



# CLASS PARENT HANDBOOK

Responsibilities and guidelines

Class parents contact list

Class Kitty

Family in crisis guidelines

Calendar

Samples of correspondence/notices to parents

## St Rose Collaroy – STAFFING 2025

<b>School Principal</b>	Mrs Fiona Ngamu
<b>Assistant Principal</b>	Mrs Sharon Kelly
<b>Religious Education Coordinator</b>	Ms Samantha Cahill
<b>Senior School Services Officer</b>	Mrs Jodie Devitt
<b>School Services Officer/ Marketing Officer</b>	Mrs Alex Moore
<b>School Services Officer</b>	Mrs Rebecca Molinaro
<b>Kindergarten Teacher</b>	Mrs Meghan Bermingham
<b>Year 1 Teachers</b>	Ms Samantha Cahill and Mrs Laura Mackenzie
<b>Year 2 Teachers</b>	Mrs Gillian Evers and Mr Sam McClean
<b>Year 3 Teacher</b>	Mrs Cassie Cook
<b>Year 4 Teacher</b>	Mrs Delanie Simonetta
<b>Year 5 Teacher</b>	Mr Roy Outred
<b>Year 6 Teachers</b>	Mrs Allison Cleary and Mrs Bernadette Sheehan
<b>Diverse Learning Coordinator</b>	Mrs Leanne Wood
<b>Curriculum Coordinator</b>	Mrs Delanie Simonetta
<b>Wellbeing Coordinator</b>	Mrs Meghan Bermingham
<b>Coordinator Release Teacher</b>	Mrs Nika Hankin (Year 4) Mrs Louise Cherry (Year 1 Blue)
<b>Diverse Learning Teachers</b>	Mrs Leanne Wood and Mrs Sharon Kelly
<b>Learning Support Assistants</b>	Mrs Kathryn McDonald, Mrs June Shanley Mrs Danielle Douglas, Mrs Corey Baker
<b>Teacher Librarian</b>	Mrs Janine Brown
<b>Wellbeing and Creative Arts</b>	Mrs Louise Kissane
<b>Physical Education Teacher</b>	Mr Mark Hansson
<b>Canteen Coordinator</b>	Mrs Julie Shanley
<b>Before/After School Care</b>	Nicky Stevens

## PEN TEAM 2025

<b>President</b>	Rebecca Harvey
<b>Vice President</b>	Renee Youlten
<b>Secretary</b>	Alice Fraser
<b>Treasurer</b>	Christine McCormack
<b>School Events coordinator</b>	Sally Cratchley
<b>Catholic School Parents Rep (CSP)</b>	Tara Szkudlarek
<b>Pastoral</b>	Natalie Mofsessian
<b>Uniform Shop</b>	Ally Kerrigan

## CLASS PARENT LIST 2025

<b>GRADE</b>	<b>PARENT/CHILD</b>
<b>KINDER</b>	Kate Campbell Joanne Rhone Alex Wearne Kate Henderson Emily Rosa
<b>YEAR 1</b>	Ingrid Steyns Laura Barron Danielle Stephenson Melissa Dannenberg
<b>YEAR 2</b>	Roseanne Greco Katie Novakov Anne Marie Turner Shane McCormack
<b>YEAR 3</b>	Kristy Young Kirby Cosentino Susie Fischer Luisa Mendicino
<b>YEAR 4</b>	Christine Van Leeuwin Sally Cratchley Christine Macey (McCormack)
<b>YEAR 5</b>	Aisling McManus Rebecca Carrasco Fiona Crowson
<b>YEAR 6 CLASS PARENTS</b>	Lisa McCreath Tara Szkudlarek Alice Fraser Martine Murphy

## CLASS PARENT RESPONSIBILITIES

To assist the School Community in:

- Welcoming new and existing families.
- The pastoral care needs of that year, such as coordinating a card for a sick child, meals for sick families and checking on if needed.
- The organisation of 2-3 get-togethers for that year, such as after school picnics or parent dinners.
- Liaison and communication between the school/teacher and the parents.

### NOTES:

- **All correspondence from class parents to parents must be first approved by the Principal or Assistant Principal.**
- **CALENDAR:** So that there are no overlaps of grade get-togethers, once you have set a date for an event, please email the office so it can go on the school parent calendar. Please also check school calendar before dates are decided.

It is recommended that there are three (3) Class Parents for each year group with responsibilities divided into Communication, Social and Financial.

### Communication Role - 1 person

- Organise and distribute class contact lists.
- Communicate to parents' information from the principal and / or PEN Executive team
- Attend PEN or Class Parent meeting each term.
- Send reminder emails or post on group Facebook page about upcoming events, compass event permissions which are due, Qkr purchases, uniform changes, etc.

### Social Role - 1 person

- Organise class social activities.
- Welcome new families to the class.
- Organise gifts for special events of - births, condolences, other celebrations.
- Generate interest for and attendance at Masses and Family Masses (including co-ordinating supper donations).
- Assist with Christmas hampers / social justice initiatives set by the school.
- Assist with organising:
  - Year 1 parents support for Kindergarten Tea and Tissues morning
  - Year 6 fundraising events (Disco and Mother's and Father's Day stalls) to purchase leaving gift for the school (Year 6)
  - Year 6 jersey (Year 5)
  - Yearbook and Graduation dinner (Year 6)

### Financial Role – 1 person

- Provide direct deposit details to class group and request Class Kitty contributions (see specific notes below regarding the Class Kitty).
- Maintain a record of monies being contributed to the kitty and money being spent and inform class group regularly (once per term) of the balance. Refer to the school website for the Class Kitty Reconciliation Form (Excel template).
- Organise reimbursements for Class Parents who have purchased items on behalf of the class.

## CLASS KITTY

Every year there are certain events within a year group which we may wish to recognise or support. These include the birth of a baby, a sick parent, a child leaving St Rose, or supporting fundraising initiatives.

At St Rose we fund these events by establishing a Class Kitty and ask all families to contribute \$20-\$25 at the beginning of each school year. Contribution to the Class Kitty is voluntary.

Ideally, parents should contribute to the Class Kitty by direct depositing funds into a nominated parent bank account. Funds are held in trust and managed by the Class Parent who has taken on responsibility for the financial role. At the end of term 2 and again at the end of term 4, the Class Kitty reconciliation form (found on the school website) needs to be completed and circulated to all parents in the year group, as well as a copy to the PEN President and Treasurer. Identifying names of families who contributed to the kitty are not on the reconciliation form. The purpose of the reconciliation form is transparency – to share with parents the total amount of money received and how it has been spent.

At the end of the school year, all remaining monies in the Class Kitty are carried over for the class to begin the new school year. Funds are documented by the school office where they are securely recorded until the new school year begins and the money is transferred to the incoming Class Parents. The purpose of the funds being carried over each year is to assist all families of the class as they move through the grades, particularly as there are significant class social expenses in Years 5 and 6.

### Example events and suggested amounts:

Gift for new baby in a family	\$30
Get well card/gift for a sick parent or child	\$20
Teacher's birthday gift	\$50
Bereavements*	\$40
End of year teacher's gift#	\$100

\* The school also gives a plant on behalf of the school community.

# Where two teachers job share (e.g. 2 days per week, 3 days per week), the \$100 is shared between them. The end of year teacher's gift is to be presented by the Class Parents at the end of year School Assembly.

NB. Gifts for other staff such as Diverse Learning Support, Administration, Librarian, Sports teacher, Canteen Manager, Assistant Principal and Principal are organised and paid for by the PEN.



## CHILD PROTECTION

We take our responsibility to protect children seriously. All staff are expected to promote child safety by having a clear understanding of their legal child protection responsibilities and act in accordance with those responsibilities.

In particular the school will:

1. Maintain professionalism in our interactions with children at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
2. Follow an established process to address allegations of inappropriate behaviour by staff towards children.
3. Ensure all people working in our school who are required to undertake a Working with Children Check have a valid clearance.
4. Respond appropriately when we suspect a child is at risk of significant harm due to possible abuse or neglect by a parent/carer or other adult.

In relation to any child protection issues staff must maintain confidentiality at all times by not discussing concerns with any person other than the Principal.

Safeguarding and Child Protection: Addressing Allegations of Inappropriate Behaviour by Employees

Safeguarding and Child Protection: Managing Risk of Significant Harm and Wellbeing Concerns

Safeguarding and Child Protection: Working with Childrens Check

## COMPLAINTS

We take parent concerns seriously and try to resolve them in the most appropriate, efficient and confidential manner possible:

- If you or your child has a complaint about a student, you should raise it with your child's class teacher.
- If you or your child has a complaint about a staff member relating to teaching and learning, the issue should first be discussed with the relevant teacher or the principal.
- If you or your child has a complaint about the inappropriate behaviour of a staff member towards any child or young person, your concern should be directed to the Principal and confidentiality must be maintained.



## SAFEGUARDING

Catholic Schools Broken Bay commits to providing safe communities for students at our school to grow and learn. We recognise the rights of children and promote safe and supportive environments where we all have a responsibility to keep children safe from harm.

Safeguarding at CSBB includes:

1. Utilising best practice, child rights and child safe principles to ensure continuous improvement in the area of safeguarding therefore maintaining our responsibility under the *National Catholic Safeguarding Standards and NSW Child Safe Standards*.
2. Maintaining professionalism in our interactions with children and young people at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
3. Following an established process to address concerns or complaints of inappropriate behaviour of staff towards children or young people. This upholds our legal obligation under the *Children's Guardian Act 2019*.
4. Ensuring that all people working in our school who are required to undertake a Working With Children Check have a verified clearance, as per requirements under *Child Protection (Working with Children) Act 2012*.
5. Promoting the safety, welfare and wellbeing of children by responding appropriately when we suspect a child or young person is at risk of significant harm due to possible abuse or neglect. This is our legal obligation under the *NSW Children and Young Person (care and protection) Act 1998*

## PARENT/CARER HELPERS / VOLUNTEERS AND CONTRACTORS

The participation, involvement and help of parents/carers, close relatives and other volunteers are welcome and appreciated for various activities both in school and on excursions. We recognise that parents and carers are the primary educators for their children, and we strive to uphold NSW Child Safe Standard 3: *families and communities are informed and involved* and National Catholic Safeguarding Standard 3: *partnering with families, carers and communities*.

It is important that all volunteers and contractors are aware that they may be subject to child protection legislation and may require a WWCC. This means all volunteers must:

- Sign on at the front office and get a visitors badge from the office as per school procedure.
- Complete the [CSBB Contractor and Volunteer Engagement form](#)
- Follow our commitment to Safeguarding and not engage in any inappropriate behaviour towards any children. Although volunteers are technically not employed by the school, they are considered to be 'employees' under the Children's Guardian Act 2019 and need to be aware that complaints about inappropriate behaviour towards a child or young person is subject to investigation.
- All parents must comply with the parent code of conduct.

## RESPONDING TO CONCERNS

We believe in listening to children and our school community when concerns are raised. We take complaints seriously and try to resolve them in the most appropriate, efficient, and confidential manner possible.

### **APPENDIX 1:**

#### **SAFEGUARDING INFORMATION**

We are committed to providing safe communities for students at our school to grow and learn as outlined in our [Diocesan Commitment to Safeguarding](#). We recognise the rights of children as outlined in the [Diocesan Framework on the Rights of the Child](#) and promote safe and supportive environments where we all have a responsibility to keep children safe from harm.

The [NSW Child Safe Standards \(NSWCSS\)](#) and the [National Catholic Safeguarding Standards \(NCSS\)](#) provide a principle-based framework that our school commits to using for continuous improvement as part of our commitment to Safeguarding.

#### **Responding to Risk of Significant Harm**

All school staff are Mandatory Reporters. This means that if there are reasonable grounds to suspect that a child or young person is at risk of significant harm of abuse or neglect, then a report must be made to the Department of Communities and Justice (DCJ), Child Protection Helpline (CP Helpline). School staff and Principals are supported by the CSBB Safeguarding Office as required and all records are stored confidentially.

We recognise that a statutory response is not always required and where a family may need extra support, we will assist in making referrals to support the family if needed.

### **APPENDIX 2:**

#### **WORKING WITH CHILDREN CHECKS**

Working With Children Checks are required by staff, and certain volunteers and contractors in our school, as outlined in Child Protection (Working With Children) Act 2012.

The purpose of the check is to exclude people from working with children and young people who are not suitable. A person who has been convicted or found guilty of a listed serious offence against children (whether in NSW or elsewhere) is prohibited from child-related employment.

Parent participation, involvement and help are welcome and appreciated for various activities both in school and on excursions. It is important to note that all parent helpers / volunteers are subject to child protection legislation.

Further information on the Working With Children Check can be found on the website for the [Office of the Children's Guardian](#).



## **APPENDIX 3:**

### **MAINTAINING PROFESSIONALISM**

All staff, volunteers and contractors are expected to act professionally and in accordance with the school's expectations regarding staff conduct toward children and young people. Guidance and professional development about appropriate interactions with students, how to exercise duty of care and how to maintain professional boundaries is provided. It is a staff members responsibility to be familiar with these expectations outlined in both the CSBB Code of Conduct and the Professional Expectations Policy.

We understand that staff, volunteers and contractors have a duty of care to:

- Ensure no child or young person is exposed to foreseeable risk of harm;
- Take action to minimise risk;
- Supervise actively, and report concerns to the Principal or seek further advice if they see others acting inappropriately with children or young people.

Staff, volunteers and contractors are expected to:

- Demonstrate appropriate relationships with children and young people that cannot be misinterpreted as overly personal or intimate;
- Remain within the responsibilities of their roles and allow those appropriately trained to deal with student welfare concerns;
- Minimise physical contact with children and young people unless it is necessary to exercise appropriate duty of care;
- Follow the school's policies and procedures relating to pastoral care and wellbeing including serious incidents and reporting risk of harm.

### **Addressing complaints of inappropriate behaviour of adults towards children and young people**

We are committed to providing a safe and supportive environment for both students and staff. This includes addressing complaints of inappropriate behaviour of staff, volunteers and contractors towards any child or young person.

Such complaints are handled differently to other types of complaints which may arise in the school because of legal obligations established by the *NSW Children's Guardian Act 2019*. The NSW Office of the Children's Guardian is a government agency which requires schools and other organisations working with children and young people to ensure systems are in place for recording and responding to all allegations of a child protection nature against staff, volunteers and contractors.

If you have concerns about alleged inappropriate behaviour by staff, volunteers or contractors towards any child or young person it is important that you discuss your concerns with the Principal who in turn will consult with the CSBB'S Safeguarding Office.

# SAMPLES OF CORRESPONDENCE TO PARENTS

*This is only to give you an idea of some of the notices that have been produced.  
Please feel free to create your own.*

Dear Parents

We hope everyone enjoyed the school holidays; we had a great morning at the movies when we saw Nanny McPhee. In the coming months we have our Year 3 family mass (Term 3), we will have a movie outing for parents and another movie outing for children in the July school holidays.

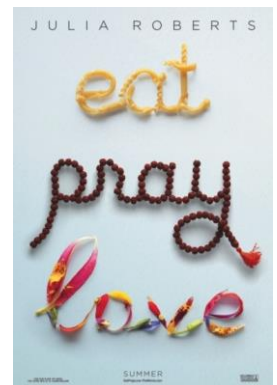
## **Year 3 family Mass – Term 3**

The Year 3 family mass will be on Saturday 31 July 2022. This is also the same weekend when we have to enrol for First Communion. Once again just letting you know the date, closer to the time we will ask for volunteers to help out.

## **Movie for parents – Term 3**

Julia Roberts' new movie, Eat Pray Love, will be released in August. We will be arranging a movie evening for parents once it is released.

*Liz Gilbert (Roberts) had everything a modern woman is supposed to dream of having - a husband, a house, a successful career - yet like so many others, she found herself lost, confused, and searching for what she really wanted in life. Newly divorced and at a crossroads, Gilbert steps out of her comfort zone, risking everything to change her life, embarking on a journey around the world that becomes a quest for self-discovery. In her travels, she discovers the true pleasure of nourishment by eating in Italy, the power of prayer in India, and, finally and unexpectedly, the inner peace and balance of true love in Bali. Based upon the bestselling memoir by Elizabeth Gilbert.*



## **July School holiday movie outing**

Our movie morning was so successful, we thought we'd do another in the July school holidays. Once again, siblings and friends from outside school are more than welcome. We will be seeing the much-anticipated Toy Story 3.

*Woody and Buzz had accepted that their owner Andy would grow up someday, but what happens when that day arrives? In the third instalment, Andy is preparing to depart for college, leaving his loyal toys troubled about their uncertain future.*

We will send a note home at the end of the term with the date we will go. We will be seeing the morning session.

Regards



# Year 3 School Holiday Movie Outing

We are arranging another movie outing for year 3 in the school holidays.

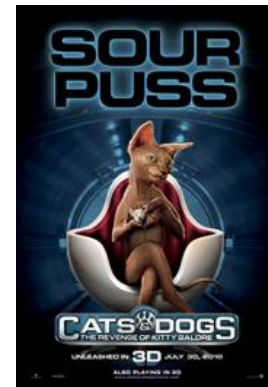
Once again, siblings and friends from outside school are more than welcome.

We will be seeing **Cats & Dogs – the Revenge of Kitty Galore** on **Thursday 7 October** at Warriewood. We will be going to the **2D morning session**. Please check the website for session times, we will be seeing the session closest to 10am. **Please meet at the cinema.**



*"In the age-old battle between cats and dogs, one crazed feline has taken things a paw too far. Kitty Galore, formerly an agent for cat spy organization MEOWS, has gone rogue and hatched a diabolical plan to not only bring her canine enemies to heel, but take down her former kitty comrades and make the world her scratching post. Faced with this unprecedented threat, cats and dogs will be forced to join forces for the first time in history in an unlikely alliance to save themselves - and their humans."*

Movie Money can be purchased in books of 5 if you want to join with others to save, however the cinema may do as they did last school holidays and offer kids movies at discounted prices all holidays. At this stage the cinema will not confirm if this will happen again.



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## Attention Year One Mums and Dads

Please join us to reflect on the year & prepare for entry into Year 2!!!



**Group Therapy Wine Bar**  
3/370 Barrenjoey Road, Newport  
Thursday 7th November, 8pm

**RSVP: Fiona Smith by Tuesday 5/11/22**  
0414 281 118 or [fiona.smith@optusnet.com.au](mailto:fiona.smith@optusnet.com.au)

I will provide the "Group Therapy with a guide to our numbers and arrange "Group Transport" ...let me know!!

[Location Map \(previously known as Farrell's Basement\)](#)

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To the Parents of Year 3,

We would like to warmly invite you to our final social event for the year, a very casual morning tea. A chance to catch up with friends, have a chat and take a breather as the busy Christmas season approaches.

**Place:** Butler & Cook Cafe Tearoom Bar, Shop 8, 335 Barrenjoey Rd Newport  
(Opposite the Blue Moon German Bakery in small arcade with Pizza Hut on the corner)

**Time:** 9am

**Date:** Friday 26<sup>th</sup> November 2025

Hope to see you there.

