



Cape Byron Rudolf Steiner School Class Coordinator Handbook

Index

1. Cape Byron Steiner School contact sheet
2. Calendar of events including Term Dates
3. CBRSS Parents and Friends' Association
4. Role of a Class Co-ordinator
5. RC&M Hours Remittance
6. Planning a Class event
7. Activity Report
8. End of year – final duties of the Class Co-ordinators



1. Cape Byron Contact Sheet

Current Class Coordinator List

https://docs.google.com/spreadsheets/d/1mrUmUkEQ9pPMYBfUn2S2pShIM_SZ7HtZa8iRQY8tm6k/edit?usp=sharing

Cape Byron Rudolf Steiner School

www.capebyronsteiner.nsw.edu.au

Cape Byron Rudolf Steiner School
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School Email Addresses:

Reception		reception@capebyronsteiner.nsw.edu.au
Enrolments		enrolments@capebyronsteiner.nsw.edu.au
Principal		reception@capebyronsteiner.nsw.edu.au
Deputy Principal HS		info@capebyronsteiner.nsw.edu.au
Director of Primary		info@capebyronsteiner.nsw.edu.au
Site Manager		site@capebyronsteiner.nsw.edu.au
Accounts		accounts@capebyronsteiner.nsw.edu.au
Library		library@capebyronsteiner.nsw.edu.au
PA to Principal		pa@capebyronsteiner.nsw.edu.au
PA to Deputy Principal & Director Primary K6		admin@capebyronsteiner.nsw.edu.au
News Bulletin		news@capebyronsteiner.nsw.edu.au
Newsletter Subscription	Send blank email to	newsletter-subscribe@capebyronsteiner.nsw.edu.au

P&F

Chairperson	Tanja Nelson	pandf.sec@gmail.com.au
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Secretary	Lisa Larkins	pandf.sec@gmail.com.au
Treasurer	Sarah Sykes	pandf.sec@gmail.com.au
Craft Group	Kylie Clark	pandf.sec@gmail.com.au
Friday Market Coordinator Canteen	Tania Djiapalo	
Coordinator		canteen@capebyronsteiner.nsw.edu.au
Canteen Roster		canteen@capebyronsteiner.nsw.edu.au

This list is for the purpose of communicating Class, P&F and the Steiner Community information only and must include the class teacher.

NOTE: All communications by Class Coordinators must sent via CBRSS Reception.

News Bulletin Submissions

News Bulletin submissions must be in by Thursday midday. Email your submissions to newsletter@capebyronsteiner.nsw.edu.au

2. Calendar of Events & Term Dates

Available on the school website www.capebyronsteiner.nsw.edu.au

3.The Cape Byron Parents and Friends' Association Inc

Vision: CBRSS P&F is a vibrant, active group dedicated to nurturing and supporting the heart and soul of our school community by embracing the philosophy of Rudolf Steiner.

The parents or guardians of all CBRSS students become members of the Parents and Friends' Association, when their child commences enrolment at the School. As such, all parents are encouraged and expected to participate in the Parent & Friends Association activities and events. Preparations for whole school events require participation from the whole parent body. Guidance and support comes particularly from the Class Co-ordinators, acting as liaison between the class community and the Parent and Friends' Association. Each class may also organise separate events and fundraisers from time to time; in consultation with the class teacher or high school guardians.

An important aspect of the role of Class Co-ordinator is *in supporting the class community with the teacher's guidance.*

4. Role of a Class Co-ordinator K-12

Class Co-ordinators may volunteer and/or, may be approached by the class teacher or High School Guardian. In some classes, two parents may share the role.

Essential Class Co-ordinator Roles K-12:

Attend all P&F meetings and email relevant information to CBRSS Reception for distribution to Class parents.

- Facilitate communication, including P&F Association news. **All** communication to be sent to Class Teacher/Guardians and parents via CBRSS Reception.
- Invite class parents (via CBRSS Reception) to attend the P&F meetings and remind them of the P&F role.

Tasks in consultation with Class Teachers/Guardians may include:

- Ask the teacher what they would like help with during the year and speak to the P&F to determine any specific tasks. Make note of any School or class events that you will be helping to co-ordinate.
- Arrange parent helpers for plays, festivals or any classroom help such as moving classrooms.
- Organise a regular class gathering (eg. a morning tea in the P&F Room, end of term BBQ at a local park) in consultation with their teacher/guardians. Once a term is sufficient.
- Make contact with new families and welcome them to the class.
- Support parents in need. For example, organize a roster of helpers if someone is sick or needs extra attention at any time of the year (pregnancy, travelling, etc).
- Assist the teacher with setting up for parents evenings: e.g. by placing fresh flowers in the classroom and arranging a light snack
- Arrange helpers for any end of term classroom needs (e.g. moving/tidying).
- Take minutes at Class Parent/Teacher Meetings and email Draft Minutes to Reception/Class teacher for review and distribution to parents.

NOTE: All Communication from Class Coordinators to Class parents/teachers will be sent by email through CBRSS Reception. The class teacher will review the communications prior to Reception forwarding them to parents.

5. Repair Care & Maintenance Hours Remittance

Class Co-ordinators can apply for RC&M Hour remittance. Where there are two Coordinators for a class, the RC&M hours can be shared.

Remittance should be applied for on the green RC&M form and submitted to the Finance Office by the end of November each year. (The Class Teacher and P&F Chairperson will sign off on the hours after the application has been submitted). In order to claim RC&M hours, the Class Coordinator (or their proxy) is required to:

- Attend 6 out of 8 P&F meetings per year and relay pertinent information onto teacher/parents.
- Complete any Fundraising/Spring Fair Activity Summary Reports for the year and provide a copy to the P&F.

6. Planning a Class Fundraising Activity or Event

The responsibilities of scheduled P&F Activities, as per the yearly calendar, are allocated to classes. The P&F will promote and support the annual events; however, it is expected that school classes, with the guidance of P&F Executive, will be responsible for coordinating one major annual event. In some cases, two classes will work together on one event with the experienced class mentoring the next class. The combined High school classes of 7 & 8 and 9 to 12 will share the responsibility of one event each.

The following table indicates an example of a calendar of approved activities; however classes may choose to take on additional activities, in consultation with the P&F. Events are planned to have a social and community feel and where possible to raise funds as well. Activities should aim to at least break even.

Approved P&F Calendar of Activities for 2017

Day	Month	Event	Responsibility
	Term 1/2	Raffle (drawn at Spring Fair).	Class 3
	Term 1 - 4	Craft Group	Kindy & Class 1
	May	Bush Dance	Class 5 & 6
	September	Spring Fair	Class 3 Spring Fair
	September	Silent Auction (to occur at Spring Fair)	Class 3
	Term 3	High School Showcase (gold coin donation)	Yr 11 to cater
	December	Christmas Festival Market	Class 2

The Coordinating Class for fundraising activities that occur every year receive a portion of the profit from the event, as listed below.

Class	Event	Date	P&F % of Profit	Class % of Profit
2	Christmas Market	December	80%	20%
3	Spring Fair	September	90%	10%
5 & 6	Bush Dance	May	60%	2x20%

A Fundraising Activity Report and a Profit and Loss Report must be submitted to the P&F Secretary following each event. The fundraising amounts generated by a class stay with the class throughout its journey from Class One to Year 12.

Class fundraising funds will be spent on projects decided by the teacher and approved by the Principal. These funds are to be used to improve the educational experience of students. As the funds are held by the school, approval for spending is needed so that the school can manage its cash flow throughout the year.

The P&F Profit % will be allocated to the general P&F Funds and becomes available for Wish List spending or other P&F projects.

Processes for organising a P&F Activity per the approved Calendar:

1. Refer to the Activity Guidelines and the previous year's Activity Report on the event, available from the P&F Secretary. Arrange for a member of the P&F Executive to attend a class meeting to outline the event.
2. When working on an event, talk to the P&F Executive, your class teacher and other people responsible for the event co-ordination and ask them how they would like to run it and what you and your class can do to contribute. Get as specific as possible with a list of "to dos" and then delegate from this list.
3. Make sure the school Reception is aware of the event by contacting (02) 6639 9300 or reception@capebyronsteiner.nsw.edu.au
4. Ensure the Activity Guidelines are followed and liaise with the relevant Class Coordinators when running a joint event.

Processes for organising a Fundraising Activity for the Class in collaboration with the Teacher/Guardian (outside the P&F Calendar of Activities):

1. Plan in advance, starting at the beginning of the school year with at least a rough outline of events and activities for the entire year.
2. Check the school and community calendar and arrange for dates that do not fall on the same day as other school and community events.
3. Be sure CBRSS Reception has been informed of the event date by contacting (02) 6639 9300 or reception@capebyronsteiner.nsw.edu.au
4. *Work closely with the Class teacher to ensure the activity is appropriate.*
5. If the activity is to be held on the school site, check with the Site Manager in relation to risk management requirements.

7. Activity Report

At the conclusion of your fundraising event, complete and return the Activity Report to the P&F Secretary. A comprehensive report helps the following class. Funds will be allocated to the class upon receipt of the Activity Report and the Profit and Loss Report.

8. End of Year – Final Duties of Class Co-ordinator

Liaise with the Class Teacher to find a replacement when necessary or at the beginning of a new year (usually at the first Parent Meeting). Any new arrangements must be communicated to the P&F Secretary as soon as possible to update all contact information.

Thank you for all your time and commitment to your class, teacher/guardian, school and community.

CBRSS P&F Association

OUR VISION

Cape Byron Rudolf Steiner School Parents & Friends is a vibrant, active group dedicated to nurturing and supporting the heart and soul of our school community by embracing the philosophy of Rudolf Steiner

I _____ have read the coordinators handbook and agree to assist my class teacher and the members of the PeLF association

I acknowledge that my attendance at P&F meetings is a vital part of fulfilling this role and if I am unable to attend I will endeavour to find someone to represent me.

By taking on the role of Class coordinator I accept the responsibility of the tasks outlined below and in this handbook.

- Attend P&F Meetings and relay important details relevant to my class
- Communicate information to parents via Reception and approved by Teachers
- Actively engage my class parents to participate in RC&M days, P&F meetings and other School Calendar, parent education and social events
- Welcome new families to the school
- Oversee fundraising
- Take minutes at parent/teacher meetings & send draft to Reception for teacher approval

Name: _____

Teacher: _____

Class: _____

Signed: _____

Date: _____