

Guidelines for Year Parents 2010
Fiona and Senior School

The aim of the Year Parent role is to help foster a happy, caring and inclusive school community in conjunction with the other Year Parents for their year group. There are typically 3 to 4 Year Parents in a Year.

There are 4 important facets to the Year Parent Role.

1. **Year Parents are expected to make a special effort to welcome and include any new parents in their year groups.**
 - In particular, where a family enters the school later than the beginning of the school year, it's very important to make contact by phone and introduce yourself (perhaps invite them for a coffee). It's also very important to make sure they have submitted the Parent Contact Permission form so that they can access and be added to the Parent Contact List in Aschamlink, the secure parent portal within the Ascham School website.
 - Once the new parent's details are publicly available, the Year Parent will be expected to send an email to the other class parents introducing the new parents and child.
2. **Year Parents are expected to organise social events for their specific year group.**

Suggested activities for Year Parents to organise include a parent morning tea either at someone's home or suitable cafe and another event later in the year such as a BYO family picnic or casual parent drinks party.
3. **Each Year Parent group are expected to nominate one Year Parent who is expected to compile and keep up to date an email group for their year using the latest contact lists from Aschamlink.** This is one of the key responsibilities of the Year Parent as it ensures regular, timely communication to the year group about school events and specific year group events.
4. **All Year Parents are expected to attend a once a term Fiona or Senior School Year Parents meeting with their VP , Ascham Parents Association and Ascham School Representatives held at 8.30am in the Marie Daley room.**

2010 Dates are as follows
Fiona 4/2, 22/4, 22/7, 14/10 Senior School 9/2, 27/4, 4/8, 26/10

The Ascham Parents' Association Committee has Vice Presidents for each section of the school that are available to help with all aspects of being a Year Parent and to guide you through the various necessary procedures for running a successful event.

*Above all, have fun and enjoy being part of a great school community!
Thank you for being a Year Parent!*

If you are interested, please complete the attached sign up sheet or contact one of the following:
Fiona VP: Danette Kemeny, dkemeny@kemenys.com.au, 93631411
Senior School VP: Maz Boyer, boyermaz@bigpond.net.au, 93376663