsible for clean up? _____________________________________

Any other information that you feel is required for the evening.

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Signed by organiser _________________________________________________