Parents and Friends Association Bulletin Board

This page includes requests for parent assistance by various parent workgroup co-ordinators. It also provides dates and details of upcoming social and fundraising activities.

Staffroom Assistance at Keilor Campus

We require the services of a parent who can assist with various staffroom duties.

The position will require approximately 2-3 hours per week and will include the following duties:

- Receiving and unpacking staffroom groceries
- General cleaning and tidying of staffroom

Day and time is negotiable and can be discussed further by calling Lynelle Hawke on 9334 0000 or 0407 344 601 or please email.

Position Available at Taylors Lake Campus

Parent help is required to assist with light duties tidying up the at Canowindra and Middle School staffroom kitchen and the Middle School Meeting Room at Taylors Lakes Campus.

Anytime or day that suits during school hours, approximately 1.5 hours per week.

Please contact: Lisa Gouder - Office Support Co-ordinator - Taylors Lakes. Tel: 0418 511 687 or email

Mothers Day Stall

The Mother’s Day Stall at the Keilor Campus will be held on Friday 8th May.

Are you thinking of ways to obtain your hours for Term 1. We require donations for our 2015 Mother’s Day Stall and all assistance contributes to the Family Contribution Scheme. If you have any questions, please contact Tammie Tanti on 0417 388 028 or email Tammie, or Ann Damanti on 0401 773 564 or email Ann.
Do you need hours and enjoy a walk?
Then join the Taylors Lakes Campus Walking School Bus.

The Taylors Lakes Campus Walking School Bus is always looking for walkers to drive or conduct our buses. It’s a great way to start the day for both you and your children and it is a wonderful way to contribute hours towards the Family Contribution Scheme. (Hours are calculated at double the walk length).

We have 3 buses operating. The “Wakelin Walkers” bus leaves from Wakelin Crescent. The “Murchison Marchers” bus meets at the car park behind Hungry Jacks. Route 3 starts at Wellesley Drive and goes straight along Palmerston Crescent.

The more Drivers and Conductors we have the more walks we can offer.

If interested please phone: Emma Grimaud on 0466 726 195 or email.

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Taylors Lakes Campus Prep Families Picnic BBQ

**Thursday 26th February, 2015, 5.30pm–7.00pm** in the Taylors Lakes Campus Junior School courtyard (weather permitting).

To celebrate your child's first month at school, join us in this celebration where you will meet new parents and get to know staff.

FREE sausage sizzle for Prep families. Bring along a picnic rug, salad and drinks for a night of socialising. (no alcohol)

This event is brought to you by the Junior School Parent Support Team – Taylors Lakes Campus.

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**Co-ordinator Position 2015 Working Bee Lunch Crew, Taylors Lakes Campus**

The **Working Bee Lunch Crew Team** prepare morning tea and lunch for parents attending the working bees

A co-ordinator is required to share the role with an existing experienced co-ordinator in 2015. You would be joining a friendly and experienced team with the advantage of sharing the role with an experienced co-ordinator on alternate working bees.

This position would suit someone that enjoys working with people and food. Experience in this area is an advantage but not essential.

Duties include: grocery shopping on the day, supervising helpers in the preparation, serving and clean up of morning tea and lunch and reporting hours. Hours 9.00am-4.00pm on alternate working bee days.

For further information please contact Kathy on 0409 161 919.

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**Parent help required - Catering Group**

Parent help is **urgently required** to assist with the set-up, serving and clean-up at functions. Hours are flexible as help is needed during the day, after school and evenings.

For further information please call Anne Quinn on 0419 368 813.
Car Pooling

Do you want to share the driving to and from the College?

Then car pooling may be right for you!

If you are interested in finding other parents who live in your area who may also wish to car pool then all you need to do is register. We will then provide you with the telephone numbers of parents who have also registered from the same area. The arrangements are then up to you!

Please email your name, your telephone number, your address, your children’s year levels and the Campus you drive to.

To register contact Wendy.

Parents & Friends Services Directory

Support the Overnewton Community and always consult the Parents & Friends Services Directory for ideas!

Applications for the 2015/2016 edition are sent to all parents. We would love to advertise your business.

Each year almost 5000 copies of the directory are distributed to our community. Simply fill in the application form and return it to the College.

If you are an existing advertiser please return your form with any changes you require or just tick the repeat box if there are no changes. A line listing is FREE for Overnewton families and Old Collegians.

If you have any questions or need a form please call Janine Hilton on 9334 0104 Tuesdays or Wednesdays.

The Parents & Friends Services Directory is available online.

Janine Hilton

Book in now for the 2015 Sausage Sizzle roster

Parent assistance rosters for the Sausage Sizzle Fundraising Group at Taylors Lakes Campus are now being finalised and we still need parent helpers.

We need parents to assist with operating our Sausage Sizzle, which will now operate from the kitchen situated inside the Taylors Lakes Campus Gymnasium each Saturday during school terms.

Operating hours available are: 8.00am to 4.00pm – full day shift or half day shifts – 8.00am to 12.00pm or 12.00pm to 4.00pm

All hours count towards your Family Contribution Scheme.

All help from both Keilor Campus and Taylors Lakes Campus parents is welcomed.

If you are available to help in 2015, please contact co-ordinators Chris Fernandes on 0409 070 563 or Khue Pham on 0404 830 260 to discuss available shifts.

Expressions of Interest - Class Reps 2015
Overnewton will be embarking on a new initiative this year – the appointment of a class representative for every class at both campuses.

As a class representative you will be responsible for establishing and maintaining connections between the parents in your child's class. You will be provided with a class list by the College and required to set up communications between the parents in your allocated class (e.g. through email, SMS, diary notes, face to face presence). You will be the main source of communication of major and minor Parents and Friends events.

Tasks may include:

- Distributing information regarding upcoming events
- Initiating connections with parents in the class
- Initiating attendance at College events such as the Annual Ball or Trivia Night (e.g. by suggesting a table be put together with members from the same class)
- Assisting the Parent Support Team where required
- Assisting the class teacher or Heads of School when urgent help is required (e.g. last minute need for a parent to attend an excursion)

You will be required to liaise with Parent Support Team co-ordinators but will be responsible to the Class Reps co-ordinator who is a Parents and Friends Committee member (Diane Falzon). If you are interested in becoming a class representative, please email Diane Falzon your contact details and advise which campus your children attend.

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**Administration Assistance**

The Registrar’s office requires a parent to assist with general administration tasks which may include some basic data entry. The hours will be flexible and may vary from term to term.

Please call Jane Sneddon on 9334 0142 or Diane King on 9334 0141 for further information if this is something you may be interested in.

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**Recording Hours**

When you organise or contribute hours towards the Family Contribution Scheme ALWAYS ask the person who is allocating the task, “Where should I sign in my hours?”.

Make sure you write your name clearly and include your child’s name if it is different to your own.

Include your telephone number also, to help us allocate your hours correctly.

**IMPORTANT NOTE:**

Families who have given ten years of continuous service to the College through the Family Contribution Scheme, only need to complete a minimum of 14 hours per term from their eleventh year.

Susan Bates, Community Development Assistant, 9334 0143

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**Drop-Off/Pick-Up Zone Duty at Taylors Lakes Campus**
Parent help is required Monday to Friday from 8.30am to 9am and 3.15pm to 3.45pm to assist students safely crossing at the zebra crossing within the car park at the Taylors Lakes Campus.

Please email Andrea Barrow to discuss your availability.

Photocopying Assistance Needed at Taylors Lakes Campus

A position has become available to join the photocopying team at Taylors Lakes Campus. Tuesday and Wednesday mornings, approximately 2 hours per week.

For more information contact Office Co-ordinator - Taylors Lakes Lisa Gouder on 0418 511 687 or email.