



**Emmaus
Christian
School**

Parent Involvement Program PIP

General Policy GEN 3-4

Access Level - Public
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GEN 3-4 Parent Involvement Program PIP

Prepared by:	Business Manager
Reviewed by:	NCCEA Board, Finance Committee, Executive
Approved by:	Principal
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Version History

Version	Date	Notes
1.0	June 2014	Prepared Bursar based on previous documents
1.1	Feb 2017	Changed by W.Morris to new format
1.2	August 2017	Updated by Business Manager to document age limit for PIP helpers
1.3	December 2017	Updated by Principal
1.4	Oct 2018	New format and logo
1.5	Jul 2019	Change to Eforms method for logging hours
1.6	Oct 2021	Updated by R McClure to reflect reduction of hours for 2022

Related Emmaus Christian School Policies

- •Fee Policy
- •Parent Code of Conduct
- •Parent, Volunteers and Visitors Policy



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Vision/Purpose

Emmaus exists to partner with parents, in providing a Christ-centred, Biblically-grounded and academically-rigorous education, which enables students to grow in wisdom and character, to the glory of God.

Values

1. Caring for Others

At Emmaus, we value, care for and respect each other because we are all made in the image of God. We partner with parents to care for and develop the whole person- body, soul and spirit. We foster a sense of belonging, celebrate one another's achievements and choose to be grateful for our school and each other. We are a community that learns in a fun, creative, encouraging and generous environment.

2. Striving for Mastery

At Emmaus, we encourage students to strive for excellence in all aspects of life: in study, work, and in relationships with God and with people. We believe God equips every person with gifts and abilities. We seek to instil in our students a strong desire to apply their utmost to what they do, an attribute that will long outlive their school years. Students are encouraged to master and apply academic and life skills in order to make the most of their opportunities in later life. Our goal is to equip students with the necessary skills and understanding to make wise and Godly choices, and to live resilient, fulfilled, and productive lives.

3. Equipping for Service

At Emmaus, our motivation for service is the love that Christ has shown us: his life of servant leadership is the example we seek to follow. Staff at Emmaus model integrity, accountability and the value of excellence in our work. We strive to equip students with both the desire and the skills to make a difference in the lives of others. We aim to grow students who are rich in Godly wisdom and noble character, and find their security in the love of Christ.

Purpose

Emmaus was established by a group of parents and continues to encourage parents to be involved with their child's education and school life generally, as this benefits the student as well as the school.

We are a small school and need parents to help us keep the running costs at a reasonable level. This involvement is formalised through our Parent Involvement Program (PIP). PIP is designed to encourage all parents to offer practical assistance to the school in a variety of areas.



The Policy

Preschool PIP Hours

Preschool families (without siblings in Primary or Secondary), are asked to volunteer a total of 10 hours during the year (5 hours per parent for separated single parent families). Parents are welcome to do more hours than this.

Primary and Secondary School PIP Hours

Primary and Secondary School families are asked to volunteer a total of 20 hours during the year (12 hours per parent for separated single parent families), roughly 6 hours per term. Board, Committee and Staff members who are also parents complete their PIP as part of their service in those roles and are not expected to contribute any extra PIP hours.

Compulsory Fete Hours

All families (Preschool, Primary & Secondary) are required to perform 2 hours of their annual PIP at the **annual school Fete**.

Student Helpers – Must be approved by Assistant Principal Operations

In certain situations, students aged 15 years and older may perform PIP hours on the family's behalf ONLY if the task has been approved by the Assistant Principal Operations before hand. Contact the Assistant Principal Operations to clarify if the proposed help is approved.

Ways to Help

Parents may provide voluntary work at the school in a range of areas that fall into either of 2 categories:

- **1. Non-student related** **or** **2. Student related** (need WWVP)

For examples and suggestions for both student related and non-student related PIP opportunities, Attachment A. PIP hours need to be carried out within the required needs of the school.

Recording PIP Hours via eform

PIP hours need to be recorded via eform before the advertised closing date in November each year.

- At the start of each term you will receive (via email) an individual link to your online eform.
- Please use this link to enter your hours.
- Your account balance shows on the form. (**Please note: when you enter new hours the new tally will not show until the following day.**)
- If you misplace your link the office can resend it to you.

Cost of Unfulfilled PIP Hours

Each time a family volunteers their time, their effort is credited at an hourly rate.



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While we would prefer parents to serve their PIP hours; however, if a family is unable to serve these hours a parent may choose to simply pay equivalent monies and not do any practical work at the school. Their money will then be used to pay someone to do work for the school as needed.

Towards the end of November, parents will be invoiced any outstanding PIP hours at \$50 per hour.

Hours cannot be donated to other families. If a family is unable to fulfill their hours or pay the equivalent, they may apply to the Assistant Principal Operations for an exemption.



Attachment A:

PIP – Parent Involvement Program. Thank you in advance for your participation in our PIP program. Parent involvement sends a clear message that our Emmaus Community is worth time, effort and sacrifice.

Note: 2 Hours of PIP per year must now be done at the Twilight Fete to ensure sufficient helpers.

Remember any parents who come to assist in our classrooms and have contact with our students MUST have a valid **Working With Vulnerable People (WWVP) card**. Helpers are to work in a class with a child of their own – unless by special arrangement.

Keep your PIP log up to date (this digital register is in the Front Office).

In term 4, should your PIP task fall after the closing date please log these hours in advance in the register.

NO MORE PIP hours can be added after this date.

IDEAS FOR PIP!		
<p>The following list contains some ways in which you can achieve PIP hours</p> <p>If you have any questions about any of the suggestions mentioned, please either talk to your child(ren)'s teacher or see the Front Office.</p> <p>Administration</p> <ul style="list-style-type: none"> • Library & Text Book Covering • Washing e.g. aprons, tea towels, etc. • School Banking • Scholastic Book Club • Parent Meeting Attendance • Prayer Group Attendance • General Administration work as requested e.g. laminating, cutting, etc. • Committee membership e.g. P&F, WHS, Finance, Curriculum, etc • Board membership 	<p>Maintenance</p> <ul style="list-style-type: none"> • Working Bees (once a term) • Cleaning & other odd jobs <p>Class Assistance</p> <p>Primary Teachers may have already communicated PIP opportunities that you can get involved in with their class. These may have been communicated through class letter updates and emails.</p> <ul style="list-style-type: none"> • Reading with students • Classroom Cleaning • Accompanying class to Excursion • Helping at sporting events e.g. Swimming Carnival, Cross Country, Athletics, etc. • Parent Helper at School Camps • Parent Helper at Sleepovers (Yr 2 & Yr 5) • Coach a sport team e.g. Futsal, netball, etc. • Skill sharing 	<p>Events Help</p> <ul style="list-style-type: none"> • Fete/Christmas Carols/Auction • Run a Fundraising Event • Working/Helping • Organising morning tea/afternoon tea • Baking • Home cooking food • Food preparing • Purchase food items • Book Fair • General Events Help • Scholastic Book Club <p>If you have a particular area of PIP that you would like to be involved in, or available for, please contact the office and let us know.</p> <p>Many of the notes relating to upcoming events (such as sports carnivals, social events, fundraising events and excursions) also request parent help, with a return slip needing to be returned to the Office.</p>



