

**The Role of the Parent Support Person**

**Jubilee Primary School 2015**

Congratulations on your successful nomination for the Parent Support Person (PSP) for your class. This is a volunteer role at Jubilee Primary School with the main aim of supporting the P&F in creating community. As such, the role is integral to keeping the community spirit alive and assisting in creating a friendly and caring place for our staff, families and children. Being a PSP means being:

* Friendly and approachable
* Caring and understanding
* Supportive of Ecumenism
* Sensitive to other’s confidences
* Able to refer parents and issues appropriately

In your role as a PSP, it is your responsibility to:

* Organise your class Friendship List (this list goes out to everyone on it as a way of class families being able to contact each other – also very helpful when organising birthday parties!).
* Create opportunities for parents and children to meet by organising social activities for your class (normally around one per term).
* Communicate with your teacher any class families in need of support (eg. illness, bereavement) and assist Campus Ministry in enlisting class volunteers when appropriate.
* Have an awareness of P&F activities (minutes of meetings will be emailed out to you)
* Assist with the communication flow between the P&F and your class families.

As a parent representative, you are invited to:

* Attend Parent Support Meetings/Drop Ins (held at least once per semester).
* Attend P&F Meetings (held once a month during school term).
* Support, promote and attend P&F and school events (Welcome BBQ, Annual Dinner, Mother’s Day High Tea, Father’s Day Big Breakie, Trivia Night, etc).
* Become a part of the Jubilee Family Fun Day through working together with other parents in your year level in coordinating a Year Level Stall (our Fun Day is held annually and planning and preparation is already underway).

In line with school policy, all written correspondence from PSP’s to families must go through Campus Ministry. To keep this process quick and easy:

* Email the correspondence you wish to send out to your class to vjohannes@bne.catholic.edu.au. Vicki will check dates against the school calendar, approve and forward out your correspondence to all your class families (as not everyone on your class will be on the Friendship List).
* Once approved, you may like to promote through other media ie. facebook or hard copy, but remember our environment! All requests for school photocopying must go through P&F President, email jubileepandf@yahoo.com.

Here are some hints and tips from our previous PSPs….

* Consider putting all the Friendship Lists for your year level onto one document – no doubt your children will have friends in the other year level classes.
* Try getting together with the other PSPs in your year level and take turns organising social activities (many hands make light work!). Coffee mornings, movie nights or barbeques at the beach are great. Organise a class parents table at school events, like the Annual Dinner or Trivia Night!
* School holidays are a great time to organise social activities for the children.
* Work together with other PSPs – organise a parent’s challenge amongst two classes/year levels, such as a Barefoot Bowls or Ten Pin Bowling competition. You will get more parents at your event and you can share the workload.
* Keep family budgets in mind – sometimes the simplest outings like a picnic in the park are the best!
* Vary the style and timings of the events so it gives everyone an opportunity to be able to come along.
* Request your teacher add a reminder about your upcoming social activity in their class emails.