

Canteen

The Canteen is reliant on its dedicated volunteers. The managers warmly welcome anyone who is willing to help at any time that suits them. Duties include: preparing lunches, filling lunch orders and serving at recess and lunch time. The children always enjoy seeing a family member in the canteen.

Time: Weekly, fortnightly, monthly, every now and then or even an hour or so, any help will be appreciated.



Uniforms

Uniform volunteers share the responsibility of: ordering stock, filling orders, stocking the uniform cupboards and stock-taking once a term with our administration staff.

**Time: Whatever time you have to spare.
When it suits you, during school hours or after school.**



After School Hours Sport Parent Group

This is a group made up of parents, coaches, managers and co-ordinators who represent different sports. They get together to discuss issues relating to sports areas such as uniforms, equipment and the Sports Canteen operation. They are responsible for overseeing and co-ordinating activities relating to extra curricula sport and budget expenditure. They are supported by a representative from the school's Governing Council.

**Time: 1 meeting per season
approx. 1 hour**



Out of School Hours Care (OSHC) Parent Group

This group allows parents to contribute ideas and become involved in the running of OSHC in an informed way. They meet for coffee and a chat; children are welcome. They discuss their children's experiences at OSHC and attend to some business. This includes such things as: ideas for OSHC and Vacation Care, Policies (e.g. healthy eating), facilities improvements.

It is a great way to meet the OSHC staff, other parents and contribute your ideas in a friendly environment.

**Time: 1 - 2 night meetings per term
approx. 1 - 2 hours**



Fundraising

The Fundraising Parent Group plays a vital role in planning events to assist the school in purchasing a range of items not covered by our regular school budget. In recent years they have paid for new air-conditioners and SMARTboards to ensure all classrooms have access to effective, up to date equipment. If you are unable to be part of the Group, you may like to assist with a particular event e.g. Mother's/Father's Day stall when more help is needed.

Time: One meeting in Term 1 for about 2 hours, to plan for the year then meetings are on a needs basis.



Government of South Australia
Department for Education and
Child Development

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NOTES\Brochures\Volunteering Brochure

Reynella Primary School's Volunteering Information



FIRST OPENED 1858

55 - 63 Concord Drive, REYNELLA SA 5161
Ph: 8381 1493 Fax: 8322 2939

email : dl.0379.info@schools.sa.edu.au
web: www.reynellaps.sa.edu.au

Principal:	Steve Freeman
Deputy Principal:	Kathy Rowland
Assistant Principal:	Karen Thorburn
Governing Council Chair:	Amanda Carne

Volunteering is an integral part of the day-to-day operation of Reynella Primary School. The staff and students greatly appreciate the time given to them by parents, caregivers and families.

Included in this brochure is a brief summary of how you may be able to assist around our wonderful school. Contact our Front Office on 8381 1493 to find out more.

Front Office Support

This could involve filing, word processing, resource preparation for students and displays for staff.

Time: Any time you like during school hours.



Classroom Help



This could involve reading with students, excursions, cooking, art and craft, presentations to the class (e.g. jobs/ careers, olden days) or generally assisting the teachers with class activities.

Time: Any time you like during school hours.

STUDENTS PROGRAMMES

Physical Education (P.E.): by helping with transporting to sporting events, coaching school representative (SAPSASA) teams or umpiring/refereeing matches.

Time: Any time you like.

French: by assisting in French Fun Day activities or cooking with classes etc.

Time: Any time you like.



Performing Arts: by making costumes, assisting with performances in instrumental, choir or end of year concerts.

Time: Any time you like.



Learning Assistance Programme (LAP)

Our school's LAP programme is offered to any students who would benefit from individual time with an adult volunteer of any age.

The relationship-centred programme provides mentors with heart-warming experiences in which qualities like empathy, patience and confidence-building thrive. LAP volunteers support students in a range of activities such as cooking, gardening, playing games, pursuing a child's or volunteer's interests.

This is Smidge! He is a fluffy toy dog and is the mascot for The LAP Association Inc. and well loved by many children at Reynella (especially in the younger classes). He is always very busy, looking after a younger buddy, reading books and getting ready for special events in the school. We are all very proud of him. He is very good at showing Respect and trying very hard to do his Personal Best. He is seen playing a game with baby Smidge.

Time: Once a week for 45 min - 1 hour, during school hours.



Governing Council

A group comprised of parents, the Principal and staff and is responsible for: monitoring of broad policy and direction, funding allocation in some areas of the school budget, major decision making for recommendations from the Branches and reporting to the school community through the AGM and Annual Reports. People who volunteer for this committee have an insight into the operation of the school which is informative and rewarding.

Time: 2 night meetings per term approx. 1 ½ - 2 hours



Finance Branch

Finance Branch is where finance related discussions are held and decisions are made where appropriate. These decisions are presented to the full Governing Council for ratification. You don't have to be a financial expert to join Finance Branch. Finance Branch is where members find out how much it costs to effectively run the school, how the funding is allocated and allows them a say in how it can be allocated in some budget lines.

Time: 1 - 2 night meetings per term. approx. 1½ hours



Programs and Planning Branch

This is a committee of the Governing Council responsible for: providing feedback on policies, updating the Site Improvement Plan, managing the Governing Council Charter, overseeing After Hours Sport Parent Group and Uniform Parent Group, Dress Code and facilitating parent workshops. Members have the opportunity to be informed about the programs and resources being used at the school, with updates on curriculum being a feature of the meetings.

Time: 2 meetings per term. approx. 1 - 2 hours



Business Branch

Business Branch is responsible for overseeing the Governing Council's two businesses: Out of School Hours Care (OSHC) and Canteen. They report to Governing Council about business activities and have delegated authority from the full Governing Council to make appropriate decisions. Not only do parents have a chance to learn the ins and outs of both businesses they also have a priceless opportunity to discuss issues as they arise, work out solutions as a group and have a role in implementing those solutions. Needless to say this is a very satisfying, simple and concrete way of supporting the school community.

Time: 1 - 2 meetings per term approx. 2 - 3 hours