



Parent Community Representative Information Booklet



*Parents
& Friends*
Saint Ignatius' College

Dear Parent Community Representative

Welcome to your special role within the Saint Ignatius' College active school community. I take this opportunity to thank you for undertaking this important position. I sincerely hope you enjoy the role, which brings the College's community closer together by strengthening our warm family nature.

Saint Ignatius' College has a long history of parent participation in a variety of activities. The College values the involvement of parents, grandparents, friends, staff and old Ignatians in all the activities which are held throughout the year and are keen to encourage and support volunteers at events and activities.

While the College supports the development and education of your son or daughter, parental involvement in support of other activities and events will assist in enhancing further development of the community. Parent Community Representatives ("PC Rep"), under the guidance of the Parents and Friends Association ("P&F"), play a significant liaison role, particularly in welcoming new parents to the College and in promoting or supporting activities specific to a particular year level.

This booklet contains information about the role of a PC Rep and I hope you find it useful. Should you require further information, please contact your Parent Representative Coordinator.

Father Robert J Davoren SJ
Rector

PC Reps are parents from all year levels at the IEY, Junior and Senior Schools.

PC Reps are organised in readiness for the commencement of Term 1 each year, but anyone is welcome and encouraged to join the group throughout the school year.

PC Reps were introduced to assist with the social interaction between parents in their child's class or year level. They play an important role in welcoming new families to the College and for forwarding and exchanging information of a social nature within the College. PC Reps are particularly helpful by encouraging their class group to attend events arranged by the P&F which are of a fundraising or social nature.

Parents are welcome to work together to share this role if that is something of interest also. This will enable the time commitment to be shared amongst the parent community also.

Ideally, every class in every year level will have a PC Rep organised during Term 1 of each year. A list with contact details will be compiled and circulated to all PC Reps for their information.

What do Parent Community Representatives do?

- It is important that PC Reps work in conjunction with other PC Reps in each year level to organise social gatherings. This will ensure there are no date clashes with other events. Examples of popular social activities are:
 - Bottle and Plate nights;
 - Coffee mornings (after school drop off);
 - Dinners at restaurants of choice;
 - Mum/Child or Dad/Child events; and
 - Holiday activities.Functions can be at a private home, a public venue, a park, in a restaurant or at the College.
- Promote and encourage parent attendance at College events, when possible, by:
 - Assisting with the annual College Fair, or asking others to assist;
 - Reminding parents about upcoming functions;
 - Volunteering to help at functions and to ask others to assist;

- Drafting invitations and notices for the weekly *Ignatian*, prior to forwarding to the Parent Community Representative Coordinator for sign off; and
- Introducing yourself (or others) to any new parents throughout the School year.



Function Ideas

Coffee Mornings

Draft a list of dates for coffee mornings, remembering to vary the weekday. This will allow parents who work an opportunity to hopefully attend some of them. Coffee mornings can be offered once a month or once a term – it's up to you.

Bottle and Plate Nights

These evenings are designed for parents to chat and meet each other in a relaxed and informal social environment. Traditionally, the guests bring a bottle of wine/beer/soft drink and a plate of food to share. Suggested venues include a private home or a local hotel or restaurant.

The P&F are happy to assist with these events by supplying glasses, platters and anything else they have available. It is hoped by borrowing such items it aids in the ease with which a Bottle and Plate Night is organised. Please contact the President of the P&F for any assistance or questions you may have in this regard.

We encourage the Bottle and Plate Nights to be held earlier in the school year as it is a perfect opportunity to meet other parents (current or new).

Dinners

The P&F have a strong relationship with The Snake Charmer Restaurant. This restaurant offers our community a “giving back” system to groups who organise functions at their venue.

Checklist

- Consider siblings when organising an event.
- Check the date of your event to ensure there are no College diary clashes.
- If the event is to be held at the College, do you need keys, access to toilets etc?
- Forward the draft flyer about the event to the Parent Community Representative Coordinator to liaise with the Development Office staff on your behalf.
- Do you need assistance with Trybooking? A member of the P&F can assist you with this.
- Do you need to borrow any items from the P&F for your function? If yes, please contact the President of the P&F for assistance.



How much does a Parent Community Representative have to do?

This is largely dependent upon you! You can spend as much or as little time as you have available. You may like to organise just a few events during the year or you may like to do more. The role is very flexible and whatever you can do is very much appreciated.

Getting started

At the beginning of the school year, once PC Reps are organised, you will be invited to attend a PC Rep meeting. This will offer you an opportunity to meet with other PC Reps and members of the P&F and discuss any ideas you may have for future functions and events. The Parents and Friends Association will organise this meeting.

It is also encouraged that PC Reps meet with each other every Term to discuss and plan their social functions. This will ensure there is no clash with dates on the College's calendar. It is important that the Parent Community Representative Coordinator is informed of all events being organised by PC Reps so assistance can be given to every PC Rep in promoting their event.

Any written material produced by a PC Rep must be forwarded to the Parent Community Representative Coordinator who will liaise with Development Office staff for their assistance and approval prior to publication. Any notices required to be included in the weekly *Ignatian* must be finalised by Tuesday of each week.

Why Become a Parent Community Representative?

By volunteering to become a PC Rep you help to develop the community atmosphere of the College by organising social events. These social events can create opportunities for parents to meet each other and interact.

The Role of the Parent Community Representative Coordinator

Assistance is provided to you by the Parent Community Rep Coordinator in the following ways:

- Organising the PC Reps at the beginning of each year;
- Offering support to PCReps throughout the year;
- Liaising between P&F and the PC Reps; and
- Assisting with the writing and publication of notices for events via the weekly *Ignatian*, Facebook page and College website.



2016 Useful Information and Contacts

P&F President, Clementina Maione
Parent Rep Coordinator, Kathy Zollo-Rboub
Development Office
Ignatius Early Years Office
Junior School Office/Reception
Senior School Office/Reception

email: pandf@ignatius.sa.edu.au
email: pandf@ignatius.sa.edu.au
Tel: 8334 9300
Tel: 8130 7180
Tel: 8130 7100
Tel: 8334 9300

Process for Articles/Notices for *The Ignatian*:

- Draft to be sent to the PC Rep Coordinator for sign off.
- PC Rep Coordinator will liaise with the Development Office for inclusion in *The Ignatian*.

PC Reps will be supplied with a contact list for their class. Please note that some families may not be on the contact list at their request. PC Reps are welcome to communicate with the parents of their class via email, particularly when events are forthcoming.