



# 2025 class parents handbook



**Responsibilities and Guidelines**



**Class Parents Contact List**



**Class Parent Responsibilities**



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**School Calendar**



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**Annual Events - Preparation Guidelines  
(and Classes Responsible)**

# Class Parent Contact List

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# 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 families if needed.
- The organisation of 3-4 get-togethers for that year, such as after school picnics or parent dinners.
- Communication between the school/teacher and the parents.

## **NOTES:**

- Your primary role is to offer assistance to class teachers, for example to help cover books and make resources.
- This is not a fundraising role.
- A class parent is asked to attend the PEG meetings to share information where necessary.
- Class parents are asked to support the PEG in approaching parents to assist at school events, for example, send reminders “We need helpers on Grandparents’ Day”.

# Family in Crisis Guidelines

You may have a family within your class who is suffering through serious illness or family tragedy.

**Your first knowledge of the family's circumstances may be from the school office, class teacher or from other parents. Firstly, respect the privacy of the family.**

**They may not want their personal details revealed throughout the school community, or even within their child's class.**

## WHAT CAN YOU DO?

- Phone the family and ask what help they need.
- If you know of another parent who is close to the family, you could speak to them first for information on what help would be of assistance.
- Please make Belinda Camilleri (Parent Engagement Coordinator) aware of this family in need.
- Let them know who to call if they need help.
- Offer prayers for the family.

## WAYS YOU MAY BE ABLE TO HELP?

### MEALS

- Set up a roster with other parents in their child's class to provide meals for the family.
- Let the family know from the start how long you will be providing the meals, for example, two weeks, one month, etc.
- To protect the family's privacy, it is better if there are only one or two mums dropping off meals – possibly the class parents.

### TIPS

- Enquire if the family has any food allergies.
- Make sure all containers are labelled with the owner's name.
- Recommend that the containers are labelled with the name of the meal and ingredients.

# Family in Crisis Guidelines

## TRANSPORT

- Do they need any help with getting their children to and from school or sporting commitments?  
There may be another family in the class that lives close by, or who has a child in the same sporting team/club.
- Do they need help with transport to/from medical appointments?

## THEIR CHILD/REN

- Could their child/ren be included in outings or invited for playdates?

## WHAT YOU SHOULDN'T DO

- Don't try to provide services that should be handled by trained professionals.
- It is not your responsibility to provide financial, pastoral or counselling assistance.

# School Calendar

SIGNIFICANT DATES are updated as required on the school calendar on the Compass.

To view the Calendar on your Compass app

At the bottom of the screen, click on the Calendar icon

This will show you the calendar for today.

Use the left and right arrows (< >) to move to the next or previous dates.

You could use the calendar to pick a date.



# Teachers' Birthdays

Class Parents are to organise a birthday gift and end of year gift for the class teacher. A joint collection for these gifts from the parents/children.

<b>JANUARY 4</b> <b>JANUARY 6</b> <b>JANUARY 23</b>	MR HORTON & MR JACKSON MISS DEATHRIDGE MRS SCHUTTE	<b>JULY 2</b>	MRS DELMAGE
<b>FEBRUARY</b>		<b>AUGUST 12</b> <b>AUGUST 12</b> <b>AUGUST 16</b> <b>AUGUST 18</b> <b>AUGUST 31</b>	MRS GODLEY MRS WHIMPER-WILLIAMS MRS YEATES MISS BLAMEY MRS GRANT
<b>MARCH 2</b>	MRS WHEEN	<b>SEPTEMBER 21</b> <b>SEPTEMBER 24</b> <b>SEPTEMBER 24</b>	MRS WILLIAMS MRS LESSING MRS BRADY
<b>APRIL 2</b> <b>APRIL 24</b>	MRS SARGENT MRS CARR	<b>OCTOBER 1</b> <b>OCTOBER 10</b> <b>OCTOBER 19</b>	MRS LAWRENCE MISS MILLER MRS CAMILLERI
<b>MAY 6</b> <b>MAY 17</b> <b>MAY 24</b>	MRS SIVA MISS CAMILLERI MRS DENEV	<b>NOVEMBER 5</b> <b>NOVEMBER 6</b> <b>NOVEMBER 8</b> <b>NOVEMBER 10</b> <b>NOVEMBER 16</b>	MRS DALEY MRS HOOK MISS HARRISON MISS W MRS HOOPER
<b>JUNE 2</b> <b>JUNE 14</b>	MRS ARCHER MISS O'BRIEN	<b>DECEMBER 14</b> <b>DECEMBER 20</b>	MRS PICKFORD MRS MASSEY

# Classes Responsible for Annual Events

Class Parents are to organise a birthday gift and end of year gift for the class teacher.

A joint collection for these gifts from the parents/children.

EVENT	DATE	CLASS
<b>Tea &amp; Tissues</b>	<i>Wednesday 5th February</i>	<b>1G &amp; 1SW</b>
<b>Open Day #1</b>	<i>Friday 21st March</i>	<b>5J &amp; 6D</b>
<b>Mother's Day</b>	<i>Wednesday 9th May</i>	<b>2L &amp; 2D 1G &amp; 1SW</b>
<b>Open Day #2</b>	<i>Wednesday 14th May</i>	<b>KD &amp; KO</b>
<b>Grandparent's Day</b>	<i>Friday 25th July</i>	<b>4M All Classes to help out</b>
<b>Father's Day</b>	<i>Friday 5th September</i>	<b>5J 3B &amp; 3M</b>

# Annual Events - Preparation Guidelines

Class Parents are to organise a birthday gift and end of year gift for the class teacher. A joint collection for these gifts from the parents/children.

*Dear Parents,*

*The following information are guidelines to assist you. At any event listed below, it will specify if the food is to be donated/prepared by parents or provided by the school. Anything that is purchased needs to be ordered and paid for by the school such as decorations, milk etc. If in doubt, please email Belinda Camilleri in the school office. In the event of wet weather also liaise with Belinda to make alternative arrangements, if required.*

*Thank you for your assistance.*



## TEA AND TISSUES

- Tea and Tissues is for new parents on Day 1 of Kindergarten and is usually held in the AP Room.
- Class Parents are responsible for arranging food - a plate of finger food from a few parents usually works best. Plates can be brought to school at drop off.
- The room should be ready by 8.45am
- School will purchase flowers/decorations, tea, coffee, sugar, milk, serviettes and plates etc

### 3-weeks prior

Class parents send an email out to request parents from year group to volunteer, which includes:

- 3-4 people to set up, serve beverages and pack away (and welcome/talk to new parents) from 8am-10am.

### On the day

- Set up 2 tables in the AP room.
- Retrieve white tablecloths from the office/canteen.
- Set up 2 teapots (hot water can be retrieved from the zip in the kitchenette), tea, coffee, sugar, milk, stirrers, napkins, plates and tissues.
- Parents deliver their plate of food between 8am-8.30am.
- Servers pour hot beverages. All hot drinks must have a lid put on the cup.
- Pack away items and take linen home to wash.
- Left-over food - canteen to sell and perishables to the staff room.

# Annual Events - Preparation Guidelines (continued)

## OPEN DAY

Open Day is held in March and May each year and has a blue and white theme (school colours).

The school office/marketing are responsible for making Open Day packs to be handed out, ordering balloons and printing stickers. Balloons should be delivered by 7.30am on Open Day. Class Parents are responsible for providing food items.

### 2-weeks prior

- Check with the school office that they have enough tea, coffee, sugar and stirring sticks so it can be ordered if necessary.
- Check *blue and white* decorations are available from the office storeroom.

### School to purchase

- 2 x 2L milk (more than enough)
- Serviettes: blue and white
- String to hang decorations
- Tiny teddies individual packets (blue if possible)
- Popcorn individual packets (blue if possible)
- Snakes, marshmallows, Freddo Frogs, twirl bars, Milky Ways (any chocolate with blue packaging) for the lolly bags
- No name water bottles

Class parent sends an email out to request parents from their year groups to volunteer:

- 4 to set up from 7am-8am
- 4 to meet and greet/serve 8am – 10am
- 4 to pack up 10am – 11:30am
- 3 to make 20 blue and white cupcakes
- 3 to make savoury food (eg. quiche, sausage rolls etc)
- 2 to make finger sandwiches
- 2 to make fruit platters
- 4 to bring a plate of something sweet



### 1 week prior (Marketing team)

- Print off 100 stickers with the Corpus Christi logo for water bottles and lolly bags.
- Take off the existing water bottle label and put Corpus logo sticker onto the bottle.
- Make up blue and white lolly bags – put Corpus logo stickers onto the front

# Annual Events - Preparation Guidelines (continued)

## Day before

### ***School to purchase***

- 2 x 2L milk (more than enough) and blue and white flowers. Locate 6 x mini vases in the office with blue stones inside for flowers.
- Retrieve 2 trestle tables from the storeroom and leave near the office. You may need 2 more trestle tables if you cannot use canteen for morning tea.
- Locate Corpus-branded tent and leave near the office.
- Locate ladder and leave near the office.
- 4 white tablecloths (2 x food tables and 2 x tables for under Corpus tent). If Canteen is not open for business on Open Days – please use canteen for morning tea & set up with decorations etc.
- Collect the lolly display jars from the office.
- Display school banner near gate into playground which is in the office.
- Display house colour flags in front of seating near Australian flag

## On the day

### ***7am- 8am***

- Fill large urn with water and turn on to heat up.
- Erect tent and position 2 tables with tablecloths underneath.
- Position 2 tables with tablecloths near entrance of the school second gate.
- Hang decorations and arrange flowers into vases and place 4 on the food table and 2 on the tables under the tent.
- Display blue and white balloons under the tent. Also, help to tie to front fence and fence near school gate near Corpus tent.
- Set up tea/coffee and water on one table.

### ***8am- 8:30am***

- Parents drop off food.
- Arrange food and a lolly bag stand on the 2nd table.

### ***8:30am- 10:30am***

- Meet and greet new parents.
- Serve food and beverages. All hot drinks must have a lid put on the cup.

### ***10:30am-11:30am***

- Pack up
- Salvage as many decorations as possible and store them in the office storeroom.
- Left-over food – canteen to sell and any perishables go to the staff room.
- Return lolly glass display jars.
- Please take linen home to wash.

# Annual Events - Preparation Guidelines *(continued)*

## MOTHER'S DAY

This is held on the Wednesday before Mother's Day in May and usually attracts 200-250 people including students.

School will purchase the milk, tea, coffee, sugar, cups, plates, serviettes, juice, cream, jam and any other additional top up items.

Class parents are to advise the office of anything that needs to be purchased a few days before the event so it can be ordered & delivered from Woolworths. The school will also arrange for approximately 100 chairs to be available from the AP Room.

Class parents are responsible for providing the majority of the food.

### 3-weeks prior

- Class parent sends an email out to request parents from year groups to volunteer for:
- 4-5 to set up from 7am-8am
- 4 to serve from 8am-9am
- 3-4 to pack up – 9am-9.30am
- Use signgenius app to coordinate food & setup/clean up

Approx 20 people to bring a plate, for example:

- Fruit salad (i.e., cut fruit to go in cups)
- Muffins - sweet
- Pikelets
- Mini croissants
- Ham and cheese croissants
- Scones with jam and cream
- Banana bread
- Zucchini slice
- 6 x 2 litre juice
- Please note - no cupcakes
- Check decorations in PEG cupboard- Please check with Belinda in the office before purchasing extra decorations eg balloons, flowers etc



# Annual Events - Preparation Guidelines *(continued)*

## Day before

- Retrieve 5 x trestle tables from the PEG storeroom under the stairs.
- Retrieve stirrers and tablecloths from the canteen.
- 6 glass tea pots and 6 coffee plungers rotating them with fresh brews and serving as they entered.
- Retrieve tea, coffee, cups and pink and white napkins from either the Woolworths order or from the office.

## On the Day

### 7am-8am

- Fill up the large urn and turn it on at 7am. Use hot water from the zip in the staff room to start filling it up.
- Turn on oven to heat up croissants, tarts, muffins etc
- Position 4 trestle tables put together for the food outside canteen
- Position 1 trestle table for cold drinks outside canteen (on the right-hand side)
- Prepare any food.
- Plate up/re-plate any food delivered if necessary.
- Set up juices and cups on the drinks table.
- 6 tea pots and 6 coffee plungers rotating them with fresh brews and serving as they entered.
- Have paper cups & lids setup on bench ready for service.
- Set up decorations.
- Set up chairs in the quad area.

### 8am-9am

- 2 servers for the hot drinks (served from the canteen). All hot drinks must have a lid on the cup.
- 2 servers clearing plates from the tables and restocking plates with food (if necessary).
- 9am-10am:
  - Pack away
- Left-over food - canteen to sell and any perishables go to the staff room. Please take the linen home to wash.

# Annual Events - Preparation Guidelines (continued)

## GRANDPARENTS' DAY

This is usually held on the Feast of Joachim and Anne, parents of Mary, on 25th July and is held in the AP Room.

School will purchase the slab cakes, tea, coffee, milk (approx 4L in 1L bottles), sugar, cups, serviettes, plates etc. approx 150 x 350mL coffee cups were used, 30 water cups, 50 sugar sachets and 20 sweetener sachets

Class Parents are responsible for providing supplementary snacks.

### 3-weeks prior

- Class parent sends an email out to request parents from year group to volunteer for:
- 4-6 to set up from 8.30am.
- 4 servers
- At least 4 to pack up (or as many as you can so you can get over to watch the band/choir etc performances and into the classrooms if you would like to).
- Use signupgenius app to coordinate food (choice of contributing 24 cupcakes, 24 quiches, 24 scones etc or set up 8-9.30, service 9.45-11.00, clean up 11-12)
- You will need more food than you realise, so make sure people contribute generous portions

### Approx 20 people to bring a plate of food, for example:

- Fruit platter
- Scones with jam and cream
- Banana bread
- Quiches
- Sandwiches
- Baby Cupcakes
- Gluten Free food options



### On the day

- Set up (after drop-off):
- Turn on zip in the Parish Hall kitchen for hot water before Mass.
- You will need Hot water in the wall urn plus have an additional urn.
- Put out all the grey seating which was used as well as most guests standing. I estimate 150 people attending.
- Retrieve 5 trestle tables in the AP Room - position 3 trestle tables in the centre of the AP Room for the food; 2 trestle tables up the end near the Catholic Care kitchen door for tea and coffee
- Retrieve tablecloths from the canteen.
- Prepare any food – cut up the slab cakes.
- 6 tea pots and 6 coffee plungers rotating them with fresh brews and serving as they entered.
- Plate up/re-plate any food delivered by parents, if necessary.
- Set up any decorations – usually decorate the food tables with some flowers/pot plants/signs. Please check with Belinda before purchasing extra decorations, for example, balloons, flowers etc

# Annual Events Preparation Guidelines *(continued)*

## Serving

- 4 servers – 2 each at the hot drinks station.
- 6 tea pots and 6 coffee plungers rotating them with fresh brews and serving as they entered.
- 2 helpers to replenish the hot water for the teapots and clearing plates from tables and restocking plates with food.

## Pack Up

- Pack away
- Left-over food - canteen to sell and any perishables go to the staff room.
- Please take the linen home to wash.
- AP Room is to be left as you found it. Please sweep floors to collect any crumbs etc

## 2023 Grandparent's Day notes on what was used:

- Just over 600g of coffee granules
- 3 boxes of English breakfast loose leaf tea
- Almost 3 x 2L milk bottles
- 12 loaves of bread - sandwiches were all eaten, could have had heaps more
- 80 scone halves all eaten, could have had heaps more (make them up with jam cream in halves, self-prep is too messy)
- 50 mini quiches all eaten, could have had heaps more (Simonne Logue was more popular than the alternate brand)
- 80 homemade biscuits were great for replenishing as platters were eaten
- Chocolate covered and plain strawberries were well received
- Cake platters cut in small sections (from school) also went well
- We had way too many prebought cupcakes and muffins - only the fresh baked goods were eaten

## Also

- Ensure there is a separate small table of gluten free food marked clearly as GF only
- Two table at entrance for served coffee and tea, water and sugar station, 3 tables separated down the centre of the room for food service, chair around outside of the room

# Annual Events Preparation Guidelines

## *(continued)*

### FATHER'S DAY

This is held on the Friday before Father's Day in August/September and usually attracts 200-250 people including students.

School will purchase the milk, tea, coffee, sugar, cups, plates, serviettes, juice, cream, jam, yoghurt, granola, maple syrup and any other additional top up items. The school will arrange to have 100 chairs brought from the AP room for the event.

Class Parents are responsible for providing the majority of the food and advising the school office of any additional items required so this can be ordered and delivered from Woolworths on the day before the event.

#### 3-weeks prior

Class parent sends an email out to request parents from year group to volunteer:

- 4-5 set up from 7am-8am
- 4 to serve from 8am-9am
- 3-4 to pack up – 9am-9.30am
- Approx 20 to bring a plate eg:
- Fruit cups with yoghurt and granola
- Fruit platter
- Mini Muffins - sweet
- Pikelets
- Mini croissants
- Ham and cheese croissants
- Scones with jam and cream
- Banana bread
- Zucchini slice
- Vegemite scrolls
- Please note - no cupcakes



#### Day before

- Retrieve 5 trestle tables from the PEG storeroom under the stairs.
- Retrieve teapots, stirrers and tablecloths from the canteen.
- 6 tea pots and 6 coffee plungers rotating them with fresh brews and serving as they entered.
- Retrieve tea, coffee, cups and blue and white napkins from either the Woolworths order or the office.

# Annual Events Preparation Guidelines *(continued)*

## On the day

### 7am-8am

- Fill up the large urn and turn it on at 7am. Best to get hot water from the zip in the staff room to start filling it up.
- Turn on the oven to heat up croissants, tarts, muffins etc.
- Position 4 trestle tables put together for the food outside, in front of the canteen
- Position 1 trestle table for cold drinks outside canteen (on the right-hand side).
- Prepare any food.
- Plate up/re-plate any food delivered if necessary.
- Set up juices and cups on the drinks table.
- Put tea bags/coffee into cups for easier serving.
- Set up decorations.
- Set up chairs in the quad area.

### 8am-9am

- 2 servers for the hot drinks (served from the canteen). All hot drinks must have a lid put on the cup.
- 2 servers clearing plates from tables and restocking plates with food (if necessary).

### 9am-10am

- Pack away
- Left-over food - canteen to sell and any perishables go to the staff room.
- Please take any linen home to wash.